CitiDirect EB AML Requirements Schedule

Overview

Because of Anti-Money Laundering (AML) legislation in a number of countries across the Europe, Latam, Middle East and Africa (EMEA) region, banking institutions are subject to an additional mandatory duty to verify the personal identity and collect the documents of each person who authorises payment transactions. The table below, together with the accompanying notes, lists the EMEA countries affected by these regulations, their documentary requirements and retention periods.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Country** | **Document Name**  **[Taxonomy ID]** | **Description** | **Client Instructions** | **Document Certifications/Policy** | **Submission Options** | **Address to Send**  **Documents** |
| **Argentina** | Argentina Regulatory Information Form | Personal information required by local regulations for all signatories  RIF draft is available at the following CitiDirect BE <https://www.citibank.com/icg/sa/latam/argentina/assets/docs/Argentina-Regulatory-Form-Feb21.pdf> | Provide one Regulatory Information Form for each signatory. Guidance designed how to submit your documentation to Argentina, to enable the ability to authorize payments in CitiDirect BE can be obtained from the following CitiDirect link:  User Guide: <https://www.citibank.com/icg/sa/latam/argentina/assets/docs/How-to-Submit-Argentina-Regulatory-Form-via-CDBE-User-Guide.pdf> | Simple copy | You may upload the Argentina Regulatory Information Form via CitiDirect BE. Physical submission is not required. | ARGENTINA.CITISERVICE@citi.com |
| **Austria** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or passports or Driving Licenses for all signers, CitiDirect users authorizers and those signing documents on the account. Identification document must be clear, valid and show the expiry date and the signatory's: - First name - Last name - Date of birth - Place of birth - Signature - Picture. Information on the signatory's full residential address (including street, zip code and country) is required and can be confirmed through an official company email. It must include: - Street and house number - Postcode - City – Country. | Simple copy | You may email scanned copy. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland  or email scanned copy  [ECUCitiDirectAML@citi.com](mailto:aml.poland@citi.com) |
| **Bahrain** | Identification document | Document evidencing the identity of the signatories | Provide copies of ID cards or passports or Driving Licenses for all signers, CitiDirect authorizers and those signing documents on the account. For residents in Bahrain, a national ID card is acceptable. For non-residents, a passport, national ID or birth certificate is acceptable. Copies of ID documents provided must be clear, valid, evidence the authority of the issuer, and show the signatories: - First name - Last name - Date of birth – Nationality. Driving license is not acceptable for non-residents. | Citi Bank Officer Certified/ Notarized | Physically mail wet ink signed document to Citi Branch.  OR  eSubmit:  Upload scan copy of wet ink signed document. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| **Bangladesh** | Identification document | Document evidencing the identity of the signatories  IIF Form draft is available below | Provide copies of ID cards or passports for all signers and those signing documents on the account.  For Bangladesh Citizen, certified true copy of Identity card is required. For foreigner, certified true copy of Passport is required.  In addition, please complete the Information of Individuals Form document for each individual. | Citi Bank Officer Certified/ Notarized | Physically mail wet ink signed document to Citi Branch | Electronic Banking  Citibank, N.A.  8 Gulshan Avenue  Gulshan 1  Dhaka – 1212, Bangladesh |
| **Belgium** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or Driving Licenses or passports for all signers, CitiDirect authorizers and those signing documents on the account. The identity document shall contain, at minimum, the following identification data: a non-replaceable photo, first/given name and surname, date of birth and the information about the authority that issued the document. Note that no copies of identity documents are required from users of:  • Financial Institutions within the European Economic Area (EEA);  • Belgium or European Union (EU) public authorities;  • Listed companies whose securities are admitted to trading on a regulated market in Belgium, other Member States or third countries which are subject to disclosure requirements consistent with EU legislation. | Simple copy | You may email scanned copy. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland  or email scanned copy  [ECUCitiDirectAML@citi.com](mailto:aml.poland@citi.com) |
| **Bulgaria** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid government-issued documents, such as passports, ID cards or drivers licenses, that provide all of the information in below for all signers of Channels Onboarding and Universal Access Authority (UAA) Forms, and CitiDirect BE authorizers/releasers as nominated in a power of attorney, as applicable, plus all nominated signatories in Signature Cards and Global Manual Transaction Authorization Forms. The documents must include: a. Date of issuance and name of the issuing authority b. Full name c. Citizenship (in case of multiple citizenships, please list them all) d. Date and place of birth e. Address and country of permanent residence f. ID number g. Photo. National IDs for Bulgarian citizens and individuals with Bulgarian residency will cover points a. to g. For non-residents, one or more equivalent government-issued documents evidencing a. to g. above may be required. In the absence of any Government issued valid documents points a. to g may be collected from POA document. | Citi Bank Officer Certified/ Notarized\*/ Notarized and apostilled  \*Please note that Notary certification is accepted only from listed countries otherwise it needs to be also Apostilled – Austria, Azerbaijan, Albania, Algeria, Armenia, Belarus, Vietnam, Georgia, Greece, Spain, Italy, Yemen, Cyprus, China, North Korea, Cuba, Kuwait, Libya, Lebanon, North Macedonia,  Mongolia, Poland, Romania, Russia, Syria, Uzbekistan, Ukraine, Hungary, France, Czech Republic, Slovakia, Serbia, Bosnia and Herzegovina, Croatia, Montenegro, Slovenia. | Physically mail wet ink signed document to Citi Branch. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| Delegation of Authority Document | Empowering document such as Power of Attorney  or Equivalent  Power of Attorney draft is available below | In original executed in front of Citi employee (verified with ”signatures witnessed by” stamp and signature of the Citi employee).  In original executed in front of a Notary public. The document must be apostilled, if the country is under the Hague Convention;  As notarized copy\* of a notarized original (and apostilled, if applicable) Power of Attorney/Board Resolution/Designation or any other document that empowers individuals to act on behalf of the company. As true copy of the notarized original\* (and apostilled, if applicable) POA, certified by Citi employee with the mark "True with Original". | Citi Bank Officer Certified/ Notarized and apostilled\*  \*Please note that if the country is not under the Hague Convention, the document must be authenticated by the Bulgarian Embassy/Consular Office in the country of document’s origin or authenticated by the Embassy/Consular Office of the country of documents’ origin. | Physically mail wet ink signed document to Citi Branch. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| **Cote D’Ivoire** | Identification document | Document evidencing the identity of the signatories | Provide copies of ID cards or passports for all signers of Channels On-boarding, and Universal Access (UAA) Forms, and CitiDirect BE authorizers, as applicable, and for all individuals nominated as signatories in Signature Cards and Global Manual Transaction Authorization Forms. Copy of the Identification document must be clear, valid and show the signatories: - First name - Last name - Date of birth - Gender - Evidence of state authority as issuer of ID - Nationality - Mother's maiden name. | Simple copy | You may email scanned copy. Physical submission is not required. | Citibank Cote d’Ivoire SA 28 Avenue Delafosse,  Immeuble Botreau Roussel, Abidjan, Plateau Cote d’Ivoire or email scanned copy  [client.supportci@citi.com](mailto:client.supportci@citi.com) |
| **Czech Republic** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or passports or US/UK driving license for legal representatives authorized to sign documents and for all individuals nominated as signatories in Signature Cards, Global Manual Transaction Authorization Forms and CitiDirect BE authorizers. The identity document shall contain, at minimum, the following identification data: first/given name and surname, birth number or date of birth, place of birth, gender, permanent address including ZIP code or other residence address including ZIP code if different from permanent address, and citizenship. In case that the presented ID does not contain all of the required identification data, it can  be collected by an alternative identification document or added to the AML Identification and Verification Form. | Citi Bank Officer Certified/Notarized\*/ Notarized and apostilled/ Notarized and Super Legalized  \*Please note that Notary certification is accepted only from listed countries otherwise it needs to be also Apostilled or Super Legalized – Afghanistan, Albania, Algeria, Austria, Belarus, Belgium – only documents used by courts, it does not apply to public documents produced by citizens, Bosnia and Hercegovina, Bulgaria, Croatia, Cuba, Cyprus, France, Georgia, Greece – only documents used by courts, it does not apply to public documents produced by citizens, Hungary, Italy – only documents used by courts, it does not apply to public documents produced by citizens, Korea Democratic People's Republic of (North Korea), Kosovo, Kyrgyzstan, Macedonia (FYROM), Moldavia, Mongolia, Montenegro, Poland, Portugal, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Spain, Syria, Switzerland, Ukraine, Uzbekistan, Yemen, Vietnam. | Physically mail wet ink signed document to Citi Branch. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| AML Identification and Verification Form | AML Identification and Verification Form can  be obtained from  the following CitiDirect link:  [Verification of Identity Letter (citicorp.com)](https://www.citidirectonline1.citidirect.citicorp.com/web/content/document/Verification_of_Identity_letter.pdf)  Public Deed on the Identification of a Legal Entity draft is available below | 1. In case of identity verification performed by a Citi representative:  I. A copy of the Verification of Identity letter, countersigned by the Authorizer. Note that the “Certification” part of the letter must be completed.  2. In case of identity verification performed by Notary Public:  I. Public deed on the identification of a legal entity represented by a natural person - respective Notary shall issue the certified  document confirming:  1. Who has performed the identification.  2. On whose request the identification has been performed.  3. Personal identification details i.e. first/given name and surname, birth number or date of birth, place of birth, gender,  permanent or other countries of residence , and all citizenships  4. Statement of the identified person about the purpose of the identification and confirmation of accuracy of the personal  identification details;  5. Place and date of this public document, official stamp and reference number of this public document and attach copies  of the documents based on which the verification of identity was performed i.e. the personal ID photocopies, etc.  II. A copy of the Verification of Identity letter, countersigned by the Authorizer. | Citi Bank Officer Certified/Notarized\*/ Notarized and apostilled/Notarized and Super Legalized  \*Please note that Notary certification is accepted only from listed countries otherwise it needs to be also Apostilled or Super Legalized – Afghanistan, Albania, Algeria, Austria, Belarus, Belgium – only documents used by courts, it does not apply to public documents produced by citizens, Bosnia and Hercegovina, Bulgaria, Croatia, Cuba, Cyprus, France, Georgia, Greece – only documents used by courts, it does not apply to public documents produced by citizens, Hungary, Italy – only documents used by courts, it does not apply to public documents produced by citizens, Korea Democratic People's Republic of (North Korea), Kosovo, Kyrgyzstan, Macedonia (FYROM), Moldavia, Mongolia, Montenegro, Poland, Portugal, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Spain, Syria, Switzerland, Ukraine, Uzbekistan, Yemen, Vietnam. | Physically mail wet ink signed document to Citi Branch. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| Alternative Verification Methods | In case of identity verification via Czech Point | Individual needs to visit Czech Point (located at the municipalities, selected Czech Posts and embassies) which performs identification using the same form as for notary.  Individual does not need to have this form as Czech Point has got it in the application and is obliged by law to send the form to Citi via electronic data boxes.  • Czech Point - [http://www.czechpoint.cz/public/verejnost/sluzby/](http://www.czechpoint.cz/public/verejnost/sluzby/%20) (only in Czech)  Find on the web page “Zprostředkovaná identifikace” and click on “Zprostředkovaná identifikace osoby” to get the details  • Czech Post - [https://www.ceskaposta.cz/sluzby/egovernment/czechpoint/sluzby-czechpoint#identifik](https://www.ceskaposta.cz/sluzby/egovernment/czechpoint/sluzby-czechpoint%23identifik)  Click on the link “Provedení identifikace a sepsání veřejné listiny o identifikaci” to get the details  • Czech Embassies - <http://www.czechpoint.cz/public/verejnost/co-jak-kde/zahranici/>  We recommend contacting Czech embassy first to confirm that the service for the mediated identification through Czech Point as per the Czech AML Act is available here  • Note: customers usually make a mistake and use the service of the legalization of the signature, which is not identification -<https://www.ceskaposta.cz/en/sluzby/egovernment/overovani-listin-a-podpisu> | | Physically mail wet ink signed document to Citi Branch. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| Alternative Verification Methods | In case Identity verification via payment – remote identification  The detailed instruction for customers is available below | Can be used only for existing Citi customers:  1. Payment from other EU/EEA bank from the corporate account with the specific wording and prove that the account belongs to the same corporation  (account statement, accompanied information in the payment) -  2. Two copies of IDs (both need to bear the holder’s picture),  3. A copy of the Verification of Identity letter, countersigned by the Authorizer. The Verification of Identity Letter can be obtained from the following CitiDirect link -  <https://www.citidirectonline1.citidirect.citicorp.com/web/content/document/Verification_of_Identity_letter.pdf> | | | |
| **Denmark** | Identification document | Document evidencing the identity of the signatories | Provide copies of ID cards or passports or Driving Licenses for all signers, CitiDirect authorizers and those signing documents on the account. Identification document must be clear, valid and show the expiry date and the signatory's: - First name - Last name - Date of birth - Place of birth - Signature - Picture. Information on the signatory's full residential address (including street, zip code and country) is required and can be confirmed through an official company email or in a letter from the customer (on customer letterhead), signed by an authorized signatory. It must include: Street and house number - Postcode - City - Country. | Simple copy | You may email scanned copy. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland  or email scanned copy  [ECUCitiDirectAML@citi.com](mailto:aml.poland@citi.com) |
| **Egypt** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or passports for all signers of Channels On-boarding and Universal Access Authority (UAA) Forms, CitiDirect BE authorizers, and all individuals nominated as signatories in Signature Cards and Global Manual Transaction Authorization Forms, as applicable. Copies  of IDs also are required for: legal representatives authorized to bind the company, shareholders with 10% or above ownership, and members of the Board or Senior Management and General Partners (all person listed on the corporation data sheet). For Non-Egyptians only Passport copy is acceptable. | Citi Bank Officer Certified/Notarized/ Notarized and Apostilled | Physically mail wet ink signed document to Citi Branch. | Citibank N.A. Egypt  Account Documentation Unit  Boomerang Building,  Plot 46, Zone J,  1st district, 5th Settlement,  New Cairo  Egypt |
| **Finland** | Identification document | Document evidencing the identity of the signatories | Provide copies of ID cards or passports or Driving Licenses for all signers, CitiDirect authorizers and those signing documents on the account. The official document must be valid, issued by a public authority and contain the user’s signature and photograph. The information to identify and record is: full name, date of birth, personal identity code (if the person is a foreigner without a Finnish identity code, records shall be kept of the person’s citizenship and travel document), the name of the document used to verify identity, the number of the document or other identification data, the name and title of the authority or the person who issued the document.  Alternatively, Documents issued by Finnish authorities can also be accepted: Diplomatic passport or Alien’s passport and refugee travel documents or SII card containing photo. | Simple copy | You may email scanned copy. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland  or email scanned copy  [ECUCitiDirectAML@citi.com](mailto:aml.poland@citi.com) |
| **France** | Identification document | Document evidencing the identity of the signatories | Provide copies of ID cards or passports or Driving Licenses for all signers, CitiDirect authorizers and those signing documents on the account. Identification document must be clear, valid and show the expiry date and the signatory's: - First name - Last name - Date of birth - Place of birth - Signature - Picture - Country of Permanent residence.  For French National Identity cards issued between 2 January 2004 and 31 December 2013, the expiry date does not correspond to the date on the card but is valid 5 more years. | Simple copy | You may email scanned copy. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland  or email scanned copy  [ECUCitiDirectAML@citi.com](mailto:aml.poland@citi.com) |
| **Germany** | Identification document | Document evidencing the identity of the signatories | For all users with payments’ authorisation rights, Provide copies of valid EU-ID cards or passports for a minimum of 5 signers, CitiDirect users and those signing documents on the account:  (a) In soft copy for Signers already listed as representatives in the German Commercial Register or equivalent\*.  The foregoing does not apply to new clients, so far unknown to Citi, executing Universal Onboarding Form; such new clients shall provide a certified copy of ID cards or passports in accordance with sub-section (b).  (b) For Signers not listed in the German Commercial Register or equivalent \* :  a. A Citibank employee who has seen the original document and physically taken a photocopy of that original document may certify the copy with the following statement "I hereby certify this photocopy to be a True and Correct Copy of the original document seen by me [insert name] on [insert date]" The Citi employee should sign the copy beneath this statement.  b. via any EU Trusted Service Provider using an EU Qualified Electronic Signature. Please refer to eSignature Guide in Client Reference section for instructions  c. An independent notary provided that certified copies of IDs are sent to one of Citibank offices directly by the notary.  The following data must be collected for at least 5 Authorizing users accessing German accounts: - First name - Last name - Date of birth - Place of birth - Full residential address (including street, zip code and country) – Personal TAX ID (11-digit number) - Signature - Picture -Expiry date.  Note that no copies of passports/IDs, addresses and TAX-IDs are required from users if:  • Users are currently listed in Sections 4 and 5 of the German Commercial Register.  • A Citi employee has sourced a latest extract of the German commercial register OR  • If client provides a copy of a latest German commercial register, this must be a certified true copy according to our certification requirements. | Citi Bank Officer Certified/Notarized/ Registered Lawyer Certified  \*List of equivalents: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, France, Finland, Greece, Hungary, Italy, Latvia, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland. | Physically mail wet ink signed document to Citi Branch.  OR  eSubmit:  1) Upload scan copy of wet ink signed document for 10 days of temporary access (deferral). Physical submission is required.  2) Client managed e-Sign - Upload document e-Signed with Qualified Electronic Signature (QES) with an European Union Signer Held Qualified Digital Certificate via any EU Trusted Service Provider. You may email electronically certified copy or upload scan of document via eSubmit. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| Tax Identification Document | Document evidencing the Tax identification number | For German tax residents – German Tax ID (Persönliche Identifikationsnummer) has to be provided for unlimited taxpayers (unbeschränkt Steuerpflichtige) as well as for persons with limited tax liability (beschränkt Steuerpflichtige). TIN can be found on TIN letter (Mitteilungsschreiben über die Zuordnung einer Identifikationsnummer) received from the Federal German tax office BZSt (Bundeszentralamt für Steuern) or on the cover page of the annual notice of income tax assessment (Einkommensteuerbescheid). The German TIN is always an 11-digit numeric. In case German TIN is not provided and an individual is not a subject to taxation in Germany, the respective statement has to be received (“Individual is not subjected to taxation in Germany”). In both cases, this can be confirmed via email or in an official company headed letter. | Simple copy | You may email scanned copy. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland  or email scanned copy  [ECUCitiDirectAML@citi.com](mailto:aml.poland@citi.com) |
| **Greece** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or passports, as well as tax identification number for all signers, CitiDirect authorizers and those signing documents on the account. Personal identification data required includes:  1. Full name (Full name (Name, Last name and Father's name; if available on the ID copy)  2. Copy of valid Personal ID or Passport  3. Valid Personal ID/Passport Number (not expired)  4. Issuing authority,  5. Date of birth,  6. Country of birth  7. Nationality  8. Full residential address (including street, zip code and country),  9. Contact Phone number, (company telephone number may be also accepted)  10. Tax Identification number  • Items 1-7 may be obtained by submitting the current valid EU Identity Card or EU/Non-EU Passport. For EU residents through the EU Identity Card or valid EU Passport. For Non-EU through valid passport. Items from no. 1 to 7 may be submitted as scanned copies certified as true copy from the original by a public notary or lawyer evidencing on the copy their full name, registration number, signature and stamp. On an exceptional basis the verification may be performed by the PAM who will place on the copy its full name, SOEID and position. Certification may also be performed by Greece Police or Greece Certifications Centres (KEP) bearing relative stamp and signature.  • Item 8 is verified by the submission of a scanned copy of the utility bill issued within the last 3 months. Under exceptional cases and only for foreign registered legal entities, items 8 may be sourced by the company via e-mail or letter signed by company’s lawyer or legal representative  • Item 10 - As per Greek AML Law 4557/2018 and Bank of Greece Act 281/2009, the submission of the tax id document is mandatory for all individuals (UBOs, BOD’s and authorised signatories of the company) and CANNOT be exempted. The TIN may be submitted/collected as follows:  O via submission of the tax income statement or any other official document that may capture the natural person’s TIN or equivalent (scanned copy suffices).  O via the company’s legal documents e.g. Articles of Association, Board of Directors meetings etc., if the TIN is referenced in these documents.  O via e-mail or letter signed by company’s lawyer or legal representative submitting the individuals TIN or equivalent.  O On an exceptional basis and provided that the UBOs, BOD’s, authorised signatories’ country (tax residence country) does not issue a TIN number or other equivalent (e.g. Columbia) or it is not allowed by country specific regulation to share the TIN outside the country (e.g. Switzerland),  a declaration via e-mail or letter signed by company’s lawyer or legal representative justifying the reason for non-submission of the TIN may be accepted (<https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/>). | Citi Bank Officer Certified/Notarized/ Apostilled | Physically mail wet ink signed document to Citi Branch.  OR  eSubmit:  1) Upload scan copy of wet ink signed document. Physical submission is not required.  2) Client managed e-Sign - Upload document e-Signed with Qualified Electronic Signature (QES) with an European Union Signer Held Qualified Digital Certificate via any EU Trusted Service Provider. You may email electronically certified copy or upload scan of document via eSubmit. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| **Hungary** | Identification document | Document evidencing the identity of the signatories | Provide copies of EU ID cards or passports or Driving Licenses for legal representatives authorized to sign documents and for all individuals nominated as signatories in Signature Cards, Global Manual Transaction Authorization Forms and CitiDirect BE authorizers. Driving License is acceptable only for Hungarian Nationals. All ID documents should be valid and bear a photo. | Citi Bank Officer Certified/Notarized/ Notarized and Apostilled\*  \*Please note that Notary certification is accepted only from listed countries otherwise it needs to be also Apostilled or Legalized – Hungary, Albania, Austria, Belorussia, Belgium, Bosnia-Herzegovina, Bulgaria, Czech Republic, Croatia, Finland, France, Greece, Italy, Poland, Macedonia, Montenegro, Romania, Russia, Serbia, Slovakia, Slovenia, Turkey, Ukraine. | Physically mail wet ink signed document to Citi Branch. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| **India** | Identification document | Document evidencing the identity of the signatories | India regulator mandates identity and address proof documents for users of online banking application specifically from money laundering perspective. For these users, we need the identity and address proof documents. Below Officially Valid documents can be accepted as ID & Address proof for all signatories:  1) Identity Proof and Address Proof:  - Valid Passport with complete address mentioned  - National ID Card or any equivalent ID containing address recognized as a valid identity document  a) For Indian Citizens  - Driving License with complete address mentioned,  - Aadhar Card issued by Unique Identification Authority of India,  - Voter ID Card issued by Election Commission of India.  b) For Foreign Nationals - Provided that in case the "Officially Valid Documents" (OVD) submitted by a foreign national does not contain the details of address, in such case the documents issued by the Government departments of foreign jurisdictions and letter issued by the Foreign Embassy or Mission in India shall be accepted as proof of address.  2) Photograph.  Documents (Identity Proof and Address Proof) should be OSVed by Citi Employee and should mention "Original Seen & Verified" or documents should be Notarized.  In case documents are in Non-English Language, respective country team should translate and confirm on name and address. | Citi Bank Officer Certified/ Notarized | Physically mail wet ink signed document to Citi Branch. | Domestic Account Services Unit  Citibank N.A.  4th Floor, Fort House  Fort, Mumbai - 400001  India  022-40195694 |
| **Jordan** | Identification document | Document evidencing the identity of the CitiDirect Payment Authorizers | Provide true copy of ID card or passport for CitiDirect Payment Authorisers. For Jordanian national, please, provide smart ID card. For non-Jordanian nationals, please, provide passport. | Simple copy | You may email scanned copy. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland  or email scanned copy  [ECUCitiDirectAML@citi.com](mailto:aml.poland@citi.com) |
| **Kazakhstan** | Delegation of Authority Document | Document that identifies who can act with authority on behalf of the Client with respect to the company's banking needs.  Power of Attorney draft is available below | Please be informed that as per regulations for new users with payment and administrative message approval rights the Client must provide “CitiDirect BE Authorized Users List” form as the power of attorney. The form needs to be signed by authorized person from the Company and provided in the form of scan to the Bank. | Company Certified\*  \*Company certified true copies by an authorized individual within the organisation as per their legal/empowering  documents who can certify the document (e.g., Company Secretary, Director, Authorized signatory as per the Board Resolution/Power of  Attorney, etc.). | You may email scanned copy. Physical submission is not required. | Citibank Kazakhstan JSC  A25T0A1, Kazakhstan, Almaty  Floor 2, Park Palace, Building 26/41 Zenkov str.  or email scanned copy  [kz.eb@citi.com](mailto:kz.eb@citi.com) |
| **Kuwait** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or passports for all signers of Channels On-boarding, and Universal Access Authority (UAA) Forms, and CitiDirect BE authorizers, as applicable, and for all individuals nominated as signatories in Signature Cards and Global Manual Transaction Authorization Forms. Types of Identity Documents:  I. For Kuwait Citizens: Identity Card or Passport.  II. For Non-residents Citizens: Passports issued by competent authorities. If passport is not available national ID or Driving licence could be used in accordance with their relevant country requirements. | Citi Bank Officer Certified/ Notarized  As an alternative to existing document certifications, ID verification via Zoom may be applied: The Account Manager must be at minimum an Officer of Citi and may certify identification documents over Zoom. The Account Manager will add the following statement to the calendar invitation “By accepting this meeting you are consenting to allow Citi to verify identification documents via Zoom.”  The Account Manager will certify the passport copy as "Original Document sighted via Zoom," attach a copy of the ID, and a record of attendance to the meeting minutes. Please note, re-use of IDs verified over Zoom can only be used for other Zoom approved countries.’ | Physically mail wet ink signed document to Citi Branch.  OR  eSubmit:  Upload scan copy of wet ink signed document. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| **Luxembourg** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or passports or Driving Licenses for all signers, CitiDirect authorizers and those signing documents on the account. The identity document shall contain, at minimum, the following identification data: a nonreplaceable photo, first/given name and surname, date of birth, signature and the information about the authority that issued the document. If a Citi officer identifies the user in person (face to face) and obtains a copy of the document after seeing the original, the Citi officer may certify as "Original document seen – certified for true copy of the original" with date and signature of the relevant Citi officer. | Citi Bank Officer Certified/ Notarized  \*Alternatively, documents can be certified by a competent authority (i.e., embassy, consulate, notary, police superintendent) or a financial institution subject to equivalent regulation concerning the fight against money laundering and terrorist financing. | Physically mail wet ink signed document to Citi Branch.  OR  eSubmit:  1) Upload scan copy of wet ink signed document. Physical submission is not required.  2) Client managed e-Sign - Upload document e-Signed with Qualified Electronic Signature (QES) with an European Union Signer Held Qualified Digital Certificate via any EU Trusted Service Provider. You may email electronically certified copy or upload scan of document via eSubmit. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| **Netherlands** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or passports for all signers, CitiDirect authorizers and those signing documents on the account. ID documents are not required for publicly listed companies on recognized stock exchanges and their (100%) owned subsidiaries (non-listed), Regulated Financial Institutions and Governmental Authorities. For all other AML eligible CitiDirect authorizers, an enhanced verification of the identity will need be performed by obtaining a legalized photocopy of the relevant user’s ID. Only the following documents can be used: a certified true copy of the Authorizer’s passport; or National identity card; or EU driving license with photograph.  If a Citi officer identifies the user in person (face to face) and obtains a copy of the document after seeing the original, the Citi officer may certify as "Original document seen – certified for true copy of the original" with date and signature of the relevant Citi officer. | Citi Bank Officer Certified/ Notarized/ Register Lawyer Certified  As an alternative to existing document certifications, ID verification via Zoom may be applied: The Account Manager must be at minimum an Officer of Citi and may certify identification documents over Zoom. The Account Manager will add the following statement to the calendar invitation “By accepting this meeting you are consenting to allow Citi to verify identification documents via Zoom.”  The Account Manager will certify the passport copy as "Original Document sighted via Zoom," attach a copy of the ID, and a record of attendance to the meeting minutes. Please note, re-use of IDs verified over Zoom can only be used for other Zoom approved countries.’ | Physically mail wet ink signed document to Citi Branch.  OR  eSubmit:  1) Upload scan copy of wet ink signed document. Physical submission is not required.  2) Client managed e-Sign - Upload document e-Signed with Qualified Electronic Signature (QES) with an European Union Signer Held Qualified Digital Certificate via any EU Trusted Service Provider. You may email electronically certified copy or upload scan of document via eSubmit. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| **New Zealand** | Identification document | Document evidencing the identity of the signatories | Provide certified copies of valid photo ID for all signers. For externally certified documents, must be no more than 3 months past the date of certification when presented to Citibank N.A personnel. These AML guidelines will apply when adding or maintaining authorities on your accounts and enable user access on CitiDirect BE. The identification information collected must be verified (certified).  Verification must either be done:  - face to face by a Citibank NA employee; or  - via persons legally able to certify documents in the relevant country.  A Certified or Verified document cannot be accepted if it is completed by anyone other than a Citibank N.A. employee or a Trusted Referee.  Important Notes:  1) a document verified by a Citibank N.A. employee must use the following wording: “Verified as a true copy of the original sighted by me, and a true likeness of the individual”;  2) employees of other Citi affiliates (i.e. not Citibank N.A. branches) may not verify documents as in above; they may only ‘certify’ documents IF they are also a Trusted Referee.  Where an external third party (not a Citibank N.A. employee) is verifying documents, they must:  1) sight the original identification document; and  2) take a copy, including any signature page (where present), and make a statement along the lines of: “Certified as a true copy of the original document sighted by me, and a true likeness of the individual presenting it.” (or wording very similar and in compliance with local law); and  3) the certification must include the certifier’s name and title (e.g. Notary Public), and must also be signed and dated. | Applicable for New Zealand:  Citi Bank N.A. Officer Certified/ Commonwealth representative Certified/  An employee of the Police who holds the office of Constable Certified / Justice of the Peace Certified/ Registered Lawyer Certified/ Notarized/ NZ Honorary consul Certified/ Member of Parliament Certified/ Chartered accountant Certified  Applicable Overseas:  Citi Bank N.A. Officer Certified/ Justice of the Peace Certified/ Registered Lawyer Certified/ Notarized/ Other persons legally able to take  statutory declarations, or equivalent, in  that country | Physically mail wet ink signed document to Citi Branch. | TTS Account Services AUNZ  Level 26, Citigroup Centre  2 Park Street, Sydney  NSW 2000 Australia  61 2 8225 2536 |
| **Nigeria** | Identification document | Document evidencing the identity of the signatories | Provide valid copies of one of the following as proof of identity for all directors  and signers of Channels On-boarding and UAA Forms, and for CitiDirect BE authorizers and individuals nominated as signatories in Signature Cards and Global Manual Transaction Authorization Forms: National ID Card or Passport or Drivers' License or Nigeria Voters Card Copies of valid Residence Permits are also required for non-Nigerian directors and signatories. For Nigeria, Bank Verification Number must be obtained by every signatory and every authoriser on CitiDirect (local and offshore). This is a unique identifier for the fulfilment of the mandatory KYC requirement of the Central Bank of Nigeria. Authorised Signatories and electronic approvers are required to visit the identified centres for the physical capture and collation of the requirements. | Citi Bank Officer Certified/Notarized/ Company Certified\*  \*Company certified true copies by an authorized individual within the organisation as per their legal/empowering  documents who can certify the document (e.g., Company Secretary, Director, Authorized signatory as per the Board Resolution/Power of  Attorney, etc.). | Physically mail wet ink signed document to Citi Branch.  OR  eSubmit:  Upload scan copy of wet ink signed document. Physical submission is not required. | Citibank Nigeria  Electronic Banking &  Implementations  27 Kofo Abayomi Street  Victoria Island, Lagos  Nigeria |
| **Norway** | Identification document | Document evidencing the identity of the signatories | Provide copies of ID cards or passports or Driving Licenses for all signers, CitiDirect authorizers and those signing documents on the account. The official document must be valid, issued by a public authority and contain the user’s signature and photograph. The document must include: First name, Last name, Date of birth, Place of birth, Signature, Picture, Nationality, ID number/personal ID, Sex. Alternatively, listed documents can also be accepted: Payment card issued by a Norwegian bank or the ID card issued by the Norwegian Armed Forces or The ID card issued by the Norwegian postal services or ID-card issued within the EEA-area or Bank ID (electronic signature). | Simple copy | You may email scanned copy. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland  or email scanned copy  [ECUCitiDirectAML@citi.com](mailto:aml.poland@citi.com) |
| **Pakistan** | Identification document | Document evidencing the identity of the signatories | Provide copies of Identity Documents for all signers, CitiDirect authorizers and those signing documents on the account. Identity documents may include any of the following: 1 Computerized National Identity Card (CNIC) for Pakistani nationals residing in Pakistan; 2. National Identity Card for Overseas Pakistanis (NICOP); 3. Pakistan Origin Card (POC); 4. Alien Registration Card (ARC) (for residents); 5. Passport (Passport copies provided for resident foreign national must contain a valid Pakistani visa). Identity documents must be valid and not expired. | Citi Bank Officer Certified/ Notarized/ Embassy Certified\*  \* Passport copy need to be Notarized or Embassy Certified or CitiOfficer Certified  \*Alien Registration Card (ARC) copy need to be Notarized or CitiOfficer Certified. | Physically mail wet ink signed document to Citi Branch. | Asim Zaidi  Account Services Unit  Citibank N.A.  AWT Plaza, I.I. Chundrigar Road  Karachi, Pakistan |
| **Poland** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or passports for all signers of Account Opening, Channels On-boarding, and Universal Access Authority (UAA) Forms and CitiDirect BE authorizers, as applicable, and for all individuals nominated as signatories in Signature Cards. Verification of identity of the Authorizer and certification of the identity document (a certified true copy of the Authorizer’s passport OR national identity card) is required. The data to be verified with the identity document: Name and surname, Date and place of birth, Nationality, Identity document number. | Citi Bank Officer Certified/ Notarized\*/ Notarised and Apostilled/ Notarized and Legalized  \*Please note that documents issued and notarized outside of Poland need to be also apostilled or legalized.  As an alternative to existing document certifications, ID verification via Zoom may be applied: The Account Manager must be at minimum an Officer of Citi and may certify identification documents over Zoom. The Account Manager will add the following statement to the calendar invitation “By accepting this meeting you are consenting to allow Citi to verify identification documents via Zoom.”  The Account Manager will certify the passport copy as "Original Document sighted via Zoom," attach a copy of the ID, and a record of attendance to the meeting minutes. Please note, re-use of IDs verified over Zoom can only be used for other Zoom approved countries.’ | Physically mail wet ink signed document to Citi Branch. | Strefa Dokumentacji Klienta  (Client Documentation Zone)  Bank Handlowy w  Warszawie S.A.  ul. Senatorska 16  00-923 Warszawa  Poland |
| **Portugal** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards (EU citizens) or passports or Resident Permit for all signers, CitiDirect BE authorizers and those signing documents on the account. The document must include: Full name; Photograph; Signature; Date of birth; Nationality (as shown on the identity document, expiration date and issuer of the identity document). | Citi Bank Officer Certified/ Notarized/ Company Certified\*  \*Company certified true copies by an authorized individual within the organisation as per their legal/empowering  documents who can certify the document (e.g., Company Secretary, Director, Authorized signatory as per the Board Resolution/Power of  Attorney, etc.). | Physically mail wet ink signed document to Citi Branch.  OR  eSubmit:  1) Upload scan copy of wet ink signed document for 10 days of temporary access (deferral). Physical submission is required.  2) Client managed e-Sign - Upload document e-Signed with Qualified Electronic Signature (QES) with an European Union Signer Held Qualified Digital Certificate via any EU Trusted Service Provider. You may email electronically certified copy or upload scan of document via eSubmit. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| **Qatar** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or passports for all signers of Account Opening, Channels On-boarding, and Universal Access Authority (UAA) Forms, and CitiDirect BE authorizers, as applicable, and for all individuals nominated as signatories in Signature Cards and Global Manual Transaction Authorization Forms (GMTAs).  Types of Identity Documents:  I. For Qatar Citizens: Identity Card or Passport.  II. For Non-residents Citizens: Passports issued by competent authorities  in accordance with their relevant country requirements. | Citi Bank Officer Certified/ Notarized | Physically mail wet ink signed document to Citi Branch. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| **Romania** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or passports for all signers of Account Opening, Channels On-boarding, and Universal Access Authority (UAA) Forms, and CitiDirect BE authorizers, as applicable, and for all individuals nominated as signatories in Signature Cards and Global Manual Transaction Authorization Forms. Acceptable identity documents: 1. For residents domiciled  in Romania - Identity card, temporary identity card or identity bulletin; 2. For residents domiciled outside Romania - Romania-issued passport; 3. For non-residents and foreign citizens - Passport or ID cards (for EU residents only). | Citi Bank Officer Certified/ Notarized\*/ Notarized and Apostilled/ Notarized and Legalized  \*Please note that documents issued and notarized outside of Romania need to be also apostilled or legalized.  As an alternative to existing document certifications, ID verification via Zoom may be applied: The Account Manager must be at minimum an Officer of Citi and may certify identification documents over Zoom. The Account Manager will add the following statement to the calendar invitation “By accepting this meeting you are consenting to allow Citi to verify identification documents via Zoom.”  The Account Manager will certify the passport copy as "Original Document sighted via Zoom," attach a copy of the ID, and a record of attendance to the meeting minutes. Please note, re-use of IDs verified over Zoom can only be used for other Zoom approved countries.’ | Physically mail wet ink signed document to Citi Branch.  OR  eSubmit:  1) Upload scan copy of wet ink signed document. Physical submission is not required.  2) Client managed e-Sign - Upload document e-Signed with Qualified Electronic Signature (QES) with an European Union Signer Held Qualified Digital Certificate via any EU Trusted Service Provider. You may email electronically certified copy or upload scan of document via eSubmit. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| **Russia** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid passports for all signers of ultimate beneficial owner, beneficiaries, Channels Onboarding, and Universal Access Authority (UAA) Forms, CitiDirect BE authorizers and the CEO, as applicable, and individuals authorized on the Specimen Signature Card. Passport for Russia citizens/other documents acknowledged identification documents of a Russian Federation citizen in accordance with the legislation of the Russian Federation; Passport of a foreign citizen/other documents acknowledged identification documents of a foreign citizen in accordance with the legislation of the Russian Federation and an international agreement of the Russian Federation, migration card and a document confirming the right of a foreign citizen for temporary residence (residence) in the Russian Federation (visa, etc.).A certified true copy of the Authorizer’s passport (including the pages with registration information)/other identification documents for Russia citizens, passport of a foreign citizen/other identification documents and migration card, a document confirming the right of a foreign citizen for temporary residence (residence) in the Russian Federation for non-residents. Copy of passport for signatories should be certified by a Russian notary. Copy of passport of signatories recognized as non-Russian residents should be translated into Russian, translator's signature should be certified by a Russian notary. The requirement of provision of documents with their duly certified translation into Russian shall not be applied to identification documents of individuals issued by competent authorities of foreign countries, on condition that such individual has a document confirming its legal temporary residence in the Russian Federation (for example, a visa or a migration card). In case when a foreign notary performs notarization, document should be legalized/apostilled, then translated into Russian and certified by a Russian notary. | Citi Bank Officer Certified/ Notarized\*/ Notarized and Apostilled/ Notarized and Legalized  \*Please note that documents issued and notarized outside of Russia need to be also apostilled or Legalized (in original before they are translated into Russian and then the translation must be notarized). | Physically mail wet ink signed document to Citi Branch. | AO Citibank  Cash and Counter  Department  (Depending on the location of  the company’s file):  ▪ 61A, Profsouznaya street,  Moscow, Russian  Federation, 117420  ▪ 15, Bolshaya Nikitskaya  street, bld. 1, Moscow,  Russian Federation, 125009  ▪ - 5, Italyanskaya street, St.-  Petersburg, Russian  Federation, 191011 |
| ACC Form | Electronic Banking System Configuration  This form can  be downloaded from the CitiDirect link below - [CitiDirect\_ACC.pdf (citicorp.com)](https://www.citidirectonline1.citidirect.citicorp.com/web/content/document/CitiDirect_ACC.pdf) | A Russian version of AEA (Access Entity Authority) Form – ACC Form, signed by CEO of legal entity (Head of Representative Office/Branch) or person empowered to appoint other persons to manage funds. The form must be filled in Cyrillic or bilingual (Cyrillic and English), except CitiDirect client definition name and system's name of users. It's necessary to fill top of the form  and sections 1 and 3. Section 1: It is necessary to specify CitiDirect client definition name, tick “add”, “payments and statements” and specify account  in 10-digit format (last 10 digits of account).  In section 3 should be specified an employee that should have right for authorization of payments. Full name of employee must be specified in Cyrillic or bilingual in accordance with copy of ID. User name must be specified in English like in the system. Check box “add” must be marked. | Company certified | Physically mail wet ink signed document to Citi Branch. | AO Citibank  Cash and Counter  Department  (Depending on the location of  the company’s file):  ▪ 61A, Profsouznaya street,  Moscow, Russian  Federation, 117420  ▪ 15, Bolshaya Nikitskaya  street, bld. 1, Moscow,  Russian Federation, 125009  ▪ - 5, Italyanskaya street, St.-  Petersburg, Russian  Federation, 191011 |
| **Senegal** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or passports for all signers of Account Opening, Channels On-boarding, and UAA Forms, and CitiDirect authorizers, as applicable, and for all individuals nominated as signatories in Signature Cards and Global Manual Transaction Authorization Forms. The document providing for each individual should include the following: -Name -Date of birth - Place of birth - Mother's maiden name. If the ID does not contain all of this information, missing information can be written on the ID copy or confirmed via email. | Simple copy | You may email scanned copy. Physical submission is not required. | Sénégal  2, place de l’Indépendance,  Immeuble SDIH, 4e Etage  BP 3391  Dakar, Senegalor email scanned copy  [citidirect.sn@citi.com](mailto:citidirect.sn@citi.com) |
| **Slovak Republic** | Identification document | Document evidencing the identity of the signatories | Provide copies of valid ID cards or passports for all authorized representatives; signers of Channels On-boarding, and Universal Access Authority Forms, and CitiDirect authorizers, as applicable; and for all individuals nominated as signatories in Signature Cards and Global Manual Transaction Authorization Forms. In addition, please complete the AML Identification and Verification document for each individual that is required by the Slovak AML Act. | Citi Bank Officer Certified/Notarized\*/ Notarized and apostilled/ Notarized and Super Legalized  \*Please note that Notary certification is accepted only from listed countries otherwise it needs to be also Apostilled or Super Legalized – Afghanistan, Albania, Algeria, Austria, Belgium, Bulgaria, Cuba, Cyprus, Czech Republic, France, Greece, Hungary, Italy, Korea, Mongolia, Poland, Portugal, Romania, Russian Federation (and succession states), Armenia, Azerbaijan, Belorussia, Kazakhstan, Moldova, Tajikistan, Turkmenistan, Ukraine, Uzbekistan), Spain, Switzerland, Syria, Turkey, Vietnam, Yemen, Yugoslavia (all succession states). | Physically mail wet ink signed document to Citi Branch.  OR  eSubmit: Client managed e-Sign - Upload document e-Signed with Qualified Electronic Signature (QES) with an European Union Signer Held Qualified Digital Certificate via any EU Trusted Service Provider. You may email electronically certified copy or upload scan of document via eSubmit. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| AML Identification and Verification Form | AML Identification and Verification Form can  be obtained from  the following CitiDirect link:  [Verification of Identity Letter (citicorp.com)](https://www.citidirectonline1.citidirect.citicorp.com/web/content/document/Verification_of_Identity_letter.pdf) | 1. In case of identity verification performed by a Citi representative:  I. A copy of the Verification of Identity letter, countersigned by the Authorizer. Note that the “Certification” part of the letter must be completed.  2. In case of identity verification performed by Notary Public:  I. Public deed on the identification of a legal entity represented by a natural person - respective Notary shall issue the certified  document confirming:  1. Who has performed the identification.  2. On whose request the identification has been performed.  3. Personal identification details i.e. first/given name and surname, birth number or date of birth, place of birth, gender,  permanent or other countries of residence , and all citizenships  4. Statement of the identified person about the purpose of the identification and confirmation of accuracy of the personal  identification details;  5. Place and date of this public document, official stamp and reference number of this public document and attach copies  of the documents based on which the verification of identity was performed i.e. the personal ID photocopies, etc.  II. A copy of the Verification of Identity letter, countersigned by the Authorizer. | Citi Bank Officer Certified/Notarized\*/ Notarized and apostilled/Notarized and Super Legalized  \*Please note that Notary certification is accepted only from listed countries otherwise it needs to be also Apostilled or Super Legalized – Afghanistan, Albania, Algeria, Austria, Belgium, Bulgaria, Cuba, Cyprus, Czech Republic, France, Greece, Hungary, Italy, Korea, Mongolia, Poland, Portugal, Romania, Russian Federation (and succession states), Armenia, Azerbaijan, Belorussia, Kazakhstan, Moldova, Tajikistan, Turkmenistan, Ukraine, Uzbekistan), Spain, Switzerland, Syria, Turkey, Vietnam, Yemen, Yugoslavia (all succession states). | Physically mail wet ink signed document to Citi Branch. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| **South Africa** | Identification document | Document evidencing the identity of the signatories | Provide copies of bar-coded IDs or smartcards for South African citizens and passports/National ID/ Driver’s License for foreign nationals for all signers of Channels On-boarding, and UAA Forms, CitiDirect BE authorizers, and all individuals nominated as signatories in the Signature Card and Global Manual Transaction Authorization Forms, Board Resolution, Power of Attorney, Delegation of Authority (any individual authorized to conclude  a transaction). The document sent to Citi must contain a clear photograph of the individual and must be valid and certified as a true copy of the original. Information of the signatory's phone number is required and can be confirmed through an official company email or a letter on the client’s letter head paper. | Commissioner of Oaths Certified/ Notarized/Local equivalent/Citi Bank Officer Certified/ Police Officer Certified/Post office certified | You may email scanned copy. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland  or email scanned copy  [ECUCitiDirectAML@citi.com](mailto:aml.poland@citi.com) |
| **Spain** | Identification document | Document evidencing the identity of the signatories | Provide copies of ID cards (Only for EU Nationals) or passports for all signers, CitiDirect users and those signing documents on the account. The copy of the relevant identification document must be clear, valid (not expired) and should evidence the below for each signatory: a. Full name and Surnames; b. Date of Birth; c. Place of Birth; d. ID/Passport number; e. Current business address; f. Country of Residence; g. occupation. All of the data points are mandatory - a, b, c and d should be in the ID. e, f & g can be provided in a letter from employer on the employer's company letterhead OR confirmed via e-mail OR confirmed on a company's website. | Legalized/Apostilled/ Consularized/Citi Bank Officer Certified | Physically mail wet ink signed document to Citi Branch.  OR  eSubmit:  Client managed e-Sign - Upload document e-Signed with Qualified Electronic Signature (QES) with an European Union Signer Held Qualified Digital Certificate via any EU Trusted Service Provider. You may email electronically certified copy or upload scan of document via eSubmit. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| Delegation of Authority Document | Document that identifies who can act with authority on behalf of the Client with respect to the company's banking needs, including open, maintain and close accounts. Empowering documents such as a Board Resolution / Trade Register or Handel register / Power of Attorney / Equivalent for the country in which the legal entity is incorporated and acceptable in Spain. | A Delegation of Authority document is required for all individuals or legal entities signing and appearing on the Account Opening Forms, CitiDirect BE authorizers, Channels On-boarding Form, Signature Card, GMTA, or UAA. No age limit applies to this document unless specified. For Spanish corporates, the copy must be certified and contain the notarized stamp and duly registered deed with the necessary stamps and seals ('Copia autorizada de Escritura Publica inscrita en el Registro Mercantil'). If the Customer provides a delegation of Authority document in favor of the appointed accessing entity in the Universal Access Authority Form, then such accessing entity shall also provide a Power of Attorney, Board Resolution or equivalent valid in Spain in favor of the individuals transacting on the Customers accounts. No fixed wording is required for the empowering document, A document valid in Spain is acceptable if it contains a sufficiently ample list of authorities (at least to transact accounts) considering the Customer's corporate needs, either with Citi or with third parties. Trade Register Certificates are acceptable if such are legally binding. Clients to engage their own legal counsel for preparation of their POA's | Legalized/Apostilled/Consularized | Physically mail wet ink signed document to Citi Branch. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland |
| **Sweden** | Identification document | Document evidencing the identity of the signatories | Provide copies of ID cards or passports or Driving Licenses for all signers, CitiDirect authorizers and those signing documents on the account. The official document must be valid, issued by a public authority and contain the user’s signature and photograph. The information to identify and record is: the full name, date of birth, document number, the name and title of the authority or the authorized issuer. Alternatively, other identity document that provides information of citizenship and is issued by an authority or other authorized issuer can also be accepted. | Simple copy | You may email scanned copy. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland  or email scanned copy  [ECUCitiDirectAML@citi.com](mailto:aml.poland@citi.com) |
| **Thailand** | Identification document | Document evidencing the identity of the signatories | Provide copies of ID cards or passports and address proof for all signers, CitiDirect authorizers and those signing documents on the account.  The ID Card/Passport should have good value date at the time of receipt by Citi for validation. Address:  Thai person:  - Residential address and mailing / contact address;  Foreigner (Registered Resident):  - Collect the City and Country of the signatory from the Passport; and  - Current residential address in Thailand  Foreigner (Non Resident):  - Collect the City and Country of the signatory from the Passport; and  - Current residential address outside of Thailand ; or  - Company address where Authorised Signer is located. | Citi Bank Officer Certified/ Notarised | Physically mail wet ink signed document to Citi Branch. | Account Service Unit, Citibank, N.A. Bangkok Branch  18th Floor, 399 Sukhumvit Road, Interchange 21 Building, Klongtoey Nua  Sub-District, Wattana District, Bangkok 10110, Thailand. |
| **Turkey** | Identification document | Document evidencing the identity of the signatories | Provide valid identification documents for all signers of Universal Access Authority and Channels Onboarding Forms, plus CitiDirect BE authorizers and individuals indicated as signatories in Signature Cards and Global Manual Transaction Authorization Forms. For Turkish citizens, provide copies of ID cards, driving licenses, or passports. For foreign citizens, provide copies of passports. | Citi Bank Officer Certified/ Notarised and Apostilled/ Certified by Turkish Consulate | You may email scanned copy. Physical submission is not required. | Citibank Europe PLC Poland branch Entitlements Control  Unit  Aleja Marszalka Jozefa  Pilsudskiego 36,  10-577 Olsztyn  Poland  or email scanned copy  [ECUCitiDirectAML@citi.com](mailto:aml.poland@citi.com) |
| **Ukraine** | Identification document | Document evidencing the identity of the signatories | Identification data that shall be provided by the Client should include: surname, first name and patronymic (if any); date of birth; resident passport number and series (if any) (passport for traveling abroad also acceptable) or non-resident passport number; record number (if any mandatory for residents with ID card or passport for travelling abroad and for non-residents with residence permit); passport date of issue and expiry date (if any); passport issuing authority; registration number of the taxpayer’s registration card (only for residents); citizenship (only for non-residents); information on the place of residence or place of stay in Ukraine for non-residents.  Customer shall provide following documents to confirm the above ID details:  1) The empowering document, which includes all ID data details for authorized individual;  OR  2) The confirmation letter from the company mentioning the ID data of authorized representatives certified by CEO signature  OR  3) Information obtained during the meeting with bank representative and confirmed by provided copies of passports + ID code for residents, certified by the owner in wet ink. | Citi Bank Officer Certified/ Notarized\*/Notarized and Apostilled  \*Please note that documents issued and notarized outside of Ukraine need to be also apostilled or legalized.  As an alternative to existing document certifications, ID verification via Zoom may be applied: The Account Manager must be at minimum an Officer of Citi and may certify identification documents over Zoom. The Account Manager will add the following statement to the calendar invitation “By accepting this meeting you are consenting to allow Citi to verify identification documents via Zoom.”  The Account Manager will certify the passport copy as "Original Document sighted via Zoom," attach a copy of the ID, and a record of attendance to the meeting minutes. Please note, re-use of IDs verified over Zoom can only be used for other Zoom approved countries.’ | Physically mail wet ink signed document to Citi Branch. | JSC Citibank  16G Dilova str  Kyiv 03150  Ukraine |
| Bank Mandate | Empowering document for authorizer to confirm the right to transact on account, in order to simplify identification person process, empowering document may include Identification data details for the signer | Foreign language documents need to be translated into Ukrainian and signature of the translator should be certified by notary with confirmation that the translation is a true representation of the original document. Empowering document which requires notarization / legalization and certified translation into Ukrainian could be delivered in the original or notarized copy. | Citi Bank Officer Certified/ Notarized\*/Notarized and Apostilled  \*Please note that documents issued and notarized outside of Ukraine need to be also apostilled or legalized. | Physically mail wet ink signed document to Citi Branch. | JSC Citibank  16G Dilova str  Kyiv 03150  Ukraine |
| **Vietnam** | Identification document | Document evidencing the identity of the signatories  Please follow below guidance | Provide one valid identification document for all individuals in notarized copy, or original sighted, certified copy by a designated Citi Officer - National ID (for Vietnamese), passports (for Vietnamese, foreigners). | Citi Bank Officer Certified/ Notarized | Physically mail wet ink signed document to Citi Branch. | VN Account Services (ASU) – Citibank Vietnam  - 15th floor, Sunwah Tower, 115 Nguyen Hue, District 1, Ho Chi Minh City,  Vietnam (For Ho Chi Minh City clients)  - 11th floor, Horizon Tower, 40 Cat Linh, Dong Da District, Hanoi, Vietnam  (For Hanoi clients) |

20/05/2022 00:00:00