



## Attention all clients of RF&G Insurance Company Ltd.

In accordance with Section 15 of the Money Laundering and Terrorism (Prevention) Act, the Supervisor of Insurance requires persons conducting certain transactions at an insurance company to provide proof of identity as well as proof of address. All insurance companies in Belize must ensure that all their customers are in compliance by June 2015 to avoid suspension of our insurance license.

The following are the documents required. Please email or bring in copies of the documents that apply to you to any of our agents or directly to our main office. If you have already met these requirements, please disregard this email.

### Proof of Identity

Description	Individual	Registered Incorporated Company & Incorporated Partnerships	Unincorporated Business / Unincorporated Partnership
<b>Primary</b> ID for all risks to be insured	√ Clear copy of Social Security Card of the Policyholder	√ Certificate of Incorporation	√ Certificate of Registration
Any one of these ID's if a valid Social Security is not available	√ Passport √ Voter's ID √ Any Government issued ID	√ Certificate of Good Standing	√ Trade License

### Proof of Address for any of the entities below

#### Physical resident Address of the Insured or Entity

Individual	Registered Incorporated Company & Incorporated Partnerships	Unincorporated Business / Unincorporated Partnership
√ A recent utility bill no more than 3 months old at the point of application		
√ Recent bank account statement, bank credit card statement or mortgage statement no more than 3 months old at the point of application		
√ A tax assessment document.		
√ An extract from a telephone directory and linked to file.		
√ Letter from your employer certifying physical resident address (applies to Individual)		
√ Letter from a Judge or Magistrate of the Courts of Belize		
√ Letter from an Alcalde acknowledging address		
√ Proof of ownership or rental of the residential address. Suitable certified copies of deeds of ownership of property or rental agreement		
<b>Where none of the documents for Proof of Address are available e.g. P.O. Box address where no residential address can be provided, or where the temporary address cannot be verified, please complete a short narrative and have it signed by a Justice of the Peace and submit together with the proposal form.</b>		

All documents should be current (not older than 3 months) at the point of sale.

Please note that the name of anyone who sends in valid documents in compliance with the above, will be entered into our monthly raffle to win a gas voucher for \$250.00. In addition, members of our staff will be calling you to request the necessary documents.

We thank you for making RF&G your preferred Insurance Company and for your support in meeting our deadline of June 2015.

Melissa Gallego BSc, CCIP  
Underwriting Manager