**\*\*\*\* REMOVE BEFORE SENDING TO COMPANIES**

**Instruction to MSG and form administrators**

Model beneficial ownership declaration form for basic data collection

This beneficial ownership declaration form has been issued by the EITI International Secretariat as a template to countries that wish to collect beneficial ownership information as part of the EITI reporting process.

The template allows for basic beneficial ownership data collection. A template for collecting high quality data is available on eiti.org: <https://eiti.org/document/beneficial-ownership-model-declaration-form>

This template may also be used to collect (or inform the collection of) beneficial ownership information via "mainstreamed" national disclosure platforms, such as license registers or corporate registers. The multi-stakeholder group (MSG) may wish to attach this form to the reporting templates distributed to extractive companies. The MSG may wish to modify the template depending on local circumstances.

1. Fields [bracketed and in red] should be completed by the MSG prior to distributing the template. [Brackets in blue] are extra instructions or optional to the MSG and can be removed.
2. The following colours of the fields reflect what the EITI requires according to Requirement 2.5. The MSG may need to add the asterisk (\*) to fields from voluntary to required if the national definition is broader than the minimum EITI disclosure requirement.   
     
   In accordance with the EITI Standard (Requirement 2.5), companies are **required** to complete the **fields marked with an asterisk (\*).**

Unless the MSG decides otherwise, it is **voluntary** for companies to complete the fields **without asterisk**.

The MSG should modify any changes from voluntary to required fields in accordance with their national definition, prior to distributing the template.

1. The MSG should determine the contact person for any questions from companies and fill in the corresponding information under point (3) in “[Guidance for companies](#Guidanceforcompanies)” , see the [bracketed and in red] placeholder.
2. There is a page before the declaration sheet called “Company declaration control sheet” to track the submissions. Every declaration has a unique number [company filing ID]. You may wish to reference joint venture IDs and related license numbers.
3. Before sending the form to companies, please delete the text “instruction to MSG and form administrators” (between \*\*\*\*).

Version 2.0 as of 1 September 2020. Name: Model beneficial ownership declaration form for basic data collection. Source: [https ://eiti.org/document/beneficial-ownership-model-declaration-form](https://eiti.org/document/beneficial-ownership-model-declaration-form)

**\*\*\*\*\* REMOVE BEFORE SENDING**

Beneficial ownership declaration form

Consider placing logo of the collecting entity and/or the EITI national secretariat here

# Guidance for companies

1. The form has the following sections:

* **Part 1** covers the **company identification** details and **legal owners** (if applicable).   
  Where there are more legal owners, please print out the section on legal owners again or copy the fields below, fill in the fields, and include it in the submission.
* **Part 2 is a beneficial ownership declaration form to be filled in for** **each beneficial owner (A. and B.)**.   
  Where, in accordance with the beneficial ownership definition, there is more than one owner, please print out and fill section (2) A. and B. for each owner, or copy and paste the fields below, fill in the fields, and include it in the submission.

Optional: [remove if not applicable]

* **Part 3** allows you to include a **visual representation of the company ownership structure**.

1. The column to the right with the symbol ⓘ indicates supporting information to fill in the form.

The **asterisk\*** indicates the field is required.

No asterisk means the field is voluntary.

1. For questions on filling in this form, please contact   
   [Name or Office of form administrator, email / phone number]

# Company declaration control sheet

ⓘ *This sheet is filled out by the administrator only. Please include a printout of this sheet in your submission.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Filled out by form administrator only* | |  |  |  |
| Company filing ID |  |  | Related license # |  |
| Joint venture ID |  |  |  |  |
| Date issued |  |  |  |  |
| Date returned |  |  |  |  |
| Previous filing ID |  |  |  |  |
| **Data review and verification** | | | | |
| Review completed | Yes No |  | Date |  |
| Gaps identified | Yes No |  | Date |  |
|  |  |  |  |  |
| Comments |  |  |  |  |
|  |  |  |  |  |
|  | |  |  |  |

# (1) Company declaration

## A. Basic information

ⓘ

Legal name and legal form

Country name

i.e. company registration number

name of Ministry or agency that issued the unique identification number

registered office for legal entities

|  |  |
| --- | --- |
| Full legal name of the company \* |  |
|  |  |
| Jurisdiction of registration |  |
|  |  |
| Unique identification number |  |
|  |  |
| Registration authority |  |
|  |  |
| Contact address |  |

## B. Ownership

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

Is the declaring company (above) a **100% publicly listed company?**

*If yes:*

ⓘ  
name of stock exchange

website url

|  |  |  |
| --- | --- | --- |
| Name of stock exchange\* |  |  |
|  |  |  |
| Link to stock exchange filings\* |  |  |

ⓘ *If the response is “yes” you can move directly to section D.*

## C. Legal ownership

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**i. Is the company fully or partially owned by a listed company? \***

ⓘ Where there is more than one listed company that partially owns the declaring company, please print out this sheet again or copy the fields below, fill in the fields, and include it in the submission.

*If yes:*

ⓘ  
enter exact percentage %

enter name

name of stock exchange

website url

|  |  |
| --- | --- |
| 1. % stake in the declaring company\* |  |
|  |  |
| 2. Name of publicly listed owner\* |  |
|  |  |
| 3. Name of stock exchange\* |  |
|  |  |
| 4. Link to stock exchange filings\* |  |

**ii. Are there any (other) legal owners? \***

ⓘ Where there are more legal owners that are natural persons, legal persons or state entities holding an interest in the declaring company, please print out this sheet again or copy the fields below, fill in the fields, and include it in the submission.

ⓘ

enter name

enter exact percentage %

If the legal owner is a **natural** person, then nationality

If legal owner is a legal person (company ID number)

If legal owner is a legal person

|  |  |  |
| --- | --- | --- |
| 1. Full name of direct shareholder\* |  | |
|  |  | |
| 2. % interest\* |  | |
|  |  | |
| 3. This shareholder is a: |  | Natural person |
|  |  |
|  | Legal person |
|  |  |
|  | State entity |
|  |  | |
| 4. Jurisdiction of registration |  | |
|  |  | |
| 5. Unique identification number |  | |
|  |  | |
| 6. Registration authority issuing the unique identification number |  | |

## D. Declaration form prepared by

|  |  |
| --- | --- |
| Name\* |  |
|  |  |
| Position\* |  |
|  |  |
| Telephone number\* |  |
|  |  |
| Email address\* |  |
|  |  |
| Number of pages submitted |  |

## E. Attestation

*I, undersigned, for and on behalf of the declaring entity confirm that all information provided in all of the submitted pagesis accurate and reliable as of the below date.*

|  |  |
| --- | --- |
| *Date\** |  |
|  |  |
| *Name\** |  |
|  |  |
| *Position\** |  |
|  |  |
| *Signature\** |  |

*Please find attached the following supporting documents verifying the accuracy of the beneficial ownership information submitted:*

|  |
| --- |
|  |

|  |
| --- |
|  |

*Total number of submitted pages as part of this declaration (both part (1) and (2) and annexes, if applicable):*

# (2) Beneficial ownership declaration

In accordance with [national legislation, regulation XXX (if available, - otherwise remove this placeholder)] the EITI Standard, requirement 2.5.f.i. and international norms, a beneficial owner is defined as:

[add definition of beneficial owner as agreed by the MSG]

[specify definition and reporting obligations for politically exposed persons (PEPs) as agreed by the MSG]

In accordance with this beneficial ownership definition,

|  |
| --- |
|  |

as per date [DD-MM-YYYY]

ⓘ  
Where, in accordance with the beneficial ownership definition, there is more than one owner, please print out and fill section (2) A. and B. for each owner, or copy and paste the fields below, fill in the fields, and include it in the submission.

the beneficial owner/s of the company are:

## A. Identity of the beneficial owner

|  |  |
| --- | --- |
| **Full name of the individual as it appears on national identify card** \* |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**Is this person a politically exposed person (PEP)?\***

ⓘ  
This could include specifying the public office position and role, or other reason for PEP designation.

|  |  |
| --- | --- |
| **Reason for PEP designation** \* |  |

|  |  |  |
| --- | --- | --- |
|  | To |  |

Applicable from [DD-MM-YYYY]

ⓘ  
name of Ministry or agency that issued the unique identification number

|  |  |
| --- | --- |
| Date of Birth [DD-MM-YYYY] |  |
|  |  |
| National identity number |  |
|  |  |
| Registration authority |  |
|  |  |
| Nationality\* |  |
|  |  |
| Country of residence\* |  |
|  |  |
| Residential address |  |
|  |  |
| Service address |  |
|  |  |
| Other means of contact |  |

## B. Information about how ownership is held or control over the company is exercised

ⓘ  
One beneficial owner can hold interest or control through different means in the same company.

Fill in all of the applicable forms of interest or control of that person under 2(A).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**By direct shares\***

If yes:

|  |  |  |  |
| --- | --- | --- | --- |
| Number of shares\* |  | % of shares\* |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**By direct voting rights\***

If yes:

|  |  |  |  |
| --- | --- | --- | --- |
| Number of votes\* |  | % of voting rights\* |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**By indirect shares\***

If yes:

|  |  |  |  |
| --- | --- | --- | --- |
| Number of indirect shares\*: |  | % of indirect shares\* |  |

**Shares are held through:**

ⓘ  
if interest or control is held through indirect shares, list here up to three companies through which the interest in the declaring company is held.

The name of intermediary company 1 should be the same as declared under (1) C as legal owner.

|  |  |
| --- | --- |
| Legal name of intermediate company 1 |  |
|  |  |
| Unique identification number of intermediate company 1 |  |

|  |  |
| --- | --- |
| Legal name of intermediate company 2 |  |
|  |  |
| Unique identification number of intermediate company 2 |  |

|  |  |
| --- | --- |
| Legal name of intermediate company 3 |  |
|  |  |
| Unique identification number of intermediate company 3 |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**By indirect voting rights\***

If yes:

|  |  |  |  |
| --- | --- | --- | --- |
| Number of indirect votes\*: |  | % of indirect voting rights\* |  |

**Voting rights are held through:**

ⓘ  
if interest or control is held through indirect shares, list here up to three companies through which the interest in the declaring company is held.

The name of intermediary company 1 should be the same as declared under (1) C as legal owner.

|  |  |
| --- | --- |
| Legal name of intermediate company 1 |  |
|  |  |
| Unique identification number of intermediate company 1 |  |

|  |  |
| --- | --- |
| Legal name of intermediate company 2 |  |
|  |  |
| Unique identification number of intermediate company 2 |  |

|  |  |
| --- | --- |
| Legal name of intermediate company 3 |  |
|  |  |
| Unique identification number of intermediate company 3 |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**By other means\***

|  |  |
| --- | --- |
| Explanation of how ownership is exercised |  |

|  |  |
| --- | --- |
| Date when the beneficial interest was acquired [DD-MM-YYYY] |  |

# (3) Company ownership map

*Example*

Provide a diagram of the ownership and control structure of the declaring company.

*39%*

*51%*

*10%*

*60%*

*40%*