



## **Know Your Customer (KYC) Policy**

### **Purpose and Scope**

The purpose of this Know Your Customer (KYC) policy is to outline the procedures and requirements for verifying the identities of customers. This helps to prevent fraud, money laundering, and the financing of terrorism, ensuring that we comply with relevant regulations. The policy applies to all customers who wish to establish a business relationship with us.

### **KYC Process**

Before any business relationship is initiated, we require customers to verify their identity. The primary method of verification is through the submission of valid identification documents. Customers must provide government-issued identification, such as a passport, national ID card, a valid driving license or any other official document issued by a government authority. The documents will be carefully reviewed to confirm the customer's identity.

### **Ongoing Monitoring**

Once a customer's identity has been verified, we continue to monitor transactions for any suspicious or unusual activities that could indicate illegal activities, such as money laundering or terrorism financing. We update customer information as necessary to ensure that all records remain accurate and current.

### **Enhanced Due Diligence (EDD)**

For customers who present a higher level of risk, additional checks are performed. These enhanced due diligence measures may involve obtaining further documentation and performing additional screenings to assess potential risks more thoroughly. This is particularly important for customers from high-risk jurisdictions or with complex financial activities.

### **Customer Responsibilities**

Customers are required to provide truthful and complete information when submitting their documents. If the customer fails to comply with KYC requirements or provides false or incomplete information, this may result in delays in processing services or even the termination of the business relationship.



### **Privacy and Security**

We are committed to ensuring that all personal data and documents provided by customers are handled with the utmost care. All customer information is stored securely and processed in accordance with privacy laws and data protection regulations. Only authorized personnel have access to sensitive information.

### **Non-Compliance**

Failure to meet KYC requirements will result in the suspension or termination of the business relationship. If there are any discrepancies or issues during the verification process, services may be withheld until the matter is resolved.