



Dear Policyholder:

**REQUEST FOR CUSTOMER INFORMATION & IDENTIFICATION DOCUMENTS**

Insurance related businesses have been designated as Financial Institutions and are subject to various regulatory requirements; including but not limited to Proceeds of Crime Act (POCA), Anti-Money Laundering (AML) and Combatting the Financing of Terrorism (CFT) regulations. Caribbean Alliance Insurance Company Limited is committed to the local and international efforts and seeks to ensure compliance.

In accordance with the Country's POCA, AML and CFT Laws, Regulations and Guidelines which stipulate that:

***"All Financial Institutions should have comprehensive procedures relating to the identification of their customers and the verification of customers' identity and address. Identity shall be verified using reliable source documents, data or information, and must be current."***

As part of the policy establishment process, we request that you submit the following documentation:

1. Identifying document(s) for owners (Shareholders holding over 20% of Shares), and/or substantive officers/managers depending on the structure of the company and their daily involvement of the company's operation.  
*(A government issued valid, photo identification is required. If a passport or birth certificate was not a prerequisite for obtaining the ID being presented, 2 IDs will be required.)*
2. Proof of physical Address (**utility bill, post marked mail, lease/rental agreement, etc.**).

In addition to either of the following:

3. Company Formation Documents or any official document which lists beneficial owners, officers/managers (e.g. Articles of Incorporation, By-Laws, Articles of Association, Company's incorporation/registration certificate, etc.):
4. Corporate Resolution.

For any additional information or clarification, please feel free to contact any of our representatives at your local Caribbean Alliance branch or agent.

We thank you for having us as your preferred insurance provider as we seek to improve our customer service to you.

Yours truly,

Management