

PERSONAL DECLARATION FORM NOTES AND ENCLOSURES

(Form to be filled in online through the LRMS, to be accompanied with the following documents. It is important to note that the online form needs to be filled in completely, as otherwise the application might not be accepted.)

1. **Certified True Copy of Birth Certificate***
2. **Certified True Copy of Passport and/or Identity Card**
(In accordance with details entered)
3. **Certified True Copy of a recent police conduct or detailed conviction sheet must be submitted for every jurisdiction whereby the applicant resided for more than six months in the last two years.**
The Authority at its discretion may request additional police conducts and conviction sheet receipts.

(Applicants who are Maltese residents or have resided in Malta for more than six months in the past two years, will need to submit a police conduct, together with a [criminal conviction sheet request form](#) which can be downloaded from the MGA website and submitted accordingly). All police conduct and/or conviction sheet receipts must be updated to within six (6) months of the date of filing of the application.
4. **Certified true copy of a credit institution or bank reference or bank statement** *(updated to within six (6) months of the date of filing of the application).* Certified true copy of a utility bill showing the applicant's current address or any document verifying residential address as stipulated in the FIAU Part I Implementing Procedures *(updated to within six (6) months of the date of filing of the application.)*
5. **Additional Documents required for MLRO Applicants**
In the case of persons applying for the Key AML role, the application should also be supported by an [MLRO Eligibility form](#), which form needs to be submitted as a hard copy with wet signatures to the MGA offices. Proof of FIAU CASPAR registration is also required to be uploaded with the PDF Enclosures, where available.
6. **Declaration and evidence of Source of Funds/Statement of Affairs**
(mandatory for any Ultimate Beneficial Owners and other persons lending/investing funds to be used for the purpose of the operation.)

Certification of Document Note:

Where documents are to be certified as true copies, certifications need be made by embassy officials, legal or accountancy professionals, entities/persons undertaking a relevant financial business or equivalent activities in reputable jurisdictions, or by any other person who is empowered to certify documents within the customer's jurisdiction.

.The certifier must make a written statement in the **English language** confirming that the document is a true copy of the original document and that he/she has seen and verified the original document. Furthermore, the certified true copy must be dated and must include the full name, designation and contact details of the certifier.

If the document is composed of more than one page the certifier can either:

- certify each page individually; or
- certify the top of the first page and add a statement detailing the number of pages of the original documentation seen.

Translations of Document Note:

'When document translations are provided to the Authority, they must be certified translations confirming that the document is a true translation from the original language and must include the full name, signature and contact details of the translator.'

Politically Exposed Person (PEP)

A politically exposed person shall mean a natural person who is or who has been entrusted with prominent public functions, but shall not include middle ranking or more junior officials.

Such natural persons, currently or previously entrusted with a prominent public function shall include:

- Heads of state, heads of government, ministers and deputy or assistant ministers;
- Members of parliament or of similar legislative bodies;
- Members of the governing bodies of political parties;
- Members of supreme courts, of constitutional courts or of other high-level judicial bodies, the decision of which are not subject to further appeal, except in exceptional circumstances;
- Members of courts of auditors or of the boards of central banks;
- Ambassadors, charges d'affaires and high-ranking officers in the armed forces;
- Members of the administrative, management or supervisory bodies of State-owned enterprises;
- Directors, deputy directors and members of the board or equivalent function of an international organisation.

The following persons shall be considered family members of politically exposed persons by reason of their close relations:

- the spouse, or a person considered to be equivalent to a spouse, of a politically exposed person;
- the children and their spouses, or persons considered to be equivalent to a spouse, of a politically exposed person;
- the parents of a politically exposed person;

Persons known to be close associates with politically exposed persons includes any natural persons who are known to have joint beneficial ownership of legal entities or legal arrangements, or any other close business relations, with a politically exposed person and natural persons who have sole beneficial ownership of a legal entity or legal arrangement which is known to have been set up for the de facto benefit of a politically exposed person.