



NOTICE

UPDATING OF CUSTOMER INFORMATION

Dear **Corporate** Customer,

We are seeking your assistance to verify and update your information on our customer files. Consequently, we will be reaching out to you to request the following documents to update our records:

- a) Latest Annual Returns
- b) Updated list of signatories
- c) Completed Personal Information Form (PIF) form for all Directors and Signatories
- d) Two pieces of photo identification for each beneficial owner, director and signatory of the company. (Accepted picture ID is limited to: Passport pages, National ID and other Government issued picture ID.)
- e) Proof of address for each beneficial owner, director and signatory of the company. (Utility bill not older than 3 months old.)

Please note that as a security measure, we will never request details such as your password(s), PIN(s), account number(s), card number(s), CVV or expiration date(s). Any such attempts to obtain this information should be reported to the Bank immediately.

Our team will contact you in the coming months to obtain this information. If you have the information readily available, we would be happy if you could contact us using telephone number 784-452-4344, or 784-527-1844. Alternatively, you can visit any of our branches.

If you have any queries or concerns regarding this exercise, our team is available to address these matters. They may be contacted at the telephone numbers above or via email at cdd@bosvg.com.

Thank you for your continued support.

Bank of Saint Vincent & the Grenadines Ltd
Doing *more* Together.

March 3, 2023