Client Intake Document

Client details – FULL names including title

Client 1				
Client 2				
Date of Fact Find				

Address Details – FULL address including postcode

	Client 1	Client 2 (if different)
Address	Postcode	Postcode
Home Telephone		
Mobile Telephone		
E-mail address		

Client Profile & Residency Information

(Please provide the relevant personal and residency details required for KYC, AML, and Private Office structuration. Only factual information is needed; no personal or family details are required.)

Full Name	Nationality	Date of Birth	Residence	Tax Residency	PEP Status (Yes/No)

Note: This section captures essential KYC, AML and residency information for compliance and onboarding purposes.

Additional Compliance Information

Please provide any supplementary information relevant to compliance, international structuring, or onboarding. This section is optional and may be used for trusted contacts, authorised representatives, or compliance notes.)

Trusted Contact/ Representative	Role or Relationship	Contact Details (Email/Phone)

Asset & Liability Statement (A&L)			
Assets Categories	**Jointly owned £**	**Client 1 £**	**Client 2 £**
Primary residence			
Other properties (investment / Commercial Properties)			
Cash & Savings			
Bank Accounts (Personal & Corporate)			
Financial Investments (Stocks/Bonds/Funds)			
Vehicles & Luxury Assets			
Life insurance – Surrender Value			
Pension / Retirement Funds			
Corporate Holdings (Shares/Directorships)			
Other Assets (Crypto, Metals, Collectibles, etc.)			
Liabilities			
Mortgages / Secured Loans			
Unsecured Loans			
Credit Facilities			
Business Loans			
Overdrafts			
Tax Liabilities			
Lease Payments			
Personal Guarantees			
Other Financial Commitments			
Net Asset Position	£	£	£

Source of Funds & Transaction Overview		
Purpose of the Mandate		
Financing Request ☐	Bank Account Opening ☐	Company Formation ☐

Description	**Jurisdiction**	**Counterparty / Entity**	**Amount**

Additional Information Relevant to the Transaction (Project details, timelines, counterparties, structure, compliance notes.)

Compliance Declarations		
Client	Sanctions / PEP status	Notes
Client	International Restrictions (if any)	Notes