

**VESTOO**  
INVEST AND STOCKS

## Know Your Client (KYC) Procedures Manual



## **WHAT DOES THE TERM KYC MEAN?**

The term KYC simply refers to Know Your Client, a standard form that provides financial institutions with pertinent information about a client's financial position and investment knowledge prior to any business transaction.

## **WHY SHOULD I PROVIDE ALL KYC DOCUMENTS?**

The KYC documents are of utmost importance for an enhanced trading service. They also foster strong ties between the broker and you, the trader, ensuring that proactive measures are taken to protect your interest when required.

## **IS IT MANDATORY TO SUBMIT KYC DOCUMENTS?**

It is imperative for potential traders to submit all the KYC documents prior to trading. As a licensed broker, we follow the international standards and keep a detailed record of all KYC documents, meeting the requirements under the Anti-Money Laundering Law guidelines.

## **WHAT IF I DENY TO SUBMIT THE KYC DOCUMENTS?**

Failing to provide the necessary KYC documents will result in a restriction in placing trades or being incapable of withdrawing the profits earned.

## **ARE MY DOCUMENTS SAFE WITH ALPHABINARY?**

We value the trust you place in our services. Rest assured that the KYC process is treated under confidentiality, ensuring that no sensitive information about a client is disclosed. It is also to be noted that we make use of high-end encrypted databases to store our clients' details.

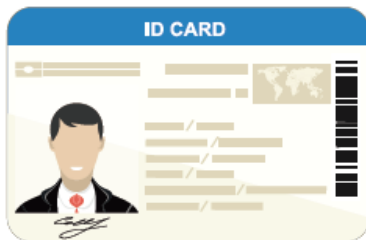
## KYC ESSENTIALS

Our Compliance Department requires all clients to provide the following documents:

### Proof of Identity

Alphabinary requires identification documents that proves your legal name, date of birth and country of residence. The government issued documents can include either your ID/Passport card or a valid Driver's License. For non-Australian residents, if you submit other ID rather than a Passport, please make sure it is certified\*.

Before sending any document, please make sure that they are clear whereby all the required information, for instance, expiry dates can be visible.



National ID card



Driving license



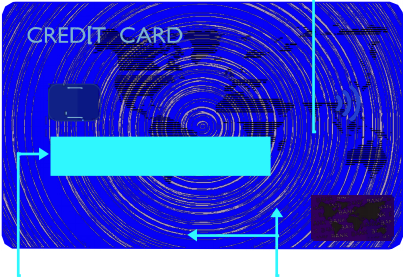
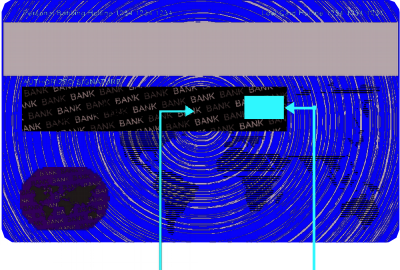
Passport

### Proof of Address

A valid of address is required to prove a client's nationality. Thus, you must provide us with a Utility Bill (Electricity/Water) which is not older than 3 months as you register with Alphabinary. Please check if your name and address are well written on any of the documents before sending us.

### Proof of Payment

If you choose to make all monetary transactions via Credit Card, you must send a scanned copy of both the front and back of the Credit Card. Please make sure to cover the first 12 digits and the CVW number at the back. However, the last 4 digits of the CVW number must be easily understood.

 <p>Credit Card-Front</p>	<p>Cover all the digits except the 4 last ones</p>
 <p>Credit Card-Back</p>	<p>The CVV on the top right of the card should be covered.</p>

You are requested to email all the required documents at [info@vestog.com](mailto:info@vestog.com) or via [www.vestog.com](http://www.vestog.com) through My Account.

## DEPOSIT CONFIRMATION FORM

The Deposit Confirmation Form which needs to be duly filled and signed for every financial transaction undertaken.

In case you require more assistance, kindly contact our support department via email or our home page.

## NEW CLIENT IDENTIFICATION PROCEDURE

The KYC procedure is to prevent companies from being used, intentionally or unintentionally, by criminal elements for money laundering activities. KYC procedures also enable companies to know/understand their customers and their financial dealings better which in turn help them manage their risks prudently.

For the purpose of KYC policy, a 'Customer' may be defined as :

- a person or entity that maintains an account and/or has a business relationship with the company;
- one on whose behalf the account is maintained (i.e. the beneficial owner);

## CUSTOMER ACCEPTANCE POLICY ( CAP )

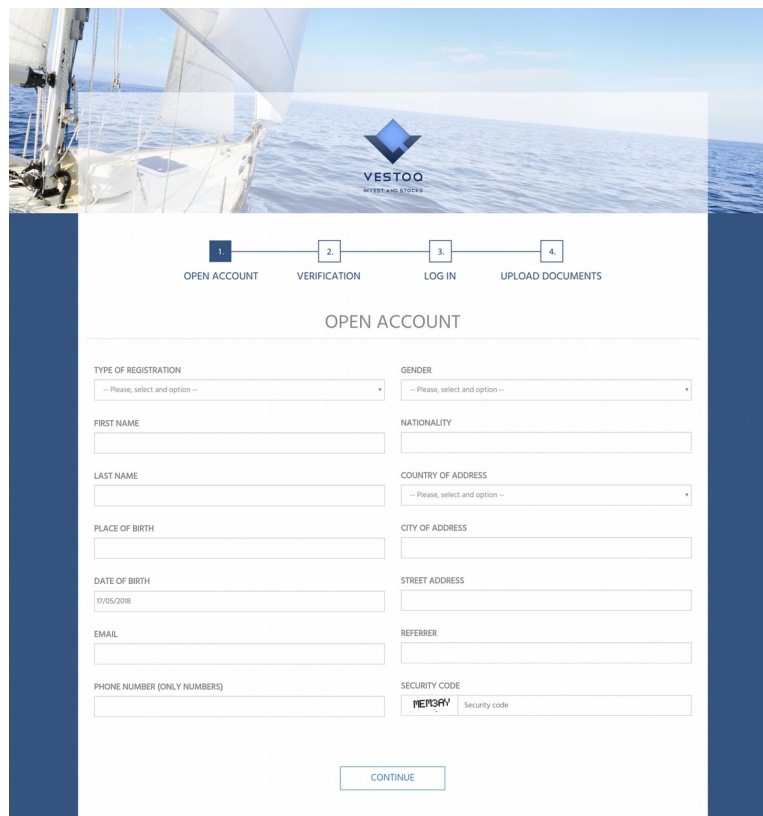
1. No account is opened in anonymous or fictitious/ benami name(s);
2. Parameters of risk perception are clearly defined in terms of the nature of business activity, location of customer and his clients, mode of payments, volume of turnover, social and financial status etc. to enable categorization of customers into low, medium and high risk customers requiring very high level of monitoring, if considered necessary, be categorised even higher;
3. Not to open an account or close an existing account where the company is unable to apply appropriate customer due diligence measures i.e. company is unable to verify the identity and /or obtain documents required as per the risk categorisation due to non cooperation of the customer or non reliability of the data/information furnished to the company. It may, however, be necessary to have suitable built in safeguards to avoid harassment of the customer. For example, decision to close an account may be taken at a reasonably high level after giving due notice to the customer explaining the reasons for such a decision;
4. Circumstances, in which a customer is permitted to act on behalf of another person/entity, should be clearly spelt out in conformity with the established law and practice of investing as there could be occasions when an account is operated by a mandate holder or where an account may be opened by an intermediary in the fiduciary capacity and
5. Necessary checks before opening a new account so as to ensure that the identity of the customer does not match with any person with known criminal background or with banned entities such as individual terrorists or terrorist organizations etc.

## CUSTOMER IDENTIFICATION PROCEDURE (CIP)

Customer identification means identifying the customer and verifying his/ her identity by using reliable, independent source documents, data or information.

### Registration

Customer has to fill in the registration form online.



1. OPEN ACCOUNT    2. VERIFICATION    3. LOG IN    4. UPLOAD DOCUMENTS

### OPEN ACCOUNT

TYPE OF REGISTRATION: -- Please, select and option --

GENDER: -- Please, select and option --

FIRST NAME:

NATIONALITY:

LAST NAME:

COUNTRY OF ADDRESS: -- Please, select and option --

PLACE OF BIRTH:

CITY OF ADDRESS:

DATE OF BIRTH: 17/05/2018

STREET ADDRESS:

EMAIL:

REFERRER:

PHONE NUMBER (ONLY NUMBERS):

SECURITY CODE:  NEVER SPY Security code

### Documentation Criteria – Details

All information and documentation provided by the client has to be critically checked by the company with regard to the risk of money laundering, terrorist financing, or any other possible wrongdoing by the client. All facts and figures given by the client should be substantiated by additional information.

Every processed document which is sent to file has to bear a signature/initials of the company and the date the document was received/processed.



Copies of ID documents can be certified, if the bearer of the ID document personally appears, only. The comparison of the picture and signature shall not raise any doubts whether it is the very same person. The birth date and body height (if available) shall be consistent.

A true, complete and clear copy of the certified document has to be attached to the certification.

## **Special Agreements and documents**

Any special agreements and documents may be signed at the client's own decision in addition to the KYC. Ensure all forms are fully completed and originally signed.

## **Monitoring of Transactions**

Ongoing monitoring is an essential element of effective KYC procedures. Vestoo Ltd. can effectively control and reduce risk. However, the extent of monitoring will depend on the risk sensitivity of the account. Vestoo Ltd pays special attention to all complex, unusually large transactions and all unusual patterns which have no apparent economic or visible lawful purpose. The company may prescribe threshold limits for a particular category of accounts and pay particular attention to the transactions which exceed these limits. Very high account turnover inconsistent with the size of the balance maintained may indicate that funds are being 'washed' through the account. High-risk accounts have to be subjected to intensified monitoring.

## **Risk Management**

The Board of Directors of the company ensures that an effective KYC programme is put in place by establishing appropriate procedures and ensuring their effective implementation. It should cover proper management oversight, systems and controls, segregation of duties, training and other related matters.

Responsibility should be explicitly allocated within the company for ensuring that the company's policies and procedures are implemented effectively.

Vestoo Ltd. has an ongoing employee training programme so that the members of the staff are adequately trained in KYC procedures. Training requirements have different focuses for frontline staff, compliance staff and staff dealing with new customers. It is crucial that all those concerned fully understand the rationale behind the KYC policies and implement them consistently. The front desk staff needs to be specially trained to handle such situations while dealing with customers.