

KYC – KNOW YOUR CLIENT

Know your client (English know your client, truncated KYC) – is a term of banking and trade guideline for budgetary establishments and different organizations working with cash people, implying that they should distinguish and recognize the counterparty prior to directing a money related exchange.

- I. The AML and KYC strategy applies to ApolloCSE (the "Organization"), just as its accomplices and Clients, and has the objective of forestalling and effectively

forestalling tax evasion and whatever other movement that encourages illegal tax avoidance or the financing of fear monger or crimes. The organization requires its supervisors, workers and subsidiaries to follow the standards of this arrangement to forestall the utilization of the Company's administrations for the motivations behind illegal tax avoidance.

- II. Within the structure of this strategy, it is denied to direct activities pointed toward disguising or contorting the genuine root of assets acquired by criminal methods, to wash unlawful continues.
- III. Usually, tax evasion happens in three phases. At first, at the "arrangement" stage, incomes into the monetary framework, where assets acquired because of criminal activities are changed over into different budgetary instruments, for example, cash moves, secured checks, or saved in money related or banking foundations. At the "separation" stage, reserves are moved or moved to different records or to other monetary or banking establishments for additional decontamination of assets from their criminal root. At the "joining" stage, cash is gotten back to the economy and is utilized to buy property, account business or crime. Subsidizing for psychological warfare can utilize reserves that are not gotten from crime; which can be viewed as an endeavor to hide the inception or expected utilization of assets that will later be utilized for criminal purposes.
- IV. Every worker of the Company whose obligations are identified with the arrangement of the Services and who straightforwardly or by implication manage Client's ought to know about the prerequisites of the significant laws and guidelines identifying with the occupation obligations of a representative of the Company, and such worker will be obliged to persistently satisfy these commitments to the degree conforming to important laws and guidelines.

V. Each development of the Company will be represented by the strategy of AML and KYC, drawn up as per the necessities of the material law.

VI. The Company is obliged to save all close to home and authority archives for a base timeframe set up by the necessities of the appropriate law.

VII. All new workers of the Company must be prepared regarding the matter of AML and KYC. Existing representatives of the Company go through comparative preparing every year. Support in extra preparing programs is compulsory for all Company representatives identified with AML and KYC.

VIII. The customer embraces to:

- to conform to lawful standards, including worldwide ones, pointed toward battling illicit exchange, budgetary misrepresentation, tax evasion and authorization of wrongfully got reserves;
- exclude immediate or backhanded complicity in illicit money related exercises and some other unlawful activities utilizing the Site.
- The Client ensures legitimate birthplace, lawful belonging and the Client's present option to utilize the assets moved by the Client to the Account.
- In the function of dubious or fake money stores, including the utilization of taken credit cards and/or some other false action (counting any discounts or dropping of ◦ installments), the Company maintains all authority to stop the arrangement of ◦ administrations and square the Client's record, just as offset any exchanges conveyed by the Client and examine exchanges of questionable nature, because of which the
 - activities are suspended until the idea of the event of assets is found out and examinations.
- During the course of the examination, the Company claims all authority to demand from the Client duplicates of the personality card and bank cards used to renew the record, installment, just as different reports affirming the legitimate proprietorship and lawful birthplace of the assets.
- The customer is precluded from utilizing the administrations and/or programming for any unlawful or false movement, or for any illicit or deceitful exchange (counting tax evasion) as per the laws of the nation where the customer or organization is found.

- The refusal of the organization to lead dubious exchanges isn't a purpose behind the organization to cause any respectful risk to the customer or other outsiders for inability to satisfy any commitments towards the customer.

To confirm the character of the customer, ApolloCSE requests to give certain records, as per the worldwide arrangement of money related associations "Know Your Client" (KYC strategy), to forestall instances of extortion. The check methodology at ApolloCSE is basic and clear. The customer must give a few records to finish the exchanging account check system

1. Proof of personality:

May be either an ID Card, Driver's License or Passport:

- a. In instance of ID Card and Driver's License you have to snap a Photo/Scan of the front and the posterior of the archive.
- b. In instance of Passport, open the identification to make the initial two pages noticeable.

2. Proof of home:

Utility Bill: Photo or Scan of Gas Bill, Electricity Bill, Landline Telephone Bill, Internet Bill, and so forth

3. Credit or Debit Card Bank Statement.

Bill/Bank Statement ought to be given no longer than 3 months preceding the day of the customer's store.

- † Name must relate with the customer's Registered Trading Account.
- † The reports ought to be unfurled. For the situation you need to conceal some data, utilize a little bit of paper to cover the zone.
- † Guarantee that the Image or Scan is Clear and Readable.

4. Copy of Bank (Credit or Debit) Card Corresponding to your Trading Account:

Photograph or Scan of Both Sides:

Front side: First 6 and Last 4 Digits must be obvious, (for example 4123-56xx-xxxx- 4567).

Conceal the Middle 6 numbers with a little bit of paper to shroud them for your own security.

Back side: The customer ought to guarantee their mark is on the mark strip and to make sure to cover the CVV code (the 3-digit number on the rear of their card).

Guarantee that the Image or Scan is Clear and Readable.

5. D.O.D (Declaration of Deposit)

Joined to the email is a draft of the DOD affirming your store.

We request that the customer sign the DOD and return a Photo or Scanned duplicate of the marked report.

Guarantee that the Image or Scan is Clear and Readable.

Each customer needs to complete the check cycle inside 48 hours.

All archives ought to be of acceptable quality as it is legitimate documentation, which implies that Pictures/Scans ought not be trimmed, cut, hazy or cleaned out by excessively splendid light likewise ought to be in shading. Each of the four corners of the records ought to be obvious on the Pictures/Scans.

Examined duplicates of records.

Ensure your photographs or examined duplicates of records meet the accompanying prerequisites:

- a. Scanned duplicates of archives must have high goal and be imprinted in shading;
- b. The following picture designs are permitted: JPG, GIF, PNG, TIFF or PDF;
- c. File size ought not surpass 10 MB;
- d. Photos or filtered duplicates of archives ought to have a time of not over a quarter of a year;
- e. Documents must contain Latin characters or have Latin literal interpretation;

- f. In instance of low quality of the submitted reports, the Verification Department may request that you present the archives once more.

The confirmation technique as a rule doesn't take a lot of time. Nonetheless, now and again it might take as long as 24 hours. Our Verification office will do all that conceivable to audit and acknowledge the data gave by you as quickly as time permits. If there should arise an occurrence of any challenges, if it's not too much trouble contact our nonstop client assistance.