

Quick guide to filling your compliance obligations properly

KYC Guide

ARTSMRKTS is committed in its adherence to international Anti Money-Laundering directives. In order to guarantee the maximum level of security and transparency possible to our customers, we enforce international KYC ("Know Your Customer") verification procedures.

These are aimed at ensuring the ownership of the data and funds associated with each account as well as the identity of the client.

Please note that if your account is not fully **verified within 72 hours** from the moment the request has been made by our Compliance Department, you will be blocked from trading and/or from withdrawing your funds.

We thank you in advance for your kind and prompt cooperation in these matters.

As usual, our staff is available to answer any question you may have and help you verify your account.

To fully verify your account and activate it, you will be required to provide us with **coloured photos / scans** of the following documents, making sure that **each document is completely and clearly visible, including its edges**.

Black and White copies and / or copies in which the documents' edges are not visible will not be accepted.

*Please note: The total file size of the documents / pictures you will send us should not exceed 5MB - emails with bigger attachments will not be received. Acceptable file types: **Adobe Acrobat PDF, JPG, JPEG.***

Please be aware - KYC documents are gathered for the owner of the deposited funds, meaning all the documents should be matching the details of the owner of the bank account or credit card with which the funds were deposited.

Quick guide to filling your compliance obligations properly

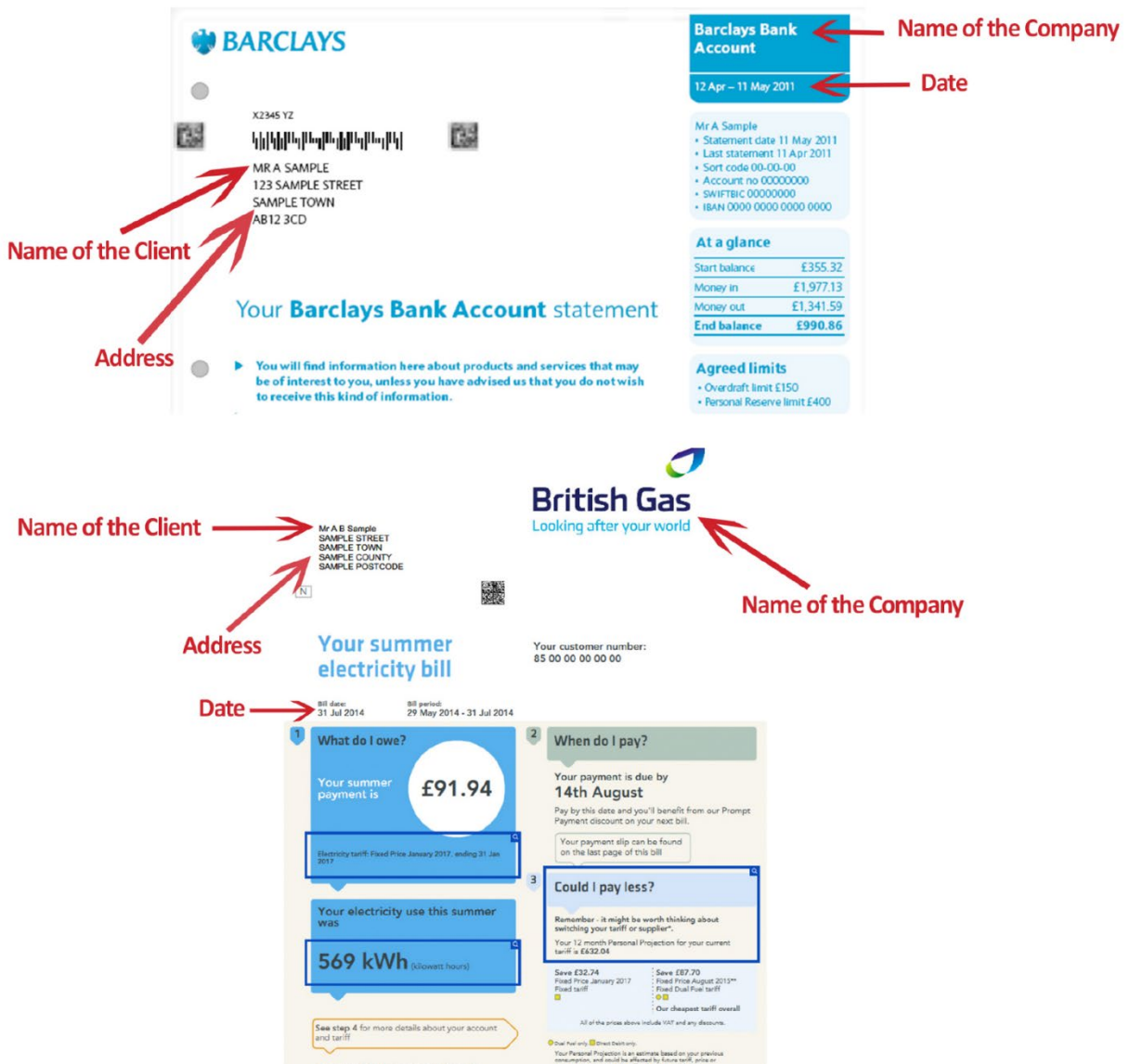
1. Government Issued ID/ Driver's License / Valid Passport

A clear coloured copy of the front as well as the back of a valid Passport / National ID/ Driver's License - clearly showing the four corners, the ID number, your full name (the address and signature if available should also show) - the document needs to display a valid date of expiration.



Quick guide to filling your compliance obligations properly

2. An official utility bill, such as an electricity/water/gas/phone bill or a bank statement.



We need this document as proof of your current address, it will allow us, to protect your trading access with an additional layer of security. We therefore ask you to make sure that it has been **issued in your name, that it has been sent to your current address and that it is not older than 3 months**- Please make sure an official company logo is showing on the document. This copy doesn't need to be in colour.

Quick guide to filling your compliance obligations properly

3. Credit Card / Debit Card

Please provide us with a copy of the front and back of the Credit/ Debit Card(s) you used to make your deposit(s). If you use a scanner, we recommend you placing your card(s) at the center of the scan.

Please make sure that the full name of the cardholder, the expiration date and **the first six** and **last four digits** of the Credit/ Debit Card(s) number are visible on the front; and that **the signature** of the cardholder and the last four digits of the Credit/ Debit Card(s) number are visible on the back. **As a measure of protection, we recommend you conceal all other data** (for example, your Credit/ Debit Card number besides the first six and the last four digits, the *ON* number on the back) that appears in the documents you send to us.

Quick guide to filling your compliance obligations properly



4. Declaration of Deposits

Please fill the Declaration of Deposits form below and make sure to sign it before returning it to us.

The DOD IS a form, verifying that you acknowledge and authorize deposits made into your account.

The form simply lists each transaction by date and transaction amount and requires you to, print it, fill it in with your hand writing, sign it and mail it back to support@artsmrkts.com.

Important: DOD must contain every transaction made, every transaction made should be signed separately. If you are unable to print and sign this document, please make sure to contact us and request a digital version to be sent to you for easy online signature.

Quick guide to filling your compliance obligations properly

Please remember to send an updated DOD form after every deposit made into your account.

You can check all the transactions deposited into your account from your customer portal.

Please be aware that we are also required to periodically update our customers' KYC details, such as updated Utility Bills or up to date identification if their validity date is expired.

Thank you for your cooperation, please keep in mind that our dedicated team stands at your disposal regarding any question you might have.

Date	Acc number	Amount (USD)	Signature