
DUE DILIGENCE NEW ENTITY CHECKLIST

2026



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01

DOCUMENT GUIDANCE

- Please name each document clearly, in English, for example 'Entity Name - Business Registration Doc'.
- To speed up the processing of your application, please highlight all **company names, director names, names** and ownership **percentages** of **shareholders** owning 20% and above, using a yellow highlighting tool.

Checklist Legend

	Required document	
Must include	Key information which must be present on the document	
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Guidance	Clarification for your convenience.	

	Business registration document of the new entity	
Must include & please highlight	Entity name Address Start date	
If applicable	Translate with attestation. see below guidance.	
Language	Document in original language accepted from all EEA countries and Switzerland. <ul style="list-style-type: none"> Other non-English documents must be submitted together with a translation including attestation from a lawyer, solicitor, barrister or chartered accountant. 	
If unable to provide translation	Or, if unable to provide a translation, the original document will be accepted. <ul style="list-style-type: none"> If submitted with an attestation from a lawyer, solicitor, barrister or chartered accountant, stating in English it is a business registration document in line with local legislation. 	
If applicable	Must submit business registration for all parastatal companies or trusts that own 20% or above.	

	Official document confirming name and ownership percentage of shareholders, of the new entity	
Not required if	*Not required if your business registration document includes names and ownership percentages of all shareholders	
Must include & please highlight	Names and ownership percentages of all shareholders who own 20% or above.	
Must include	Full legal entity name.	
If applicable	Translate with attestation. see below guidance.	
English translation	Non-English documents must be submitted with a letter in English, with: <ul style="list-style-type: none"> • Company name • Names and ownership percentages of all shareholders who own 20% or above • Attestation from a lawyer, solicitor, barrister or chartered accountant 	
Guidance	May be called Articles/Memoranda of Incorporation, By-laws, Deeds of Partnership. It is a legal document that outlines the rules and regulations of an organisation. It contains the names of all subscribers, i.e. the people who were there at the founding point of the company, and a set of rules that govern how the company is run.	

	Passport ID - For all shareholders who own 20% or above and all Directors of the new entity	
Must include	Expiry date , no less than 6 months	
Must include	Attestation from a lawyer, solicitor, barrister or chartered accountant	
If unable to provide	<p>Or, if unable to provide a passport, then we will accept.</p> <ul style="list-style-type: none"> • ID card • or drivers licence • with and expiry date no less than six months 	

	Register of Directors of the new entity	
Must include	Full legal name of current Directors	
Must include	Full legal name of entity	
Must include	Attestation from a lawyer, solicitor, barrister or chartered accountant	

Upon reviewing the application, further information/documentation may be required.

If applicable:

Licences	National or state licences to export, import, trade or mine precious stones or metals.	
Reports	Copy of electronic link to any recent reports, financial or otherwise, published by applicant company.	



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