

## GET TO KNOW AND IDENTIFY YOUR CLIENT

In order to meet what is established in the Regulations issued by the Authorities regarding the **492° Article of the Insurance and Surety Law**, the Insurance and Surety Companies must have identification and knowledge files of each one of their clients, through the Insurance and/or Surety Brokers.

Such files must contain the following information, which is to be provided **prior to the issuance of the Insurance and/or Surety policy**, and is different and independent of the technical information required for such Insurance and/or Surety policy.

### Information:

Mexican Individuals	Foreign Individuals
<ol style="list-style-type: none"> <li>1. Named Insured</li> <li>2. Date of birth</li> <li>3. Home country</li> <li>4. Citizenship</li> <li>5. Profession, occupational group</li> <li>6. Complete address</li> <li>7. Telephone number</li> <li>8. E-mail address</li> <li>9. Tax ID certificate, if any.</li> <li>10. FIEL (Advanced Electronic Signature) number, if any.</li> </ol>	<ol style="list-style-type: none"> <li>1. Named Insured</li> <li>2. Date of birth</li> <li>3. Home country</li> <li>4. Citizenship</li> <li>5. Profession, occupational group</li> <li>6. Complete address</li> <li>7. Telephone number</li> <li>8. E-mail address</li> <li>9. Tax ID certificate, if any.</li> <li>10. FIEL (Advanced Electronic Signature) number, if any.</li> </ol>

Mexican Entities	Foreign Entities
<ol style="list-style-type: none"> <li>1. Named Insured</li> <li>2. Run of business</li> <li>3. Home country</li> <li>4. Tax ID certificate.</li> <li>5. FIEL (Advanced Electronic Signature) number, if any.</li> <li>6. Complete address</li> <li>7. Telephone number</li> <li>8. E-mail address</li> </ol>	<ol style="list-style-type: none"> <li>1. Named Insured</li> <li>2. Run of business</li> <li>3. Home country</li> <li>4. Tax ID certificate</li> <li>5. Complete address</li> <li>6. Telephone number</li> <li>7. E-mail and/or website address</li> <li>8. Date of Incorporation</li> </ol>

**Information:**

Mexican Entities	Foreign Entities
<ul style="list-style-type: none"> <li>9. Date of Incorporation</li> <li>10. Registration number assigned by the Public Recorder of Deeds.</li> <li>11. Name of the General Manager of Legal Representative whose signature can bind the entity for purposes of the transaction in question.</li> </ul>	<ul style="list-style-type: none"> <li>9. Name of the General Manager of Legal Representative whose signature can bind the entity for purposes of the transaction in question.</li> </ul>

**Documents (single, legible copies):**

Mexican Individuals	Foreign Individuals
<ul style="list-style-type: none"> <li>1. Valid ID</li> <li>2. CURP or RFC document if any.</li> <li>3. FIEL document, if any.</li> <li>4. Proof of domicile</li> <li>5. Get to Know your Client format, signed<sup>4</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>1. Valid passport</li> <li>2. CURP or RFC document, if any.</li> <li>3. FIEL document, if any.</li> <li>4. Proof of domicile</li> <li>5. Get to Know your Client format, signed<sup>4</sup>.</li> <li>6. FM2 or FM3 (Immigration document issued by the Mexican Government).</li> </ul>

Mexican Entities	Foreign Entities
<ul style="list-style-type: none"> <li>1. Articles of Incorporation, with the Registration number assigned by the Public Recorder of Deeds.</li> <li>2. RFC document.</li> <li>3. Proof of domicile.</li> <li>4. Valid ID of the legal representative</li> </ul>	<ul style="list-style-type: none"> <li>1. A copy of the Art of Incorporation and/or its modifications, which will serve to prove the legal existence of the entity, <b>translated and apostilled.</b></li> <li>2. Taxpayer identification document.</li> <li>3. Proof of domicile.</li> <li>4. Passport and FM2 or FM3 (Immigration document issued by the Mexican Government) of the legal representative.</li> </ul>

**Documents (single, legible copies):**

Mexican Entities	Foreign Entities
<ul style="list-style-type: none"> <li>5. A copy of the Power of Attorney of the legal representative, whose signature can bind the entity for purposes of the transaction in question.</li> <li>6. Any modifications to the original Acts of Incorporation.</li> </ul>	<ul style="list-style-type: none"> <li>5. A copy of the Power of Attorney of the legal representative, whose signature can bind the entity for purposes of the transaction in question, <b>translated and apostilled.</b></li> </ul>