**KNOW YOUR CUSTOMER ACCOUNT OPENING FORM**

All new counterparties are required to complete our Account Opening form to solidify our relationship together, as part of our due diligence process. For collecting legal business details, general information about the company, to get to know you better, and the contact details of key personnel with whom we will deal.

ALLCOT requires that this form must be fully completed with true information by each owner, partner, or signatory. This, to comply with national and international "KYC" standards, policies, and regulations to prevent money laundering.

**Section I**

| **GENERAL INFORMATION** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  |
| Date | (DD/MM/YYY) | | | | | |  |
| Full company name |  | | | | | |  |
| VAT/NIT/CIF Registration number |  |  |  |  |  |  |  |
| Type of company | Private | Mixt | Official | | Other, which one? | |  |
| Country and date of incorporation |  | | | | | |  |
| Full business address |  | | | | | |  |
| What are the main activities of your company? |  | | | | | |  |
| Main place of business |  | | | | | |  |
| Does the company have branches in different countries? | YES | No | Where? | | | |  |
| Do you manage public resources? | YES | No | Number of employees | | | |  |
| Do you operate internationally? | YES | No | What kind of operations? | | | |  |
| Phone |  | | | | | |  |
| Website |  | | | | | |  |

**Section II**

| **TAX AND FINANCIAL INFORMATION** | |
| --- | --- |
|  |
| Amount of annual sales | Between USD $0 and USD $100.000 |  |
| Between USD $ 100.001 and USD $500.000 |  |
| Between USD $500.001 or more |  |
| Amount in assets | Between USD $ 0 and USD $300.000 |  |
| Between USD $ 300.001 and USD $1'000.000 |  |
| Between USD $1'00.001 or more |  |
| Source of income |  |  |
| Cut-off date for financial information |  |  |

| **SHAREHOLDER INFORMATION** | | | |
| --- | --- | --- | --- |
| Do you have links with publicly exposed people? (Politicians, public officials, etc.) | | YES | NO |
| Is your company a publicly traded entity? | | SI | NO |
| Number of Shareholders and/or partners with participation greater than 5% (Detail the necessary number of shareholders to identify the true beneficial owners). | |  | |
| **Name Shareholders** | **ID** | **% Participation** | **Phone** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **BILLING INFORMATION** | | |
| --- | --- | --- |
| Email to receive the invoice |  | |
| Sending of physical invoice | YES | NO |
| Physical invoice filing address |  | |

**Section III**

Indicate the main countries in which your company maintains branches, agencies, and subsidiaries (if applicable). Also, indicate the type of operation and the number of offices or locations.

| **SCOPE OF ACTIVITIES (IF RELEVANT TO THE PROPOSED BUSINESS)** | | |
| --- | --- | --- |
| **Country** | **Type (Branch, Agency, Subsidiary, etc.)** | **Number of offices** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section IV**

| **RELATIONSHIP INFORMATION** | |
| --- | --- |
|  |
| What is the purpose of maintaining this relationship with ALLCOT? |  |  |
|  |
|  |
| What type of activity and volume do you expect from ALLCOT? |  |  |

| **CONTACT PERSONS BY AREAS** | | | | |
| --- | --- | --- | --- | --- |
| **Type of contact** | **Name and surname** | **Position** | **Phone** | **Email** |
| Commercial |  |  |  |  |
| Accounting |  |  |  |  |
| Treasury |  |  |  |  |
| Administrative |  |  |  |  |

**Sección V**

| **ADDITIONAL QUESTIONS** | | |
| --- | --- | --- |
| Have you ever been the subject of a tax investigation by any authority anywhere in the world? | YES | NO |
| If your answer is yes, please provide details: | | |
| I authorize the consultation of my personal information in the database | YES | NO |
| Does the entity comply with the rules and regulations related to the prevention and control of money laundering and the financing of terrorism that are applicable to it? Do you have documents proving compliance with them? If yes, please attach the document. | YES | NO |
| Has the entity or any of its employees or directors been sanctioned for violating laws related to money laundering and terrorist financing? | YES | NO |
| Describe the policies, procedures and other actions that your company has adopted and implemented to prevent bribery of public officials. Please provide the relevant documents. |  | |
| Does the entity comply with the rules and regulations related to health and safety that are applicable to it? If you have the documentation that proves compliance with them, please attach the document. | YES | NO |
| Does the entity comply with the rules and regulations related to the environment and/or sustainability that are applicable to it? If you have the documentation that proves compliance with them, please attach the document. | YES | NO |
| Does your company have a Quality Policy? If yes, please attach a copy of said policy. | YES | NO |
| Is your Quality Management System certified under international standards? If so, please attach a copy of the certificates. | YES | NO |
| Does your company hold any other certification? If the answer is yes please attach a copy of the certificates. | YES | NO |

# A continuación, se detalla lista de documentación que debe remitir para completar su apertura de cuenta:

1. Certificate of existence and legal representation < 30 days, commercial/commercial registration certificate or its equivalent.
2. VAT Certificate copy.
3. Passport/ID copies of directors.
4. Passport copies of authorized traders.
5. Certification of share composition or its equivalent.
6. 6. Bank account certification.

7. Sign the ALLCOT Code of Conduct found in the following [link.](http://www.allcot.com/wp-content/uploads/2020/02/191210_Codigo-de-conducta-V1.3.pdf)

| **Date and name** | **Signature** |
| --- | --- |
|  |  |