

## REQUEST FOR IDENTIFICATION DETAILS AND PROOF OF IDENTIFICATION

### Please note that:

- All documentation must be up-to-date.
- All copies of documents must be certified as a true copy by an independent third party, e.g. a governmental authority, notary public, independent auditor, or a certified lawyer in a form satisfactory to Københavns Andelskasse under kontrol ("KAK").
- The documentation must be in English or accompanied by a verified English translation by an authorised/sworn translator.
- The list is only indicative and therefore is not exhaustive. Further or alternative documents may be required at KAK's own discretion.

### 1. Identification of the Company

- A copy of a transcript regarding the Company from the Company's local company register, containing the full name, business address, and business registration number of the Company.
- Certificate of current standing issued by the Company's local company register.

- Clear certified copies of passports (less than 3 months old) of all directors and authorised signatories of the Company.

- A copy of the Company's most recent audited financial statements (if any).

### 2. Overview of the Company's ownership and control structure

- A copy of a document from which the Company's structure (type of company) appears, if not already set out in the company transcript delivered under section 1.

- A copy of a document providing a graphical (or other) overview of the ownership of the Company (e.g. in the form of a group structure chart together with copies of share registers of the Company and its direct and indirect shareholders).

A copy of any document from which it appears who is able to exercise control over the Company (e.g. in the form of the Company's articles of association, any shareholders' agreements or any share pledge agreement).

A copy of any document from which it appears who sign agreements with binding can effect for the Company (if this does not appear from the above company transcript).

A copy of any documents evidencing the members of the board of directors and the managers of the Company (if this does not appear from the above company transcript).

### 3. Identification of the Beneficial Owner(s)

Clear certified copies of passports (less than 3 months old) of each Beneficial Owner (as defined below) of the Company.

A copy of an official document evidencing the Beneficial Owner's(s') private address details (e.g. valid national identity card, valid government issued health insurance certificate or tax statement (issued within a limited period before the date of the requirement)).

**"Beneficial Owner(s)" means:**

- a) *Natural persons who ultimately own or control a company through direct or indirect ownership or control more than 25% of the shares or the voting rights in the company, except companies the ownership interests of which are traded on a regulated market (listed companies).*
- b) *Natural persons who otherwise exercise control over the management of a company.*
- c) *Natural persons who can appoint and/or discharge the majority of the members of the board of directors or the management of the company.*