

Kuwait Insurance Co KYC Document Guide

Purpose: Use this checklist before submitting Kuwait KYC documents to reduce missing document follow-ups and inconsistent signatory information.

1. Completed KYC Form

- Fully completed and signed KYC form.
- Use one authorized signatory consistently throughout the process.
- Confirm that the signatory named on the KYC form matches the supporting authorization documents.
- Avoid sending competing versions signed by different individuals unless the local partner specifically requests them.

2. Authorized Signatory Documentation

- Authorized Signatory Certificate.
- Valid government-issued identification for every individual listed on the Authorized Signatory Certificate.
- Signature authorization evidence showing authority to act on behalf of the company.

3. Trade License

- Current and valid trade license for the contracting entity.
- Confirm the license has not expired.
- If multiple operating entities are involved, provide the license applicable to the insured or contracting entity.

4. Memorandum of Association

- Full Memorandum of Association.
- Articles of Association, if available or requested.
- Amendments affecting ownership, management, or signing authority.

5. Board of Directors Identification

- Valid passport or government-issued identification for all directors.
- Confirm each document is current, complete, and legible.

6. Ultimate Beneficial Owner Information

- UBO declaration.
- Ownership structure chart.
- Details of the ultimate beneficial owners.
- Supporting documentation validating the ownership structure.

7. Corporate Registration Documents

- Certificate of Incorporation.
- Business Registration Certificate or corporate registration extract.
- Parent company registration documents, if applicable.

8. Entity Information

- Full legal entity name and registered address.
- Licensing authority, legal status, trade license number, and license expiry date.
- Business activities and contact information.
- Company website and stock exchange information, if publicly traded.

9. Management Information

- List of directors and senior management.
- List of authorized signatories.
- Power of Attorney holders, if applicable.

10. PEP Declaration

- Politically Exposed Person declaration.
- Confirmation whether any director, officer, shareholder, UBO, Power of Attorney holder, or authorized signatory qualifies as a PEP.
- Supporting details when a PEP connection is identified.

Pre-Submission Checklist

Status	Required item
☐	Completed and signed KYC form
☐	Correct and consistent authorized signatory
☐	Authorized Signatory Certificate
☐	Valid IDs for all listed signatories
☐	Valid trade license
☐	Memorandum of Association
☐	Valid IDs for Board of Directors
☐	UBO declaration and ownership support
☐	Corporate registration documents
☐	Management and POA information, if applicable
☐	PEP declaration
☐	Files are current, complete, and legible

Kuwait Review Insights

1. Multiple KYC forms signed by different individuals created uncertainty over which version should be reviewed.
2. Missing or unclear IDs for individuals listed on the Authorized Signatory Certificate caused additional follow-up.
3. Board of Directors identification, the Memorandum of Association, and a valid trade license were specifically requested during the compliance review.
4. The local partner conducted a deeper review after the initial submission, so a complete first package remains important even when the file initially appears complete.

Disclaimer: These instructions and associated information contained herein are provided for your convenience and general guidance. The information provided may not be sufficient in every instance. As such, additional documents or information may be necessary to complete processing.