




This digital application form can be completed by using Adobe Acrobat Reader on a desktop, tablet or smart phone. 

Official partners:  

# Expression of Interest Form

## Details of interested party

Name:

Address:

Email address:

Telephone number:

Type of party (please tick below):

Individual    Charity    Foudation    Corporate body    Trust    Government (agency or other body)

Potential donation amount (US Dollars \$):

Please enter the amount in words below:

If applicable, please provide details of ownership structure or structure through which donation will be made below:  
This information will allow the Foundation to confirm the specific due diligence requirements required.

## Confirmation

I certify that I am the Controlling Person, or am authorised to sign for the Controlling Person, or I confirm in completing this form I am acting as a principal and not as an agent or intermediary on behalf of others and am authorised to complete and sign this form on behalf of the Legal Entity(ies) as a Controlling Person;

I confirm my understanding that the Foundation is committed to conducting business in accordance with the highest ethical standards and in full compliance with all applicable anti-money laundering, anti-bribery, corruption and sanctions laws and regulations, including the Proceeds of Crime (Jersey) Law 1999, Corruption (Jersey) Law 2006, and UK Bribery Act 2010 and similar laws of the countries in which the Foundation operates;

I confirm that I am also committed to conducting business in accordance with the same ethical standards and in full compliance with all applicable anti-money laundering, anti-bribery, corruption and sanctions laws and regulations;




As a Controlling Person, I confirm that I have never been declared bankrupt or similar in any part of the world, nor have I been involved with a company that has been the subject of a compulsory or insolvent liquidation, winding-up, or a judicial enquiry; I have never been convicted of an offence, censured, disciplined, publicly criticised or adversely commented upon or subject to any ongoing regulatory or legal action which may have an adverse impact on my reputation, character, financial integrity and reliability. I have never been involved in any activities connected directly or indirectly with drugs trafficking, terrorism, tax fraud or money laundering. I am compliant with my tax filing and reporting obligations.

Signature:

Date:

Print name:

Capacity (if applicable):

 PO Box 437, Kensington Chambers, 46/50 Kensington Place, St Helier, Jersey JE4 0ZE  
 +44 1534 755155  [www.sustainablehumansettlements.org](http://www.sustainablehumansettlements.org)

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# Donor Due Diligence Guide

## Basic principle

The Foundation must identify and verify the beneficial owner/(s) and / or controller/(s) of each Donor. Specifically;

## Who will we identify and verify?

Where the Donor is an individual this is straightforward. Where that individual is investing through their own family wealth management structure (e.g. family office, trust or foundation), the Foundation will need to identify the individual and be provided with information about the family office or personal investment company that holds that individual's wealth, or details of the Trust and Trustee(s) or details of the Foundation and Foundation Council, including also Protector or Guardians thereof.

Where the Donor is a Government or agency of department thereof, the Foundation will require confirmation of how agency has come into being. The identities of those authorised to act on behalf of the Government or agency must be identified and information provided.

Where the Donor is a listed company, then information will be publicly

available, however identification will be sought of the identified controllers (authorised contacts be they Directors or otherwise).

Where the Donor is a private company or similar, then information will be sought on the company itself including confirmation of incorporation, changes in name (where applicable), registers of Directors, members and secretary, copies of Memorandum and Articles. Further, additional information will be sought on shareholders where they hold and control greater than 25% of the shares.

## Political Exposure?

Where it is identified that there is a connection to a politically exposed person, either current or past (Jersey applies a once a politically exposed person, always one) then identification and verification measures will be completed for any such connections above 10% of interests held.

## What does verification mean?

The Foundation is required to undertake its own checks and research to verify the information it has been told by a Donor. This may be through open source internet research, using specialist search tools and where appropriate obtaining independent third party reports.

Donor type	Due Diligence Requirement	Documentary evidence required	Notes for assistance
Individual	Identification Address Source of Wealth Source of Funds	Certified copy of Passport Certified copy of address verification Confirmation of source of wealth (including supporting documentation to support). Confirmation of source of funds (including supporting documentation to support)	
Company (Private Company)	Identify beneficial owners and controllers including directors and shareholders	Memorandum & Articles (founding documents) Certificate of Incorporation Change of name certificate Register of members Register of Directors Register of Shareholders Full Structure chart Financial statements	For each individual provide information required for individuals
Trusts	Identify Trustee, Protector (if appointed) and any vested beneficiary	Trust Deed Full structure chart Financial statements	For each individual provide information required for individuals. Where Trustee is a corporate provide same information as for a company including proof of regulated status
Foundation	Identify Foundation Council members, Guardian and any vested beneficiary	Foundation Charter Foundation Regulations Financial statements	For each individual provide information required for individuals. Where Foundation Council includes a corporate provide same information as for a company including proof of regulated status
Partnership	Identify general partner Identify limited partners Identify investors if a fund type structure	Partnership Agreement Full structure chart Financial statements	Identification and verification required for each part of the structure so looking through to the ultimate beneficial owners and controllers and well as investors depending on nature of structure

## Suitable certification

All due diligence including that provided for identification and address verification must be suitably certified.

Suitable certification is the process where a person presents themselves personally (physically) to a trusted third party, for that third party to certify on the basis of original and in date documentation presented to that third party, that the person is who they say they are (their identity).

The Foundation is required to obtain suitable evidence as to the identity of those we are entering into a relationship with. Where we cannot obtain that evidence in original form directly, having a process involving suitable certification allows us to determine whether we have fulfilled our obligations in identifying an individual or other person.

A suitable certifier may include:

- a member of the judiciary, a senior civil servant, or a serving police or customs officer;
- an officer of an embassy, consulate or high commission of the country of issue of documentary evidence of identity;
- an individual who is a member of a professional body that sets and enforces ethical standards (e.g. Accountant, Doctor);
- an individual that is qualified to undertake certification services under authority of the Certification and International Trade Committee; and
- a director, officer, or manager of: (i) a person carrying on a financial services business which is regulated and operates in a well-regulated country or territory; or (ii) a branch or subsidiary of a group headquartered in a well-regulated country or territory which applies group standards to subsidiaries and branches worldwide, and tests the application of and compliance with such standards.

In determining whether a country or territory is well-regulated, the Foundation may have regard to:

- the development and standing of the country or territory's regulatory framework; and
- recent independent assessments of its regulatory environment, such as those conducted and published by the IMF.

A higher level of assurance will be provided where the relationship between the certifier and the subject is of a professional rather than personal nature.

No matter who the certifier, verification will be needed as to who the certifier is, including checking membership of relevant bodies etc. For more on verification, click here.

## Requirements for certification?

Where certification is required, then certification may be by way of either using a firm stamp or where not available an accompanying letter on company letterhead confirming the documents that have been certified.

The stamp must be made directly on the copy of the documentation. Certification on the reverse of a document is not acceptable.

The certifier must complete the following information - signature, date, position, qualifications (e.g. professional body membership and membership number where available) and contact details (the latter being required for verification purposes).

The signature should generally be "wet ink" original.

## Certification wording

Foundation preferred wording:

Identification - "I certify this to be a true copy of the original document which I have seen and that the photograph shown is a true likeness of the person named therein."

Address verification or other such documentation (e.g. Deeds, Agreements, M&As etc) - "I certify this to be a true copy of the original document, which I have seen."