

[Date]

[Recipient Name]

[Recipient Title]

[Foreign Entity Name]

[Address Line 1]

[Address Line 2]

[Country]

RE: Request for Beneficial Ownership Information - [Foreign Entity Name]

Dear [Recipient Name],

We are writing to request updated Beneficial Ownership Information (BOI) for **[Foreign Entity Name]**. This request is made to ensure compliance with applicable regulatory requirements, including Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations.

Please provide the following information for all individual beneficial owners who directly or indirectly own or control 25% or more of the entity, or who exercise significant control over the entity:

- Full Legal Name
- Date of Birth
- Residential Address
- Nationality/Citizenship
- Tax Identification Number (if applicable)
- A clear copy of a valid government-issued photo ID (Passport or National ID)

Additionally, please provide a current organizational chart detailing the ownership structure from the foreign entity up to the ultimate individual beneficial owners.

Please submit this information by **[Due Date]**. If there have been no changes to previously submitted information, please provide a written certification confirming that the existing records remain accurate.

The information provided will be treated with strict confidentiality and used solely for compliance purposes. Should you have any questions, please contact [Contact Person Name] at [Phone Number/Email].

Thank you for your prompt cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]