



Healy Consultants



| No. | Engagement Courier Checklist | Received? |
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| 1. | Original completed color copy of engagement Letter , signed by each i) shareholder ii) director and iii) beneficial owner (each party to the engagement) | |
| 2. | Color copy of Passport certified true by a Notary Public, received from each individual i) shareholder ii) director iii) beneficial owner and iv) bank signatory; | |
| 3. | Color copy of Proof of Address in English received from each individual shareholder, director, bank signatory and beneficial owner. Proof of address within past month. | |
| 4. | Resume for each shareholder, director and beneficial owner; | |
| 5. | Color copy of i) Certificate of incorporation ii) M&AA and iii) latest annual return issued by the Registrar or certified true by a Notary Public; | |
| 6. | Original Company brochure relating to Client's existing business; | |
| 7. | Color copies of i) one business contract with a customer and ii) one business contract with a supplier for our Client's existing business; | |
| 8. | Color copies of i) two customer invoices or raw material invoices for our Client's existing business; | |

Note: If our Client cannot provide one or more of the above, Healy Consultants will work with you to supply alternative sources of due diligence documents including **i)** a personal tax return **ii)** group financial statements **iii)** copies of company licenses **iv)** copies of personal degrees. Refer [to this web page](#) for further details;