

# Beneficial Ownership Certification Form



## What is this form?

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e. the beneficial owners) helps law enforcement investigate and prosecute these crimes.

## Who has to complete this form?

This form must be completed by the person opening an account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

For the purposes of this form a **legal entity** includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. **Legal entity** does not include sole proprietorships, unincorporated associations or natural persons opening accounts on their own behalf.

## What information do I have to provide?

This form requires you to provide the name, address, date of birth and Social Security Number (or passport number or other similar information, in the case of foreign persons) for the following individuals (i.e. the **beneficial owners**):

- (i) Each individual, if any, who owns, directly or indirectly, 25% or more of the equity interests of the legal entity customer (e.g. each natural person who owns 25% or more of the shares of the corporation) and
- (ii) An individual with significant responsibility for managing the legal entity customer (e.g. Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President or Treasurer)

The number of individuals that satisfy this definition of “beneficial owner” may vary. Under Section I, depending on the factual circumstances, up to four individuals (but as few as zero) may need to be identified. Regardless of the number of individuals identified under Section I, you must provide the identifying information of one individual under Section II. It is possible that in some circumstances the same individual may be identified in both sections (e.g. the President of Acme, Inc. who also holds a 30% equity interest). Thus, a completed form will contain the identifying information of at least one individual under Section II and up to five individuals (i.e. one individual under Section II and four 25% equity holders under Section I).

The bank may also ask to see a copy of a driver’s license or other identifying document for each beneficial owner listed on this form.

# Section I | Beneficial Owners

## Beneficial Ownership Certification Form



Persons opening an account on behalf of a legal entity must provide the following information:

Name of Person Opening Account

Name of Legal Entity for which the Account is being Opened

Legal Entity Type

Please provide the following information<sup>1</sup> for **each** individual, if any, who directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, **owns 25% or more** in the equity interests of the legal entity listed above.

Name	Date of Birth	Address	For U.S. Persons: Social Security Number	For Non-U.S. Persons: Passport Number and Country of Issuance, or other similar identification number <sup>2</sup>	Ownership %

...Continued on the following page

**IMPORTANT:** If there is a legal entity that owns 25% or more of this legal entity customer, please complete the **Beneficial Ownership Addendum Section III** located on Page 4.

<sup>1</sup> We may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.

<sup>2</sup> In lieu of a passport number, foreign persons may also provide an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

## Section II | Control

### Beneficial Ownership Certification Form



Please provide the following information<sup>3</sup> for **one** individual with **significant responsibility for managing the legal entity listed above**, such as:

- An executive officer or senior manager (e.g. Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President or Treasurer); OR
- Any other individual who regularly performs similar functions.

Name/Title	Date of Birth	Address	For U.S. Persons: Social Security Number	For Non-U.S. Persons: Passport Number and Country of Issuance, or other similar identification number <sup>4</sup>

I, \_\_\_\_\_, hereby certify, to the best of my knowledge, that the information provided above is complete and correct. I also agree to notify Citizens and Farmers Bank of any change in the information provided within this Certification by sending written correspondence of such change to C&F Bank, Attn: Compliance Dept., P.O. Box 391, West Point, VA 23181.

\_\_\_\_\_  
**Print Name and Title**

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

Generally this will be the same person who certified the resolution (e.g. the secretary or other officer of a corporation, member or manager of an LLC, or partner of a partnership.)

<sup>3</sup> We may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.  
<sup>4</sup> In lieu of a passport number, foreign persons may also provide an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

## Section III Beneficial Owner Addendum



This addendum should be used when there is legal entity or entities that owns 25% or more of the legal entity customer opening this account.

Legal Entity Name<sup>5</sup>

### % Ownership in Customer Opening the Account

Please provide the following information<sup>6</sup> for **each** individual, if any, who directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, **owns 25% or more** in the equity interests of the legal entity listed above.

Name	Date of Birth	Address	For U.S. Persons: Social Security Number	For Non-U.S. Persons: Passport Number and Country of Issuance, or other similar identification number <sup>7</sup>	Ownership %

Are any of the individuals listed above also owners in the legal entity opening the account?

Yes     No

If you answered “YES”, please comment on whether any of the individuals listed above own, in the aggregate<sup>8</sup>, 25% or more of the legal entity opening the account.

<sup>5</sup> Name of the legal entity that has ownership in the customer seeking to open the account.

<sup>6</sup> We may also ask to see a copy of a driver’s license or other identifying document for each beneficial owner listed on this form.

<sup>7</sup> In lieu of a passport number, foreign persons may also provide an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

<sup>8</sup> Notate whether any individual listed on Page 4 is also a minority owner in the company listed on Page 2. If so, add the percentages together to determine whether any of those individuals own 25% or more of the entity listed on Page 2 (i.e. indirectly).