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Client Verification Policy

Introduction

Shine Trades is committed to uphold the standards set by the regulators for Anti-Money Laundering and Prevention of Funding of Terrorist Activities. Shine Trades , will conduct business with individuals and corporates (Together referred as “Clients”) who adhere to the procedures and requirements set by the company in line with compliance not limited to Anti-Money Laundering Policy and Prevention of Funding of Terrorist Activities To fulfil the requirement, all clients must go through our *Know Your Customer (KYC)* procedure to verify the identity, nationality and residential address provided in the Live Trading Account application form.

It is also essential that you immediately update your profile from your Trader's Room Account if there is any change in the information you have provided during your Live Trading Account application.

The documents provided is an inseparable part of the terms of business.

Proof of Identity and Nationality

Documents for Proof of Identity and Nationality

- i) Client is required to submit one of the following document to prove their Identity and Nationality. The document must be government issued photo identity document.
- ii) For Natural Persons residing in the Republic (Cyprus) - Valid Passport or ID
- iii) For Natural Persons not residing in the Republic (Cyprus) - Valid Passport
- iv) For Legal Persons (advised the "Client Verification Procedure Manual")

Information required on documents Proof of Identity and Nationality

Proof of Identity and Nationality must show all of the following information:

- i) Name must be compatible as in the Live Trading Account application

- ii) Photo Identity number must be compatible as in the Live Trading Account application
- iii) Date of Birth
- iv) Date of expiry of the document provided.

Additional requirements

To ensure the document is easily readable, please make sure your document meets all of the following requirements:

- i) Document can only be uploaded in the following formats .jpg, .png and .pdf file extensions.
- ii) The size of file must not exceed 2MB.
- iii) Document's resolution and clarity should be high enough to make sure the documents are clear and legible (Scanner recommended)
- iv) Document must fill at least 50% of the file. (please crop your document properly)
- v) All four corners of the document must be evident.
- vi) Documents scanned in color will ONLY be accepted.
- vii) Documents with glare effects will NOT be accepted

Proof of Residence

Documents for Proof of Residence

Proof of Residence can be either one of the following:

- i) Utility bill i.e. Fixed Telephone Line, Gas, Electric, Water (Within last three months)
- ii) Bank Statement (Within last three months)
- iii) Credit Card Statement (Within last three months)
- iv) Mortgage Statement (Within last three months)
- v) Current Premise Lease Agreement (Within last three months)
- vi) Personal Insurance Statement (From a reputable insurer and within the premium period)
- vii) Personal Tax Bill (Within last 12 months)

Information required on Proof of Residence

Proof of Residence document must show all of the following information.

- i) Name must be compatible as in the Live Trading Account application

- ii) Residential address must be compatible as in the Live Trading Account application
- iii) Date of expiry of the document provided. (If applicable)
- iv) Date of issue of the document provided

Additional requirements

To ensure the document is legible, please make sure your document meets all of the following requirements:

- i) Document can only be uploaded in the following formats .jpg, .png and .pdf file extensions.
- ii) The size of file must not exceed 2MB.
- iii) Document's resolution and clarity should be high enough to make sure the documents are clear and legible (Scanner recommended)
- iv) Document must fill at least 50% of the file. (please crop your document properly)
- v) All four corners of the document must be evident.
- vi) Documents scanned in color will ONLY be accepted.
- vii) Documents with glare effects will NOT be accepted.
- viii) Documents must be translated in English.

Documents Storage

- i) All documents uploaded by Client will be stored in a secured server and access to relevant documents is only provided based on need-to-know basis.
- ii) All documents uploaded by Client will continue to be stored as provided after Client has closed his/her account.
- iii) If a customer either refuses to provide the information described above when requested, or appears to have intentionally provided misleading information, Shine Trades, will decline the Live Trading Account application/Terminate the Live Trading Account with immediate effect and notify the Anti-Money Laundering Compliance Committee.
- iv) Documents provided by the client will not be disclosed to any individual or corporate but kept securely unless it is required by the law to disclose.
- v) These Terms and Conditions may be changed or amended by Shine Trades, at any time for Legal, Regulatory, Commercial or Security reasons to improve the verification process whenever it deems necessary.