



Healy Consultants



No.	Engagement Courier Checklist	Received?
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.	Color copy of National ID card and driver's license from each individual shareholder, director, beneficial owner and bank signatory;	
5.	Original Business Card and Resume received from each party to the engagement;	
6.	Color copy of i) Certificate of incorporation ii) M&AA iii) latest annual return and iv) certificate of good standing issued by the Registrar or certified true by a Notary Public;	
7.	Color copy of regulatory license , original issued by the relevant Regulatory Agency or certified true by a Notary Public;	
8.	Latest audited financial statements for each corporate shareholder, director, beneficial owner and bank signatory;	
9.	Color copy of latest bank statements in English from each individual and corporate shareholder, director, beneficial owner and bank signatory;	
10.	Color copy of a proof of net worth in English from each individual and corporate shareholder, beneficial owner and bank signatory;	
11.	Latest tax return or lawyer or accountant reference letter confirming that each shareholder and beneficial owner is complying with its local tax obligations;	
12.	Original Company brochure relating to Client's existing business;	
13.	Color copies of i) one business contract with a customer and ii) one business contract with a supplier for our Client's existing business;	
14.	Color copies of i) three customer invoices and ii) two raw material invoices from two suppliers for our Client's existing business;	
15.	Color copies of transfer slips or other proof of payment for the invoices and contracts	