



Anti-Money Laundering and Know Your Customer Policy

(UPDATED 16.07.2018)

XCOEX LIMITED (or “the Company”) Anti-Money Laundering and Know Your Customer Policy (hereinafter – the “AML/KYC Policy”) is designated to prevent and mitigate possible risks of XCOEX LIMITED being involved in any kind of illegal activity. This is a short extract of key principles of the Policy and should not be viewed as a full document.

Domestic and international regulations require XCOEX LIMITED to implement effective internal procedures and mechanisms to prevent money laundering, terrorist financing, drug and human trafficking, proliferation of weapons of mass destruction, corruption and bribery and to take action in case of any form of suspicious activity on the part of its clients.

AML/KYC Policy covers the following matters:

1. appointing an Anti-Money Laundering Compliance Officer (AMLCO) and making sure that employees know to report any suspicious activity to them;
2. identifying the responsibilities of senior managers and providing them with regular information on money laundering risks;
3. training employees on their anti-money laundering responsibilities;
4. documenting and updating anti-money laundering policies, controls and procedures;
5. introducing measures to make sure that the risk of money laundering is taken into account in the day-to-day business operations;
6. Forwarding/reporting all sustained suspicions to the appropriate authority;
7. Promptly responding to all communication from the appropriate authority.

1. General requirements for the company

Before the Company can execute any transaction for any new client, a number of procedures need to be in place and carried out:

- AML procedures, namely identification, record-keeping, discovering and monitoring unusual or suspicious transactions and, as appropriate, internal reporting and control;
- employees know their responsibilities and the Company’s procedures;
- appropriate training is undertaken;



● all relevant requests from outside sources are forwarded directly to the AMLCO.

2. Identity verification

Whenever the Company receives supporting documents related to a new client's identity, it needs to be completely satisfied that they demonstrate the existence of the new client as a real natural or legal person and that they are indeed who they say they are. Although the Company will at times rely on third party sources as part of its fact-checking procedure when onboarding clients, the Company bears the ultimate legal responsibility for the checks being satisfactory.

Client's identification information will be collected, stored, shared and protected strictly in accordance with the Company's [Privacy Policy](#) and related regulations that correspond to the GDPR requirements.

3. AMLCO (Anti-Money Laundering Compliance Officer)

The AMLCO is ultimately responsible for implementing regulations concerning AML. For the sake of ease of navigating this document 'Compliance Officer' and 'AMLCO' refer to the same person; however, the specific tasks of each role are different.

As noted above, the AMLCO is a person of authority with access to any and all relevant information for the performance of their duties.

You can contact the Company's AMLCO department by emailing at: support@xcoex.com

4. Monitoring Transactions

The constant monitoring of the clients' accounts and transactions is an imperative element in effectively controlling the risk of Money Laundering and Terrorist Financing.

In this respect, the AMLCO shall be responsible for maintaining as well as developing the on-going monitoring process of the Company.



5. Risk Assessment

The Company shall apply appropriate measures and procedures by adopting a risk-based approach, so as to focus its effort in those areas where the risk of Money Laundering and Terrorist Financing appears to be comparatively higher.

Further, the AMLCO shall monitor and evaluate the effectiveness of the measures and procedures of this Policy on an on-going basis.

The adopted risk-based approach that is followed by the Company and described in the Policy has the following general characteristics:

- recognises that the money-laundering or terrorist financing threat varies across clients, countries, services and financial instruments;
- allows the board of directors to differentiate between clients of the Company in a way that matches the risk of their particular business;
- allows the board to apply its own approach in formulation of policies, procedures and controls in response to the Company's particular circumstances and characteristics;
- helps to produce a more cost-effective system;
- promotes prioritisation of effort and actions of the Company in response to the likelihood of Money Laundering and Terrorist Financing occurring through the use of the Company's services.

The risk-based approach adopted by the Company, and described in the Policy, involves specific measures and procedures in assessing the most cost effective and appropriate way to identify and manage the Money Laundering and Terrorist Financing risks faced by the Company.

6. SANCTIONS:

The Company is prohibited from transacting with individuals, companies and countries that are under international sanctions. The Company will therefore screen all new and existing clients against the United Nations, European Union, UK Treasury and US Office of Foreign Assets Control (OFAC) sanctions lists.

Restricted countries:

The Company does not provide services to persons residing in:

- USA
- Japan
- Afghanistan
- Bosnia and Herzegovina
- Guyana
- Iraq
- Lao PDR



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- Yemen
 - Vanuatu
 - Uganda
 - Syria
 - Ethiopia
 - Sri Lanka
 - Trinidad and Tobago
 - Tunisia
 - Iran
 - North Korea

