

Date: [Insert Date]

To: [Recipient Name/Compliance Department]

Institution: [Financial Institution/Entity Name]

Address: [Insert Address]

Subject: Letter of Instruction regarding Ultimate Beneficial Ownership (UBO) Verification

Dear [Contact Name or Compliance Officer],

I, [Your Name], acting in my capacity as [Your Title/Position] for [Company/Entity Name] (the "Entity"), hereby provide this formal instruction regarding the verification of our Ultimate Beneficial Owners (UBOs).

Pursuant to Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations, please find the following instructions and information for your records:

1. **Identification of UBOs:** Please record the following individuals as the Ultimate Beneficial Owners who directly or indirectly own or control 25% or more of the Entity's shares or voting rights:
 - o [UBO Name 1] - [Percentage of Ownership/Control]%
 - o [UBO Name 2] - [Percentage of Ownership/Control]%
2. **Documentation Provided:** We have attached the following certified documents to facilitate your verification process:
 - o Certified copies of Passports/National IDs for all listed UBOs.
 - o Proof of residential address (dated within the last 3 months).
 - o Updated Shareholder Registry or Certificate of Incumbency.
 - o Group structure chart showing the chain of ownership.
3. **Authorization for Verification:** The Entity hereby authorizes [Institution Name] to conduct all necessary background checks and independent verifications required to satisfy regulatory obligations.
4. **Notification of Changes:** I undertake to notify [Institution Name] in writing within [Number] days of any changes to the ownership structure or the identity of the UBOs.

Please acknowledge receipt of this instruction and confirm if further information is required to complete the verification process.

Sincerely,

[Signature]

[Print Name]

[Title/Position]

[Entity Name]