

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Subject: Request for Ultimate Beneficial Owner (UBO) Information

Dear [Recipient Name],

In accordance with Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations, we are required to identify and verify the Ultimate Beneficial Owners (UBOs) of our corporate clients and partners.

To ensure our records are compliant, please provide the following information regarding [Entity Name]:

- A detailed corporate ownership structure chart (showing the hierarchy from the entity up to the natural persons).
- The full name, date of birth, nationality, and country of residence for all individuals who directly or indirectly own 25% or more of the shares or voting rights.
- Details of any individuals who exercise significant control over the management of the company through other means.
- Copies of government-issued identification (e.g., Passport or ID card) and proof of address for each identified UBO.

Please return the requested documentation by [Deadline Date]. If there have been no changes to your previously submitted structure, please provide a signed declaration confirming that the current information remains accurate.

Failure to provide this information may result in [consequence, e.g., the suspension of services or delays in onboarding].

Thank you for your prompt cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]