

Dear Sir/Madam,

## **UPDATING OF IDENTITY AND FINANCIAL PROFILE INFORMATION**

We are contacting you to inform you of the need to update your details and your financial profile, with the aim of facilitating communication between us and to comply with our relevant legal/regulatory obligations.

The updating of your identity information and financial profile is carried out on the basis of the Preventing and Combating Money Laundering Law of 2007 (188(I)/2007) and the relevant Directive of the Central Bank of Cyprus, as amended from time to time as well as the legislative framework governing personal data, which governs the operations of the Κυπριακή Εταιρεία Διαχείρισης Περιουσιακών Στοιχείων Λίμιτεδ (translated as Cyprus Asset Management Company Ltd). We would like to remind you that Κυπριακή Εταιρεία Διαχείρισης Περιουσιακών Στοιχείων Λίμιτεδ (translated as Cyprus Asset Management Company Ltd) is the controller of your personal data for the purposes of the General Data Protection Regulation.

In view of the above, please submit the attached "Personal Data Update Form" completed and signed as well as copies of the necessary supporting documents/information as specified in the Schedule below, within 7 business days.

It is important that the information we hold about you is current, complete, accurate and correct so that: (i) you receive timely knowledge of important matters concerning yourself in relation to your loan obligations, and (ii) they are assessed for purposes of implementing Schemes/Campaigns that are in effect today and/or in the future and may concern you.

For your convenience, the required supporting documents/data can be sent in the following ways:

By e-mail at: [clientinformation@kedipes.com.cy](mailto:clientinformation@kedipes.com.cy)

- By facsimile (fax) at: 22744801
- By post to the address: Υπόψη Ομάδας Επικαιροποίησης ΚΕΔΙΠΕΣ , 8, Grigori Afxentiou, 1096, Nicosia / P.O.24537,1389, Nicosia. (As written in the enclosed envelope)
- By hand at the addresses of the District Service Centres:
  - o Nicosia: 7, Grigori Afxentiou, 1096 Nicosia
  - o Limassol: 16, Patr. Ierousalim , 4192 Ypsonas
  - o Larnaca: 5 Georgiou Christodoulidi Avenue, 6041 Larnaca
  - o Paralimni: 4 Griva Digeni, 5281
  - o Paphos: 4 Minoos, 8041

The "Personal Data Update Form" is also available at the link [\\_Client Information Collection - Κ.Ε.ΔΙ.ΠΕ.Σ. \(kedipes.com.cy\)](#).

For your best support and guidance, any questions can be sent to the email address [clientinformation@kedipes.com.cy](mailto:clientinformation@kedipes.com.cy) or you can contact us by phone at 22744800.

Thank you for your cooperation and we remain at your disposal for any additional clarifications.

Yours sincerely,

Κυπριακή Εταιρεία Διαχείρισης Περιουσιακών Στοιχείων Λίμιτεδ (translated as Cyprus Asset Management Company Ltd)

**SCHEDULE****Table A: Personal Data****Data concerning Cypriot Nationals**

1.	Identity card (if no expiry date is specified on the Cypriot identity card, the identity card is considered to have expired after 10 years from its date of issue and is not accepted. In addition, identity cards with the prefix 05-XXXXXXX are not accepted).
2.	A recent ( <b>up to 3 months</b> ) utility bill (electricity/water supply) or home insurance policy document or council tax document and/or bank statement – proving the address of residence. If the postal address is different from the residential address, then separate proof must be provided. Bills with a PO Box as a mailing address as well as mobile phone bills are not accepted.

**Data concerning Aliens****EU Citizens, Third Country Citizens, Non-European Citizens, Citizens of the European Economic Area (Norway, Iceland, Liechtenstein (with temporary or permanent residence))**

1.	Alien Registration Card (ARC) in force.
2.	Passport or Civil ID.
3.	Details officially confirming the address of permanent residence of the natural person as mentioned above for Cypriot Nationals. .

**Turkish Cypriots**

The necessary identification documents to be obtained are the same ones as stated for Cypriot Nationals. The documents must be issued by the Authorities of the Republic of Cyprus. Documents from so-called pseudo-state authorities are not accepted.

**Table B: Proof of Income of Individuals****Data concerning the Income of Private and Public Employees** (Mark ✓ where applicable)

1.	Copy of Payslip (or other proof) ( <b>not older than the last three (3) months</b> ).
2.	Copy of Pension Certificate.
3.	Proof of other income (if any) e.g. (Income from real estate, rents (rent agreement), Income from Interest (account balance), Public assistance (certificate of receipt of public assistance), Child support income.

**Data concerning the Income of Self-Employed Persons / Freelancers** (Mark ✓ where applicable)

	Audited accounts for the last year in case of a turnover exceeding €100 thousand.
<b>or</b>	Copy of Income Tax Declaration for the last year if the turnover does not exceed €100 thousand.
<b>or</b>	Income history or certification by a third party concerning the income or proof of seasonal or irregular income.
<b>or</b>	Copy of the Income Tax Clearance for the last year of its availability.
<b>or</b>	Copy of Value Added Tax (VAT) declarations from the date of the last Balance Sheet, where applicable .
<b>or</b>	VAT declaration form (if registered with the VAT Department).
<b>and</b>	Proof of other income (if any) e.g. (Income from real estate, rents (rent agreement), Income from Interest (account balance), Public assistance (certificate of receipt of public assistance), Child support income.