



Your interests are global.  
And so are we.

Welcome to Royal Bank of Canada



**Thank you for  
choosing us**



**We are committed to deliver tailored, thoughtful solutions that will support you. At RBC Wealth Management, we can guide and help manage and administer assets in the best interests of the beneficiaries of a Trust, which may include you.**

### **Trust in your future.**

We can guide you through the process and you can rely on our ability to administer your Trust with integrity and sound judgment.

Through sharing with us your information and related documents that support your answers to the following questions, we can gain a deeper understanding of you and your needs.

### **About the account holder**

- Identification documents
- Tax residency status
- Professional Investor / Accredited Investor status
- Private Banking Client status

Help us gain the full picture of the Trust by sharing with us more information and supporting documents to the following questions:

### **About the trust**

- What is the purpose of the Trust?
- Who is/are the Trustee(s)?
- Which country is the Trust resident of?
- Which country is the Trust constituted?
- What is the nature of the Trust?

### **Achieve a peace of mind, let us guide you.**

Trustees face several complexities and obligations, including ensuring the Trust assets are protected, keeping proper accounts and providing detailed accounting to beneficiaries. We can help you in the ongoing management of Trusts under your administration, while you retain final decision-making authority.

In order to support you with a suitable set of solutions, we would first need to know your journey. We want to hear from you, along with supporting documents, the origin of your wealth and funds.

### **A tradition of trust**

Sharing with us the above information will provide insights into the Trust and you, and from there, we can work with you to administer your Trust with integrity and sound judgment.



# Onboarding checklist for Trustees – An Overview

## Share with us your story

It is key to get to know the Trustees – the purpose of the account and activity, in order to ensure we offer suitable solutions.

Understanding the Trustees, the source of wealth – the origins of your funds and assets will help us to carry out due diligence and manage financial crime risk.

To validate the source of wealth, we would require supporting documentation and information.

Examples of source of wealth include – among others:

- Inheritance
- Company ownership and profits
- Investment / Savings
- Property sale
- Property portfolio
- Gift
- Sale of company, its shares or assets
- Income from profession / employment
- Compensation payment
- Proceeds of investment and company funds of the investment
- Other income

To initiate the account opening process, we need – among others – the following documents from you.

## Identification and supporting documents

- Identification documents\*
  - Hong Kong Identity Card (“HKID”) for Hong Kong nationals (for HK booked HK managed client); or
  - Singapore National Registration Identity Card (“NRIC”); or
  - Valid passport;
- Proof of residential address within 3 months of issuance\*
- Account application form

\*Documents needed for individual trustee(s), and the beneficial owner(s) including the settlor(s), protector(s) and beneficiaries.

## Trust documents

To prove the confirmation of the Trust, do you have one of the following:

- Copy of Trust Deed or Trust Representation Letter
- Letter of Representation and Undertaking from FI (if applicable)

## Company documents for corporate Trustee

- Certificate of Incorporation
- Memorandum & Articles of Association
- Certificate of Incumbency / Company Register (issued by a public corporate registry) (if applicable)
- Certificate of Good Standing (if applicable)
- Organisational Chart (if applicable)
- Board Resolution & Authorised Signatory List

## Professional Investor / Private Banking Client Status

For us to treat you as a Professional Investor (PI) and Private Banking Client (PBC) for the purposes of all of the consent provisions as well as ascertain your portfolio, we require the following supporting documents:

- PI Declaration form
- Proof of PI status
- Proof of PBC status

## Accredited Investor Status (if applicable)

For us to treat you as an Accredited Investor (AI) for the purposes of all of the consent provisions, we require the following supporting documents:

- Declaration of AI status form
- Proof of AI status
- Opt-in confirmation form

## Let’s plan for your success

The following documents will help us to ensure that our solutions align with your aims:

- Client Investment Profile
- Investment Suitability Information
- Risk Disclosure statement
- Investor Characterisation Form – Derivatives Knowledge

To ensure RBC’s compliance with global regulations, we require you to provide the following tax-relevant information:

- W-8-BEN-E form
- CRS Entity Self-Certification Form
- CRS Controlling Person Self-Certification Form (if applicable)

Depending on the services requested from us, and your demography (age, education, country of residence etc), other forms may apply.

Scan the QR code to view the terms and conditions. Please ensure that you have reviewed it.





The information contained in this material is accurate as at February 2023.

This document does not constitute an offer of product or service to any person in any jurisdiction to whom it is unlawful for RBC to make such an offer. Nothing in this document constitutes legal, accounting or tax advice and you are advised to seek independent legal, tax and accounting advice prior to acting upon anything contained in this document.

® / ™ Trademark(s) of Royal Bank of Canada. Used under licence. Royal Bank of Canada is duly established under the Bank Act (Canada), which provides limited liability for shareholders. Copyright © Royal Bank of Canada 2024. All rights reserved.