

## **Request concerning verification at the time of transactions**

Due to the amendment of the Act on Prevention of Transfer of Criminal Proceeds (hereinafter “the Act”), partial changes will be made to the verification methods and other matters at the time of transactions starting from October 1, 2016.

Identification of the customers and other verification procedures may be taken when customers open new accounts, receive and pay cash of over 2 million yen, transfer cash of over 100,000 yen and for other circumstances. Thank you for your cooperation.

**Prevention of laundering of funds obtained from illicit drug trafficking and other organized crime activities (what is called “money laundering”) and prevention of terrorist financing are internationally important matters.**

- In Japan, financial institutions are obliged to verify customer names, domiciles, dates of birth, etc. in order to prevent money laundering and terrorist financing based on the Act.
- At the time of transactions, certain identification documents are required to verify the names, domiciles, dates of birth, etc. of the customers and/or the persons, if any, who visit the financial institutions on behalf of the customers. Please be advised that, without the identification documents, etc., transactions may not be conducted.
- Financial institutions will ask customers for their purposes of transactions, occupation and other matters (this shall also apply to those who are already the financial institution’s customers, but have not yet provided information including their purposes of transactions.)  
\*“Verification at the time of transaction” means the above verification together with the verification of customer name, domicile, date of birth, etc.
- Moreover, due to the provisions of the Act, customers may be asked for verification of the status of their assets and income, in addition to re-verification of the above-mentioned matters, when conducting transactions with persons residing or located in specified countries or areas or with customers who occupy important positions in foreign governments, etc. as designated in the Act. Additional documents will be required in such cases. For details of the procedures, please ask the financial institution with which you conduct business.

## **Transactions which require verification at the time of transaction**

Customers will be asked to present identification documents and for verification of the purposes of conducting transactions, their occupations, etc. when conducting the following transactions:

- (1) Transactions such as opening an account, leasing a safe-deposit box or safe custody
- (2) Transactions involving receipt and payment of cash, bearer checks, etc. of over 2 million yen
- (3) Transfers of cash of over 100,000 yen, or receipt of cash of over 100,000 yen through bearer checks
- (4) Loan transactions

\* For transactions other than the above, customers may be asked for verification depending on the details of the transactions.

## **Method of verification at the time of transaction and documents needed**

[Individual customers]

Individual customers will be verified as to their names, domiciles and dates of birth with the identification documents indicated in either (1) or (2) below.

The purposes of conducting transactions and occupations of the customers will also be asked.

- (1) For the following identification documents, customers are verified by directly presenting an original document at the service counter.
  - A. Driver's license
  - B. Certificate of driving record (issued no earlier than April 1, 2012)
  - C. Passport
  - D. Individual number card ("My number card")
  - E. Resident card or certificate of special permanent resident
  - F. Various welfare handbooks (including certificate for the physically disabled) with the photograph of the individual's face attached by the public agency
  - G. Document issued by a public agency with the photograph of the individual's face attached by that agency (only when presented by the customer itself)

(2) When using the following identification documents, customers are verified by directly presenting an original document at the service counter, as well as a) presenting other original identification documents (excluding those in above (1)) or supplementary documents that indicate their domiciles (such as receipt of utility fees that are within six months from the date of receipt), b) sending documents related to the transaction to the residence of the customer by registered mail as postal item requiring no forwarding, etc., or c) sending the original or a copy of the documents in a) above. (For documents D through G, however, verification is made only through b) above.)

A. Health insurance certificate and pension handbook

B. Welfare handbook (including mother-and-baby health handbook) with no photograph of individual's face attached

C. Seal registration certificate of registered seal used for the transaction

D. Copy of a resident registration book and certificate of the matters recorded in a resident registration book

E. Seal registration certificate (excluding C above)

F. Transcript of or extract from a family register (with a copy of an appended card to the family register)

G. Document issued by a public agency (excluding G in (1) above)

(Notes) 1. For details of the identification documents, please contact the financial institution with which you conduct business.

2. For transfers of cash of over 100,000 yen, please present an identification document, such as a driver's license, which can identify the holder by simply being presented at the service counter. Furthermore, verification is not required for the payment of school enrollment fees and utility fees even if the amount of the transfer of cash exceeds 100,000 yen.

3. Based on the Act, names, domiciles and dates of birth of customers as well as the names and the term of validity, etc. of the identification documents will be recorded when they are presented. Moreover, photocopies of the identification documents may be made.

4. People from other countries not residing in Japan (\*period of staying in Japan is within 90 days) may conduct transactions such as receipt and payment or currency exchange of cash of over 2 million yen, transfers of cash of over 100,000 yen, etc. by presenting their passports, etc. that show their nationality and the passport number, as an identification document.

[Corporate customers]

For corporate customers, company names and locations of the head offices or main offices will be verified with one of the identification documents in (1) below, while the line of business will be verified with one of the documents in (2) below. Furthermore, names, domiciles and dates of birth of the persons who visit the financial institutions on behalf of the corporate customers will be verified with the same identification documents for individual customers.

In addition, financial institutions will ask the purposes of conducting transactions as well as the names, domiciles and dates of birth of the persons who exercises control over the business management of the corporate customers, such as those owning over 25% of the voting rights, either directly or indirectly.

(1) Identification documents for corporate customers

- A. Certificate of registered matters
- B. Seal registration certificate
- C. Document issued by a public agency

(2) Verification documents for the line of business

- A. The articles of incorporation or documents equivalent to the articles of incorporation
- B. Documents that must be prepared due to provisions of laws and regulations and that indicate the line of business
- C. Certificate of registered matters (may be presented as the identification documents in (1) above)
- D. Document issued by a public agency which indicates the line of business (may be presented as the identification documents in (1) above if the company name and the locations of the head office or main offices are indicated)

(Notes) Corporate customers may be asked to present documents other than those required by the Act (documents in (1) and (2) above) for verification of the line of business, etc.

[Other customers (government, local public entities, incorporated administrative agencies, associations or foundations without legal personality, and listed companies, etc.)]

Names, domiciles and dates of birth of the persons visiting the financial institutions on behalf of the customers will be verified with the identification documents for individual customers.

In addition, for associations and foundations without legal personality, the purposes of

conducting transactions and the line of business will be verified.

- Of the aforementioned identification documents, those which are underlined (for individual customers, (1) G and (2) G, and for corporate customers, (1) C and (2) D, only documents without an expiration date) must be documents prepared no earlier than six months before the day the document is presented to or received by the financial institution. Please also note that other identification documents must be valid as of the day the document is presented to or received by the financial institution.
  
- When a person other than the customer who opens an account, etc. visits the financial institution, the person will be asked to present the identification documents for individual customers. Moreover, verification will also be made using documents (a copy of the resident registration book, etc. showing the person is a relative living at the same domicile for individual customers and a letter of proxy, etc. for corporate customers) to confirm that the person is making a transaction for the customer that is opening the account, etc.
  
- For customers that have already completed verification at the time of transaction, verifications may be made through the methods prescribed by the financial institutions, such as presentation of passbooks or cash cards, instead of having the customers present their identification documents.
  
- Transactions may be suspended if the cash cards or notices sent to customers by financial institutions are returned. In such instances, please bring your identification documents again and complete the necessary procedures such as for changing your domicile.
  
- Making false declarations for the verification at the time of transaction are prohibited by the Act.
  
- The transactions subject to aforementioned identification, verification or their methods may differ by individual financial institution. Moreover, some financial institutions may ask you questions on matters other than the aforementioned issues.
  
- For details, please contact the service counter of the financial institution with which you conduct business.