

# Privacy Policy

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## I. ABOUT US

Curatus Trust Company (Mauritius) Limited (“Curatus”) is duly licensed by the Mauritius Financial Services Commission since 21 March 2001. Curatus provides a comprehensive range of professional services including company formation, corporate and trust administration, fund administration, accounting and payroll services.

This Privacy policy sets out how Curatus Trust Company (Mauritius) Limited uses and protects any information that you may provide.

## II. What Personal information do we collect?

We collect personal information that is required to enable us to provide the abovementioned services. The kinds of personal information and special information that we may collect include:

- Identity information (Passport, government ID, driver's license);
- Contact details, such as name, address, email address and telephone numbers
- Birth /Marriage Certificate
- Occupation
- Qualifications and work experience
- Source of wealth or funds
- Taxation details (including tax account number (TAN)/ Tax Identification Number (TIN)
- Other financial details such as bank statement, bank account number, invoices
- Investment Information
- Client and investor political associations and criminal records, where they are revealed by client screening procedures

We may also collect other information that is relevant to our functions or activities.

## III. How we collect information?

We collect information in various ways, including:

- Client due diligence enquiries and on-boarding documentation

- Subscription, redemption and transfer documentation, questionnaires and other forms, agreements and contract for services.
- Correspondence, which may include written, telephone or electronic communications.
- Contract of employment
- Internet search
- World check search

#### **IV. What we do with the information we gather?**

We only collect, hold, use and disclose personal information for purposes related to our functions or activities and most importantly to comply with the requirements of our regulators and government authorities.

#### **V. How do we disclose personal information?**

We may disclose your personal information to the following parties:

- Our staff for the purposes of their work responsibilities;
- Mauritius Revenue Authority for the purpose of FATCA and CRS
- Lawyers for legal opinion/certificate
- Regulators or government authorities as required complying with our legal and regulatory requirements.
- Banks
- Other entities identified at the time of collecting your personal information

#### **VI. Consent**

We will rely on your consent to use your personal information. However there will be certain exceptions where we will not need your consent, like for example if we need to perform a contract with you and to meet regulatory requirements or to comply with a legal obligation.

#### **VII. Updated personal data**

It is important that the personal data we hold about you is accurate and current. If you believe that any information we are holding on you is outdated or incomplete, please write to or email us as soon as possible. We will promptly update any information.

## VIII. Security

We implement and maintain physical, electronic and procedural safeguards and security measures which are reasonably designed to protect your personal information. For example, we implement:

- Security measures for access to our business premises
- Security procedures within our offices and
- Confidentiality clause in the contract of employment of all our staff.
- IT security measures, including password protection, firewalls, intrusion detection.



## Consent Form

*Kindly fill in the below parts and email it a scanned copy back to with the original to follow by post.*

By signing this form you acknowledge that you have read the above privacy policy and confirm that you consent and allow Curatus Trust Company (Mauritius) Limited to hold and process all information including but not limited to personal information on yourself and the various parties related to the below-mentioned organisation.

Organisation Name: \_\_\_\_\_

Name of Person: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_