

Instructions to complete

Source of Wealth Declaration (SOW)

This instruction document covers the SOW Declaration form.

In order to comply with applicable laws and regulations, we kindly request you, the customer, or a nominated person acting on behalf of the customer, to complete the Source of Wealth Declaration.

Purpose of the Source of Wealth

The Source of Wealth Declaration gives a description of the customer's assets and of the economic activity which has generated the customer's assets i.e. <u>the source of wealth.</u>

Procedures

Provide us with your name and account number, then proceed by completing the table as requested on the Source of Wealth Declaration form.

<u>Kindly provide us with information on all assets, including their value, and in addition please indicate the source(s) with which you have acquired these assets.</u>

The following should be taken into consideration when completing the Source of Wealth Declaration form:

- Stocks, bonds, vehicles and real estate should be recorded at its current estimated fair market value.
- Investments in non-publicly traded companies should be recorded at book value
- Jewelry, household furniture, or other personal items should not be included as assets

If an asset was acquired with a loan, this should also be indicated on the Source of Wealth Declaration form. This should be done in the source of wealth section in the table, by selecting the 'other (specify)' box.



Finally, you are kindly requested to sign the Source of Wealth Declaration and provide us with additional information and supporting documentation as indicated for each source.

Should you have any questions, our staff members will be pleased to assist you further in this process.

Below we have included a practical example on how a Source of Wealth Declaration form should be completed

Asset	Asset Value	Source of Wealth
Car: Toyota Corolla year 2015	USD 30.000,-	□ Employment income (salary/compensation/bonus) □ Maturity life insurance policy □ Sale of investments/liquidation investment portfolio □ Sale of property □ Inheritance □ Business income (profits) □ Gift □ Other (specify) Bank Loan



	Information to be provided together with Source of Wealth declaration form	Supported documentation to be provided together with Source of Wealth declaration form
Inheritance	 Name of deceased Date of death Relationship to customer Date received Total amount 	 Signed letter from notary or A certified copy of the will
Business profits	 Name and address of company Nature of company Amount of annual profit 	Copy of latest financial statement
Others (specify)	 Nature of income: Loan Date income received: 10 January 2015 Total amount received ANG 5.000 	Supporting documents: Loan Agreement