

Annex F: Customer Due Diligence Forms for Clients

The suggested Customer Due Diligence (CDD) forms are provided in Annex F to provide EAs and RESs with a template that they may adopt when conducting CDD for all rental, sale and purchase transactions. The specific forms applicable to a particular transaction depend on whether the client is an individual or an entity/legal arrangement, and whether they are acting for themselves or on behalf of another party.

For individual clients acting for themselves, Form A1 (Customer Particulars) and Form B (Screening Documentation) may be used. When individuals or entities act on behalf of others, additional forms such as Form A3 or Form A4 may be used, along with separate risk determination and screening checklists (Form B) for each party involved.

Client Type	Forms to be completed
Individual Clients	
1. Client (Individual) acting for himself	<ul style="list-style-type: none"> Form A1 (Customer Particulars Form (For Individual)) Form B (Risk Determination and Screening Checklist)
2. Client (Individual) acting on behalf of another individual	<ul style="list-style-type: none"> Form A1 (Customer Particulars Form (For Individual)) Form A3 (Particulars of Individual your Client is acting on behalf of) Form B (Risk Determination and Screening Checklist) - one for each person
3. Client (Individual) acting on behalf of another (Entity/Legal Arrangement)	<ul style="list-style-type: none"> Form A1 (Customer Particulars Form (For Individual)) Form A4 (Particulars of Legal Person (Entity/Legal Arrangement) your Client is acting on behalf of) Form B (Risk Determination and Screening Checklist) - one for each person
Entity/ Legal Arrangement Client	
1. Client (Entity/ Legal Arrangement) acting for himself	<ul style="list-style-type: none"> Form A2 (Customer Particulars Form (For Entity/Legal Arrangement)) Form B (Risk Determination and Screening Checklist)
2. Client (Entity/ Legal Arrangement) acting on behalf of another individual	<ul style="list-style-type: none"> Form A2 (Customer Particulars Form (For Entity/Legal Arrangement)) Form A3 (Particulars of Individual your Client is acting on behalf of) Form B (Risk Determination and Screening Checklist) – one for each person
3. Client (I Entity/ Legal Arrangement) acting on behalf of another (Entity/ Legal Arrangement)	<ul style="list-style-type: none"> Form A2 (Customer Particulars Form (For Entity/Legal Arrangement)) Form A4 (Particulars of Legal Person (Entity/Legal Arrangement) your Client is acting on behalf of) Form B (Risk Determination and Screening Checklist) - one for each person

1. For higher risk transactions, EAs and RESs should obtain the information as set out in the applicable forms above **and** Form C (Enhanced Customer Due Diligence).

2. For on-going client relationships which require on-going monitoring, EAs and RESs should obtain the information as set out in the applicable forms above **and** Form D (On-going Due Diligence).