

**CDVM DRAFT CIRCULAR
APPENDICES BOOK V – TITLE I
COMMON PROVISIONS**

APPENDIX V.1.A LIST OF CLIENTS IDENTIFICATION DOCUMENTS.....	2
APPENDIX V.1.B MODEL OF IDENTIFICATION SHEET OF LEGAL PERSONS.....	3
APPENDIX V.1.C MODEL OF IDENTIFICATION SHEET OF NATURAL PERSONS.....	4

APPENDIX V. I.A LIST OF CLIENTS IDENTIFICATION DOCUMENTS

Client Type	Documents to request
Natural persons ¹	
<ul style="list-style-type: none">• Moroccans	An authenticated copy of national identity card
<ul style="list-style-type: none">• Non resident Moroccans	An authenticated copy of the registration card
<ul style="list-style-type: none">• Non residents and Foreigners	An authenticated Copy of the passport
Moroccan and foreign Legal entities	<ol style="list-style-type: none">1. Copy of trade Registry or equivalent (for foreign legal entities) dated within less than three months;2. Restated Articles;3. Document certifying the powers of those entitled to manage accounts and authenticated copies of identity or registration card*4. An authenticated copy of the original licensing decision issued by the competent authorities for legal entities carrying activities licensed in the financial sector.
Associations	<ol style="list-style-type: none">1. Copy of the original deposit receipt of the file with the competent authorities or document equivalent to the associations governed by foreign Law;2. Restated Articles;3. Documents attesting the powers of legal entities entitled to manage accounts and authenticated copies of the original ID or registration cards of the said entities;

Identity papers of natural persons should be valid.

APPENDIX V.L.B MODEL OF IDENTIFICATION SHEET OF LEGAL ENTITIES

Company name

Client type

☐ Moroccan legal person

☐ Foreign legal person

Trade registry N°:

Date of establishment:

Place of issue:

Legal form:

Fiscal identification N°:

Activity Type

☐ Bank

☐ Management Company

☐ Industrial company

☐ Insurance

☐ Brokerage firm

☐ Utility company

☐ Pension fund

☐ Investment firm

☐ Others (to be specified)

The actual carried activity (regardless of the business purpose):
(General description)

Full address of the headquarters

Phone number, fax, e-mail

Website

Shareholding structure

Share capital

Turnover (last trading year)

Net income (last trading year)

Full name of directors

(Or members of supervisory board)

Full name of the managers (CEO or members of the executive or management board)

Full name of persons accredited to manage cash & securities accounts

Accredited legal person

☐ Yes

☐ No

Licensing

Authority granting license:

Date of licensing:

Activities licensed:

Summarized assessment of the risk profile

Date of entry into business relationship

Date et Signature

Intermediary

APPENDIX V. I.C MODEL OF IDENTIFICATION SHEET OF NATURAL PERSONS

Full name	Client Type <input type="checkbox"/> Moroccan natural person	Identity N° : Identity card N° : Valid from....till...
	<input type="checkbox"/> Moroccan resident abroad	Residence card N° :
	<input type="checkbox"/> Non resident Moroccan natural persons	Valid from...till... Passeport N° :
	<input type="checkbox"/> Non resident and non Moroccan natural persons	Valid from...till...
Nationality	Date and place of birth	Profession
Phone number, fax et e-mail		
Full address		
Full name of the legal representative (if any)	Identity card N° or of the registration card of the representative Valid from...till...	
	date & place of birth	
	Full address	
	profession	
	Phone number , fax , e-mail	
Summarized assessment of the risk profile		
Date of entry into business relationship		

Date et Signature
intermediary