



Seller Due Diligence Form

The Financial Intelligence Unit of Belize is tasked with ensuring that real estate transactions comply with Belize's Anti Money Laundering Regulations. We are therefore mandated by law to comply with the "Know your Customer" Legal Requirements.

Your kind cooperation in completing the following will be greatly appreciated.

A. PERSONAL INFORMATION:

Name: _____
First Middle Surname

Maiden Name

Nickname/I am also known as

Nationality: _____

Do you have Dual Citizenship: Yes ☐ No ☐

If yes, from which Country: _____

Current Address: Apt/House Number _____ Street: _____

City: _____ State/Province: _____

Country: _____ Zip/Postal Code: _____

Is the above address your **Mailing address**? Yes ☐ No ☐

If no, kindly provide your mailing address: _____

Contact Details:

Mobile No: _____ Email: : _____

Secondary Contact: *If you are unable to be reached on your Mobile and/or Email who can we contact?*

Contact Person: _____ Number: _____

Email Address: _____

B. SOURCE OF FUNDS:

I. My usual Source of Income over the past two years has come primarily from my:

Employment ☐ Self Employed Activities ☐ Business/Investments ☐ From My Family ☐

Briefly describe what you do: _____

If Retired, what did you do prior to Retirement _____

If you are Employed or are a Business Owner kindly complete the below:

Name of Company _____ Type of business _____

Position You Hold _____ Your Length of Employment/Ownership _____

Contact Details of the Company/Business

Phone: _____ Website or Email: _____

Location/Address: _____

C. OWNERSHIP DETAILS:

1. Are you the **Sole Beneficial Owner(s)** for the said property? Yes ☐ No ☐

If No, state the name of the other person(s) with interest in the property: _____

How is that person(s) affiliated to you _____

D. Politically Exposed Person (PEP):

(A PEP is an individual who is or has been entrusted with a prominent public function- whether in Belize, a foreign country, or by an international organization- and includes their immediate family members and close associates.)

PEP Categories	Prominent Public Functions/Relationships that fall within the definition of a PEP.			
Domestic (Belize) PEP or Foreign PEP	Head of State/Government, Ministers or Senior Politician	High-ranking member of the armed forces	Law enforcement officers above sergeant	Ambassador/ Chargés d'affaires
	Senior judicial officer of a superior or constitutional court	Judge or magistrate of the High Court or Court of Appeal	Permanent Secretaries or CEO	Member of courts of auditors or board of central banks
	Important Political Party Official	Board member/ CEO/Senior Officials of a government owned/controlled entity		
By an International Org. PEP	Member of a Board/Governing body of an International Org.	Senior Management of an International Org.	Director/ Deputy Director of an International Org.	
Family member of a PEP	Spouse/ Partner (common-law)	Child of the PEP or the child's spouse/partner	Parent or brother or sister	Grandparent/ Grandchildren
Close associate to a PEP	Has sole beneficial ownership of a legal entity/arrangement for the benefit of the PEP	Conducts substantial financial transactions on behalf of the PEP	Has joint beneficial ownership of a legal entity/arrangement	Maintains a close business relationship

Yes ☐ No ☐

If Yes, complete the information below for those persons who are a PEP.

Name of the PEP	PEP Category	Prominent Public Function	Relationship to the PEP, if applicable

The Title/Ownership for the property: Is in my current Possession:

YES ☐ NO ☐

IF NOT WHERE IS IT: _____

E. RELEASE OF FUNDS: The Funds to be paid out for this transaction are to be directed to:

Me as the Seller ☐ To Someone other than me ☐

If it's to be sent to someone other than you:

State the name of that person/Entity who is to receive the Funds: _____

How are you affiliated with that person/Entity _____

F. SUPPORTING DOCUMENTS: FOR YOURSELF AS THE SELLER, AND FROM ANYONE ELSE BEING A PARTY TO THIS TRANSACTION

Eg. other beneficial owners, or if a third-party individual or entity will be receiving any funds.

- a) A clear colour copy of a valid Passport bio-data page or Social Security (only if Belizean). The Passport must show the photo, the signature and the 2 lines of codes at the bottom of the bio-data page being the **Machine-Readable Zone (MRZ)**; and
- b) Proof of Address: Utility Bill (no later than 3 months) displaying your name & Address or copy of Driver License displaying your name & Address. Note a foreign driver license would work.

Note:

- a) If the property is held by a **US Trust** we require a copy of the Trust Document.
- b) If the property is held by a **Foreign Company** we require: a copy of the Certificate of Registration and the Operating Agreement or Articles of Association demonstrating the ownership. (Additionally Foreign Companies must be registered in the Belize Company Registry in order for it to hold property in Belize) this is usually averages around US\$1,700.00.
- c) If the property is held by a **Local Company** we require (if we are not already the registered agent): Certificate of Registration, Latest Annual Return and Good Standing.

G. INDEMNIFICATION: I/WE hereby declare:

- That I and all the parties related herein to this transaction acting on my behalf are not involved, to the best of my knowledge, in any illegal or illicit activities. I assure **EDUARDO B. AGUILAR & ASSOCIATES** that the Recipient of the proceeds of the sale is of a legitimate background/status.
- That the information provided herein is not intended to defraud, harm, or cause any party to this transaction to become unknowingly involved/participatory in any form of Illegal or Corrupt conduct/function. I agree to hold harmless and indemnify **EDUARDO B. AGUILAR & ASSOCIATES**, and all its affiliates, representatives, and Industry Partners against any claims, losses, liabilities, or settlements, arising out of any reliance upon any statement or information which may hereafter prove to be untrue, materially inaccurate, or that was knowingly withheld.

I have read and understand the above-mentioned and will provide any information that may be needed to further complete this Closing.

This ____ day of _____ 20____

SELLER/BENEFICIAL OWNER

Signature _____

Signature _____

Eduardo B. Aguilar & Associates

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1 Mile North in the Tres Cocos Area, San Pedro Town, Ambergris Caye, Belize District, Belize, Central America