



# KNOW YOUR CLIENT (KYC) POLICY

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## 1. PURPOSE

Due to national and international regulations on the prevention of criminal activities and money laundering, and terrorism financing, International Finance House Limited strictly implements KYC guideline and procedure. While we respect and honor 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. KYC policy of International Finance House Limited is based on principles of partnership: if we know and understand our customers, they know and understand us.

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.

## 2. KYC REQUIREMENTS FOR INDIVIDUALS

Clients are therefore invited to provide below listed documents:

- 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 national identity card/driver's license including mentioned information.
- Utility bill (e.g. electricity, telephone, etc.) or Bank Statement dated within the last three months, showing registered name, permanent residential and mailing address.
- A high-resolution copy of credit card's front and reverse side in case client has used it to deposit the funds, six digits of card number and CVC2/CVV2 code must be covered.

All documents upon request special and directly addressed to you must be provided to International Finance House Limited by uploading them at the Secured Client Area or sending to [support\\_int@trive.com](mailto:support_int@trive.com)

## 3. KYC REQUIREMENTS FOR COMPANIES

Clients are therefore invited to provide below listed documents:

- High-resolution copy of the Certificate of Incorporation.
- High-resolution copy of company's Memorandum and Articles of Association.
- Certificate of Incumbency (no older than 6 months), detailing names of directors and shareholders.
- Document detailing the address of the company's registered office.
- Passport copies of the company's directors and shareholders.
- Addresses of all directors.

All documents upon request special and directly addressed to you must be provided to International Finance House Limited by uploading them at the Secured Client Area or sending to [support\\_int@trive.com](mailto:support_int@trive.com).

### 4. PERIODICITY

To ensure that the KYC information that International Finance House Limited holds on its customers is always accurate and up to date, International Finance House Limited shall, upon its sole discretion, determine the periodicity at which each individual customers shall be, upon request, obliged to provide their KYC information anew to continue using International Finance House Limited services.

### 5. DISCLAIMER

International Finance House Limited is entitled, upon its sole discretion and grounding upon this policy, at any time during the service provision to its clients demand them present the documents (list of which shall be constituted solely by International Finance House Limited including the form of the documents to be presented) to reinstate account functionality or justify any other action (or operation) performed (or about to be performed) by the client. Such requests will be made via email. Simultaneously, International Finance House Limited reserves the exclusive right to unilaterally decline any clients' application and/or terminate further provision of services without any statements or explanations to the client.