

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

### *DUE DILIGENCE:*

Due to national and international regulations on the prevention of criminal activities and money laundering, and terrorism financing, E-Global Trade & Finance Group, Inc strictly implements Due Diligence guidelines and procedures. While we respect and honour the confidentiality of our clients, corporate and individuals, we are committed to undertaking thorough due diligence of both our clients' identities and the nature of their businesses. It is our obligation not just to undertake a full and proper due diligence of our clients' and their current needs, but also to monitor and ensure that their business activities do not breach any national and international regulations with regards to money laundering and terrorism financing . Clients are therefore required to sign particular relevant agreements and disclosure. This formal approach to due diligence benefits both E-Global Trade & Finance Group, Inc and our international client base. E-Global Trade & Finance Group, Inc reserves the right not to accept any client.

## **New Account Due Diligence Requirements**

The following information is required to comply with our "Know Your Client" policy:

- Verified identification of client (Copy of the national ID card or the photo page of passport)
- Utility bill with clear indication of address
- Full address
- Verified phone number
- Verified, functioning email address

All account holders are required to forward the following information to E-Global Trade & Finance Group, Inc. Accounts that have not fully completed all due diligence requirements may receive assets but are prohibited from withdrawing any account funds or assets.

If after 30 days from the initial opening of the account, E-Global Trade & Finance Group, Inc has not received all required due diligence information, E-Global Trade & Finance Group, Inc reserves the right to return all account assets to their point of origin and close the account. Any costs involved with the account closing will be deducted from the client's account.

### **KYC Requirements for Individuals:**

1. A high-resolution copy of the photo page of passport and other relevant pages, indicating full name, nationality, place and date of birth, issue and expiry dates, passport number, country of issue and signature or a copy of a driver's license.
2. Utility bill (e.g. electricity, telephone, etc...) showing permanent residential and mailing address, including telephone number.
3. A high-resolution copy of the credit card in case the individual is using it to deposit funds.

### **KYC Requirements for Institutions:**

Items 1 to 3 and...

4. Corporate resolution of the directors authorizing the establishment of the relationship between the company and E-Global Trade & Finance Group, Inc.
5. High-resolution copy of the Certificate of Incorporation.
6. High-resolution copy of the Certificate of Good Standing or other documentary evidence that the corporate entity exists and has not been struck off or dissolved.
7. Certificate of Incumbency, detailing names of directors and shareholders.
8. Names and addresses of all directors, officers and beneficial owners.
9. Copy of company's Memorandum and Articles of Association.
10. Information as in 1, 2 and 3 above in respect to all beneficial owners.
11. Document detailing the address of the company's registered office.



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All documents must be received in original form by E-Global Trade & Finance Group, Inc.

Mail or overnight express your documentation to the address to:

*E-Global Trade & Finance Group, Inc*

*12-16 Clerkenwell Road*

*London, EC1M 5PQ*

*United Kingdom*

*Tel/Fax: +44 207 324 6372*

When providing nominee signatory services, clients are required to sign management agreements. These formal approach to due diligence benefits our individual and international corporate client base and ourselves. Please note that we reserve the right not to accept any client.