**Sole Trader/Unincorporated Business**

**Business Information**

|  |  |
| --- | --- |
| Business Name1 |  |
| Previous Name1 |  |
| Trading As1 |  |
| Business Address |  |
| Previous Address |  |
| Operational Address |  |
| Contact address |  |
| Trading Start Date |  |
| Countries of Operation2 |  |
| Entity Type |  |
| Nature of Business |  |
| Business Structure |  |
| Contact Name |  |
| Contact Telephone Number |  |
| Contact Email Address |  |

**Additional Information**

|  |  |
| --- | --- |
| Geographical Location2 |  |
| Face to Face or Remote3 |  |
| Services Required4 |  |

**Client Activity5**

|  |  |
| --- | --- |
| Type of Transactions |  |
| Volume and Frequency |  |
| Estimated Value |  |

***Repeat as required for each proprietor***

**Proprietor Personal Information**

|  |  |
| --- | --- |
| Full Name |  |
| Previous Name |  |
| Known As |  |
| Home Address |  |
| Date Lived at From |  |
| Previous Address |  |
| Date Lived at From |  |
| Date Lived at To |  |
| Contact Address |  |
| Reason for Contact Address |  |
| Date of Birth |  |
| Home Number |  |
| Mobile Number |  |
| Work Number |  |
| Email Address |  |

**Notes**

1. Understanding the name of your client including any previous or trading as names is important for obtaining a clear picture on you client. This will also be useful should you need to undertake any further research.
2. The location in which your client is present and operates may be a factor in increasing the risk they bring. In some countries the approach to anti-money laundering and the prevention of bribery and corruption is not sufficiently enforced. This could result in a potential for criminal funds to filter through your business.
3. The method in which a client is interacted with will adjust the associated risk. Having a relationship where a client is never met face to face is at higher risk for fraud and steps should be taken to minimise the risk.
4. It may be that your business only provides a single core service and therefore the level of risk will be consistent. However, where different product or services are offered you may wish to adapt the level of due diligence undertaken based on this risk.
5. Understanding what will be normal for your client will enable you to identify when something abnormal happens. There may be a valid reason for changes in your client’s activity such as a significant increase in the amounts going through your business. However, it could be an indicator to a change in the risk the client brings potentially warranting a higher level of due diligence.
6. Beneficial Owners are likely to be the proprietors of the business and in lots of situations you may need to verify them as individuals as little trace of the business may exist. Other individuals who have authority over your relationship may also need to be treated as a beneficial owner.