

In order to make the Application Process easier it is recommended that you follow this Check List completely.

Preliminary Check

Make sure you have all information required before scanning and e-mailing it to us for a Preliminary Check (see e-mail address at the bottom of the page). If anything is missing or need to be corrected, you will be told after the Preliminary Check.

You do not have to get copies certified before the preliminary check. However, the documents required to be certified, must be certified before you send them.

Certified Copies

A certified copy is a copy certified as true copy by an independent source, such as a lawyer, notary, police, accountant, post office clerk or bank officer. Note that independent source means that you cannot use an internal lawyer or accountant.

Shipping Documents

You may send the documents by regular post or courier. We recommend Courier both due to time saved and tracing possibilities. (See shipping address at the bottom of the page.)

Check List

Read	Completed	Signed	Item	What To do
<input type="checkbox"/>			Form 001A - Application Guide	Read
	<input type="checkbox"/>	<input type="checkbox"/>	Form 110A - Application	Complete and Sign
	<input type="checkbox"/>	<input type="checkbox"/>	Form 120A - Business Information Note that Form 205A must also be submitted if your company does 3rd Party Transactions	Complete and Sign
	<input type="checkbox"/>	<input type="checkbox"/>	Form 151A - Settlement Instructions	Complete and Sign
	<input type="checkbox"/>	<input type="checkbox"/>	Form 152A - Authorised Signatories Note that Form 211A must also be submitted on Signatories for whom such form is not submitted already	Complete and Sign
	<input type="checkbox"/>	<input type="checkbox"/>	Form 211A - Personal Information Note that all persons connected; Directors, Company Secretary, Shareholders, Signatories, etc., must all submit this Form (and specified ID)	Complete and Sign (multiple)
	<input type="checkbox"/>	<input type="checkbox"/>	Form 215A - Corporate Information Note that the Company, and all companies connected; acting as Directors, Company Secretary, Shareholders, must all submit this Form (and specified documents)	Complete and Sign (maybe multiple)
	<input type="checkbox"/>	<input type="checkbox"/>	Form 216A - Shareholders Note that Form 211A or 215A must also be submitted on Shareholders for whom such form is not submitted already	Complete and Sign

Where to send

E-mail Address for PRELIMINARY Document Check	SHIPPING Address to send FINAL Documents
kyc@ep-direct.net	epDirect - Documents Collection c/o Lochmaden Pancoveien 7 NO-1624 Gressvik Norway