

List of documents required for simplified identification of e-commerce customers

1. All persons submit the following documents:

- 1.1. Agreement on the Provision of Banking Services;
- 1.2. News about the E-Shop
- 1.3. Internet marketer Questionnaire;
- 1.4. Basic information on the protection of state-guaranteed deposits;
- 1.5. License or special permit (if the Client's sphere of activity requires it);
- 1.6. Special conditions, if special tariffs will be applied to the Client;
- 1.7. Electronic copy of an Identity Document.

2. The Client submits the following documents (according to the relevant legal form):

Residents:

Sole Trader (IK)	
1.	Basic information of the company provided by the Company Register database (company name, registration number and date, legal address, merchant).
Persons registered in the registers kept by the Enterprise Register of the Republic of Latvia (UR), for example: Joint Stock Companies (JSC), Limited Liability Companies (LLC), European Company (SE), Cooperative Societies (CS), Limited Partnerships (LP), General Partnerships (GP), Individual Companies (including a farm, a fishery and a rural craftsman's company) , Associations, Trade unions, Religious organizations (congregations, religious unions (churches) and dioceses), arbitration courts, insolvent merchants, etc.	
1.	Basic information of the company provided by the Company Register database (company name, registration number and date, legal address, persons entitled to sign, procuration).
2.	Statutes.
3.	List of shareholders up to a natural person, if the shareholder owns at least 25% of the company's share capital. Added if the information differs from the basic information provided by Company Register.
4.	Document certifying the rights of the representative. Added if the information differs from the basic information provided by Company Register. Optional: Company Register's decision on registration of board members, Company Register's statement on the representative rights of board members or A copy of the court judgment on the declaration of insolvency proceedings and the appointment of an administrator, if the representative is the administrator of the insolvency proceedings.
5.	<p>Informācija par Patieso labuma guvēju.</p> <ul style="list-style-type: none"> ▪ Informāciju par Patieso labuma guvēju paraksta (ar Drošu elektronisko parakstu) Klienta pārstāvis un Patiesais labuma guvējs. ▪ ja informāciju par Patieso labuma guvēju var iegūt no www.ur.gov.lv/www.lursoft.lv, tad Informāciju par Patieso labuma guvēju var parakstīt tikai Klienta pārstāvis. <p>Information about the Ultimate Beneficial Owner.</p> <ul style="list-style-type: none"> • The information on the Ultimate Beneficial Owner is signed (with a secure electronic signature) by the Client's representative and the Ultimate Beneficial Owner. • if information on the Ultimate Beneficial Owner can be obtained from www.ur.gov.lv/www.lursoft.lv, then the Information on the Ultimate Beneficial Owner can be signed only by the Client's representative.
6.	A copy of the Identity Document of the Ultimate Beneficial Owner, if they (in any of the cases below) are: <ul style="list-style-type: none"> - Non-resident of the Republic of Latvia;

	<ul style="list-style-type: none"> - a person about whom information is not available (as an Ultimate Beneficial Owner) at www.ur.gov.lv/www.lursoft.lv; - a person who is not a direct or indirect shareholder of the Client (for example, the chairman of the board for an association). <ul style="list-style-type: none"> • Copies of the document are signed (with Secure Electronic Signature) by the Ultimate Beneficial Owner.
--	---

Non-Residents:

A branch of a foreign merchant in the Republic of Latvia	
1.	Basic company information provided by the Company Register database (company name, registration number and date, legal address, signatory persons, procuration).
2.	Statutes of a foreign merchant or a document equivalent to them.
3.	The list of shareholders of a foreign merchant, detailed down to a natural person, if the shareholder owns at least 25% of the merchant's share capital.
4.	Document certifying the rights of the representative. It is added if the information differs from the basic information provided by the Enterprise Register. Optional: Decision of the Enterprise Register on registration of the authorized person of the branch, statement of the Enterprise Register on the signature rights of the authorized person of the branch.
5.	Information about the Ultimate Beneficial Beneficiary. <ul style="list-style-type: none"> ▪ Information on the Ultimate Beneficial Owner is signed (with a Secure Electronic Signature) by the Client's representative and the Ultimate Beneficial Owner.
6.	Copy of Identity document of the Ultimate Beneficial Owner. <ul style="list-style-type: none"> ▪ Copy of the document is signed (with Secure Electronic Signature) by the Ultimate Beneficial Owner.

Foreign merchant*, for example: Private company limited by shares (LTD), or Limited liability company (LLC), Joint-stock company (JSC), Limited liability partnership (LLP), Branch of Overseas Company, Extra provincial corporation, individual trader registered in a foreign country, etc.	
1.	Certificate of incorporation or an equivalent document, which confirms the merchant's registration.
2.	Certificate of good standing or other equivalent document confirming the merchant's status in the register. (No older than 1 year from issue, contains information about submitted annual report, no debts, active trading).
3.	Memorandum and articles of association - the merchant's statutes and founding agreement (or an equivalent document).
4.	Share certificate or Shareholders list - the register, list or member's certificate of the merchant's shareholders, detailed down to a natural person, if the shareholder owns at least 25% of the merchant's share capital.
5.	Trust declaration, Trust agreement, Operating agreement or other document proving the Ultimate Beneficial Owner's legal relationship with the Client.
6.	Additional information about the Client's nominal owners and officials, if they are legal entities, for example Incumbency certificate or a similar document issued by a foreign company register (not older than 1 year from issuance).
7.	Document certifying the signature of the representative. Optional: Certificate of Incumbency (not older than 1 year from issuance), or an equivalent document issued by a foreign company register, Minutes of first meeting, resolution or other document required by the merchant's statutes to appoint a signatory person, or minutes of the founders' meeting, etc.
8.	Information about the Beneficiary. <ul style="list-style-type: none"> ▪ The information on the Beneficiary is signed (with a secure electronic signature) by the Customer's representative and the Beneficiary.
9.	Copy of Identity document of the Ultimate Beneficial Owner. <ul style="list-style-type: none"> ▪ A copy of the document (physically, with a Secure electronic signature or with an SES signature) is signed by the Ultimate Beneficial Owner
<p>*If the Client is a representative office or branch registered in a foreign country, for example Branch of Overseas Company, Extra provincial corporation, etc., then it is necessary to additionally request the documents mentioned in points 1, 2 and 4 of this table for its parent company.</p>	