

Please note that we have found it necessary to implement new procedures for the placing of orders as well as we have revised all of our forms in order to ensure that all files contains all elements of compliance required by our Code of Conduct, Best Practices Regulations, Money Laundering Act and by the Regulators on a whole. Failure to meet our regulators requirements, upon their inspection, will result in either warnings, hefty fines or revocation of our license.

To aid in the above, it is important that we ask for your continued patience as we undergo these new changes and policies. While you may wish to compare us with other agents who may not be asking for the same or equal due diligence, we assure you that sooner or later it will be evident that either they will no longer be able to provide services to you or they will be asking for the same due diligence requirements.

You may find below the following new forms and we will require that the steps listed beside each be carried out in a timely manner:

**1. INTERMEDIARY INTRODUCER AGREEMENT** - All Intermediary must complete our new Intermediary Introducers Agreement and return with all the necessary due diligence listed on page 8 of the agreement. We ask that after completing this form that you send directly to [atlas@atlastrust.bz](mailto:atlas@atlastrust.bz) by email and that the originals be forwarded to us by courier to the following address:

Atlas Corporate & Trust Limited

1 Mapp Street, 2nd floor

Belize City, Belize C.A.

Tel : +5016251431 | Tel : +442032396172 | Fax: +5012234768

Skype: atlas.trust.belize | e-mail: [atlas@atlastrust.bz](mailto:atlas@atlastrust.bz)

web: [www.atlastrust.bz](http://www.atlastrust.bz)

Attn: Ms. Joanna Andreou

**2. ATLAS APPLICATION FORM & PROFESSIONAL INTERMEDIARY LETTER OF UNDERTAKING** - All new orders submitted to ATLAS will now be required to be done using our application form and Professional Intermediary Letter of Undertaking or we will not be able to process your orders. Unfortunately we can no longer accept your orders in the form an email instruction. These new forms must be used effective immediately and can be sent as an attachment by email.

**3. DECLARATION FORM FOR DIRECTORS AND BENEFICIAL OWNERS AND ACCOUNTING RECORDS DECLARATION** - The Declaration Form for Directors and

Beneficial Owners and Accounting Records Declaration must be used by you when gathering all the necessary due diligence on your clients. Note that these must be kept on your files and be readily available for us in the event we ask for same. These forms must be implemented by your company effective immediately.

**4. APPENDIX 1 DUE DILIGENCE CHECKLIST** - This form can be found as a part of the Professional Intermediary Letter of Undertaking however we have attached it as separate form for your easy reference. This is a guide showing the due diligence required by you as the Approved Introducer Intermediary.

**5. NOMINEE DIRECTOR AND SHAREHOLDER FORMS AND DUE DILIGENCE CHECKLIST FOR NOMINEES** - These forms are only applicable for those clients who use our Nominee Services. These forms are to be implemented effective immediately.

Please note that we will post our newly revised forms for Trusts, LLCs and Foundation in due course. We look forward to continue working together and hope that if there are any questions please do not hesitate to ask us.