



Certification of Beneficial Owners of Legal Entities General Instructions

What is this form?

To help the government **fight financial** crime, Federal regulation requires certain **financial** institutions to obtain, verify, and record information about the **beneficial** owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist **financing**, money laundering, tax evasion, corruption, fraud, and other **financial** crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the **beneficial** owners) helps law enforcement investigate and prosecute these crimes.

Who has to complete this form?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

For the purposes of this form, a legal entity includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. Legal entity does not include sole proprietorships, unincorporated associations, or natural persons opening accounts on their own behalf.

What information do I have to provide?

This form requires you to provide the name, address, date of birth and Social Security number (or passport number or other similar information, in the case of foreign persons) for the following individuals (i.e., the **beneficial** owners):

- A. Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation); and
- B. An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer).

The number of individuals that satisfy this definition of “**beneficial** owner” may vary. Under section A, depending on the factual circumstances, up to four individuals (but as few as zero) may need to be identified. Regardless of the number of individuals identified under section A, you must provide the identifying information of one individual under section B. It is possible that in some circumstances the same individual might be identified under both sections (e.g., the President of Acme, Inc. who also holds a 30% equity interest). Thus, a completed form will contain the identifying information of at least one individual (under section B), and up to five individuals (i.e., one individual under section B and four 25 percent equity holders under section A).

Scale Bank will also ask to see a copy of a driver’s license or other identifying document for each **beneficial** owner listed on this form to comply with Customer Identification Program (CIP) requirements.

Please note:

Scale Bank may not open any type of account without obtaining this information.

Legal Entity Name _____	Tax ID # _____
Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____	Portfolio # _____
DBA Name (if applicable) _____	Account # _____
Street Address _____	City _____ State _____ Zip _____

Please provide the following information for the *beneficial owners* as defined below in sections A and B, sign the form, and return with copies of driver's license (or other identification if driver's license is not applicable):

A. Ownership: Each individual, if any, who owns, directly or indirectly, 25% or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25% or more of the shares of a corporation). The number of individuals that satisfy this definition may vary. Depending on the circumstances up to four, but as few as zero, may need to be identified.

First and Last Name	Street Address, City, State, Zip (Residential or Business)	Date of Birth	Social Security Number
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- If checked, Beneficial Owner listing requirement is NOT applicable. If checked, indicate reason below.
- No individual owns 25% or more
 - Legal entity is a non-profit or charitable organization

B. Control: One individual with significant responsibility for managing the legal entity customer (e.g. a CEO, CFO, COO, Managing Member, General Partner, President, VP, or Treasurer) must be identified. It is possible the same individual might also be identified in Section A above.

First and Last Name	Street Address, City, State, Zip (Residential or Business)	Date of Birth	Social Security Number

Title _____

Name of Natural Person opening this account and completing this Certification

First and Last Name _____ Title _____

I, _____, hereby certify, to the best of my knowledge, that the information provided above is complete and correct. I also agree to notify Scale Bank of any changes in Beneficial Owners.

Signature _____ Date _____