

Burgess is required to collect certain documents to satisfy its Anti Money Laundering (AML) obligations. Documents will be used to ensure that we can adequately perform Know Your Client (KYC) checks, which require us to fully identify and validate parties with whom we are doing business.

All documents collected by Burgess will be treated as confidential and stored on a secure server with access restricted to those Burgess staff with a need-to-know. Client information is never routinely disclosed to third parties, except where required to fulfil our contractual obligations to you.

If you have any concerns about what we are requesting, how it is stored, and who may see it, please contact the Burgess Compliance team at Compliance@burgessyachts.com.

Required Documents

Prior to signing a Sale/Purchase agreement to purchase the yacht, we require **certified English language copies** of the following documents:

For the **New Owning Company** structure

- If the ownership structure involves multiple companies/entities, an organisation chart showing all entities between the yacht and the UBO(s) and the Directors of each entity

For each company in the new ownership structure, until either a public listed company or the UBO(s) is/are reached:

- Certificate of Incorporation (or equivalent)
- Memorandum and Articles of Association (or equivalent)
- Register of Directors (or equivalent)
- Register of Shareholders showing actual shareholdings (or equivalent)

For each **Director** of the owning company:

- Proof of Id (current passport, national identity card, or driving license)
- Proof of Address (current driving license if not used as Proof of Id, or utility bill, bank statement, mortgage document or equivalent less than 3 months old)

If the **Director** of the owning company is a legal entity:

- Certificate of Incorporation (or equivalent)
- Memorandum and Articles of Association (or equivalent)
- Register of Directors (or equivalent)
- Register of Shareholders showing actual shareholdings (or equivalent)
- A structure chart disclosing the UBO(s)

If there are any nominee shareholdings:

- Declaration of Trust, naming the beneficial owner of the relevant shares
- Corporate documents as above for any company acting as nominee

If there are any trusts:

- Either an extract of the Trust Deed, or a Trust Certificate, in each case identifying settlor, trustees and beneficiaries (and Protector, if any)
- If the Trustee is a legal person, corporate documents as above for any company acting as Trustee

For the individuals acting as Settlor, Trustee and Protector and for all the Beneficiaries:

- Proof of Id (current passport, national identity card, or driving license)
- Proof of Address (current driving license if not used as Proof of Id, or utility bill, bank statement, mortgage document or equivalent less than 3 months old)

For each **Beneficial Owner** (meaning any person with an interest of 25% or more in the yacht and/or any person who ultimately exercises effective control over the yacht):

- Proof of Id (current passport, national identity card, or driving license)
- Proof of Address (current driving license if not used as Proof of Id, or utility bill, bank statement, mortgage document or equivalent less than 3 months old)

Documents may either be returned to me, or sent directly to the Burgess Compliance team at Compliance@burgessyachts.com.

Certification of Documents

Personal documents should be certified by a regulated professional (such as a lawyer, accountant, or bank official).

Corporate documents may additionally be certified by a Director, Company Secretary, or Partner.

In the case of photo id the certification should state: *I have met the individual and I certify the attached to be a true copy of the original document which I have seen, and the photograph shown is a true likeness of the individual named therein.*

For other personal documents, and all corporate documents, the certification should state: *I certify the attached to be a true copy of the original document which I have seen.*

Certification should show:

- Signature of the certifier
- Date of certification
- Full name and position/job title
- Contact details (address, email, phone number)
- Where relevant, details of professional body including membership number

Certification may be by way of a single Certification Certificate identifying the list of documents being collectively certified.

Language

All non-English documents should be accompanied by official translations into English, and certified as an accurate translation by a qualified translator. In such cases please ensure that both the original language document and the English translation are certified as above.

Further Documents

Occasionally, having reviewed your documents we may have to request further documentation such as a Source of Wealth/Source of Funds declaration, or documents relating to other individuals identified in the ownership structure. We apologise in advance should this be necessary.

Sending Funds to Burgess

If you need to send funds to Burgess in connection with your contract, please always ensure that these come from a bank account in the same client name as appears on your contract with Burgess. If you fail to do this we are likely to require additional KYC documents to verify the sender of the funds, which may delay our ability to work with you.

To comply with our AML regulations, we must know from which country, funds are sent to Burgess. In this respect, may you please indicate us in which country is located the Bank from which the funds will be sent.