



# KNOW YOUR CLIENT QUESTIONNAIRE

*Responses to be provided by client*

<b>Client Name:</b>
<b>Proposed Service :</b>
<b>Date:</b>
<p>Our firm's policies require that we obtain basic information from all new/existing clients. Your cooperation in completing this questionnaire will be greatly appreciated.</p> <p><b>*Information provided will be treated confidentially.</b> (Where required, please provide additional details in a separate document/ attachment)</p>

S/N	Details	Response
1	Legal name of entity	
2	Trade Name (if any or different from legal name)	
3	Incorporation/ Registration number	
4	Registered business address	
5	The Principal operating/business activity	
6	Year of commencement of operations	
7	Financial year-end of the entity	



8	Details of shareholders who holds 5% or more of equity or voting rights and the percentage of shareholding			
	Name of Shareholder	Percentage Holding	Nature (Entity or Individual)	
9	Name(s) of the shareholders of the shareholding entities as noted in (8) above.		Name of Shareholder	Percentage Holding
Shareholding Entity 1				
Shareholding entity 3				



10	Details of all Directors and Directorship posts (including nationality, if not a Nigerian)	
11	Details of all Principal officers other than Directors	
12	Details of of the entity's ultimate parent company (if applicable) and the country of registration?	
13	Has there been any significant change of ownership over the last 5 years?  If any, provide details	
14	Total Number of domestic branches & subsidiaries (if any)	
15	Total Number of International branches & subsidiaries (if any)	
16	Total Number of Employees	
17	Does your entity have control or significant influence over another company? If yes, provide details	
18	Aside the ultimate parent company, does any other company have control or significant influence over the entity? If yes, provide details of the Company, its shareholders and Directors	
19	Does the entity have any related party or entity?  If yes, state the name of the entity, the nature of the relationship as well as details of the entity's directors/shareholders	
20	Is the entity listed or planning to list its securities in any stock exchange?	



21	<p>Is the entity a US-SEC issuer or an affiliate of a US-SEC issuer?</p> <p>If an affiliate, identify the issuer</p>	
22	<p>Are there any *Politically Exposed Persons (PEP) on the Board of Directors, executive management or shareholders of the entity?</p> <p>If yes, please provide further details</p>	
23	<p>Has there been any significant dispute between the entity and its current/former professional service providers in the last 3 years?</p> <p>If yes, please provide further details</p>	
24	<p>Is the Entity or its management subject to investigation on money laundering, terrorism financing or criminal investigation?</p> <p>If yes, please provide further details</p>	
25	<p>Is the entity or its management subject to any investigation by regulatory agency, including tax authorities?</p> <p>If yes, please provide further details</p>	
26	<p>Is the entity or its management involved in any significant dispute/litigation with any regulatory agency, including tax authorities?</p> <p>If yes, please provide further details.</p>	
27	<p>Does the entity have any financial challenges that could affect its continued existence ?</p>	



28	Name of the entity's statutory auditors	
29	Name of the entity's tax consultant	
30	Name of the entity's legal adviser/counsel	
31	Provide the name of principal bankers of the entity and how long the banking relationship has subsisted	
32	Have you engaged other third parties to advice or partake in any service we would be rendering to your organization?  If any, please provide details	
33	Provide details of the entity's representative who we will be liaising with on this engagement.	

## **Declaration**

I hereby attest, to the best of my knowledge and belief, that the information presented above is accurate and faithfully represents the pertinent details concerning the entity in question.

**Name :**

**Designation :**

**Authorized Signature :**

**Date :**