

[Date]

[Recipient Name/Compliance Department]

[Recipient Institution Name]

[Address Line 1]

[Address Line 2]

Subject: Intra-Group Corporate Subsidiary KYC Policy Exemption Request

Dear [Recipient Name],

We are writing to formally request an exemption from standard Know Your Customer (KYC) due diligence requirements for the following subsidiary:

Subsidiary Name: [Full Legal Name of Subsidiary]

Jurisdiction of Incorporation: [Country/State]

Company Registration Number: [Number]

Relationship: [Wholly-owned subsidiary / Percentage of ownership] of [Parent Company Name]

This request is based on our Intra-Group KYC Policy, which allows for simplified due diligence or exemptions for internal entities where the following conditions are met:

- The subsidiary is a consolidated entity under [Parent Company Name].
- The ultimate beneficial ownership (UBO) remains unchanged and is already documented with the group.
- The subsidiary is subject to the group's centralized Anti-Money Laundering (AML) and Risk Management frameworks.
- [Optional: The subsidiary operates in a low-risk jurisdiction].

We confirm that [Parent Company Name] assumes full responsibility for the activities of this subsidiary and will provide any necessary documentation should the risk profile change. Attached, please find the corporate structure chart and the subsidiary's certificate of incorporation for your records.

Please confirm the approval of this exemption or advise if further information is required.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Parent Company Name]