

1. INTRODUCTION

1.1. In compliance with the Anti-Money Laundering (AML) Policy, the Company has established the Know-Your-Customer (KYC) Policy in due diligence procedures for customer identification.

1.2. This policy and the AML Policy also intend to identify grand larceny, identity theft, financial fraud, and terrorist financing within the Company's facilities.

1.3. Certain Client information must be provided to the Company to verify his/her identity, nature of business, and his/her intended purpose of transactions.

1.4. The Company requires the Client to submit all documents as soon as possible to avoid delays when making transactions.

1.5. In certain conditions, the Company reserves the right to demand the necessary documents to be provided before allowing the Client to perform further actions, including, but not limited to, depositing or trading.

2. IDENTIFICATION

2.1. The following factors are considered in assessing the risks of violating the AML Policy:

- a) Whether the Client is an individual, an intermediary, a financial or non-financial institution, or a regulated person or entity
- b) If the Client is already a registered client
- c) How the Client became an official client of the Company
- d) If the Client's business or account has a greater likelihood of being involved in illegal activities; and
- e) If the Client's residence is from a jurisdiction with bank secrecy laws

2.2. The Company will obtain the necessary information to verify the Client's identity. Accordingly, the Client is solely responsible for ensuring that the information and other personal details he/she provides the Company are true, accurate, and complete.

2.3. To complete the compliance procedure for identity verification, the Client should be able to provide the following, but will not be limited to:

- a) Proof of identity can be a copy of a government-issued I.D., national or foreign passport (with 2 pages shown), or a driver's license (front and back).
- b) Proof of residence should not be older than six (6) months, showing the name and complete address, which should be identical to the Client's registered information with the Company. This document can be in the form of a bank statement, utility bill, certification of residence confirmation, or lease agreement issued by the government.
- c) Copy of your card/s used to deposit where the front side should show the first six (6) and last four (4) digits and the expiration date. The back side should also show the first six (6) and last four (4) digits and the signature with the CVV covered.

2.4. The Client can scan or take a clear photo of the documents with legible text and all corners and sides visible. The Client should provide the indicated documents only in JPG, PNG, and PDF format without password protection. Documents can be submitted through email (clientservices@IPLEXPOR.com) or through uploading on the website.

2.5. Verification process will only be conducted after the Client's initial deposit of 250 USD. To verify that the Client makes each transaction, the Company will send a Declaration of Deposit document to the Client's registered email every time he/she conducts a deposit transaction. The Client agrees that this document must be signed immediately upon receipt.

3. PRIVACY OF DATA & INFORMATION

3.1. The Company holds the security of documentation with the highest priority and would treat all documents received with utmost respect and confidentiality. All records the Company acquires are protected with the highest possible encryption level at every verification process step.s