

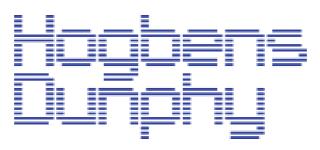
Partnership

New Client Information Check List



General Information

Client Name - Registered		
Client Name - Trading		
Business / Home Address:	Business Address	Other Branch(es)
Telephone / Email:	Telephone	Email
Business Activity:		
Geographical Connections:		
Important Dates:	Commencement	Year End
P/Ship Tax Reference:		
PAYE Scheme?	Yes No	
HD to setup / manage PAYE ?	Yes No	
PAYE Scheme No:		
Accounts Office Ref:		
Current Administrators:		
Administrators Address:		
VAT Registered ?	Yes No	No.
-	100	
Date of Registration:		
HD to setup / manage VAT ?	Yes No	
VAT Quarter Ends:		
Other HD Duties:		
Company Software:	Excel Sage Other	



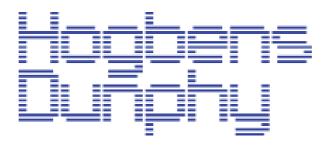
Other Information

Premises:	Home Rent	Mortgage	Freehold Leasehold
Details:			
Motor Vehicles:	Yes	No	
Model:			
Vehicle Registration:			
Date Purchased:			
Purchase Cost:			
Business Use:	Yes	No	%
Other Assets ?	NB. Finance Lease	No No	ded if any.
Details:			
Bank Name:			
Account Name:			
Account No:			
Sort Code:			
	NB. Bank Loan agre	amonts nooded i	if any
Proof of Identity ?	Yes Yes	No No	Passport Bill 1 Bill 2
Financial Adviser?	Yes	No	
Pension Provider / Amount:			
Employment Income ?	Yes	No	
Rental Income ?	Yes	No	
Other Investment Income:			
Previous Accountant:			
Contact Accountant ?	Yes	No	
64-8 Signed ?	Yes	No	
Fee Quoted			Standing Order



Partnership Details

	First Partner	Second Partner
Full Name:		
Full Name:		
Personal Address:		
Telephone Number:		
Parall Addisons		
Email Address:		
Date of Birth:		
UTR Number:		
OTT Number.		
NI Number:		
Partnership %		
raithership //		



Risk Assessment

Ye	s/No/N/A			Comments
Business Structure is Complex/Unusual or involves anonymity?				
Yes	No	N/A		
Transacts with businesses in overseas countries with weak money laundering regimes/PEP?				
Yes	No	N/A		
Control is Remote or we have not me	et the prii	nciples?		
Yes	No	N/A		
Cash Business?				
Yes	No	N/A		
Client Monies Held?				
Yes	No	N/A		
Overall Risk?				
High N	/ledium	Low		
Are normal procedures sufficient?				
Yes	No	N/A		



- 1 FATCA stands for the Foreign Account Tax Compliance Act and is implemented in the UK by a USA UK Inter-Governmental Agreement on reporting payments to US citizens. However, banks and other financial institutions will need to know the entity's FATCA status even if there are no US connections.
- 2 The term Non-Financial Foreign Entity is from the US (or other country's) perspective, and so UK entities will be "foreign". A Passive NFFE is one where 50% or more of its income is passive income, being dividends, interest, royalties from legacy products and such like. An active NFFE is one that is not a passive NFFE. Charities are exempt from registering under FATCA, so mark these as N/A.
- 3 Clients will be asking their accountants for help identifying their status. If you do not offer this support please ensure this is reflected in your letter of engagement.
- 4 Geographical connections are becoming increasingly important, not only because of the risks associated with countries with weak AML regimes, but also because of inter-governmental agreements over tax such as the UK USA agreement over FATCA and the Common Reporting Standard (CRS) that will involve more than 90 countries exchanging tax information.
- 5 High risk is mandatory where the client's structure is complex or unusual or involves anonymity, or where a PEP is involved, or where you have not met the principals.
- 6 Where there have been significant changes or where you are in doubt you should complete the separate form A14.5c Annual Review of AML Changes