



## KNOW YOUR CLIENT (KYC) POLICY

In order to use the Trading Platform and our Services, you must register with us by providing personal details, including the necessary identification documents.

It is understood that we are not required to accept a person as our Client until all Registration Data and other information/documentation we request has been received, properly and fully completed by such person and all internal Company checks have been duly satisfied.

It is further understood that we reserve the right to impose additional due diligence requirements to accept certain Clients or continue the provision of services to certain Clients.

### **Documents required for Retail Clients:**

- Proof of ID: Both sides and clear coloured copy of International Passport
- Proof of Address: (POR): A full clear page coloured copy of a recent utility bill, bank statement or any other local authority bill. Your proof of address must include your full name and residential address and have been issued within the last 6 months.

### **Documents required for Professional Clients:**

- Corporate Account Application form (available on Company's website)
- Certificate of Incorporation and Certificate of Change of Name\*
- Certificate of good standing of the legal entity, if any (not older than 6 months)
- Certificate of registered office (i.e. Bank Statement of the Company or Bank Reference letter)
- Certificate of Directors and Secretary \*
- Certificate of Shareholders\*
- Memorandum and Articles of Association\*
- Resolution of the board of directors stating that the company intends to open an account

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**Maxigrid Limited** (previously named AGM Markets Limited) registered as a Cyprus Investment Firm with registration number HE 269879 and regulated by Cyprus Securities and Exchange Commission (CySEC) under license number 145/11.



with the Company and assigning a person to act as the representative of the legal person and operate the account

- Proof of ID - Individual verification of all beneficial owners, registered shareholders, directors and representatives of the company
- Proof of Address - for each beneficial owner, director, registered shareholder and representative of the company.
- Copies of its latest audited financial statements and/or copies of its latest management (if available) and/or a Company's declaration containing the company's assets (including current assets), liabilities, share capital and reserves as well as the Company's turnover. The said declaration should be signed by a managing director or a Company's representative holding a relevant Power of Attorney.

\* Equivalent information can be obtained from the Incumbency Certificate, signed by the Secretary of the company. All documents must be certified true copies of the originals within the last 6 months.

Please note that when a client deposits funds via a debit/credit card, Maxigrad Limited (previously AGM Markets Limited) may require a scanned clear copy of credit/debit card (front and back side) showing the cardholder's name, bank of issue and expiry dates and the first and the last 4 digits of the card; CVV number should be covered. Or, a credit/debit card statement with the same alternations mentioned.

The client's deposit/s shall be originated from a bank account (or through other means that are linked to a bank account e.g. credit card), that is in the name of the client, in such a case the Company shall be able to verify the account holder. The first deposit of the client shall be originated from an EU bank.

In circumstances where the verification of the client's identity has not been verified prior to the establishment of the business relationship, if the following conditions are met, the client will still be able to deposit funds in this account with the ability to trade.

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The conditions to be met are as follows:

1. Provided that the necessary information for the construction of economic profile and assessment of appropriateness (and assessment of suitability for portfolio management service) was provided by the client;
2. This is necessary not to interrupt the normal conduct of business (e.g. non face to face relationship, cross border services);
3. Where there is a little risk of money laundering or terrorist financing; and
4. Where the process of verification is completed as soon as possible and not later than 15 business days, as outlined below.

The client should bear in mind:

1. If the verification of the customer/beneficial owner's identity has not been completed, the cumulative amount of deposited funds of a customer/beneficial owner should not exceed €2,000, irrespective of the number of accounts the client/beneficial owner holds with the Company. The amount of €2,000 does not automatically categorise the client as a low risk client.
2. The verification procedure will be completed within 15 business days of the acceptance of the Client Agreement or your first deposit, which comes first.
3. If the 15th day falls on a day which is not a business day in Cyprus or where the Company considers this day not to be a business day of the Company, including but not limited to, weekends or local public holiday, then the Company will, in its sole and absolute discretion, consider the last business day after the expiry of the 15th day as the last day by which all the customer's account details and documents had to be verified.
4. The cumulative time in which the verification of the identity of a customer/beneficial owner is completed, must not exceed 15 days from initial contact.
5. If the client failed to complete the verification process (e.g. identification documents are not received neither finalised) during the designated timeframe of 15 days the commencement of a business relationship must be terminated on the date of the

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deadline's expiry and all deposited funds must be returned to the customer/beneficial owner, in the same bank account or method of deposit from which they originated.

The procedure for returning the funds must occur immediately, regardless of whether the customer has requested the return of their funds or not.

6. The returned funds (deposits) include any profits the customer has gained during their transactions and deducting any losses incurred.
7. The Company will undergo at least one Enhanced Due Diligence measure, as per its internal policies and procedures in relation to the prevention of money laundering and terrorist.

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