

**Appendix 3**

## Natural Person's Renewal Form

CUSTOMER INFORMATION FILE NUMBER: (For Internal Use Only)	
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Attention: Please read the explanatory notes carefully before completing this Form. The completion of this form is necessary to comply with the Law on the Prevention and Suppression of Money Laundering Activities Law of 2007 (188(I)/2007).

Part 1 – Information details				
Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Surname:				
Name:				
Father's Name:				
	Political Identity	Passport		
Number:				
Issuing country:				
Date of Issue:				
Expiry date:				
Citizenship:	(1st)	(2nd)		
Country of Residence:				
Marital status:	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Widower	<input type="checkbox"/> Divorced
Part 2 – General information				
Addresses				
<b><u>A. Permanent Residential Address</u></b>		<b><u>B. Temporary Address (if different)</u></b>		
Street and Number:		Street and Number:		
Zip Code: City / Region:		Zip Code: City / Region:		
Country:		Country:		
<b><u>C. Work Address</u></b>		<b><u>D. Correspondence</u></b>		
Street and Number:		Note: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		
Zip Code: City / Region:		<input type="checkbox"/> Other (please fill in below) Street and Number:		
Country:		Zip. Code:		

	City/Region:
	Country:
Home Phone Number:	Mobile Phone Number:
Work Phone Number:	Fax No:
Email Address:	

Part 3 – Employer, Income and Payments		
<b>Select Category:</b>	<input type="checkbox"/> Self-employed <input type="checkbox"/> Private Employee <input type="checkbox"/> Housewife / Unemployed <input type="checkbox"/> Government / Semi-State Employee	<input type="checkbox"/> National Guard <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/> Pensioner
Occupation / Position:		
Name / Registered Name of Employer:		
Date of Commencement of the Employer:		
Employment:	<input type="checkbox"/> Full-time Employment	<input type="checkbox"/> Part-time work
Annual Gross Income. To include the 13th and 14th (if any) salary:		
Other Income (annual)	Amount:	Source(s):
Expected Annual Credit Movement:		Expected Annual Debit Movement:

Part 4 – Data on Politically Exposed Persons (PEP)
<ul style="list-style-type: none"> <li>Politically Exposed Persons (PEP) are natural persons who have been or have been assigned an important public function in the Republic of Cyprus or another country, during the previous 12 months, and their immediate close relatives or persons known as close associates of such persons.</li> <li>The definition of a close family environment concerns the spouse, partner (considered by national law to be equivalent to the spouse), their parents, children and spouses/partners.</li> <li>Persons known as "close associates" PEP include the following persons:             <ul style="list-style-type: none"> <li>Any natural person who is known to be the joint beneficial owner of a legal entity and legal mechanisms with an "PEP", or is known to be associated with that person by any other close business relationship.</li> </ul> </li> </ul>

- Any natural person is the sole beneficial owner of a legal entity (e.g. a company) and legal mechanisms (e.g. trust) established for the benefit of de facto "PEP".

Have you acted as an "PEP"?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, please state the position:..... From:..... Until:.....
Does a person in your close family currently hold a public office?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, please state the position:..... From:..... Until:..... Relationship with the PEP:.....
Are you a close associate of "PEP"?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, please state the position:..... From:..... Until:..... Relationship with PEP:.... .....

**Part 5 – Protection of Personal Data**

As part of its business, Themis collects and processes personal data of individuals with whom it trades and collaborates. Information regarding the reasons, the ways the legal bases for this processing as well as the technical and organizational measures in force for the protection of personal data, are available in our Privacy Policy at the following link [www.themisportfoliomanagement.com](http://www.themisportfoliomanagement.com).

- Part 6 – Terms and Conditions**
1. The submission of an inaccurate, misleading or false Statement regarding the above information is considered to be offences.
  2. It is the obligation of the natural person to inform Themis immediately, in writing and without delay of any changes to the above information.

- Part 7 – Documents to accompany the form**
- A copy of the Valid Passport or a copy of a Valid Passport
  - A copy of the Monthly Salary Certificate (Payslip) or any other information necessary to confirm the source and amount of income.

- Utility bill confirming the address of the natural person (recent telephone/electricity/municipal tax bill) within 6 months.

### Part 8 – Declaration

I declare that all information contained in this Statement, including the attached certificates and documents, is accurate, true and correct and forms the basis of the contractual relationship between me as a Customer and Themis.

Furthermore, I undertake to inform Themis immediately of any change in the above information and in case the information is incomplete and / or incorrect to deliver to Themis a new form immediately from the time of such a change of circumstances.

Name	ID No / Passport	Signature	Date