

# How to pass verification.

Make sure that you have working web or mobile camera.

Click Start and follow the on-screen instructions.

Once you have entered the verification process, we will ask you to read and accept the terms and personal data processing policy to move on to the next step.

## **Step 1. Identity document**

Select the country and type of identity document you want to upload (passport, ID card, driver's license, residence permit).

The document must be valid for **at least one month**.

Please note:

- all corners of the document should be visible;
- double-page or double-sided documents must have all pages /sides photographed;
- acceptable file types: JPEG and PDF with a size less than 500 KB.

For more information about our requirements for identity documents, please follow this [link](#).

Upload photo of your identity document.

Once you start the verification on your computer / laptop, you can switch to your mobile phone at any time (for example, to take a photo or scan documents). To do this, click "Continue on your phone", open the appropriate application to scan QR codes with your phone. Thus, the verification process will switch to your phone (also there will be established the connection with the previous device to automatically update your progress of verification).

## **Step 2. Proof of Identity**

Proof of Identity confirms that you are the owner of the attached document.

Face the camera. Ensure your face is within the frame. Then, slowly turn your head around in a circle.

Please, try to keep your face in the circle all the time.

## **Step 3. User data**

Please, fill all the fields in the form below.

## **Step 4. Proof of residence**

Upload the document confirming your residential address.

The document must contain your full name and home address. Both paper documents and electronic documents (in PDF) are accepted.

**Please note:**

- **the same document can't be used to confirm both your identity and place of residence. So, if you submit an ID document as PoA, you should use another document to confirm your identity;**
- **if you attach a utility bill or bank statement, they must have been issued within the last 3 months and be printed on the official form;**
- **all corners of the document should be visible.**

For more information about our requirements for proof of residence, please follow this [link](#) (**Please note the list of documents that we do not accept!**).

**Step 5. Questionnaire**

## **Q. GENERAL INFORMATION**

### **ADD IDENTIFICATION**

OTHER NAMES:

*\* Have you ever used, or do you currently use, a name other than name mentioned in your Passport or Identity Card?  
Are you today known by any other name(s)?*

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TAX NUMBER: \*

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The Business Background field implies a brief description of your work experience.

For example, 25 years of experience in telecommunications and high-tech business.

## **DETAILS ON THE PROFESSION & CURRENT OCCUPATION**

### **PHYSICAL BUSINESS ADDRESS \***

*\* Provide the address where your main occupation is currently being practiced*

### **BUSINESS NAME \***

*\* Provide the name of your current business/employment*

### **BUSINESS ACTIVITIES \***

*\* Describe in detail the area of your main business/professional activities/operations and provide detailed and information that gives a full picture of your employer's current business activities*

### **BUSINESS BACKGROUND \***

*\* Describe in detail your business background*

**BUSINNES WEB ADDRESS**

*\* WEB ADDRESS OF CURRENT OCCUPATION (if any)*

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**WORK TEL. NO.**

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**WEALTH**

**SOURCE OF THE FUNDS: \***

- Employment       Inheritance/Gift
- Rent/Lease       Sale of Property       Wages
- Business       Investment
- Pension/Retirement       Dividends
- Profits       Other

**ANNUAL INCOME: \***

*\* Provide your annual income PROVIDE YOUR ANNUAL INCOME.*

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## SOCIAL RELATION

### PUBLIC POSITIONS: \*

*\* Are you or any related person (close relative or associate) holding or held any Public Position-Politically Exposed Person?*

Yes  No

### BENEFICIARIES: \*

*\* Do you action on behalf of or in favor of any other Person/Company?*

Yes  No

### ENTRY REFUSAL: \*

*\* Have you ever been refused entry into any country?*

Yes  No

### PRIOR CONDUCT: \*

*\* Have you ever been investigated for, charged with, convicted or otherwise implicated in criminal, corrupt, unethical, or unlawful conduct?*

Yes  No

### ARE YOU "US PERSON"? \*

*\* A US citizen or resident individual, including US citizens living outside the US or US citizens and residents operating a business outside the US (This includes green card holders).*

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## CONFIRMATION

### CLIENT'S AFFIRMATION \*

- I hereby confirm that the above information is true and correct and can be relied on.
- I do not finance terrorism, I do not legalize illegally received funds, nor will I use the services provided by Financial Company for illegal purposes, including for the legalization of illegally obtained funds and the financing of terrorism.
- By signing this application I am asking to open the current account in Sterling Payment Services Limited and read this KYC form also as account opening form.

Standard check normally takes about 3 minutes. In case of difficulties, it may last for up to 24 hours and you may receive a letter with instructions on how to solve occurred problems by e-mail.

The status of your application updates automatically.