

## **Anti-Money Laundering Policy**

### **Scope Of Policy**

#### **Policy**

In compliance with The Financial Intelligence and Anti-Money Laundering Act 2002 (FIAMLA 2002), the Prevention of Corruption Act 2002 (POCA 2002) and the Prevention of Terrorism Act 2002 (POTA 2002), Kvik Holding Ltd have adopted an Anti-Money Laundering (AML) compliance policy ("Policy"). The business address of Kvik Holding Ltd is: Gladstonos, 124, The Hawk Building, 1 floor, 3032, Limassol, Cyprus.

This policy applies to all Kvik Holding Ltd officers, employees, appointed producers and products and services offered by Kvik Holding Ltd. All business units and locations within Kvik Holding Ltd will cooperate to create a cohesive effort in the fight against money laundering. Each business unit and location has implemented risk-based procedures reasonably expected to prevent, detect and cause the reporting of transactions required under the FIAMLA. All efforts exerted will be documented and retained in accordance with the FIAMMA. The AML Compliance Committee is responsible for initiating Suspicious Activity Reports ("SARs") or other required reporting to the appropriate law enforcement or regulatory agencies. Any contacts by law enforcement or regulatory agencies related to the Policy shall be directed to the AML Compliance Committee. It is the policy of Kvik Holding Ltd to prohibit and actively pursue the prevention of money laundering and any activity that facilitates money laundering or the funding of terrorist or criminal activities. Kvik Holding Ltd is committed to AML compliance in accordance with applicable law and requires its officers, employees and appointed producers to adhere to these standards in preventing the use of its products and services for money laundering purposes. For the purposes of the Policy, money laundering is generally defined as engaging in acts designed to conceal or disguise the true origins of criminally derived proceeds so that the unlawful proceeds appear to have been derived from legitimate origins or constitute legitimate assets.

Generally, money laundering occurs in three stages. Cash first enters the financial system at the "placement" stage, where the cash generated from criminal activities is converted into monetary instruments, such as money orders or traveller's checks, or deposited into accounts at financial institutions. At the "layering" stage, the funds are transferred or moved into other accounts or other financial institutions to further separate the money from its criminal origin. At the "integration" stage, the funds are reintroduced into the economy and used to purchase legitimate assets or to fund other criminal activities or legitimate businesses. Terrorist financing may not involve the proceeds of criminal conduct, but rather an attempt to conceal the origin or intended use of the funds, which will later be used for criminal purposes.

#### **AML COMPLIANCE COMMITTEE**

The AML Compliance Committee, with full responsibility for the Policy shall be comprised of the Company shareholders and the Head of Compliance. The Head of Compliance shall also hold the title Chief AML Officer, and shall have authority to sign as such. The duties of the AML Compliance Committee with respect to the Policy shall include, but are not limited to, the design and implementation of as well as updating the Policy as required; dissemination of information to officers, employees and appointed producers of Kvik Holding Ltd training of officers, employees and appointed producers; monitoring the compliance of Kvik Holding Ltd operating units and appointed producers, maintaining necessary and appropriate records, filing of SARs when warranted; and independent testing of the operation of the Policy. Each Kvik Holding Ltd

business unit shall appoint a contact person to interact directly with the AML Compliance Committee to assist the Committee with investigations, monitoring and as otherwise requested.

## **CUSTOMER ACCOUNT FUNDING AND WITHDRAWAL POLICY**

Consistent with this AML Policy, Kviku Holding Ltd has the following policy regarding the funds from customer accounts: a customer may have only one personal account with Kviku Holding Ltd and each account may have only one beneficiary/owner. Only the account beneficiary/owner may request credit funds from its personal account. Funds may be deposited by Credit or Debit Card, Wire Transfer, Virtual Card. The account beneficiary/owner must be the verified owner of the personal account.

## **CUSTOMER IDENTIFICATION PROGRAM**

Kviku Holding Ltd has adopted a Customer Identification Program (CIP). Kviku Holding Ltd will provide notice that they will seek identification information; collect certain minimum customer identification information from each customer, record such information and the verification methods and results; and compare customer identification information with OFAC.

## **NOTICE TO CUSTOMERS**

Kviku Holding Ltd will provide notice to customers that it is requesting information from them to verify their identities, as required by applicable law.

## **VERIFYING INFORMATION**

Based on the risk, and to the extent reasonable and practicable, Kviku Holding Ltd will ensure that it has a reasonable belief of the true identity of its customers. In verifying customer identity, appointed producers shall review photo identification. Kviku Holding Ltd shall not attempt to determine whether the document that the customer has provided for identification has been validly issued. For verification purposes, Kviku Holding Ltd shall rely on a government-issued identification to establish a customer's identity. Kviku Holding Ltd however, will analyze the information provided to determine if there are any logical inconsistencies in the information obtained. Kviku Holding Ltd will document its verification, including all identifying information provided by the customer, the methods used and results of the verification, including but not limited to sign-off by the appointed producer of matching photo identification.

## **CUSTOMERS WHO REFUSE TO PROVIDE INFORMATION**

If a customer either refuses to provide the information described above when requested, or appears to have intentionally provided misleading information, the appointed agent shall notify their Business team. The Kviku Holding Ltd Business team will decline the application and notify the AML Compliance Committee.

## **CHECKING THE OFFICE OF FOREIGN ASSETS CONTROL ("OFAC") LIST**

For all (1) new applications received and on an ongoing basis, (2) disbursements (3) new producers appointed or (4) new employees, Kviku Holding Ltd will check to ensure that a person or entity does not appear on Treasury's OFAC "Specifically Designated Nationals and Blocked Persons" List (SDN List) and is not from, or engaging in transactions with people or entities from, embargoed countries and regions listed on the OFAC Web Site.

Kviku Holding Ltd may contract with World-Check to ensure speed and accuracy in the checks. Kviku Holding Ltd will also review existing policyholders, producers and employees against these lists on a periodic basis. The frequency of the reviews will be documented and retained. In

the event of a match to the SDN List or other OFAC List, the business unit will conduct a review of the circumstances where such match has been identified. If the business unit is unable to confirm that the match is a false positive, the AML Committee shall be notified.

## **MONITORING AND REPORTING**

Transaction based monitoring will occur within the appropriate business units of Kviku Holding Ltd. Monitoring of specific transactions will include but is not limited to transactions aggregating \$5,000 or more and those with respect to which Kviku Holding Ltd has a reason to suspect suspicious activity. All reports will be documented and retained in accordance with the FIAMMA requirements.

## **SUSPICIOUS ACTIVITY**

There are signs of suspicious activity that suggest money laundering. These are commonly referred to as "red flags." If a red flag is detected, additional due diligence will be performed before proceeding with the transaction. If a reasonable explanation is not determined, the suspicious activity shall be reported to the AML Compliance Committee. Examples of red flags are:

- The customer exhibits unusual concern regarding the firm's compliance with government reporting requirements and the firm's AML policies, particularly with respect to his or her identity, type of business and assets, or is reluctant or refuses to reveal any information concerning business activities, or furnishes unusual or suspect identification or business documents.
- The customer wishes to engage in transactions that lack business sense.
- Upon request, the customer refuses to verify his identity.
- The customer (or a person publicly associated with the customer) has a questionable background or is the subject of news reports indicating possible criminal, civil, or regulatory violations.
- The customer exhibits a lack of concern regarding credit risks or other transaction costs.
- The customer appears to be acting as an agent for an undisclosed principal, but declines or is reluctant, without legitimate commercial reasons, to provide information or is otherwise evasive regarding that person or entity.
- The customer insists on dealing only in cash equivalents, or asks for exemptions from the firm's policies relating to the use of cash and cash equivalents.
- The customer engages in transactions involving cash or cash equivalents or other monetary instruments that appear to be structured to avoid the \$10,000 government reporting requirements, especially if the cash or monetary instruments are in an amount just below reporting or recording thresholds.
- For no apparent reason, the customer has multiple accounts under a single name or multiple names, with a large number of inter-account or third-party transfers.
- The customer is from, or has accounts in, a country identified as a noncooperative country or territory by the Financial Action Task Force.
- The customer's account has unexplained or sudden extensive wire activity, especially in accounts that had little or no previous activity.
- The customer's account has wire transfers that have no apparent business purpose to or from a country identified as money laundering risk or a bank secrecy haven.
- The customer requests that a transaction be processed in such a manner to avoid the firm's normal documentation requirements.

- Attempt to borrow maximum cash value from available credit line.

## **INVESTIGATION**

Upon notification to the AML Compliance Committee of a match to the OFAC SDN List or possible suspicious activity, an investigation will be commenced to determine if a report should be made to appropriate law enforcement or regulatory agencies. The investigation will include, but not necessarily be limited to, review of all available information, such as payment history, birth dates, and address. If the results of the investigation warrant, a recommendation will be made to the AML Compliance Committee to file a blocked assets and/or a SAR with the appropriate law enforcement or regulatory agency. The AML Compliance Committee is responsible for any notice or filing with law enforcement or regulatory agency. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. Under no circumstances shall any officer, employee or appointed agent disclose or discuss any AML concern, investigation, notice or SAR filing with the person or persons subject of such, or any other person, including members of the officer's, employee's or appointed agent's family.

## **RECORDKEEPING**

The AML Compliance Committee will be responsible to ensure that all records are maintained properly and that SARs and Blocked Property Reports are filed as required. Kviku Holding Ltd will maintain AML records for at least five years.

## **TRAINING**

Kviku Holding Ltd shall provide general AML training to its officers, employees and appointed producers to ensure awareness of requirements under the FIAMMA. The training will include, at a minimum: how to identify red flags and signs of money laundering; what roles the officers, employees and appointed producers have in the Kviku Holding Ltd compliance efforts and how to perform such duties and responsibilities; what to do once a red flag or suspicious activity is detected; Kviku Holding Ltd record retention policy; and the disciplinary consequences for non-compliance with the Act and this Policy. In addition, each affected area will provide enhanced training in accordance with the procedures developed in each area for officers and employees reasonably expected to handle money, requests, or processing that may bring them into contact with information designated above. Training will be conducted on an annual basis. The AML Compliance Committee will determine the ongoing training requirements and ensure written procedures are updated to reflect any changes required in such training. Kviku Holding Ltd will maintain records to document that training has occurred.