



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 from each individual shareholder, director, beneficial owner and bank signatory;	
5.	Original Business Card received from each party to the engagement;	
6.	Resume for each shareholder, director and beneficial owner;	
7.	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;	
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.	Original Company brochure relating to Client's existing business;	
11.	Color copies of i) one business contract with a customer and ii) one business contract with a supplier for our Client's existing business;	
12.	Color copies of i) three customer invoices and ii) two raw material invoices from two suppliers for our Client's existing business;	
13.	Color copies of transfer slips or other proof of payment for the invoices and contracts	

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;