



KNOW YOUR CUSTOMER POLICY



The objective of the Know Your Customer (KYC) policy is to prevent Opensoft LLC from being used, whether intentionally or unintentionally, by criminal elements for money laundering or terrorist financing activities. The KYC procedures are designed to help Opensoft LLC better understand its Customers and their financial dealings, enabling prudent risk management. Any fraudulent activity will be documented, and all related accounts will be promptly closed. Opensoft LLC will report any fraudulent activity to the relevant authorities in accordance with its Risk Management and Compliance Programme.

PREVENTION

1. To ensure the integrity of sensitive data, Opensoft LLC safeguards the Customer's account information and transaction details.
2. To prevent criminal elements from using Opensoft LLC for money laundering activities.
3. To enable the Company to better understand its Customers and their financial dealings, which in turn helps the Company manage risks prudently.
4. To implement appropriate controls for detecting and reporting suspicious activities in compliance with applicable laws and established procedures.
5. To comply with applicable laws and regulatory guidelines.

REQUIRED DOCUMENTS FOR OPENING AN ACCOUNT

For Individual Customers:

- **Identification:**
A copy of a valid National ID or Passport, including the signature page.
- **Proof of Address:**
A recent Utility Bill, Bank Statement, or Residence Certificate, all showing the customer's name and address. The document should not be older than 6 months.
- **Additional Documents:**
Any other documents that the company may require.

If the Client is unable to provide a recent utility bill during the account opening procedure, they have a thirty-day period to submit the utility bill to the Company. During this period, the account will be considered partially verified, and the Client will only be permitted to make deposits and trade in their account.



If the thirty-day period expires and the Client has not provided the utility bill, the account will be closed, and any remaining funds in the account will be refunded to the Client.

The account is considered fully verified once all the documents are provided to the Company.

Required Documents for Opening an Account for Companies:

1. **Certificate of Incorporation**
2. **Memorandum and Articles of Association**
3. **Confirmation of Company Address**
4. **Business Plan**
5. **Board Resolution:**
A resolution of the board of directors to open an account and confer authority on those who will operate it.
6. **Company Search:**
A search of the file at the Companies Registration Office.
7. **Shareholder Information:**
A list of all shareholders with 25% or more of voting rights at the Annual General Meeting of the company.
8. **Director Information:**
A list of all directors.
9. **Identification Documents:**
Identification documents of the directors and shareholders.
10. **Proof of Address:**
Proof of address for directors and shareholders.
11. **Certificates:**
 - a. Certificate of Good Standing.
 - b. Certificate of Incumbency.
12. **Additional Documentation:**
Any other documents that the company may require.

Enquiries conducted by us will extend as far as practicable to identify those who ultimately own and control the company. If there are any changes in the structure or ownership status of the company, or if suspicions arise from changes in the nature of transactions conducted through the company's account, it is crucial to perform further enquiries. This will help determine the impact of these changes on the documentation and information held by the Company and ensure that all additional documentation and information required to update the company's economic profile are collected.

Copies should be certified by notaries, diplomatic officials, lawyers, or equivalent independent professionals.



Standards of control may vary between countries, and careful attention will be given to the place of origin of the documents and the context in which they are produced.

REQUIRED DOCUMENTS FOR DEPOSITING FUNDS

1. **Credit/Debit Card Copy:**

- a. A copy of the credit/debit card used to make the deposit.
- b. Ensure that only the last 6 digits on the front side are visible, and the CVV code on the back side is covered.

2. **Bank Statement:**

A bank statement of the account used to send the deposit, with other transactions covered for privacy.

TIMING FOR SUBMISSION OF DOCUMENTS

We greatly appreciate you providing all necessary documents within the first seven days after your initial deposit to avoid delays in processing your transactions. All required documents must be received before any transactions can be processed for your benefit. In some cases, we may need to request these documents before allowing other activities on your account, such as deposits or trades. Please be aware that if we do not receive the required documents, any pending withdrawals will be cancelled and credited back to your trading account. We will notify you of such events via our system.

WAYS IN WHICH THE CLIENT MAY SEND THESE DOCUMENTS

Please scan your documents or take high-quality digital photos, save the images, and then upload them in the relevant section of the Client Area in your WooFX client login area.

Alternatively, you may also send these documents via email to backoffice@woofx.pro.



HOW WE PROTECT YOUR DOCUMENTS

We take the security and confidentiality of your documents very seriously. Here's how we ensure your information is protected:

1. Data Encryption:

All documents submitted are encrypted both in transit and at rest, ensuring that they are safe from unauthorized access.

2. Secure Storage:

Your documents are stored in highly secure servers with multiple layers of protection, including firewalls and access controls.

3. Limited Access:

Only authorized personnel have access to your documents, and this access is strictly monitored and audited.

4. Compliance with Regulations:

We adhere to strict data protection regulations and industry standards to safeguard your personal information.

5. Confidentiality Agreements:

All employees handling your documents are bound by confidentiality agreements and undergo regular training on data security practices.