

**CDVM CIRCULAR  
APPENDICES BOOK V – TITLE I  
COMMON PROVISIONS**

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APPENDIX V. I.A List of clients identification documents

Client Type	Documents to request
Natural persons <sup>1</sup>	
• Moroccans	An authenticated copy of national identity card
• Non resident Moroccans	An authenticated copy of the registration card
• Non residents and non Moroccans	An authenticated Copy of the passport
Moroccan and foreign Legal entities	<ol style="list-style-type: none"> <li>1. Copy of trade Register or equivalent (for foreign legal entities) dated within less than three months;</li> <li>2. Restated articles;</li> <li>3. Document certifying the powers of those entitled to manage accounts and authenticated copies of identity or registration card*</li> <li>4. An authenticated copy of the original licensing decision issued by the competent authorities for legal entities carrying activities licensed in the financial sector.</li> </ol>
Associations	<ol style="list-style-type: none"> <li>1. Copy of the original deposit receipt of the file with the competent authorities or document equivalent to the associations governed by foreign law;</li> <li>2. Restated articles;</li> <li>3. Documents attesting the powers of legal entities entitled to manage accounts.</li> </ol>

Identity papers of natural persons should be valid.

**Appendix V.I.B    Model of identification sheet of legal entities**

**Company name**

**Client type**

Trade register N°:

☐ Moroccan legal person

Date of establishment:

☐ Foreign legal person

Place of issue:

Legal form:

Fiscal identification N°:

**Activity Type**

☐ Bank

☐ Management Company

☐ Industrial company

☐ insurance

☐ brokerage firm

☐ Utility company

☐ Pension fund

☐ investment firm

☐ Others (to be specified)

**The actual carried activity (regardless of the business purpose):**  
*(General description)*

**Full address of the headquarters**

**Phone number, fax, e-mail**

**Website**

**Shareholding structure**

**Share capital**

**Turnover** (last trading year)

**Net income** (last trading year)

**Full name of directors**

**Full name of the managers (CEO or members of  
the executive or management board)**

**(Or members of supervisory board)**

**Full name of persons accredited to manage cash & securities accounts**

**Accredited legal person**

☐ yes

☐ no

**Licensing**

Authority granting license:

Date of licensing:

Activities licensed:

**Summarized assessment of the risk profile**

**Date of entry into business relationship**

**Date et Signature**

*Intermediary*

Appendix V. I.C Model of identification sheet of natural persons

<b>Full name</b>	<b>Client Type</b> <input type="checkbox"/> Moroccan natural person	<b>Identity N° :</b> Identity card N° : Valid from....till...
	<input type="checkbox"/> Moroccan resident abroad	Residence card N° :  
	<input type="checkbox"/> Non resident Moroccan natural persons	Valid from...till... Passeport N° :  
	<input type="checkbox"/> Non resident and non Moroccan natural persons	Valid from...till...
<b>Nationality</b>	<b>Date and place of birth</b>	<b>Profession</b>
<b>Phone number, fax et e-mail</b>		
<b>Full address</b>		
<b>Full name of the legal representative (if any)</b>	Identity card N° or of the registration card of the representative Valid from...till...	
	date & place of birth	
	Full address	
	profession	
	Phone number , fax , e-mail	
<b>Summarized assessment of the risk profile</b>		
<b>Date of entry into business relationship</b>		

Date et Signature  
*intermediary*