



CLIENT PRE-ONBOARDING FORM — INDIVIDUAL

Please complete all fields fully and legibly. This form is the primary source for compromis de vente / notarial deed preparation.

SECTION 1 — PROPOSED TRANSACTION

Type of Transaction	Purchase of land
Project / Morcellement	
Plot No(s).	

SECTION 2 — MARITAL STATUS

Tick ONE box. This determines which identity sections below are required.

Marital Status	☐ Married ☐ Single (Never married) ☐ Divorced ☐ Widowed
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SECTION 3 — MONSIEUR (Mr) IDENTITY

Complete for: married couple (husband) | single male buyer. Leave entire section blank for single female buyer.

Surname <i>(as on NID)</i>		
First Name(s) <i>(as on NID)</i>		
Date of Birth <i>(DD/MM/YYYY)</i>		
Place of Birth		
Nationality		
Profession	☐ Salaried Employee Name of Employer:	☐ Self Employed Name of Company (as applicable):
Current occupation:		
	Years in profession:	Years in profession:

SECTION 4 — MADAME (Mrs) IDENTITY

Complete for: married couple (wife) | single female buyer. Leave entire section blank for single male buyer.

Surname <i>(as on NID)</i>		
Maiden Name <i>(if applicable)</i>		
First Name(s) <i>(as on NID)</i>		
Date of Birth <i>(DD / MM / YYYY)</i>		
Place of Birth		
Nationality		
Profession	☐ Salaried Employee Name of Employer:	☐ Self Employed Name of Company (as applicable):
Current occupation:		
	Years in profession:	Years in profession:

SECTION 5 — COMPROMIS DE VENTE / DEED SIGNATORY

The Signatory Buyer is the person whose name leads the notarial deed. For single buyers this is always you. For couples, tick the title of the person who will sign.

Title ☐ Mr (Monsieur) ☐ Mrs (Madame) ☐ Proxy

SECTION 6 — SOURCE OF FUNDS * (tick all that apply)

Tick **GIFT** if any part of the deposit is a gift — see Section 10 for full document submission

☐	Company profit / dividend / Loan	See Section 10
☐	Salary	3 months' recent pay slips; or bank statements showing 6 months' regular salary from named employer
☐	Investments	Investment account statements; or redemption confirmations
☐	Savings	☐ Salary accumulation ☐ Business/self employed ☐ Sale of assets ☐ Investment/dividend income } Vendor requirements Bank statement for the past 3 months clearly showing accumulated savings balance prior to and including withdrawal of cheque(s) to notary
☐	Inheritance	Legal document with value of inheritance; or Lawyer's / Notary's letter confirming details and Bank statement showing inheritance credit
☐	Loan	Signed Loan Agreement (by all parties) relevant to present transaction; or signed confirmation letter from bank
☐	📌 GIFT — donor sub-dossier required	See Section 10
☐	Real Estate	Notary certificate confirming property transaction including value; or copy of sales deed; or lease agreement/ rent book or bank statements for the past 3 months showing recurrent rent income credit
☐	Lottery / Betting / Casino	Letter from relevant organisation; or 3 months bank statement including deposited funds and withdrawal of cheque(s) to notary
☐	Pension	3 months' recent pension slips; or bank statements for the last 3 months showing pension inflow and withdrawal of cheque(s) to notary
☐	Self-employed	Trade licence; or BRN and bank statements for past 3 months showing withdrawal of cheque(s) to notary
☐	Others	Will depend on the case — describe in field below
If 'Others' — describe source of funds here: _____		

SECTION 7 — CONTACT DETAILS

Address and phone numbers are used directly in the notarial deed. Address should match utility bill or bank statement where possible.

Residential Address	
Landline	
Mobile (WhatsApp) — Monsieur (Mr)	
Mobile (WhatsApp) — Madame (Mrs)	
Office Phone	
Email — Monsieur (Mr)	
Email — Madame (Mrs)	

SECTION 8 — POLITICALLY EXPOSED PERSON (PEP) SELF DECLARATION				
<i>In accordance with provisions of the FIAMLA and internal controls and procedures, an Enhanced Due Diligence (EDD) shall be undertaken for clients classified as Politically Exposed Person (PEP).</i> <u>Please read the definition below carefully, select the relevant box and sign the declaration.</u> Explanatory Note: FIAML regulations defines a PEP as a person classified as below: a. Domestic PEP - Heads of state - Heads of government - Ministers and deputy ministers - Members of parliament or similar legislative bodies - Members of governing bodies of political parties - Members of supreme courts, or any judicial body - Members of courts of auditors or of the boards of central banks - Ambassadors, charges d'affaires and high-ranking officers in the armed forces - Members of the administrative, management or supervisory bodies of state-owned enterprises - Directors, deputy directors and members of the board of equivalent function of an international organisation b. Close associates and family members - An individual who is closely connected to a PEP, either socially or professionally - An individual who is related to a PEP, either directly through blood relationship or through marriage or similar forms of partnership				
	Monsieur (Mr)	Madame (Mrs)	Proxy (if applicable)	Donor (if applicable)
8(i) I am a Politically Exposed Person (PEP)	☐	☐	☐	☐
8(ii) An immediate family member or a close associate is a PEP: ☐ Spouse/legal cohabitant ☐ Parent ☐ Children/spouse of children <i>If a close associate, describe nature of the association:</i> 	☐	☐	☐	☐
8(iii) Neither I nor any of my immediate family members nor close associates are PEP	☐	☐	☐	☐

In case 8(i) and/or 8(ii) is ticked, please provide a professional reference letter. See format attached.

**DECLARATION OF SOURCE OF FUNDS / WEALTH UNDER THE FINANCIAL INTELLIGENCE AND
ANTI-MONEY LAUNDERING ACT 2002**

I/We, the undersigned, hereby declare and confirm as follows:

- that I am/we are making this declaration confirming that the funds (dépôt) amounting to MUR _____ which are to be used to fund the purchase of Plot No(s): _____, represent funds obtained by the undersigned from salaries / savings / lawful businesses and activities.
- that the monies are my/our personal property and that at the time of the transfer to you, I am/we are legally entitled to transfer such monies; and
- that no such monies have been derived from any criminal activities of any nature whatsoever.
- I/We have paid no extra fees, commission or monies other than those stipulated in the "*compromis de vente*" and provisional booking letter as duly acknowledged.
- I/We have no claims whatsoever vis à vis the Vendor and/or KDA Geosystems Ltd and/or the project Notary
- I am/We are aware that any false declaration on my part towards KDA Geosystems Ltd may constitute an offence.
- I/We undertake to hold harmless and fully indemnify KDA Geosystems of all consequences of any false or inaccurate declaration or information on my/our part.

Yours faithfully,

SECTION 9 — CLIENT SIGNATURES	
<i>Both buyers must sign. For single buyer, sign in the applicable row only.</i>	
Name (Mr)	
Signature (Mr)	
Name (Mrs)	
Signature (Mrs)	
Date	

By signing this form,

- I/we declare that the information provided under this form and in relation to the application procedures, are, to the best of my knowledge and belief, true and correct. I/we also confirm and declare that the funds used to finance the proposed transaction are obtained by lawful means and have been derived by the client/shareholders through lawful means and have not been derived from any unlawful activities of any nature whatsoever.*
- I/we hereby provide data under sections 24 and 44 of the Data Protection Act 2017 giving consent for execution of a contract and understand that the provision of data constitutes a necessary and proportionate measure for the prevention of money laundering offences. I/we further confirm having no objection to third party collection, processing and storing of my/our information in relation to my/our contemplated real estate acquisition.*

SECTION 10 — CLIENT DOCUMENT SUBMISSION CHECKLIST

● Required from all clients			◆ Submit only if applicable to your situation
#	Document		Requirements
SECTION A — REQUIRED FROM ALL CLIENTS			
1	●	Client Pre-Onboarding Form	Completed in full and signed by all buyers.
2	●	National Identity Card — Buyer (Mr or Mrs)	Recto and verso (both sides). Clear and legible copy on a single page.
3	●	Birth Certificate — Buyer (Mr or Mrs)	A4 size. Clear and legible copy.
4	●	Proof of Address	Utility bill — CEB or CWA only. Not more than 2 months old. Clear and legible copy accepted. PO Box addresses are not accepted.
5	●	Bank Cheque(s) + Bank Statement	Bank Cheques + Bank statement covering the 3 months prior to and including the date of withdrawal of cheque(s) to the notary, confirming the funds originate from your account. Bank statement to show client name, address, account number and bank name.
SECTION B — REQUIRED (submit all that apply)			
If MARRIED COUPLE:			
6	◆	National Identity Card — Spouse (Mrs or Mr)	Recto and verso (both sides). Clear and legible copy on a single page.
7	◆	Birth Certificate — Spouse (Mrs or Mr)	A4 size. Clear and legible copy.
8	◆	Marriage Certificate	A4 size. Clear and legible copy.
If DIVORCED:			
9	◆	Divorce Judgment	And any other civil status certificate confirming the divorce. All pages required. Clear and legible copy.
If WIDOWED:			
10	◆	Death Certificate of deceased spouse	A4 size. Clear and legible copy.
If PROXY			
11	◆	National Identity Card	Recto and verso (both sides). Clear and legible copy on a single page.
12	◆	Copy of Power of Attorney (as applicable)	Copy of registered Power of Attorney or proxy bearing seal of professional (see format attached).
SECTION C — REQUIRED BASED ON SOURCE OF FUNDS (submit all that apply)			
If GIFT is ticked in Section 6 of the pre-onboarding form:			
13	◆	Client Pre-Onboarding Form	Completed in full and signed by donor.
14	◆	Financing / Donor Letter	Letter from donor confirming the details and amount of the gift including relationship between donor and buyer. (see format attached)
15	◆	Donor — National Identity Card	Recto and verso (both sides). Clear and legible copy on a single page.
16	◆	Donor — Bank Statement	Bank statement covering the 3 months prior to and including the payment pertaining to the present transaction.

If COMPANY PROFIT / DIVIDEND / LOAN is ticked in Section 6 of the pre-onboarding form:

17	◆	Business Registration Number	A4 size. Clear and legible copy.
18	◆	Company resolution	Signed company resolution authorising use of funds for the present acquisition. (see format attached)
19	◆	Company bank statement	Bank statement covering the 3 months prior to and including the payment pertaining to the present transaction.
20	◆	Certificate of Incorporation	A4 size. Clear and legible copy.
21	◆	MNS extract; or financial statement	A4 size. Clear and legible copy.

IMPORTANT NOTES

1. All documents must be complete and legible. Originals may be requested.
2. For married couples, **one** client pre-onboarding form covers both buyers.
3. For multiple plots, **one** client pre-onboarding form covers all plots — list all plot numbers in the Plot No(s). field.
4. Additional documents may be requested at any time including directly from the Vendor. You may be requested to provide evidence and supporting documentation in respect of any transaction (including credit to your account) recorded on your bank statement. In that case, it will be **mandatory** for you to provide same.
5. **Incomplete or delayed document submissions may result in provisional booking cancellation/rejection.**
6. All financial transactions are subject to KYC requirements under the Financial Intelligence and Anti-Money Laundering Act 2002.
7. Documents in a language other than English or French must be accompanied by a certified translation.

SECTION 11 — FOR KDA INTERNAL USE

To be completed by KDA staff only.

	Yes	No
E-Signature (by email) <i>In case, No, e-signature shall be at sales office</i>	☐	☐
NID(s)	☐	☐
Birth certificate(s)	☐	☐
Marriage certificate	☐	☐
Divorce certificate	☐	☐
Death certificate	☐	☐
Proof of address <i>Utility bill (less than 2 months)</i>	☐	☐
Bank statement	☐	☐
Donor documents	☐	☐
Company resolution	☐	☐
Verification date		
Remarks		

KDA rep. signature
(and senior management if applicable)

Client signature

LETTERHEAD OF PROFESSIONAL

KDA Geosystems Limited
Pierrefonds sales office
Pierrefonds

Date: ____/____/____

Dear Sir/Madam

Professional reference letter

I have been acting as a [*professional*] in [*the country the professional practices*] for more than [*years of practice*] years.

The purpose of this letter is to certify that [*full name(s) of plot reservant(s)*] of [*permanent residential address of plot reservant(s)*] is known to me for a period of [*number*] years.

[*Plot reservant(s)*] is/are in the business [*business activity of the plot reservant(s)*] for [*number*] years.

I hereby confirm that to the best of my knowledge [*name(s) of plot reservant(s)*] is/are a trustful and well respected person(s) and I have no objective reasons not to recommend [*name(s) of plot reservant(s)*] to any individual, company, financial institution or public authority who might consider entering into a professional or business relationship with the above named person(s).

Yours faithfully

Signature of professional

Seal of professional

KDA Geosystems Limited
Pierrefonds sales office
Pierrefonds

Date: ____/____/____

**Proxy to sign compromis de vente
Lotissement Pierrefonds (Phase 2) – Plot(s) ____**

I, _____ bearing NIC No. _____ hereby
grant authority to Mr/Mrs _____ NIC No.
_____ for the sole purpose of signing the compromis de vente for plot(s)
_____ located at Lotissement Le Pierrefonds (Phase 2) on my behalf. This
authorisation is limited exclusively to the signing of the compromis de vente and does not
extend to any other actions or documents.

Yours faithfully,

Signed before me and I certify as to the identity of the signatory.

Name of barrister/ attorney/ notary: _____

Signature: _____

KDA Geosystems Limited
Pierrefonds sales office
Pierrefonds

Date: ____/____/____

**Gift/Donation letter -
Lotissement Pierrefonds (Phase 2) – Plot(s) ____**

Dear Sir/Madam,

I/We, Mr./Mrs. _____
bearing ID No. _____ and _____ hereby
confirm that I/we am/are financing the first deposit amounting to MUR
_____ for the above plot(s) of land for my/our
son/daughter _____ holding ID No.
_____.

I/we confirm that I/we have taken cognizance of all applicable AML/CFT rules and
certify the following:

- (i) the present gift/donation is not in any manner whatsoever in breach of
AML/CFT rules.
- (ii) I/We shall provide any required supporting documentation.

Yours faithfully,

Mr

Mrs

<Company Name>

<Registered office address>

<BRN>

<VAT number as applicable>

Written resolutions in lieu of holding a Shareholder Meeting passed in accordance with Section 117 of the Fifth Schedule of the Companies Act 2001.

I/We, the undersigned, being the shareholder(s) of the company who at the date of this written resolutions are entitled to attend and vote at a shareholder meeting of the company, hereby certify that the following written Resolutions as a unanimous resolution for entry in the minutes book of the company have been delivered to and approved by me/us.

Financing of land at Lotissement Pierrefonds (Phase 2)

Resolved that the company will finance the acquisition by Mr(s) _____ (who is a shareholder/director of the company) in the amount of MUR _____ (deposit) for plot(s) _____, by way of loan to shareholder / loan to director / advance on director's fees / advance on dividend / others.

Further resolved that we certify and warrant that we have ascertained that the present transaction is in conformity with the company's interests and objectives.

Further resolved that all applicable AML/CFT rules have been taken cognisance of and confirm that all supporting documents in relation thereof shall be provided.

Dated this ____/____/____

Signature of all company shareholders