

# Onboarding requirements for Lebanon

## Onboarding Documents - Renewal

1. Signed an fully filled Know Your Customer Form - KYC
2. Confirmation on renewal terms by email
3. Budget to be attached where applicable
4. Individual KYC Form for the Local Ultimate Beneficiary Owners (UBOs)

## Legal Documents to be collected

1. Duly authenticated copy of the company bylaws
2. Registration certificate
3. Ownership structure
4. List showing the distribution of equities or shares (directly or indirectly)
5. The address of the officially registered office and, if different, the address of the head office
6. ID of the Ultimate beneficial owners UBO's (including authorized signatories, partners with control, etc.) for the Lebanese branch
7. Commercial Circular mentioning the nature of business

## Onboarding Documents – New business

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| 1. Covering letter (Proposal) signed, dated, and stamped by the authorized signatory | 5. G42 form signed and stamped.<br>(Required for the Benefit Plus Policies only) |
| 2. Copy of the commercial circular   | 6. Shareholders IDs  |
| 3. KYC form completed, signed, dated, and stamped by the authorized signatory        | 7. Indicative budget signed, and stamped or confirmed by email                   |
| 4. Copy of the certificate of registration at the ministry of finance                | 8. Confirmation on policy effective date   |
|  | 9. Confirmation on policy mode of payment  |

To note that the ownership structure, list of shares and signatories can be under one document however all the abovementioned information should be available before onboarding/renewing the case.