

## **Euro Pacific International Bank, Inc. Liquidation Document Request**

Trustee: Wigberto Lugo Mender

### **IF YOU HAVE ALREADY SUBMITTED YOUR DOCUMENTS, PLEASE DISREGARD THIS E-MAIL.**

Trustee Wigberto Lugo Mender utilizes Axos Professional Services as an easy and secure way to deliver documents.

### **WHAT TO DO NEXT**

Please take a moment to read this document thoroughly for instructions on what to submit to Trustee Wigberto Lugo Mender. If you have any questions regarding your case, feel free to reach out to the trustee office at [trustee@epbprliquidation.com](mailto:trustee@epbprliquidation.com) . Alternatively, you may visit the EPB website <https://epbprliquidation.com/> for further information.

### **DOCUMENT SUBMISSION INSTRUCTIONS**

Please submit your documents by e-mail to the following secure-mail address:

[professionalservices@axosfs.com](mailto:professionalservices@axosfs.com)

The subject line of your e-mail must include the following information: EPB Account Number/ First and Last Name and/or Company Name

***Example: 77880022 / John Smith / OR ABC Corp.***

Each attached document must be named in the following manner: EPB Account Number / First and Last Name / Description of Document

***Example: 77880022/ John Smith / Passport***

### **DOCUMENTS FOR INDIVIDUAL AND CORPORATE ACCOUNTS**

1. Duly Signed and completed OCIF IBE and IFE Claim Form A - Proof of Claim
2. Copy of Two Legible and Valid Identifications:
  - a. Example: Valid Passport / Government Issued Photo ID (applies to signatories and shareholders on the account)
3. Bank Statement Available
4. Proof of Address:
  - a. Utility Bills (Cannot be a PO BOX)
  - b. It must be certified as a true and exact copy of the original and cannot be more than three months old.
5. Complete the Know you Customer (KYC) Form:
  - a. Provided via trustee email
6. Form W-9: For resident individual and corporation registered the United States
  - a. Abbreviations are not accepted
7. Form W8BEN: For individuals who are non-residents of the United States
  - a. Abbreviations are not accepted

## ADDITIONAL DOCUMENT FOR CORPORATE ACCOUNTS

1. **Form W8BEN-E:** For corporation not registered in the United States (Abbreviations are not accepted)
2. **Copy of UBO (Ultimate Beneficiary Owner) Identifications:**
  - a. Two identity documents with the Hague Convention Apostille
3. **Corporate Resolution, Commercial Registry, Articles of Incorporation or equivalent document**
  - **Articles and Certificate of Incorporation**
  - **Good standing letter:** if applicable
  - **Copy of the last Minutes of the Assembly:** Indicating the current Board of Directors
  - **Copy of current tax identification or its equivalent**

## DECEASED CLIENTS

The following requirements are necessary to claim assets from accounts of deceased persons. The requested documents must contain the "Apostille" of the Ministry of Foreign Affairs of your jurisdiction of residence to be processed. The "Apostille" of the Ministry of Foreign Affairs is required by the laws of the Commonwealth of Puerto Rico and the Federal Regulations of the United States

- **Declaration of Succession or Declaration of Heirs**  
Official document naming the rightful heirs
- **Death Certificate:** Certified copy of the death certificate of the deceased client
- **Will (if any):** The legal document outlining the distribution of the deceased's assets
- **Birth Certificate of Heirs:** Certified copies of the birth certificates for each heir
- **Identification of Heirs:**  
Legible and current copy of the driver's license, identity card, or passport of each heir
- **Marriage Certificate (if applicable):**  
Certified copy of the marriage certificate if the deceased was married

If the accounts at the time of the client's death had a balance greater than \$15,000.00 (fifteen thousand US dollars), the following additional documentation may need to be submitted to the Puerto Rico Treasury Department:

## ESTATE TAX RETURN OF NON-RESIDENT OR UNITED STATES CITIZEN RESIDENT OF PUERTO RICO FORM

Once the Department of the Treasury approves the Estate Tax Return of Non-resident or United States Citizen Resident of Puerto Rico Form, the funds can be distributed according to the Declaration of Heirs or will.

## SUPPORT INFORMATION

If you have issues attaching your documents, please contact: [professionalservices@axosfs.com](mailto:professionalservices@axosfs.com)

If you have questions about your case, please contact: [trustee@epbprliquidation.com](mailto:trustee@epbprliquidation.com)