

## XCHANGEHOUSE SERVICES KYC VERIFICATION

Business policy is to obtain and maintain data to confirm the identity of clients (Client(s)) prior to services being provided pursuant to any services contract.

Identity shall be verified for the Client(s) as well as any power of attorney for the Client(s).

We are required to review and keep copies of three identification documents; at least one of which is (i) a government issued passport, (ii) one from List A below and (iii) the third from either List A or List B below. We may require that the identification documents be certified by a commissioner or certified by a lawyer or similar attestation. To verify a Client's residential address, verified copies of a recent bank statement from a known bank or a recent utilities bill in the clients' name may further be required.

### List A.

- Drivers' License
- Certificate of Canadian Citizenship/Certification of Naturalization or Similar from Country of Issuance
- Permanent Resident Card
- Certificate of Indian Status issued by the Government of Canada or Similar from Country of Issuance
- Provincial health insurance card or Similar from Country of Issuance
- Firearms License
- Age of Majority Card with a signature and photograph issued by a Government
- If verifying identification of an entity (corporation, partnership, LLC or similar), (a) the articles of incorporation/organization; (b) partnership and/or LLC operating agreement; AND (c) ledger/registers showing directors, officers, members, shareholders, and ultimate beneficial owners
- A document or card with signature and photograph issued by any Government or Government related Authority

### List B.

- Birth certificate
- Employee identity card with a photograph from an employer well known in the community
- Old Age Security card issued by any Government or Government related Authority
- Signed automated banking machine (ABM) card or client card issued by a known bank
- Signed credit card issued by a known bank
- Signed Canadian Institute for the Blind (CNIB) client card with a photograph or Similar from Country of Issuance
- Social Insurance Number (SIN) or other Tax ID number card issued by any Government or Government related Authority<sup>3</sup>
- Recent bank statement from a known bank or a recent Utilities Bill in Clients' name.

## XCHANGEHOUSE SERVICES KYC VERIFICATION

Client Name (Individual):		Client Name:
Current Address:		Date of Birth / Entity Start Date (mm/dd/yyyy):
Name/Type of Document (Passport):	Reference Number:	Place of Issuance:
Client name as it appears on the Document:	Place of Residence:	Document Expiry Date (mm/dd/yyyy):
ID Type:	Tax Residency:	Employment:
Name/Type of Document (List A):	Reference Number:	Place of Issuance:
Client name as it appears on the Document:	Place of Residence:	Document Expiry Date (mm/dd/yyyy):
Name/Type of Document (List A of B):	Reference Number:	Place of Issuance:
Client name as it appears on the Document:	Place of Residence:	Document Expiry Date (mm/dd/yyyy):

Client Name (Entity)	Entity Number:
Current Address:	Entity Start Date (mm/dd/yyyy):
Directors Names:	Address:
Officers Names:	Address:
Common Shareholder's Names:	Address:
ID Type:	ASO:
Tax Residency and ID:	Service/Business Industry:

# XCHANGEHOUSE SERVICES KYC VERIFICATION

Is the Client(s) or any party associated with this application (including prescribed family members of such individual\*\*) a Politically Exposed Foreign Person\* ('PEP')?

No  Yes

\* A Politically Exposed Foreign Person is defined as an individual who holds or has held one of the following offices or positions in or on behalf of a foreign state: head of state or government; member of an executive council or government or member of a legislature; deputy minister or equivalent rank; ambassador or attaché or counselor of an ambassador; military officer with a rank of general or above; president or a state-owned company or a state-owned bank; head of a government agency; judge; leader or president of a political party represented in the legislature.

\*\* Prescribed family members include: PEP's spouse or common-law partner, PEP's child, PEP's mother/father, mother-in-law or father-in-law of PEP, brother/sister/stepbrother/stepsister of PEP.

Please disclose the source of funds for project and purpose of funds and transaction services:

Source of Funds:  Employment / Wages Income  Investment Income  Gift / Inheritance  Savings / Retirement Funds  
 Sale of Asset, Home or Business  Other: \_\_\_\_\_

Purpose of Funds and Transaction Services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please include all documents supporting the above, including but not limited to, invoices, agreements, contracts, etc.).

APPROXIMATE ASSETS AMOUNT AND CURRENCY: \_\_\_\_\_

APPROXIMATE LIABILITIES AMOUNT AND CURRENCY: \_\_\_\_\_

APPROXIMATE 'NET WORTH' AMOUNT AND CURRENCY: \_\_\_\_\_

## XCHANGEHOUSE SERVICES KYC VERIFICATION

Kindly Ensure:

- Any changes/amendments to the information on this form must be provided by Client(s) and initialed by us.
- Please include expiry dates where applicable and ensure that dates are valid and not expired.
- EXPIRED DOCUMENTS WILL NOT BE ACCEPTED.
- Please complete this form in full including name, address and signature.

(Please use additional forms if there are more than two clients)

I, \_\_\_\_\_  
(Please print)

hereby attest I have been appointed to verify the identity of the Client(s). I have completed my due diligence and verify the above noted clients are one and the same as identified within the identification documentation provided.

Address:

XCHANGEHOUSE  
Toronto, ON CANADA

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Date: \_\_\_\_\_

Signature:

\_\_\_\_\_

Print Name/Position:

\_\_\_\_\_

I/We am/are acting with the understanding of the "The Prevention of Money Laundering" acts/rules in the relevant applicable jurisdiction and the regulations thereto. I/We have submitted evidence of identity and proof of address, dated within the last three months, and I/We hereby declare that all funds provided in respect of services are not as a result of illegal means or activity.

[If Signing For an Entity or Other Person, I  
Have Authority To Bind Such Entity or  
Other Person]

I/We certify that the information provided in this Form is true, accurate and complete, and may be relied thereon until the undersigned sends written notice of any significant changes.