

Executive Administration of "MOT Forex" LLC

.... January 2023

Order No.... Appendix no.....

USER VERIFICATION AND AUTHORIZATION PROCEDURES ONE. COMMON GROUNDS

1.1. The purpose of this regulation is to identify and manage the relationship between MOT Forex LLC (hereinafter referred to as "Company") and its users, to prevent money laundering and terrorist financing risks in the relationship (hereinafter referred to as "ML/TF"), and to regulate risk management.

1.2. The following terms used in this regulation shall have the following meanings. It includes:

1.2.1. "Customer" means an individual with or without an account who receives the company's products and services and participates in financial relations;

1.2.2. "Verification of user information" means collecting information from the user permitted by the laws of Mongolia in order to identify the user, and using documents and other sources of information from authorized organizations to verify the accuracy of the information;

1.2.3. "Consumer's documents" means valid documents issued and certified by authorized organizations;

1.3. This regulation is used to fight and prevent ML/TF, to strengthen financial relationships by knowing the user, to support the honest operation of the user, to protect the property and ownership rights of others, to prevent financial crimes such as fraud and embezzlement, and to protect the company's reputation and All employees, branches, representative offices, affiliated and subsidiary companies shall comply with other risk protection in their activities.

1.4. Other requirements related to detailed verification of user information shall be governed by other relevant company regulations.

TWO. USER ACCOUNT OPENING AND CONFIRMATION

2.1. The following general requirements apply to opening an MOT Forex account for customer service. It includes:

2.1.1. User registers his surname, first name, registration number, e-mail address and contact phone number by logging into the official e-mail address.

2.1.2. The User must have read and agreed to the Company's Terms of Service, Privacy Policy, and Consent Forms.

2.2. The user will confirm the registration by submitting the following information. It includes:

2.2.1. Photo of ID card / must be taken from the front and back so that the information is fully visible /;

2.2.2. A SELFIE photo of you holding your identity card for the purpose of confirming that you are sending a registration verification request at your own request;



2.2.3. Definition of residential address /issued by the competent authority/.

2.3. By meeting the requirements specified in Sections 2.1 and 2.2 of this regulation, a user account will be created, and the company will receive the user information and send confirmed/ unconfirmed information to the e-mail address of the user account.

2.4. If the user meets the requirements of the procedure, they will receive a response "MOT Forex account verified" and by logging in with the "registration verification" link, they will have the right to create a trading account, and the user themselves will create a trading account.

2.5. When the account is activated, the user is automatically allowed to make income and expenditure transactions on their account.

2.6. Transactions of income and expenses in the account depend on the daily transaction limit of the customer's bank and the MOT FOREX system.

THREE. COLLECTION OF USER INFORMATION

3.1. With the consent of the user, information such as surname, first name, date of birth, registration number, registered address, address of current residence, contact phone number, e-mail address, workplace name and position will be collected. .

3.2. In accordance with section 3.1 of this regulation, the following points should be taken into account when collecting user information. It includes:

3.2.1. It is necessary to obtain the phone number to contact the user and, when necessary, to obtain the phone number of their close person;

3.2.2. Check the validity period of the user's identity card;

3.2.3. The registration section for opening an account approved by the company is configured to collect all the necessary information from the user.

3.3. The company has the right to refuse to open an account, conduct transactions, or provide other services if the user refuses to provide his or her personal information or other additional information not prohibited by law.

FOUR. IDENTIFY USERS

4.1. The employee responsible for the company's operations will review the user's information in the following cases and carry out detailed identification. It includes:

4.1.1. In the event that a change is observed in the pattern of transactions, such as the type, frequency, and amount of the user's transactions;

4.1.2. In cases where the customer is deemed to be high risk according to the customer's risk assessment and relevant laws and regulations;



4.1.3. In the event that previously obtained information about the customer is insufficient to determine the nature of the financial relationship and transaction.

4.2. As part of the duty to know the customer, the company's employees will not only collect data, but also analyze and regularly monitor the accuracy of the data and the use of products and services.

4.3. The company's operations officer will take all possible measures, including obtaining additional information and explanations about suspicious transactions and customers.

4.4. After opening an account with the company, if the information provided by the customer is found to be incorrect or inconsistent, the customer will be asked for an explanation, and if the information is proven to be false, the account will be closed, the relevant service fee will be deducted, and the remaining amount will be returned.

4.5. If the user's name matches the name of a person included in the company's internal blacklist or declared a terrorist by the United Nations Security Council, the compliance unit/employee will introduce the transaction to the company's management and confirm the transaction and immediately inform the authorized person.

4.6. The following measures will be taken as part of the activity to identify the user in detail. It includes:

4.6.1. To obtain the source of funds and necessary additional information from the user, to verify the authenticity of the information within the framework of relevant laws and regulations;

4.6.2. ML/TF will not establish business relationships with high-risk customers or provide services;

4.6.3. Increase the frequency of monitoring of user accounts and transactions, expand the scope of monitoring, and review information collected from users in order to identify users;

4.6.4. To present to the management of the company whether to continue the business relationship with the customer;

4.6.5. As a high-risk user, get relevant additional information every time you purchase the company's products and services, and monitor changes in previously provided information in an updated and continuous manner.

4.7. The operation of knowing the customer in detail is related to the work and duties of all departments and units of the company, its management and employees, and the unit/employee in charge of compliance will jointly manage the operation and cooperate with each other.

FIVE. UPDATE AND STORAGE OF INFORMATION

5.1. The company's operations officer will collect and store customer information throughout the business relationship.

5.2. The changes in the documents and information collected as part of the process of getting to know the user will be reviewed at regular intervals, and the updating work will be reflected in the action plan.



5.3. User data will be stored for the period specified in the company's "Procedures for Combating ML/TF".

SIX. RESPONSIBILITY AND SUPERVISION

6.1. According to this regulation, the compliance unit/employee will monitor whether the user information is collected, updated and stored every six months.

6.2. The compliance unit/employee will supervise the implementation of this procedure and the management of other units will jointly organize it.

6.3. Employees who violate this regulation will be held accountable in accordance with internal labor regulations and other relevant regulations, unless criminal liability is imposed.

6.4. If the company is damaged due to the employee's wrongful actions, it will be immediately transferred to the law enforcement agency for resolution.

6.5. The fact that an employee has been criminally liable is not a reason to exempt the employee from compensation for damages.

