

## CORPORATE ACCOUNT ONBOARDING AND VERIFICATION GUIDELINES

The applicant company initiates the process of opening of a corporate account at Covesting by sending in an email from their company address to the following email: [corporate@covesting.io](mailto:corporate@covesting.io).

The email should attach the application form and any supporting documentation that you would like to submit to us which we set out for you below in the Corporate Account Verification Checklist. The more supporting documentation that you provide initially, the easier it will be for us to verify you. Please also bear in mind the following terms which you will be deemed to have agreed to by submitting your application to us:

- Trading cryptocurrencies poses many risks and by submitting your application to us you confirm that you have read and accepted the Risk Disclaimers and Terms and Conditions on our website.
- You certify that you are providing us with up to date, complete and accurate information and that you will update our records from time to time when the information submitted is out of date or no longer accurate.
- Your acceptance as a corporate client on our platform shall in no way transfer responsibility to us for your employees or any third parties such as your own clients.
- You accept that failure to disclose any material information or any material change in your circumstances of which we become aware may result in the suspension or closing of your account immediately even if you are initially successful and that you fully bear all resulting liability for any direct or indirect loss or damage which you or any third party may suffer as a result of such suspension or closure.

### Corporate Account Verification Checklist

The following information must be provided by the company representative in the application email:

1. Signed Application Form (available here: <https://covesting.zendesk.com/knowledge/articles/360014009413>)
2. Authorized Signature List
3. Current Officer Register List
4. Current Director Register List
5. Names of Ultimate Beneficiary(s)
6. Shareholder List

Where available, the applicant should also provide copies of the following documents in PDF format:

7. Directors Minutes to Open Account
8. Certificate of Incorporation and Business Registration
9. Memorandum and Articles of Association, which evidence the powers that regulate and bind the company;
10. Ownership and Control Structure. Please provide chart indicating percentage holdings;
11. Company Bank Statement, from which first wire transaction will occur;
12. Proof of Registered Office and Business Address (if different from registered office);
13. Certificate of Incumbency (or Certificate of Good Standing) issued within the last 6 months

Once we receive an application into [corporate@covesting.io](mailto:corporate@covesting.io) inbox, we will review the application to assess the suitability of the applicant. We may reach out to you with additional questions. If successful in your application, we

will open a corporate account for you in the name which you notify to us. We will attempt to review your application within 2 working days after you have first submitted your application although a successful outcome may take longer depending on whether we require further information from you to proceed.

All applications will be held in strictest confidence and will be reviewed only by a member of the compliance and finance team within Covesting.

If you have further questions about the process please send an email [compliance@covesting.io](mailto:compliance@covesting.io) with CORPORATE APPLICATION QUERY and your company name in the subject heading of the email.

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