

Checklist of Documents accompanying Applications for Sanction

Lease of Immovable Property - In the case of an Individual

Please tick as appropriate

The Applicant

1. Certified true copy of applicant/(s) valid passport details which must be accompanied by the contact details of the certifying Notary or Attorney.
2. Copies of 2 utility bills as proof of residential address which should not be older than 3 months from the date of the application
3. Original Current Police Clearance Certificate not older than 6 months from the date of the application in country of residence in the last 2 years.
4. Signed declaration that the individual is not (or is) a Politically Exposed Person (PEP).
5. Signed declaration of source of funds to be used for the proposed transaction (declaration form can be downloaded from www.luh.gov.sc).
6. Signed declaration of proof of funds from the originating bank validating the proposed transaction. (e.g. a bank-signed bank statement showing the requisite balance of funds or a letter of reference stating availability of funds from the bank).

The Lessor

1. Certified true copy of vendor(s) valid passport details which must be accompanied by the contact details of the certifying Notary or Attorney.
2. Copies of 2 utility bills as proof of residential address which should not be older than 3 months from the date of the application.
3. Where the Vendor(s) is/are Non-Seychellois Original Current Police Clearance Certificate not older than 6 months from the date of the application in country of residence in the last 2 years.

Lease of Immovable Property - In the case of a Corporate Body

The Applicant

1. Certificate of Incorporation.
2. Memorandum and Articles of Association.
3. Share certificates and register of directors.
4. Written declaration by the natural person(s) who are the ultimate beneficial owner(s) of the corporate body which is duly certified by a notary or attorney and with the contact details of the certifying Notary or Attorney.
5. Signed declaration that the ultimate beneficial owner(s) is/are or is not/are not Politically Exposed Person(s) (PEP).
6. Certified true copy of valid passport details of the ultimate beneficial owner(s) which must be accompanied by the contact details of the certifying Notary or Attorney.

7. Copies of 2 utility bills of the ultimate beneficial owner(s) as proof of residential address which should not be older than 3 months from the date of the application.
8. Original Current Police Clearance Certificate of the ultimate beneficial owner(s) not older than 6 months from the date of the application in country of residence in the last 2 years.
9. Proof of identity in the form of 2 utility bills and certified true copies of valid passport details with the contact details of the certifying notary or attorney for each director and for each shareholder holding 25% or more of the shares of the corporate body.
10. Signed declaration of source of funds to be used for the proposed transaction (Declaration Form can be downloaded from www.luh.gov.sc).
11. Signed declaration of proof of funds from the originating bank validating the proposed transaction. (e.g. a bank-signed bank statement showing the requisite balance of funds or a letter of reference stating availability of funds from the bank).

The Lessor

1. Certificate of Incorporation.
2. Memorandum and Articles of Association.
3. Share certificates and register of directors.
4. Written declaration by the natural person(s) who are the ultimate beneficial owner(s) of the corporate body which is duly certified by a Notary or Attorney and with the contact details of the certifying Notary or Attorney.
5. Certified true copy of valid passport details of the ultimate beneficial owner(s) which must be accompanied by the contact details of the certifying Notary or Attorney.
6. Copies of 2 utility bills of the ultimate beneficial owner(s) as proof of residential address which should not be older than 3 months from the date of the application.
7. Where the Vendor is Non-Seychellois Original Current Police Clearance Certificate of the ultimate beneficial owner(s) not older than 6 months from the date of the application in country of residence in the last 2 years.
8. Certified true copies of valid passport details with the contact details of the certifying Notary or Attorney for each director and for each shareholder holding 25% or more of the shares of the corporate body.

N.B. All submitted documents which are not in English or French language must be translated with the full contact details of the translator