

MEMORANDUM

To: Authorised Agents and Promoters
From: Citizenship by Investment Unit
Subject: Requirements for Facilitating Working Remotely
Date: March 26th, 2020

In the hope of halting the spread of COVID-19, the Citizenship by Investment Unit has been working remotely as of Tuesday 24th 2020, thanks to its processing platform which is designed to do just that. The resumption of work from our offices will be communicated later.

In order for us to successfully undertake the processing of applications remotely, we ask that you pay special attention to the following:

- a. All applications and supporting documents are to be uploaded on the Unit's portal. No physical application files or supporting documents are to be submitted to our offices. All applications files and documents should be held safely at your offices and submitted at a later date which will be announced by the Unit.
- b. All passport photos for applications should be held at your offices and utilised for obtaining the applicant's passport. Please ensure that a minimum of 2 passports are held in safety at your offices and submitted later for the preparation of the Certificate of Registration.
- c. When uploading the passport photo on the Unit's portal, please ensure that you use coloured photos with good image quality and a high-resolution image. Additionally, you are to upload the back of the photo which has been certified as a "true likeness of the applicant." Please pay attention to the Unit's guidelines on photos. If photos are not of good image quality, we would request that you resubmit, so please pay special attention to the uploads of the photos and prevent any unnecessary delays in the processing of the application.
- d. In the case of photos which were submitted prior to working remotely, please call our direct line to make arrangement to collect.
- e. Due to processing remotely, we would not be able to issue a physical Certificate of Registration. Where a citizenship application is granted and the Unit has received the qualifying investment and the Oath or Affirmation of Allegiance, the Unit shall issue a letter in lieu of the Certificate of Registration to facilitate the obtaining of the NIC number and passport. A Certificate of Registration shall be prepared and issued at a later time, when it is feasible to do so.

- We have made the necessary arrangements with the National Insurance Corporation and the Passport Office of the Immigration Department in the acceptance of a formal letter from the Unit in lieu of the Certificate of Registration. The content of such letter has been accepted by both agencies. Please ensure that this letter is presented to the respective agency when applying for the NIC# and Passport.
- f. The National Insurance Corporation will be sending clear guidelines to all Authorised Agents to facilitate the submission of applications forms and supporting documents electronically.
 - g. The Passport Office remains open for business and at this time, therefore you would need to go to their offices. We are working to find a solution to this.
 - h. Oaths or Affirmations of Allegiance must be sent to the CIP Unit electronically kpoleon@cipsaintlucia.com and stobierre@cipsaintlucia.com . The physical copies should be retained by Authorised Agents until further notice. Please note that in the coming days we will communicate further on the uploading of the Oath/Affirmation of Allegiance on the Portal.

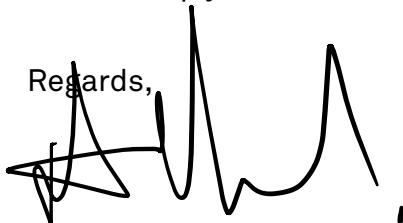
We wish to take the opportunity to also inform you of some new developments within the Unit:

- 1. The Unit has now established a banking relationship with Republic Bank here in Saint Lucia. We continue to maintain our banking relationship with Bank of Saint Lucia and therefore you now have choices for undertaking your banking business with the Unit. We have attached to this correspondence all of the details to wire funds to our identified US\$ account. Please call the accounts department if there are any challenges.
- 2. We are very close (days away) to facilitate payment online. As we get closer to concluding our efforts, we will inform you at this time. I am sure many of you will be excited about this.

Please call our direct line if there is any further matter which you need clarification on.

Please keep yourself and family safe.

Regards,

A handwritten signature in black ink, appearing to be 'Nestor Alfred', written over the word 'Regards,'.

Nestor Alfred
Chief Executive Officer

CANADIAN DOLLARS

ROUTING INSTRUCTIONS

**INSTRUCTIONS TO REMIT FUNDS
TO REPUBLIC BANK LIMITED VIA SWIFT MT103**

**Republic Bank (EC) Limited- St Lucia (Castries)
Incoming Wire Transfer Instructions**

To **RECEIVE** a **CAD** wire transfer from another institution or another country, the sender will require the following information:

FIELD 56	SEND TO INTERMEDIARY BANK (PAY THRU BANK)	BANK OF MONTREAL 234 SIMCOE ST. TORONTO, ONTARIO CANADA M5T1T4 SWIFT ADDRESS: BOFMCAM2		
FIELD 57	ACCOUNT WITH INSTITUTION	ACCOUNT NO. 1035158 REPUBLIC BANK LIMITED PORT OF SPAIN, TRINIDAD SWIFT ADDRESS: RBNKTPX		
FIELD 59	BENEFICIARY ACCOUNT NO. BENEFICIARY CUSTOMER (Beneficiary Full Name and Address) BENEFICIARY TRANSIT NUMBER:	<table border="1"><tr><td>2014692</td></tr></table> Beneficiary Account Number <u>Citizenship by Investment Board</u> Beneficiary Name <u>5th Fl. Francis Compton Building,</u> <u>Waterfront, Castries,</u> <u>Saint Lucia.</u> Beneficiary Address <table border="1"><tr><td>60475</td></tr></table>	2014692	60475
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FIELD 70	DETAILS OF PAYMENT <i>Provide Details E.G Reference No. Invoice No. Etc.</i>		

EURO

ROUTING INSTRUCTIONS

**INSTRUCTIONS TO REMIT FUNDS
TO REPUBLIC BANK LIMITED VIA SWIFT MT103**

**Republic Bank (EC) Limited- St Lucia (Castries)
Incoming Wire Transfer Instructions**

To **RECEIVE** a **EUR** wire transfer from another institution or another country, the sender will require the following information:

FIELD 56	SEND TO INTERMEDIARY BANK (PAY THRU BANK)	ROYAL BANK OF SCOTLAND 135 BISHOPGATES, LONDON EC2M, 3UR ENGLAND SWIFT ADDRESS: RBOSGB2L		
FIELD 57	ACCOUNT WITH INSTITUTION	ACCOUNT NO. 16107510001361 REPUBLIC BANK LIMITED PORT OF SPAIN, TRINIDAD SWIFT ADDRESS: RBNKTPX		
FIELD 59	BENEFICIARY ACCOUNT NO. BENEFICIARY CUSTOMER (Beneficiary Full Name and Address) BENEFICIARY TRANSIT NUMBER:	<table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="text-align: center;">2014692</td></tr></table> Beneficiary Account Number <u>Citizenship by Investment Board</u> Beneficiary Name <u>5th Fl. Francis Compton Building,</u> <u>Waterfront, Castries,</u> <u>Saint Lucia.</u> Beneficiary Address <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="text-align: center;">60475</td></tr></table>	2014692	60475
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STERLNG POUNDS

ROUTING INSTRUCTIONS

**INSTRUCTIONS TO REMIT FUNDS
TO REPUBLIC BANK LIMITED VIA SWIFT MT103**

**Republic Bank (EC) Limited-St Lucia (Castries)
Incoming Wire Transfer Instructions**

To **RECEIVE** a **GBP** wire transfer from another institution or another country, the sender will require the following information:

FIELD 56	SEND TO INTERMEDIARY BANK (PAY THRU BANK)	ROYAL BANK OF SCOTLAND 135 BISHOPGATES, LONDON EC2M, 3UR ENGLAND SWIFT ADDRESS: RBOSGB2L		
FIELD 57	ACCOUNT WITH INSTITUTION	ACCOUNT NO. 16003410006307 REPUBLIC BANK LIMITED PORT OF SPAIN, TRINIDAD SWIFT ADDRESS: RBNKTPX		
FIELD 59	BENEFICIARY ACCOUNT NO. BENEFICIARY CUSTOMER (Beneficiary Full Name and Address) BENEFICIARY TRANSIT NUMBER:	<table border="1" style="margin: 0 auto; width: 30%; text-align: center;"> <tr> <td>2014692</td> </tr> </table> Beneficiary Account Number <u>Citizenship by Investment Board</u> Beneficiary Name <u>5th Fl. Francis Compton Building,</u> <u>Waterfront, Castries,</u> <u>Saint Lucia.</u> Beneficiary Address <table border="1" style="margin: 0 auto; width: 30%; text-align: center;"> <tr> <td>60475</td> </tr> </table>	2014692	60475
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U.S. DOLLARS

ROUTING INSTRUCTIONS

**INSTRUCTIONS TO REMIT FUNDS
TO REPUBLIC BANK LIMITED VIA SWIFT MT103**

**Republic Bank EC Limited (ST Lucia Castries)
Incoming Wire Transfer Instructions**

To RECEIVE a USD wire transfer from another institution or another country, the sender will require the following information:

FIELD 56	SEND TO INTERMEDIARY BANK (PAY THRU BANK)	BANK OF AMERICA 701 BRICKELL AVENUE MIAMI, FL, 33131 FEDWIRE ABA: 026009593 SWIFT ADDRESS: BOFAUS3M		
FIELD 57	ACCOUNT WITH INSTITUTION	ACCOUNT NO. 1901-0-79008 REPUBLIC BANK LIMITED PORT OF SPAIN, TRINIDAD SWIFT ADDRESS: RBNKTPX		
FIELD 59	BENEFICIARY ACCOUNT NO. BENEFICIARY CUSTOMER (Beneficiary full name and address) BENEFICIARY TRANSIT NUMBER:	<table border="1"><tr><td>2014692</td></tr></table> Beneficiary Account Number <u>Citizenship by Investment Board</u> Beneficiary Name <u>5th Fl. Francis Compton Building,</u> <u>Waterfront, Castries,</u> <u>Saint Lucia.</u> Beneficiary Address <table border="1"><tr><td>60475</td></tr></table>	2014692	60475
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