



Dear Policyholder:

REQUEST FOR CUSTOMER INFORMATION & IDENTIFICATION DOCUMENTS

Insurance related businesses have been designated as Financial Institutions and are subject to various regulatory requirements; including but not limited to Proceeds of Crime (POCA), Anti-Money Laundering (AML) and Combatting the Financing of Terrorism (CFT) regulations. Caribbean Alliance Insurance Company Limited is committed to the local and international efforts and seeks to ensure compliance.

In accordance with the Country's POCA, AML and CFT laws, regulations and guidelines which stipulate that:

"All Financial Institutions should have comprehensive procedures relating to the identification of their customers and the verification of customers' identity and address in most instances. Identity shall be verified using reliable source documents, data or information and must be current."

As a part of the policy establishment process, we request that you submit the following documentation:

1. Identification document(s) -
(A government issued valid, photo identification is required. If a passport or birth certificate was not a prerequisite for obtaining the ID being presented, 2 IDs will be required.)
2. Proof of physical address
*(Document which independently verifies your **current** address, i.e. utility bill, post marked letter, lease/rental agreement, driver's license or any other official identification but only if address information is current.)*
3. Kindly also provide us with your telephone number(s), facsimile number(s) or email address(es) so that you may be contact if the need arises.

For any additional information or clarification, please feel free to contact any of our representatives at your local Caribbean Alliance branch or agent.

We thank you for having us as your preferred insurance provider as we seek to improve our customer service to you.

Yours truly,

Management