**PERSONAL INFORMATION FORM**

## **Section A – Identification Data**

As a Financial Services Business regulated by the Guernsey Financial Services Commission Parish Group Limited are required to comply with the requirements of their [Countering Financial Crime and Terrorist Financing Handbook](https://www.gfsc.gg/sites/default/files/2022-07/20220721%20-%20Handbook.pdf) in obtaining suitable and sufficient information on you and rational for your role the business relationship inclusive of source of funds and wealth (where adding or having previously provided funding or assets to the Business relationship) and tax your information

|  |  |
| --- | --- |
| **What role will you be undertaking in the Business relationship** | Company Shareholder - (20%) |
| **What is the reason behind the role you are undertaking?** | Co-founding member of the company |

1. Please complete the sections A & B in full ensuring you also provide certified due diligence as per the notes Section
2. Please ensure that the verification document used in the identification process is certified to meet the Guernsey requirements. These requirements are noted in the Notes section this form or at Chapter 6 of the Guernsey Financial Services Commission [Countering Financial Crime and Terrorist Financing Handbook](https://www.gfsc.gg/sites/default/files/2022-07/20220721%20-%20Handbook.pdf) .
3. Where the verification of identity is to be done via video conference with a member of Parish Group Limited the documents and this form must be provided to Parish Group Limited before the video call and they must be the same documentation that is utilised on the video call, you will not be required to complete the column titled certified document used to verify requirement.
4. Where the verification of identity is to be done in person with a member of Parish Group Limited you will not be required to complete the column titled certified document used to verify requirement.

|  |  |  |
| --- | --- | --- |
| **Identification information required** | | **Certified document used to verify requirement** |
| **Title** | DAME |  |
| **Surname** | WILLIAMS-WALKER |  |
| **First & Middle Names** | MICHELLE |  |
| **Please detail any Former Name (such as maiden name) or any other name used** | Not Applicable  Maiden Name  Previous Name  Also known as  Shelley |  |
| **Principal Residential Address** | 27 Panbro House  Royal Herbert Pavilions  Gilbert Close  London  SE18 4PS  United Kingdom |  |
| **Date of Birth** | 26 December 1981 |  |
| **Place of Birth** | Rochdale, Lancashire, UK |  |
| **Nationality** | British |  |
| **Other Nationalities if held please detail the rationale for these** | 1. N/A  2.  3.  4. | **Verification document not required** |
| **Occupation (or previous employment if retired)** | Senior Adviser |  |
| **Name of Employer (or previous employer if retired)** | Office of Boris Johnson Ltd |  |
| **Are you a Politically Exposed Person or have held any public positions?**  **YES  NO** | If yes please detail the political role you undertook and when were these positions held?  Senior Advisor to Mr Johnson – PEP by Association | **Verification document not required** |
| **Have you been subject to any allegations or proceeding in respect of criminality or terrorism?**  **YES  NO** | If yes please detail below: | **Verification document not required** |
| **Service address for correspondence** | Not Applicable | **Verification document not required** |
| **Contact methods** | Email –  [shelley@BorisJohnsonOffice.com](mailto:shelley@BorisJohnsonOffice.com)  [s.ww@mac.com](mailto:s.ww@mac.com)  Mobile Phone – 07904 286 145  Land Line - N/A | **Verification document not required** |

## **Section B – Personal Tax Information**

Parish Group Limited must meet the regulations giving effect to intergovernmental tax information sharing agreements to which Guernsey is party - including the OECD's Common Reporting Standard (CRS) and the IGA between Guernsey and the US (commonly known as ‘FATCA', with reference to the US legislation on which the IGA is based). Parish Group Limited is required to ascertain the tax residence of individual ‘Account Holders' and of the ‘Controlling Persons' of certain entity Account Holders. In some circumstances we will also be required to report account information to Guernsey Income Tax, who may share this information with the tax authorities of other jurisdictions.

|  |  |  |
| --- | --- | --- |
| **Tax Residency** | | |
| Are you a US citizen/ US tax resident?  No  Yes  please provide a completed IRS form W-9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf> | If yes please provide your us federal taxpayer identification number  Number: | Type  SSN  ITIN  EIM |
| Please identify the jurisdictions in which you are tax resident and provide your tax payer identification number (TIN) or equivalent for each jurisdictions | | |
| Jurisdiction | TIN (Or reason why TIN is not available) | TIN Type |
| 1. United Kingdom | JN635807D | National Insurance |
| 2. |  |  |
| 3. |  |  |

NOTES

These notes provide general guidance to assist you in completing this form. They are not intended as a definitive

statement of the applicable law and

should not be relied on as a substitute for tax advice. We recommend that you

consult a professional tax advisor if you are unsure of your tax residence status or if you would like further information

concerning intergovernmental tax information exchange r

egimes.

1

Account Holders

and

Controlling Persons

: In

general, for the purposes of N

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s

obligations under the applicable

regulations

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An individual ‘

Account Holder

' is any natural person who has a direct or indirect debt or equity

interest in an entity

that is classified as a ‘

Financial Institution

'

–

or more specifically

a

type of Fin

ancial Institution called an

‘

Investment

Entity

’

–

under the applicable regulations. In

general, an Investment Entity

is an entity that makes most of its income

through investments in financial assets.

-

A ‘

Controlling Person

' is any na

tural person who exercises control over an entity that is classified as a ‘Passive Non

-

Financial Entity' (or

Passive NFE

) under the applicable regulations. The term ‘Controlling Person' corresponds to the

term ‘

Beneficial Owner

' in Recommendation 10 of the

FATF Recommendations. In general, a NFE is any entity that

does not fall within the definition of ‘Financial Inst

itution', and a Passive NFE

is an NFE that primarily holds assets,

such as real estate, that produce ‘passive' income. An NFE

whose income

is not primarily ‘passive' (e.g. an actively

tra

ding business) is known as an ‘

Active NFE

', and is

not reportable.

There are specific rules relating to the application of these terms to legal arrangements such as trusts and foundations.

In general, if yo

u are a

trustee

,

settlor

,

protector

or

beneficiary

of a trust, or a

shareholder

of a company, you will be

regarded as an ‘Account Holder' or ‘Controlling Person' (depending on the entity's classification) of that entity.

2

Reportable Accounts

: In general, NWH

will be required to report on accounts held by persons who are resident in the

US, the UK or any other jurisdiction that has signed up to the CRS, or by Passive NFEs with Controlling Persons who are

resident in any of these jurisdictions. The

OECD maintains a list of the jurisdictions that have committed to the CRS on

its

website:

http://www.oecd.org/tax/automatic

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3

US citizen / US tax resident

refers to any person who

is a ‘

United States Person

' for the purposes of the IRS Code. In

general, a person is a US citizen if s/he was born or has been naturalised in the US and has not surrendered his/her

citizenship; and a person is a US tax resident if s/he: is a lawful perma

nent resident (including the holder of a Green

Card); meets the ‘Substantial Physical Presence' test for the calendar year in question; or has made a valid election to

be treated as a US resident for tax purposes.

4

Tax residence in other countries:

Jurisdic

tion specific guidance on tax residence rules is available on the OECD's

website:

http://www.oecd.org/tax/automatic

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For the

avoidance of doubt, it is possible to be tax resident in more than one j

urisdiction, in which case you should identify all

jurisdictions in which you are tax resident.

5

TIN or functional equivalent

refers to a number used by a jurisdiction to identify an individual for the purposes

of administering its tax laws. If you are tax resident in the UK, for example, please provide either your Unique Taxpayer

Reference (UTR) or your National Insurance Number (NIN). Jurisdiction speci

fic guidance is available on

the

OECD's

website:

http://www.oecd.org/tax/automatic

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numbers/

Please identify the type of number that you are providing by way of a TIN (for example, ‘UTR' or ‘NIN' if you

are a UK tax resident)

, in the far right column.

If you are unable to provide a TIN

-

for example, because the jurisdiction in which you are tax resident does not issue

TINs or use a functional equivalent such as a national insurance or social security number

-

please note the

reason for

this in the middle column.

Are you providing assets or funding?

No  please read declaration and sign and prove the due diligence at section E1 and E2

Yes  please complete Section C

## Section C – Journey to Wealth and Funding for the Business relationship

|  |  |
| --- | --- |
| **To be completed if you are or have previously provided funding or assets to the business relationship** | |
| If you are adding assets or funding please detail the purpose and rationale for using a personal asset vehicle. **The reasons given should be more detailed and substantive than merely ‘tax planning’, ‘asset protection’ or similar** |  |
| What are the type of Asset/s or Funding that you are providing to the Business relationship and their Value |  |
| Which jurisdiction are the asset/s or Funding is being transferred from or provided from. | 1.  2.  3. |
| Please describe your journey to wealth including the following details   * approximate dates * jurisdictions wealth was generated in * Amounts and assets |  |
| Please provide a combined income figure of the last 5 years |  |

* **Please provide an up to date copy or precise of the legal and/or tax advice from the relevant practitioner in respect of the business relationship you require Parish Group to undertake for you**
* **Please provide your Curriculum Vitae**

Are you the controlling person, principal, beneficial owner or settlor/ founder for the Business relationship?

No  please read declaration and sign and prove the due diligence at section E1 and E2

Yes  please complete Section D

## Section D – Expected Activity of the Business Relationship

|  |  |
| --- | --- |
| What is the intended purpose and nature of the business relationship in respect of the legal entity or legal arrangement **The reasons given should be more detailed and substantive than merely ‘tax planning’, ‘asset protection’ or similar** |  |
| **Type of transactions expected** | |
| Asset/ Investment Holding (long term)  Distributions  Loans (internal/external)  Rental Income  Cash Payments  Daily trading (stocks and shares)  Daily Trading (business) | |
| Other please describe:  Incorporation only | |
| **Volume of transactions expected** | |
| 5+ Transactions at a time  2-5 Transactions at a time  1-2 Transactions at a time | |
| Other please describe:  Incorporation only | |
| **Value of Transactions** | |
| £10,000,000 +  £1,000,000 - £10,000,000  £0 - £1,000,000 | |
| Other please describe:  Incorporation only | |
| **Regularity of transactions** | |
| Daily  Weekly  Monthly  Quarterly  6 monthly  Annually | |
| Other please describe:  Incorporation only | |
| **Geographical Sphere** | |
| Associated countries and Territories that will be transacted with or through or that will have a connection to the business relationship  Incorporation only | 1.Africa  2.Latin America  3.  4. |
| **Asset classes** | |
| Please detail the classes of assets that the business relationship will hold, trade in, or control  Incorporation only | 1.Africa  2.Latin America  3.  4. |
|  | |
| **Expected duration of Relationship** | |
| 0-5 years  5-10 years  10+ Years  Incorporation only | |

## Declaration

Under the [Criminal Justice (Proceeds of Crime) (Bailiwick of Guernsey) Law, 1999 as amended](http://www.guernseylegalresources.gg/CHttpHandler.ashx?id=70902&p=0), and the [Handbook on Countering Financial Crime and Terrorist Financing](https://www.gfsc.gg/sites/default/files/20190613%20-%20Handbook.pdf) Parish Group Limited are required to seek the above personal identification data from you. We will also require you to provide certified verification documents (please see the Notes section of this form) prior to assessing if we can service any business relationship or occasional transaction with you.

1. I declare that the information provided in this form is, to the best of my knowledge and belief, correct and complete and I undertake to immediately notify Parish Group Limited of any change in circumstances that affects my personal details and tax residency status or otherwise results in the information contained herein becoming incorrect or incomplete.
2. I understand that Parish Group Limited may, if required or permitted to do so by law, disclose the information contained in this form, and other information concerning my interest in or connection to any trust, company or other entity administered by Parish Group Limited, to the Guernsey Financial Services Commission, Guernsey Law enforcement or Guernsey tax authorities, who may in turn share it with the tax authorities, Law Enforcement agencies or authorities of other jurisdictions.

We will be processing your personal information provided by you under the [Data Protection (Bailiwick of Guernsey) Law, 2017](http://www.guernseylegalresources.gg/CHttpHandler.ashx?id=113397&p=0) for the following purposes:

* The processing is necessary for the performance of a contract to which the data subject is a party or that is in the interests of the data subject.
* The processing is authorised by regulation or other enactment.

The processing will be carried out by Parish Group Limited or its agents and will include the use of third party open source data bases and commercial databases to establish the validity of some or all of the personal data provided. The data provided and any open source material or findings will also be used to establish if we can provide services and products to you and create a risk profile of the relationship to ensure that we only obtain the minimal information and documentation as is required by the regulations when we come to verify you. Your rights in respect of the personal data provided by you to us can be found on the Guernsey Data Protection Commissioners website: <https://www.odpa.gg/information-hub/information-rights/>

|  |  |
| --- | --- |
|  | 25 April 2024 |
| Signed | Dated |

|  |
| --- |
| Michelle Williams-Walker |
|  |

Print Name

## Section E1 - Identification Document

**Proof of Identification Document being photocopied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
|  |

**I hereby certify that this is a true copy of the original document which I have seen and the photographic identification contained herein is a true likeness of the natural person whom I have met and am not closely related to**

**Print, Full name of Certifier (including any previous names) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print, Professional capacity and Membership of Certifier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print, Address of Certifier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Print, email & telephone number of Certifier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Certifier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date & Place of Certification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Section E2 – Address Verification Document

**Proof of Address Document being photocopied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
|  |

**I hereby certify that this is a true copy of the original document which I have seen**

**Print, Full name of Certifier (including any previous names) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print, Professional capacity and Membership of Certifier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print, Address of Certifier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Print, email & telephone number of Certifier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Certifier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date & Place of Certification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Notes**

**Certification**

Whilst there is no specific wording to be used by the certifier, the firm must ensure that **the certifier signs and dates the certification** and provides sufficient information to confirm the following:

1. that he/she has seen the original identification data verifying identity or residential address;
2. that he/she has met the natural person who is the subject of the identification data; and
3. adequate information about the certifier in order that the firm can undertake the required assessment of the suitability of the certifier and so that contact can be made with the certifier in the event of a query.

The certification should be provided by the certifier either on a copy of the identification data which is the subject of the certification or attached to that document by way of a covering letter or other record which accompanies the identification data.

A suitable certifier to certify copy due diligence documents is one of the following

* is not closely related or otherwise connected to the person whose identity is being certified;
* holds an appropriate public position with a high level of trust and for which background checks or similar vetting of the certifier’s fitness and propriety will have been undertaken;
* is a member of a professional body which undertakes independent oversight of compliance with its own rules or standards of professional conduct;
* is required to satisfy criteria similar to the ‘fit and proper’ requirements of the minimum licensing criteria in the Bailiwick and is required to be vetted or approved as part of the regulation in the jurisdiction in which it operates;
* is employed by another business forming part of a group of which the firm is also a member where the same or equivalent AML and CFT policies, procedures and controls apply; or
* is subject to other professional rules or a member of an industry body (or equivalent) providing for the integrity of the certifier’s conduct. Should the above not be possible we would ask that you contact us in order that an acceptable alternative can be identified.

**Tax**

These notes provide general guidance to assist you in completing this form. They are not intended as a definitive statement of the applicable law and should not be relied on as a substitute for tax advice. We recommend that you consult a professional tax advisor if you are unsure of your tax residence status or if you would like further information concerning intergovernmental tax information exchange regimes.

1. **Account Holders** and **Controlling Persons**: In general, for the purposes of Parish Group Limited obligations under the applicable regulations –

* An individual ‘**Account Holder**' is any natural person who has a direct or indirect debt or equity interest in an entity that is classified as a ‘**Financial Institution**' – or more specifically a type of Financial Institution called an ‘**Investment Entity**’ – under the applicable regulations. In general, an Investment Entity is an entity that makes most of its income through investments in financial assets.
* A ‘**Controlling Person**' is any natural person who exercises control over an entity that is classified as a ‘Passive Non-Financial Entity' (or **Passive NFE**) under the applicable regulations. The term ‘Controlling Person' corresponds to the term ‘**Beneficial Owner**' in Recommendation 10 of the FATF Recommendations. In general, a NFE is any entity that does not fall within the definition of ‘Financial Institution', and a Passive NFE is an NFE that primarily holds assets, such as real estate, that produce ‘passive' income. An NFE whose income is not primarily ‘passive' (e.g. an actively trading business) is known as an ‘**Active NFE**', and is not reportable.

1. There are specific rules relating to the application of these terms to legal arrangements such as trusts and foundations. In general, if you are a **trustee**, **settlor**, **protector** or **beneficiary** of a trust, or a **shareholder** of a company, you will be regarded as an ‘Account Holder' or ‘Controlling Person' (depending on the entity's classification) of that entity.
2. **Reportable Accounts**: In general, Parish Group Limited will be required to report on accounts held by persons who are resident in the US, the UK or any other jurisdiction that has signed up to the CRS, or by Passive NFEs with Controlling Persons who are resident in any of these jurisdictions. The OECD maintains a list of the jurisdictions that have committed to the CRS on its website: <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/crs-by-jurisdiction/crs-by-jurisdiction-2018.htm>
3. **US citizen / US tax resident** refers to any person who is a ‘**United States Person**' for the purposes of the IRS Code. In general, a person is a US citizen if s/he was born or has been naturalised in the US and has not surrendered his/her citizenship; and a person is a US tax resident if s/he: is a lawful permanent resident (including the holder of a Green Card); meets the ‘Substantial Physical Presence' test for the calendar year in question; or has made a valid election to be treated as a US resident for tax purposes.

1. **Tax residence in other countries:** Jurisdiction specific guidance on tax residence rules is available on the OECD's website: <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/> . For the avoidance of doubt, it is possible to be tax resident in more than one jurisdiction, in which case you should identify all jurisdictions in which you are tax resident.
2. **TIN or functional equivalent** refers to a number used by a jurisdiction to identify an individual for the purposes of administering its tax laws. If you are tax resident in the UK, for example, please provide either your Unique Taxpayer Reference (UTR) or your National Insurance Number (NIN). Jurisdiction specific guidance is available on the OECD's website: <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/> Please identify the type of number that you are providing by way of a TIN (for example, ‘UTR' or ‘NIN' if you are a UK tax resident). If you are unable to provide a TIN - for example, because the jurisdiction in which you are tax resident does not issue TINs or use a functional equivalent such as a national insurance or social security number - please note the reason for this.