

# **KNOW YOUR CLIENT AND ANTI-MONEY LAUNDERING POLICY AND PROCEDURES**

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## **Introduction**

Know Your Client And Anti-Money Laundering (KYC/AML) policy is a special client oriented enquire procedure and a part of Client Due Diligence (CDD)/ Risk based approach (RBA) strategies, developed for RPlatform LLC Clients.

## **Definitions**

**“Beneficial Owner” or “Ultimate Beneficial Owner”** means the natural person or natural persons, who ultimately owns or control the Client and/or the natural person on whose behalf a transaction or activity is being conducted. The Beneficial Owner shall at least include:

1. In the case of corporate entities:
  - i. the natural person or natural persons, who ultimately own or control a legal entity through direct or indirect ownership or control of a sufficient percentage of the shares or voting rights in that legal entity, including through bearer share holdings, a percentage of 10% plus one share be deemed sufficient to meet this criterion;
  - ii. the natural person or natural persons, who otherwise exercise control over the management of a legal entity.
  
2. In the case of legal entities, such as foundations and legal arrangements, such as trusts, which administer and distribute funds:
  - i. where the future beneficiaries have already been determined, the natural person or natural persons who is the beneficiary of 10% or more of the property of a legal arrangements or entity;
  - ii. where the individuals that benefit from the legal arrangement or entity have not yet to be determined, the class of persons in whose main interest the legal arrangement or entity is set up or operates;

iii. the natural person or natural persons who exercise control over 10% or more of the property of a legal arrangement or entity.

**“Business Relationship”** for the purposes of this Policy – shall mean services provided by the Company including alternative payment means like services on conversion of virtual currency into fiat currency and services of virtual wallet.

**“Client”** means any legal or natural person aiming to conclude a Business Relationship or conduct a single transaction with the Company. Counterparties are also treated as Clients only when the Company is executing a Client order by entering into a Blockchain transaction directly with the Counterparty.

**“Company”** means RPlatform LLC, a company duly organized and existing under the laws of Saint Vincent and the Grenadines under the registration number 291 LLC 2020.

**“Services of exchanging a virtual currency against a fiat currency and virtual currency wallet service (hereinafter collectively referred as “Services”)** means the services as defined in the following definitions:

**‘virtual currency wallet (hereinafter – “account”)**’ means a user module, any page, technological unit or access node or tool within the Company Infrastructure including Platform, or available by means of the Website, provided to the Client after establishing the Business Relationship and proper authorization/registration for the purposes of utilization of the Company Infrastructure capacities, including those accessible via Platform, by means of which the Client may commit various operations and transactions;

**‘services of exchanging a virtual currency against a fiat currency’** means the exchanging of one valid fiat currency/digital currency on another valid fiat currency/digital currency;

**‘Virtual Currency’** means blockchain-based assets or rights, or other similar digital representations of rights or assets, including but not limited by Bitcoin, USDT, Ethereum and other digital currencies, in which encryption and distributed ledger techniques are used to regulate the generation of units of currency and verify the transfer of funds, operating independently from any particular government, person or entity;

**‘Fiat Currency’** means any currency, issued by government and not secured by gold or any other precious metals.

**‘Blockchain’** means a kind of growing database, which consists from a number of records (called blocks) with information about performed transactions in Virtual Currency, linked by cryptography.

**‘Blockchain Transaction’** means Transaction in Virtual Currency recorded in Blockchain

**“Money Laundering and Terrorist Financing”** means the money laundering offences and

terrorist financing offences referred to the following:

1. Every person who a) knows or b) at the material time ought to have known that any kind of property constitutes proceeds from the commission of a predicate offence, carries out the following activities.

i. Converts or transfers or removes such property, for the purpose of concealing or disguising its illicit origin or of assisting in any way any person who is involved in the commission of the predicate offence to carry out any of the above actions or acts in any other way in order to evade the legal consequence of his actions;

ii. conceals or disguises the true nature, source, location, disposition, movement and rights in relation to property or ownership of this property;

iii. acquires, possesses or uses such property;

iv. participates in, associates, co-operates, conspires to commit, or attempts to commit and aids and abets and provides counselling or advise for the commission of any of the offences referred to above;

v. Provides information in relation to investigations that are carried out for laundering offences for the purpose of enabling the person who acquired a benefit from the commission of a predicate offence to retain the proceeds or the control of the proceeds from the commission of the said offence.

**“Occasional Transaction”** means any transaction other than a transaction carried out in the course of an established Business Relationship formed by a person acting in the course of financial or other business.

**“Politically Exposed Persons (PEPs)”** is an individual who holds or has ever held one of the following offices or positions in or on behalf of a foreign country:

- a head of state or government;
- a member of parliament or of a similar legislative body;
- minister and deputy or assistant minister (or equivalent);
- an ambassador or an ambassador's attaché or counselor;
- a military general (or higher rank);
- a member of a court of auditors or of the board of a central bank;
- a member of an administrative, management or supervisory body of a State-owned enterprise;
- a director, deputy director and member of the board or equivalent function of an international organisation, except middle-ranking or more junior officials;
- a head of a government agency;
- a judge;
- a member of a supreme court ; or
- a leader or president of a political party in a legislature.

A politically exposed foreign person also includes the following family members of the individual described above:

- its spouse;
- a person considered to be equivalent to a spouse partner in accordance to the law of the country of residence of such person,
- a person with whom the politically exposed person has run a joint household at the date of making transaction;
- his children and their spouses or partners;
- his parents.

“**Website**”, means the website at: [www.app.roobee.io](http://www.app.roobee.io)

“**ROOBEE application**”, “**Application**” means an application for mobile devices where Services, provided the Company, Company Parties or Third Parties are available.

“**Platform**” collectively refers to both Website and Application.

### **Objectives**

KYC/AML is developed to prevent RPlatform LLC, its subsidiary and affiliate persons to be used, intentionally or unintentionally, by criminal individually or criminal groups for money laundering activities or terrorist financing or other illegal activities (taking into account special measures and illegal supposed results of such activities e.i. sanctioned activities and PEP’s warrants). KYC/AML procedures shall also enable the Company to know and understand its Clients to:

- fulfill with laws in force and regulatory best world practices guidelines;
- ensure appropriateness of staff procedure awareness due to KYC/AML/CFT commitments;
- enable Company to understand its Client’s profile and their core activity, risk management, financial dealings better which, in turn, would help the Company to manage its risks prudently;
- assist Company to know more of Client’s needs within the Company’s product, that in return shall render more information on final usage, Client’s suppliers and clients, financial structure in operation, corporative group membership, market risk on core business activities with the final aim of research and better product development;
- put in place appropriate procedures and controls methods for any detection, monitoring and reporting of suspicious activities in accordance with law in force;
- prevent criminals from using Company services and products with any illegal aim.

### **The Policy includes four key elements:**

1. Client Acceptance Policy (CAP)
2. Client Due Diligence
3. Compliance Officer and monitoring of transactions
4. Risk based approach

### **Updating KYC/AML Policy of Company**

Company shall make the necessary amendments/modifications in the KYC/ AML/ CFT Policy or such other related guidance notes of Company, to be in accordance with law in force or other regulatory commitments /updates/ amendments from time to time on the web-site.

## **1. CLIENT ACCEPTANCE POLICY (CAP)**

1.1. No person (physical, legal, partner affiliated or other) shall use the Company's services or products other than in accordance with rules, set out in the documents, available on the Website.

1.2. No service rendering is presented for anonymous or fictitious / benami name(s) /entity(ies), having not ended the identification process

1.3. No product shall be available unless Client is able to apply appropriate Client Due Diligence measures, either contrary due to non-cooperation of the client or non-reliability of the documents/information furnished by the client

1.4. Company shall accept clients only after verifying their identity, as laid down in CDD Procedures, ensuring all necessary checks before opening a new account so that the identity of the client does not match with any person with known criminal background or with banned entities such as individual terrorists or terrorist organizations, etc. Verification procedures may be hold directly by the Company or by its authorized third party contractors. For more details on how we process your Personal Data, please refer to Term of use, Privacy Policy, GDPR privacy notice.

1.5. Company shall not open an account or close an existing account where the Company is unable to apply appropriate Client due diligence measures, i.e. company is unable to verify the identity and / or obtain documents required as per the risk emerging form the client analysis.

1.6. The Company shall have a databased profile for each new client during the CDD procedure. The client profile shall contain the information relating to the client's identity, social/financial status, nature of business activity, information about his clients' business and their location, etc. The nature and extent of due diligence will depend on the risk perceived.

1.7. The first requirement of knowing your Client for money laundering purposes is to be satisfied that a prospective Client is who they claim to be.

1.8. As much information as possible should be obtained from new and regular Clients, such as the nature of business, nature of transactions, source of funds and proofs of identity, beneficiary owner.

## **2. CLIENT DUE DILIGENCE PRINCIPALS**

- All Clients must provide identification to establish accounts as described below. It should be kept in mind that identifying documents may be presented

- Client identification means identifying the client and verifying his/her identity by using reliable, independent source documents, data or information. Company shall obtain sufficient information necessary to verify the identity of each new client along with brief details of its promoters and management, wherever applicable, whether regular or occasional and the purpose of the intended nature of Business relationship.

- All Client information and data used through Client Due Diligence procedure shall be kept in special data file account.

### **2.1. ACCOUNTS FILES**

An account file must be prepared for each account established. The file must include the following:

- Compliance checklist;
- Documentary Evidence of source of wealth and/or source of funds;
- Education and experience of beneficiary and, for legal entities, education and experience of top management;
- Documentary Evidence of Address:
  - Recent utility bill or a certificate from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms; or
  - Bank or Building society statement or pass book containing current address.
- Copy of sole trader / partners / Clients / directors and shareholders identification (as appropriate);
- Verification that the individual, business or the businesses beneficial owners do not appear on government lists of known or suspected terrorists;
- All other documentation depending on the type of business established; and
- Any record of reviews made and / or decisions taken.

## **2.2. NATURAL PERSONS IDENTIFICATION**

2.2.1. Regarding the natural persons the following is confirmed:

- Name;
- Surname;
- Patronymic (when applicable to national custom);
- Citizenship;
- Date of birth, personal ID number;
- ID document data;
- Place of residence;
- Personal tax number (if applicable);
- Occupation;
- Reason for initiated commercial relations;
- Contact information – phone number, email address.

2.2.2. For the purpose of collecting the information from clause 2.2.1. you may be asked to provide one or few of the following documents:

- 1) identity card;
  - 1.1) a digital identity card;
  - 1.2) residence permit card;
- 2) a diplomatic passport;
- 3) Seaman's Seagoing Service Record Book;
- 4) Foreign passport of;
- 5) temporary travel document;

- 6) a travel document for a refugee;
- 7) certificate of registration of service on ships
- 8) certificate of return;
- 9) permission of return;
- 10) utility bill, no more than three [3] months old;
- 11) bank reference, no more than three [3] months old;
- 12) professional reference, no more than three [3] months old.

2.2.3. Please keep in mind that you may be asked to provide with any additional documents in case we or our authorized third party contractor consider it necessary in order to prevent any unlawful activity from your side.

2.2.4. During identification, the documents are checked for accuracy of the information provided and the following is confirmed:

- Whether the identification document is legally valid;
- Is the photo on it accurate;
- Whether the personal ID code corresponds to the client's gender and age.

2.2.5. Should there be any doubt regarding the document, the state authorities that issued the document may be contacted in order to obtain the necessary confirmation.

2.2.6. All beneficiary owners shall be identified strictly and as natural persons.

### **2.3. BUSINESS OWNERSHIP AND REQUIREMENTS**

The types of ownership explained in this section include:

- Sole trader;
- Partnership;
- Limited liability partnership (LLP); and
- Limited company.
- other forms as may appear

Each one is explained in detail below.

#### **2.3.1. Sole Trader / Sole Proprietor**

A sole trader (or sole proprietor) is a business owned by one person. The owner operates the business under their name or a trade name and has complete control over the business.

The following documentation is required to establish a relationship with a Sole Trader.

- Business Account Application signed by sole trader;
- Photographic ID of sole trader – Current passport or photo- card driving license;
- Current address verification (bank statement or utility bill) of business address, generally no more than three [3] months old;
- Copy of Registration of sole trader with Company Register Authority as self-employed – Self Assessment letter or VAT certificate issued when trading commenced;



- Extract from company register or any equivalent document to confirm that a sole trader / sole proprietor is in a good standing, which generally no more than three [3] months old, and
- VAT number if applicable

### **2.3.2. Partnerships**

In a partnership, two or more people share the risks, costs, and responsibilities of being in business. Each partner is self-employed and takes a share of the profits. Unlike a limited company, a partnership has no legal existence distinct from the partners themselves.

The following documentation is required to establish a relationship with a Partnership.

- Business Account Application signed by a partner;
- Photographic ID for all partners – current passport or photo-card driving license;
- Current address verification (bank statement or utility bill) of both personal and business addresses, no more than three [3] months old;
- Copy of Registration of each partner with the Company Register Authority as self-employed – Self Assessment letter or VAT certificate issued when trading commenced;
- Partnership Agreement (if available); and
- Extract from company register or any equivalent document to confirm that a partnership is in a good standing and to disclose the current UBO, shareholder and director, which generally no more than three [3] months old, and
- VAT number if applicable.

### **2.3.3. Limited Liability Partnership (LLP)**

A Limited Liability Partnership (LLP) is a mixture of an ordinary partnership and a limited company. It is an alternative corporate business vehicle that gives the benefits of limited liability but allows its owners the flexibility of organising their internal structure as a traditional partnership. The LLP is a separate legal entity and, while the LLP itself will be liable for the full extent of its assets, the liability of the owners will be limited.

The following documentation is required to establish a relationship with a Limited Liability Partnership (LLP).

- Business Account Application signed by a Client: Someone who has the authority to bind the partnership;
- Copy of LLP certificate registered with Company Register Authority;
- Current address verification (bank statement or utility bill) of personal and business addresses, no more than three [3] months old;
- Extract from company register or any equivalent document to confirm that Limited Liability Partnership is in a good standing and to disclose the current UBO, shareholder and director, which generally no more than three [3] months old, and
- VAT number if applicable; and
- Identification of at least two designated owners, and identification any further owners who hold a beneficial interest in the company.

### **2.3.4. Limited Company**

Limited companies exist, distinct from the shareholders who own them. This means their finances are clearly separate from the personal finances of their owners. Shareholders may be individuals or other companies. They are not responsible for the company's debts (unless they have personally guaranteed a bank loan, for example) however, they may lose the money they have invested

in the company if it fails. The main types are:

- Private Limited Companies – Can have one or more shareholders and cannot offer shares to the public;
- Public Limited Companies (Plc) – Must have at least two shareholders and can offer shares to the public; and
- Private Unlimited Companies – Are rare and usually created for specific reasons.

The following documentation and identification is required to establish a relationship with a Limited Company.

- Corporate Account Application signed by a Shareholder or Director of the company or any other person who has the authority to bind the company;
  - Registered office address, registered number and principal place of business;
  - Board of directors;
  - Senior persons responsible for its operations;
  - Identification of at least one Director and identification for any shareholder who holds a beneficial interest in the company.
- Certificate of incorporation (if a Client is a foreign company, a certified copy of an equivalent document from a lawyer of the home country);
  - Current address verification (bank statement or utility bill) of business address, no more than three [3] months old;
  - Extract from company register or any equivalent document to confirm that Limited Company is in a good standing and to disclose the current UBO, shareholder and director, which generally no more than three [3] months old, and
  - VAT number if applicable.

### **2.3.5. Financial Institutions**

Financial institutions can exist as any of the entities listed above, and Company has a specific application form and documentary requirement for this type of business.

In addition to the standard documentation required dependent on the business entity, the following documentation is required for Company to establish a relationship with an Financial institutions.

2.3.6. Please keep in mind that you may be asked to provide any additional documents in case we or our authorized third party contractor consider it necessary in order to prevent any unlawful activity from your side.

## **3. Compliance officer**

### **3.1. Company Compliance officer Functions**

In order to prevent money laundering and terrorist financing, the following functions shall be assigned to the Company Compliance officer:

- 1) Organizing the realization of the rules, including the programs for their implementation. For these purposes, the Company Liaison Officer shall consult with Company employees on issues that have arisen in the implementation of internal control execution programs for AML / CTF purposes.
- 2) organizing the submission of data to a competent body in accordance with local legislation;

3) assisting authorized representatives of the competent bodies in carrying out inspections of the Company's activities by them in matters within its competence according to the internal documents of the Company.

3.2 In performing its functions and duties, the Company Compliance officer shall have the right:

1) make copies of documents received, including files, copies of any record kept on the Company's local networks and autonomous computer systems;

2) to have access to databases, data on clients and their transactions in the Company;

3) enter any premises of the Company's subdivisions.

4) Obtain the necessary administrative and accounting records from the managers and employees of the Company's units;

5) to provide, within the time limits established by the local legislation (before the decision of the Chief Executive Officer of the Company), temporary instructions regarding the execution of the Transaction (including suspension of the Transaction for obtaining additional information about the Client or Transaction);

6) to control the knowledge and activities of employees in the prevention of money laundering and terrorist financing.

7) to supply information or data obtained in the course of its activities only:

- the company manager;
- Money Laundering Information Bureau in appropriate jurisdiction;
- an organization dealing with criminal investigations under the Code of Criminal Procedure in appropriate jurisdictions;
- to a judge on the basis of a court order or decision;

### 3.2. Monitoring Of Transactions

#### 3.2.1. Principals

3.2.1.1. Company guarantees the Ongoing monitoring as an essential method within aim of effective KYC procedure. Monitoring of transactions and Client behavior will be conducted taking into consideration the risk profile and risk sensitivity in each case file separately.

3.2.1.2. Company shall make endeavors to understand the normal and reasonable activity of the client so that the transactions that fall outside the regular/pattern of activity can be identified. Special attention will be paid to all complex, unusually large transactions and all unusual patterns, which have no apparent economic or visible lawful purpose.

3.2.1.3. Company shall prescribe threshold limits for a particular category of accounts and pay particular attention to the transactions which exceed these limits within the low risk level, middle risk level and high risk level.

#### 3.3. Deposits / Withdrawals

Before an employee of the Company can accept a deposit or action a withdrawal from or for a Client, they must be entered on the system as an "account" and the employee must have a complete file for them. Company obtains and retains the original form of all receipts and transactions, including but not limited to the following:

- The name and address of the originator / sender;
- The amount of the deposit or withdrawal;

- The execution date;
- Any instructions received from the originator; and
- In addition, we will retain as many of the following items received with the order:
- The name and address of the beneficiary or recipient;
- The address of virtual currency wallet of the beneficiary or recipient; and
- Any other specific identifier of the beneficiary or recipient.

Company shall ensure that a record of transactions in the accounts is preserved and maintained

#### **4. RISK BASED APPROACH**

4.1. The Compliance Officer under the supervision of the senior management of the Company shall ensure that an effective KYC/AML Policy is put in place by forming effective procedures and ensuring all round implementation. It will cover proper management oversight, systems and controls, segregation of duties, training and other related matters.

4.2. Responsibility will be explicitly allocated within the Company for ensuring that the policies and procedures are implemented effectively.

4.3. The Company shall devise procedures for creating Risk Profiles of their existing and new clients and apply various Anti Money Laundering measures keeping in view the risks involved in a transaction, account or business relationship.

4.4. The local legislation require Company to adopt a risk-based approach to the application of measures to prevent money laundering and terrorist financing.