



## Table of Contents

Contact Us .....	2
Safety Tips .....	2
How It Works .....	4
FAQ (Frequently Asked Questions) .....	5
About Us.....	7
Payment Refund Policy .....	8
Non-Compliance Policy .....	10
Age Restriction Policy.....	12
Community Guidelines .....	13
Listing Guidelines .....	16
Image Upload Guidelines .....	18
Multimedia Content Guidelines .....	20
Guidelines for In-Person Phone Transactions.....	22
Dispute Policy.....	25



## Contact Us

### Customer Support:

Our dedicated customer support team is available to assist you with any inquiries or issues you may encounter while using Sisswift.

- **Support Ticket:** Visit our website or app to submit a support ticket, and our support representatives will be in touch.
  - **Email Support:** Send an email to [support@sisswift.com](mailto:support@sisswift.com), and our team will respond promptly.
  - **Live Chat:** For immediate assistance, use the live chat feature on our website to connect with our support team in real time.
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## Safety Tips

At Sisswift, your safety and security are our top priorities. To help you navigate and utilize our platform securely, please follow these comprehensive safety tips:

### 1. Protecting Your Personal Information

#### a. Account Security:

- **Use Strong Passwords:** Create a password that combines letters, numbers, and special characters. Avoid using easily guessable information such as your name or birthdate.
- **Enable Two-Factor Authentication (2FA):** If available, activate two-factor authentication for an extra layer of security on your account.
- **Regularly Update Passwords:** Change your password periodically and avoid reusing passwords from other accounts.

#### b. Personal Information Sharing:

- **Be Cautious with Sharing:** Only share personal information necessary for transactions or interactions. Avoid providing sensitive details or financial information with anyone on the platform.
- **Verify Recipients:** Before sharing personal or financial information, ensure you are communicating with verified users or trusted entities.

### 2. Safeguarding Your Transactions

#### a. Secure Payments:

- **Use Sisswift's Payment Service:** Always conduct transactions through Sisswift's secure payment service. Avoid sending payments to sellers' provided details directly. Transactions outside Sisswift's payment system are at your own risk, and we will not be liable for such transactions.



#### **b. Report Suspicious Activity:**

- **Flag Fraudulent Listings:** If you come across suspicious or fraudulent listings, report them immediately using the platform's reporting tools.
- **Contact Support for Assistance:** If you suspect any unauthorized transactions or account breaches, contact our support team promptly for assistance.

### **3. Safe Use of Communication Features**

#### **a. Messaging and Communication:**

- **Avoid Sharing Personal Data:** Refrain from sharing personal information such as your address, phone number, or financial details through messages.
- **Report Abusive Behavior:** If you encounter harassment or abusive behavior, use the report feature to alert our team.

#### **b. Secure Chat Interactions:**

- **Be Wary of Scams:** Be cautious of individuals offering deals or services that seem too good to be true. Verify the legitimacy of offers.

### **4. Managing Your Listings and Advertisements**

#### **a. Accurate Listings:**

- **Provide Accurate Information:** Ensure all information in your listings is accurate and truthful to avoid misunderstandings and disputes.
- **Use Clear Photos:** Post clear and honest photos of items or services to prevent deceptive practices.

### **5. Protecting Your Device and Data**

#### **a. Secure Access:**

- **Lock Your Device:** Use a secure lock screen (PIN, password, biometric) to prevent unauthorized access to your device.
- **Log Out from Shared Devices:** Always log out of your Sisswift account when using shared or public computers.

### **6. Engaging in Transactions and Interactions**

#### **a. Verifying Users:**

- **Check User Profiles:** Review user profiles and ratings before engaging in transactions. Look for verified badges or reviews from other users.
- **Conduct Safe Meetings:** When meeting in person for transactions, choose public places and inform someone you trust about the meeting details.

#### **b. Inspecting Items:**

- **Thoroughly Check Items:** When meeting with a seller, carefully inspect the item to ensure it matches the description advertised. Be cautious if a seller seems rushed and is preventing you from conducting a thorough check; this could be a red flag.



### c. Handling Disputes:

- **Utilize Dispute Resolution Tools:** If conflicts arise, use Sisswift's dispute resolution tools to address and resolve issues through official channels.

## 7. Reporting and Addressing Issues

### a. Reporting Security Concerns:

- **Report Issues Promptly:** Report any suspicious activity, security breaches, or policy violations immediately using the platform's reporting tools or contacting support.

### b. Contacting Support:

- **Use Official Channels:** For any security concerns or assistance, use the official support channels provided by Sisswift, such as the support email or live chat feature on our website.

## 8. Keeping Informed

### a. Stay Updated:

- **Review Security Updates:** Keep an eye on any security updates or policy changes communicated by Sisswift. Staying informed helps you adapt to new safety measures.

### b. Educate Yourself:

- **Learn About Online Safety:** Regularly educate yourself about best practices for online safety and security to stay ahead of potential risks.

### c. Use Common Sense:

- **Exercise Good Judgment:** Always use common sense and critical thinking in your interactions and transactions on Sisswift. If something feels off or too good to be true, take additional precautions or consult with our support team.

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# How It Works

### Step 1: Sign Up and Create Your Account:

- Visit our website or download the app.
- Click "Sign Up" and fill in your details.
- Verify your email to activate your account.

### Step 2: Explore Listings:

- Browse through the listings of phones available for sale.
- Use filters to narrow down options based on your preferences.

### Step 3: Negotiate and Finalize:

- Initiate negotiations with sellers through our secure messaging system.



- Agree on a price and finalize the transaction within the app.

#### **Step 4: Secure Payment:**

- Complete transactions securely through our integrated payment system.
- All transactions are encrypted for user protection.

#### **Step 5: Receive and Review:**

- Receive your purchased phone.
- Leave a review for the seller based on your experience.

#### **Step 6: Seller Verification:**

- Complete the seller verification process for enhanced trust.
- Verified sellers often attract more buyers due to their authenticated status.

#### **Step 7: Buyer Ratings and Reviews:**

- After a successful transaction, leave a review for the seller.
- Buyer reviews contribute to the overall reputation of sellers on the platform.

#### **Step 8: Customer Support Assistance:**

- For any issues during the process, reach out to our customer support.
  - Our support team is available to assist you with inquiries or challenges.
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## **FAQ (Frequently Asked Questions)**

### **Common Queries:**

#### **Q1: What is Siswift and how does it work?**

**A:** Siswift is a unique marketplace for buying and selling phones in Nigeria. Sellers list their phones with detailed descriptions and photos, while buyers can browse and negotiate. Our platform ensures safe and secure transactions.

#### **Q2: How do I list my phone on Siswift?**

**A:** Create an account, click on "Sell," and enter your phone details. Upload clear photos and a detailed description to attract buyers.

#### **Q3: Is Siswift secure for transactions?**

**A:** Yes, we use encryption and secure payment methods to protect all users. Always complete transactions through Siswift for safety.

#### **Q4: Are there fees for using Siswift?**

**A:** Listing is free, but a small fee is applied to successful sales to support platform security and maintenance.

#### **Q5: How do I contact a seller or buyer?**



**A:** Use our in-app messaging for secure and private communication.

**Q6: Can I sell phones with minor defects?**

**A:** Absolutely. Just ensure you describe any issues accurately to maintain transparency and trust.

**Q7: What types of phones can I sell?**

**A:** Most phones are accepted as long as they comply with our guidelines. Ensure they are not restricted or prohibited.

**Q8: How do I report suspicious activity?**

**A:** Use the "Report" feature on the listing or profile page to notify our team.

**Q9: Can I cancel a transaction?**

**A:** Yes, but not advisable. Frequently cancelled transaction has a penalty. Consider transactions final once initiated. Make sure all details are agreed upon beforehand.

**Q10: What if an agreement isn't fulfilled?**

**A:** Report the issue to our support team, and we'll investigate according to our policies.

**Q11: How can I enhance my sales on Sisswift?**

**A:**

1. **Detail Your Listings:** Provide clear photos and comprehensive descriptions.
2. **Ensure Risk-Free Ads:** Avoid requesting prepayments; meet in person for item inspection.
3. **Stay Responsive:** Quickly reply to messages to engage buyers.
4. **Build a Good Reputation:** Encourage buyers to leave positive feedback.

**Q12: What does a "Verified ID" badge signify?**

**A:** It shows a user has been verified by Sisswift, adding credibility. Follow the steps in your account settings to verify.

**Q13: What are the rules for posting?**

**A:** Follow all legal guidelines and our terms of service. Ensure your listings are honest and legal.

**Q14: Are there prohibited items on Sisswift?**

**A:** Yes, items like weapons, illegal substances, and stolen goods are not allowed. Check our complete list for details.

**Q15: Can I share my ads on social media?**

**A:** Yes, sharing on platforms like Facebook or Twitter can help reach more potential buyers.

**Q16: How long do ads stay active?**

**A:** Ads are active for 30 days. You can renew them if needed.

**Q17: Do you offer delivery services?**

**A:** No, we recommend meeting face-to-face for exchanges to ensure satisfaction and security.



#### Q18: How can I avoid scams?

A:

- Use Siswift's payment methods only.
- Meet in person for exchanges.
- Report any suspicious behavior immediately.

#### Q19: Why is feedback important?

A: Positive feedback enhances your reputation and attracts more buyers. Encourage happy customers to leave reviews.

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## About Us

**Mission:** Empowering individuals across Nigeria by providing a revolutionary platform that seamlessly connects buyers and sellers of phones. Our mission is to leverage technology to enhance the efficiency, safety, and convenience of phone transactions, fostering trust and transforming the way phones are bought and sold in Nigeria.

**Vision:** To be the leading and most trusted phone marketplace in Nigeria, setting the standard for secure, convenient, and transparent transactions within the ever-evolving digital landscape. We envision a future where individuals can engage in phone transactions with ease, confidence, and reliability through our cutting-edge platform.

#### Values:

1. **Innovation:** We embrace technological advancements to constantly improve and refine our platform, ensuring a state-of-the-art experience for our users.
2. **Trust:** Building and maintaining trust is at the core of our operations. We prioritize transparency, security, and reliability in every transaction.
3. **Convenience:** We are committed to providing a user-friendly platform that simplifies the phone buying and selling process, offering convenience at every step.
4. **Empowerment:** Through our platform, we empower individuals to make informed choices, negotiate fair prices, and engage in transactions with confidence.

#### Key Milestones:

- **2024:** Launched Siswift marking the commencement of our journey to revolutionize phone transactions in Nigeria.
- **2024:** Welcomed our first users, laying the foundation for a vibrant community of buyers and sellers.
- **2024:** Introduced initial security measures to prioritize the safety and trust of our users in their transactions.



- **2024:** Embarked on our mission to enhance and expand our services based on valuable user feedback and emerging market trends.

**Unique Selling Proposition (USP):** At Siswift we stand out by offering a comprehensive, user-centric platform that prioritizes convenience and trust. Our focus on leveraging technology ensures a seamless and secure experience for both buyers and sellers. By fostering innovation, trust, and empowerment, we redefine phone transactions in Nigeria, making it easier, safer, and more efficient for all.

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## Payment Refund Policy

**Effective Date: 03/02/2024**

### 1. Introduction

Siswift is dedicated to providing a secure and trustworthy platform for phone transactions. Our refund policy outlines the conditions under which refunds may be issued and the procedures involved to ensure fair resolution for both buyers and sellers.

### 2. Transaction Process

- All transactions must be conducted through Siswift's secure payment system.
- Payments made directly to sellers outside the platform are not covered by this policy.

### 3. Eligibility for Refunds

Refunds may be considered in the following cases:

- **Non-Delivery:** The buyer did not receive the phone after payment was confirmed.
- **Cancellation:** The buyer or seller canceled the sale before the transaction was completed.
- **Significant Misrepresentation:** The item received is substantially different from the description provided in the listing.
- **Defective Products:** The item is non-functional or has a defect that falls into one of our acceptable return reasons upon receipt.
- **Return Dispute:** When a return dispute confirms the buyer is eligible for a refund.

### 4. Return Process

#### 4.1 Initiating a Return





- Buyers can initiate a return within 24 hours of receiving an item through the "Bought" section.
- Select the "Return" button, choose a reason from the dropdown menu, and add additional details if needed.
- Submit the return request.

#### **4.2 Return Confirmation**

- Buyers have 24 hours from initiating the return to hand the item back to the seller and confirm the handover.
- Options: "I have returned the item" to confirm handover or "Cancel" to stop the return process.

#### **4.3 Seller's Role**

- Sellers receive an immediate notification with all the buyer's return information.
- Once the item is received, the seller confirms receipt by selecting "I have received the returned item" or "Cancel."

#### **5. Refund Duration**

- Refunds are processed automatically to the user's Siswift balance immediately after the return or cancellation is confirmed.

#### **6. Dispute Review Process**

##### **6.1 Investigation**

- Our support team reviews the dispute, contacting both the buyer and seller for information.
- The investigation is based on provided evidence, platform records, and compliance with our terms.

##### **6.2 Resolution**

- Decisions are made based on the investigation's findings, and both parties are notified of the outcome.

#### **7. Refund Outcomes**

- **Approved Refunds:** If approved, refunds are processed to the user's Siswift balance instantly.
- **Denied Refunds:** If denied, both parties receive a detailed explanation.

#### **8. Exclusions**

Refunds will not be granted in the following situations:

- Buyer remorse or change of mind.



- Buyer returns for defects not included in our return reasons.
- Transactions conducted outside of Siswift's payment system.
- Items accurately described but not meeting personal expectations.

## **9. Responsibilities**

### **9.1 Seller Responsibilities**

- Ensure accurate and honest listings.
- Communicate promptly with buyers.
- Resolve disputes amicably whenever possible.

### **9.2 Buyer Responsibilities**

- Verify item details and seller reputation before purchase.
- Inspect items thoroughly upon receipt during face-to-face exchanges.

## **10. Modifications to Policy**

Siswift reserves the right to update this refund policy as needed. Users will be notified of significant changes through the platform.

## **11. Contact Information**

For any refund-related inquiries, please contact our support team via the app or at [support@siswift.com](mailto:support@siswift.com).

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# **Non-Compliance Policy**

**Last Updated: 03/02/2024**

## **1. Introduction**

Siswift is committed to maintaining a secure and trustworthy marketplace for phone transactions. This Non-Compliance Policy outlines the actions taken when users fail to adhere to platform rules, ensuring the integrity of our community.

## **2. Definition of Non-Compliance**

Non-compliance refers to any action that breaches Siswift's terms of use, policies, or applicable laws. This includes, but is not limited to:

- Fraudulent activities
- Misrepresentation of items
- Harassment or abusive behavior



- Unauthorized payment transactions
- Selling prohibited items

### **3. Non-Compliance Scenarios**

#### **a. Buyer Non-Compliance:**

- If a buyer makes a payment directly to a seller's bank account instead of using Sisswift's secure payment system, which is required for transaction validation and protection.
- Attempting to cancel a transaction without valid reasons.

#### **b. Seller Non-Compliance:**

- Failure to deliver the listed item within the specified timeframe.
- Providing an item significantly different from the listing description.
- Attempting to cancel a transaction without valid reasons.

### **4. Reporting Non-Compliance**

#### **a. Buyer Reporting:**

- If a buyer experiences non-compliance by a seller, they should report the issue through the app's support system, providing transaction details, evidence of payment, and relevant communication.

#### **b. Seller Reporting:**

- If a seller experiences non-compliance by a buyer, they should report the issue through the app's support system, including transaction details, evidence of delivery, and relevant communication.

### **5. Investigation Process**

#### **a. Review of Evidence:**

- Upon receiving a non-compliance report, our support team will conduct a thorough review of the evidence provided by both parties.

#### **b. Communication with Parties:**

- We may reach out to the involved parties for additional information and clarification during the investigation process.

### **6. Resolution and Consequences**

#### **a. Resolution Attempts:**

- We will attempt to facilitate communication between the buyer and seller to reach a fair resolution. This may involve addressing misunderstandings,



negotiating a revised agreement, or providing guidance on fulfilling the original agreement.

#### **b. Consequences for Non-Compliance:**

- If non-compliance is established, consequences may include warnings, temporary account restrictions, or, in severe cases, permanent removal from the platform. Legal action may be pursued if the non-compliance involves illegal activities.

### **7. User Cooperation**

#### **a. Cooperation with Investigations:**

- Users are expected to cooperate fully during investigations, providing accurate information and responding promptly to inquiries from our support team.

#### **b. Dispute Resolution:**

- Users are encouraged to engage in good faith efforts to resolve disputes. Our support team is available to mediate and guide parties toward an amicable resolution.

### **8. Contact Information**

For questions or concerns about our Non-Compliance Policy, please contact us at:

**Email:** support@sisswift.com

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## **Age Restriction Policy**

**Effective Date: 03/02/2024**

### **1. Introduction**

Sisswift is committed to providing a safe marketplace for all users. Our age restriction policy ensures that participants meet the minimum age requirements to use our platform responsibly and legally.

### **2. Age Requirement**

- **Minimum Age:** Users must be at least 18 years old to create an account and engage in transactions on Sisswift.

### **3. Verification Process**

- **Identity Verification:** Users may be required to provide valid identification to verify their age, such as a government-issued ID.
- **Account Monitoring:** Regular audits may be conducted to ensure compliance with our age restrictions.

### **4. Responsibilities of Users**



- **Accurate Information:** Users must provide truthful and accurate information during the registration process.
- **Parental Guidance:** Users under the age of 18 must refrain from creating accounts or making transactions. Parents or guardians should supervise minors' access to online platforms.

## 5. Consequences of Non-Compliance

- **Account Suspension:** Accounts found to be created by users under 18 will be suspended immediately.
- **Permanent Ban:** Repeat violations will result in a permanent ban from the platform.
- **Legal Action:** Sisswift reserves the right to take legal action if fraudulent information is provided to bypass age restrictions.

## 6. Reporting Violations

- **User Reports:** Users can report accounts suspected of violating the age policy through our support system.
- **Investigation:** All reports will be thoroughly investigated, and appropriate actions will be taken.

## 7. Appeals Process

- **Submitting an Appeal:** Users whose accounts are suspended can submit an appeal by providing additional identification or explanation.
- **Review and Decision:** Appeals will be reviewed by our support team, and decisions will be communicated promptly.

## 8. Policy Updates

Sisswift reserves the right to update this policy as necessary. Users will be notified of significant changes through the platform.

## 9. Contact Information

For questions or concerns regarding our Age Restriction Policy, please contact us at:

- **Email:** support@sisswift.com

We are committed to maintaining a safe and secure environment for all our users. Thank you for your cooperation.

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# Community Guidelines

**Effective Date: 03/02/2024**

## 1. Introduction

Welcome to Sisswift! Our community guidelines are designed to ensure a safe, respectful, and productive environment for all users. By using Sisswift, you agree to adhere to these guidelines to foster a positive and supportive marketplace.



## 2. Code of Conduct

### a. Respectful Interaction

- **Courtesy:** Treat all members of the Sisswift community with respect and kindness. Personal attacks, harassment, or discriminatory behavior will not be tolerated.
- **Language:** Use polite and professional language in all communications. Offensive, abusive, or derogatory language is prohibited.

### b. Accurate Information

- **Honesty:** Provide accurate and truthful information in your listings, profile, and communications. Misleading information or fraudulent claims are strictly prohibited.
- **Verification:** Ensure that the information provided, especially regarding product descriptions and conditions, is correct and verifiable.

## 3. Listing Guidelines

### a. Product Listings

- **Accuracy:** Listings must accurately describe the item, including its condition, features, and price. Do not misrepresent or exaggerate product details.
- **Prohibited Items:** Do not list items that are illegal, prohibited by Sisswift's policies, or unsafe. This includes counterfeit goods, stolen items, and items that violate intellectual property rights.

### b. Photos and Media

- **Authenticity:** Use clear and genuine photos of the item being sold. Do not use stock images or images of other products.
- **Appropriateness:** Ensure that all media associated with your listing is appropriate and relevant. Avoid using offensive or inappropriate imagery.

## 4. Transaction Conduct

### a. Payment and Communication

- **Secure Transactions:** Use Sisswift's secure payment system for all transactions. Direct payments to sellers outside the platform are not covered by our protection policies.
- **Timeliness:** Complete transactions and communications promptly. If delays or issues arise, communicate them clearly and respectfully.

### b. Meeting and Handover

- **Safety:** Arrange face-to-face meetings in safe, public locations when completing transactions. Prioritize safety for both parties during these meetings.
- **Inspection:** Inspect items thoroughly before finalizing the purchase. Confirm that the item matches the listing description and meets your expectations.

## 5. Prohibited Conduct

### a. Fraudulent Activities

- **Scams:** Engaging in scams, fraudulent activities, or attempting to deceive other users is strictly prohibited. This includes phishing, identity theft, and fake listings.



- **Chargebacks:** Avoid initiating chargebacks or disputes without valid reasons. Engage in honest and transparent transactions.

#### **b. Inappropriate Behavior**

- **Harassment:** Do not engage in or tolerate harassment, bullying, or intimidation. This includes making unwelcome comments or threats.
- **Spam:** Avoid spamming the platform with unsolicited messages, excessive postings, or irrelevant content.

### **6. Enforcement and Consequences**

#### **a. Reporting Violations**

- **Report:** Users can report violations of these guidelines through the platform's reporting system. Provide detailed information and evidence when reporting.
- **Review:** Reports will be reviewed by Sisswift's moderation team. Investigations will be conducted to ensure fair and impartial handling of issues.

#### **b. Actions and Penalties**

- **Warnings:** Users found in violation of these guidelines may receive a warning or request for corrective action.
- **Suspension:** Continued or severe violations may result in temporary or permanent suspension of the user's account.
- **Legal Action:** In cases of illegal activities or severe breaches, Sisswift reserves the right to take legal action.

### **7. Appeals Process**

#### **a. Submitting an Appeal**

- **Appeal Request:** Users whose accounts are suspended or penalized may submit an appeal through the support system. Provide a clear explanation and any relevant evidence.
- **Review and Decision:** Appeals will be reviewed by Sisswift's support team. Decisions will be communicated, and necessary adjustments will be made based on the review.

### **8. Policy Updates**

Sisswift reserves the right to update these community guidelines as necessary. Users will be notified of significant changes through the platform, and it is the user's responsibility to stay informed about the latest guidelines.

### **9. Contact Information**

For questions or concerns regarding our Community Guidelines, please contact us at:

- **Email:** [support@sisswift.com](mailto:support@sisswift.com)

Thank you for being a part of the Sisswift community and for helping us maintain a positive and respectful marketplace. Your cooperation is essential to creating a secure and enjoyable experience for everyone.



# Listing Guidelines

**Effective Date: 03/02/2024**

## 1. Introduction

Sisswift aims to create a trustworthy marketplace by ensuring all listings are accurate, clear, and respectful. These guidelines help maintain quality and integrity across our platform.

## 2. General Requirements

### a. Accuracy

- **Descriptions:** Provide detailed and truthful descriptions of your items, including make, model, condition, and any defects.
- **Pricing:** Set fair and realistic prices reflecting the item's market value and condition.

### b. Photos

- **Authenticity:** Use high-quality, original photos of the actual item for sale. Avoid stock images.
- **Clarity:** Ensure photos are clear and well-lit, showcasing all angles and any notable features or flaws.

### c. Categories

- **Correct Placement:** List items in the appropriate categories to reach interested buyers.
- **Relevance:** Ensure that all information pertains directly to the item being sold.

## 3. Prohibited Listings

### a. Illegal and Restricted Items

- **Banned Goods:** Do not list items that are illegal or restricted by law, including counterfeit goods, stolen property, and weapons.
- **Regulated Products:** Avoid listing items requiring special permits or licenses unless you have the necessary documentation.

### b. Inappropriate Content

- **Offensive Material:** Avoid using language or images that are offensive, vulgar, or misleading.
- **Spam:** Do not duplicate listings or use clickbait tactics to attract attention.

## 4. Specific Item Guidelines

### a. Electronics

- **Condition:** Clearly state whether items are new, used, refurbished, or for parts only.
- **Specifications:** Include essential details like brand, model number, and technical specifications.

### b. Phones





- **IMEI Number:** Verify and disclose the IMEI status to ensure the phone is not reported as lost or stolen.
- **Network:** Specify whether the phone is unlocked or restricted to a specific carrier.

## 5. Listing Conduct

### a. Honesty and Integrity

- **Transparency:** Be upfront about any defects, repairs, or modifications to the item.
- **Negotiations:** Be open to fair negotiations and maintain professionalism in all interactions.

### b. Communication

- **Responsiveness:** Respond promptly to buyer inquiries and provide additional information as requested.
- **Updates:** Keep listings updated with accurate availability and price changes.

## 6. Review and Moderation

### a. Monitoring

- **Compliance:** Listings are subject to review to ensure compliance with these guidelines.
- **Revisions:** Sisswift may request changes or remove listings that violate guidelines.

### b. Reporting

- **User Reports:** Users can report listings that appear fraudulent or violate our guidelines. These will be reviewed by our moderation team.

## 7. Consequences of Non-Compliance

### a. Listing Removal

- **Violations:** Listings that fail to meet our guidelines may be removed without notice.
- **Repeated Offenses:** Consistent violations can result in account suspension or banning.

### b. Appeals

- **Disputes:** If you believe your listing was wrongly removed, you can appeal through the support system. Provide detailed information for review.

## 8. Policy Updates

Sisswift reserves the right to update these listing guidelines as needed. Significant changes will be communicated through the platform.

## 9. Contact Information

For any questions or support related to listings, please contact us at:

- **Email:** [support@sisswift.com](mailto:support@sisswift.com)

Thank you for adhering to these guidelines and contributing to a reliable and vibrant marketplace.

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# Image Upload Guidelines

**Effective Date: 03/02/2024**

## 1. Introduction

High-quality images are crucial for creating an effective and trustworthy listing on Sisswift. This guideline outlines the standards for uploading images to ensure clarity, accuracy, and professionalism.

## 2. General Image Requirements

### a. Quality

- **Resolution:** Upload high-resolution images (at least 1080 x 1080 pixels) to ensure clarity. Avoid pixelation or blurriness.
- **Lighting:** Use natural or well-diffused artificial lighting to enhance the visibility of the item. Avoid harsh shadows or bright spots.

### b. Authenticity

- **Actual Product:** Only upload photos of the actual item you are selling. Avoid using stock images or images of similar items.
- **No Alterations:** Do not use filters or editing tools to alter the appearance of the item. The images should reflect the true condition of the item.

## 3. Image Specifications

### a. File Format

- **Accepted Formats:** JPEG, PNG, and GIF are the preferred formats. Ensure that images are saved in a format compatible with Sisswift's upload system.
- **File Size:** Each image should be under 5MB to ensure quick uploads and loading times. Compress images if necessary without compromising quality.

### b. Dimensions

- **Aspect Ratio:** Maintain a square aspect ratio (1:1) for product images to ensure uniformity across listings. Portrait and landscape images are also acceptable, but ensure they are cropped to focus on the item.
- **Size Recommendations:** Minimum dimensions should be 800 x 800 pixels. Larger dimensions are encouraged for better detail.

## 4. Image Content

### a. Primary Image

- **Main Photo:** The primary image should clearly display the entire item. This image serves as the first impression for potential buyers.
- **Focus:** Ensure the item is centered and occupies most of the frame. Avoid background clutter or distractions.



## b. Additional Images

- **Variety:** Provide multiple images showing different angles, close-ups of important features, and any defects or imperfections.
- **Context:** Include images of the item in use or with accessories (if applicable). This helps buyers understand the product better.

## c. Image Composition

- **Background:** Use a plain, neutral background that contrasts with the item. White or light-colored backgrounds are typically preferred.
- **Focus:** Keep the item in sharp focus. Avoid images where the item is out of focus or blurry.

## 5. Prohibited Image Content

### a. Misleading Images

- **Deceptive Representation:** Do not upload images that misrepresent the item's condition, color, or features.
- **Third-Party Images:** Avoid using images of other sellers' items or from other sources without permission.

### b. Inappropriate Content

- **Offensive Material:** Ensure images do not contain offensive or inappropriate content, including explicit or harmful material.
- **Watermarks:** Avoid adding watermarks, text overlays, or logos to your images that can distract from the item.

## 6. Image Upload Process

### a. Uploading

- **Procedure:** Follow the Sisswift upload process to add images to your listing. Review images for quality and accuracy before finalizing the upload.
- **Preview:** Use the preview feature to check how images appear on your listing and make adjustments if necessary.

### b. Editing and Removal

- **Updating Images:** You can edit or replace images in your listing if needed. Ensure updated images adhere to these guidelines.
- **Removing Images:** Remove outdated or incorrect images from your listing to maintain accuracy.

## 7. Review and Compliance

### a. Moderation

- **Review:** Sisswift's moderation team will review uploaded images to ensure compliance with these guidelines.
- **Rejections:** Images not meeting the standards may be rejected or flagged for revision. You will be notified if changes are required.



## b. Reporting Issues

- **User Reports:** If you encounter issues with image quality or guidelines, report them through the support system for resolution.

## 8. Policy Updates

Sisswift reserves the right to update these image upload guidelines as necessary. Users will be notified of significant changes through the platform.

## 9. Contact Information

For assistance or inquiries regarding image uploads, please contact us at:

- **Email:** support@sisswift.com

Thank you for following these guidelines to ensure a high-quality and reliable marketplace experience on Sisswift.

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# Multimedia Content Guidelines

**Effective Date: 03/02/2024**

## 1. Introduction

Multimedia content, including images, videos, and audio, plays a vital role in enhancing the quality and effectiveness of listings on Sisswift. These guidelines are designed to ensure that all multimedia content is of high quality, accurate, and aligns with our platform standards.

## 2. General Requirements

### a. Quality

- **Resolution:** Ensure that all multimedia content is high resolution. Images should be at least 1080 x 1080 pixels, and videos should be in HD quality (720p or higher) for clarity.
- **Lighting and Clarity:** Use proper lighting and ensure that content is clear and well-defined. Avoid dark or overly bright areas that obscure details.

### b. Authenticity

- **Actual Content:** Use multimedia that accurately represents the item or service being offered. Do not use stock images, videos, or audio clips that do not directly relate to your listing.
- **No Alterations:** Avoid altering or manipulating multimedia content in a way that misrepresents the item or service. The content should reflect the true condition and functionality of the item.

## 3. Image Guidelines

### a. Specifications

- **File Formats:** Supported formats include JPEG, PNG, and GIF. Ensure images are saved in a format compatible with Sisswift's upload system.



- **File Size:** Each image should be under 5MB to ensure fast upload and loading times. Compress images if necessary without significantly affecting quality.

#### b. Content

- **Primary Image:** The primary image should clearly display the entire item and be centered in the frame. Avoid background clutter and distractions.
- **Additional Images:** Include multiple angles, close-ups, and context shots (e.g., items in use). Show any defects or unique features.

#### c. Prohibitions

- **Misleading Content:** Do not use images that misrepresent the item's condition, features, or appearance.
- **Inappropriate Material:** Avoid images with offensive or inappropriate content. No watermarks, text overlays, or logos should be added.

### 4. Video Guidelines

#### a. Specifications

- **File Formats:** Supported formats include MP4, AVI, and MOV. Ensure videos are uploaded in a format compatible with Sisswift.
- **Duration:** Keep videos concise, ideally between 30 seconds and 2 minutes, focusing on key features and functions of the item.
- **Resolution:** Upload videos in HD quality (720p or higher) to ensure clarity and detail.

#### b. Content

- **Focus:** Videos should clearly demonstrate the item's features, functionality, and any relevant details. Avoid shaky or unstable footage.
- **Editing:** Use smooth transitions and avoid excessive editing that could mislead viewers. Ensure the video content is representative of the actual item.

#### c. Prohibitions

- **Misleading Content:** Do not upload videos that inaccurately represent the item or service.
- **Inappropriate Material:** Avoid content that is offensive, explicit, or unrelated to the item. Ensure videos comply with community standards.

### 5. Audio Guidelines

#### a. Specifications

- **File Formats:** Supported formats include MP3, WAV, and AAC. Ensure audio files are in a format compatible with Sisswift's upload system.
- **File Size:** Keep audio files under 10MB to facilitate easy upload and playback.

#### b. Content

- **Clarity:** Ensure audio is clear and free from background noise. The content should be relevant and informative about the item or service.



- **Length:** Keep audio clips short and to the point, ideally between 30 seconds and 1 minute.

#### c. Prohibitions

- **Misleading Content:** Do not include audio that misrepresents the item or includes unrelated information.
- **Inappropriate Material:** Avoid offensive, explicit, or unrelated audio content.

### 6. Upload and Review Process

#### a. Uploading

- **Procedure:** Follow the Siswift upload process for multimedia content. Review all content for quality and accuracy before finalizing the upload.
- **Preview:** Use the preview feature to check how multimedia content appears on your listing and make necessary adjustments.

#### b. Moderation

- **Review:** Siswift's moderation team will review multimedia content to ensure compliance with these guidelines.
- **Rejections:** Content that does not meet our standards may be rejected or flagged for revision. Users will be notified if changes are required.

### 7. Reporting Issues

#### a. User Reports

- **Reporting:** If you encounter issues with multimedia content, such as misrepresentation or quality concerns, report them through the support system for resolution.

### 8. Policy Updates

Siswift reserves the right to update these multimedia content guidelines as necessary. Users will be notified of significant changes through the platform.

### 9. Contact Information

For assistance or inquiries regarding multimedia content, please contact us at:

- **Email:** support@siswift.com

Thank you for adhering to these guidelines and contributing to a high-quality and trustworthy marketplace on Siswift.

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## Guidelines for In-Person Phone Transactions

**Effective Date: 03/02/2024**

### 1. Introduction



In-person phone transactions are a key feature of Sisswift, allowing buyers and sellers to meet face-to-face for the final exchange of goods and verification. To ensure a smooth, secure, and satisfactory experience for all parties, it is essential to follow these guidelines.

## 2. Pre-Transaction Preparation

### a. Verification

- **Seller Verification:** Ensure that the seller's identity and phone details are verified through Sisswift's platform before agreeing to meet. Check for verified badges or reviews.
- **Buyer Verification:** Buyers should also verify the seller's details and confirm the authenticity of the phone before scheduling a meeting.

### b. Communication

- **Arrange Meeting:** Agree on a convenient time and location for the meeting. Use Sisswift's in-app messaging system to finalize the arrangements.
- **Confirm Details:** Confirm the transaction details, including the phone model, condition, and agreed price, before the meeting.

## 3. Meeting Location

### a. Safety

- **Public Places:** Arrange to meet in a safe, public location such as a café, mall, or designated public area. Avoid meeting in secluded or private locations.
- **Secure Environment:** Ensure that the meeting location is well-lit and has sufficient security presence, if possible.

### b. Privacy

- **Minimize Distractions:** Choose a location where you can focus on the transaction without distractions or interruptions.
- **Personal Safety:** Avoid sharing personal information or sensitive details unrelated to the transaction.

## 4. Transaction Process

### a. Phone Inspection

- **Verify Condition:** Carefully inspect the phone for any discrepancies from the listing description. Check for physical damage, functionality, and any accessories promised.
- **Test Functionality:** Test essential functions such as calling, messaging, camera, and connectivity to ensure the phone operates correctly.

### b. Payment Handling

- **Payment Method:** Use Sisswift's secure payment system to complete the transaction. Do not use direct bank transfers or cash payments outside the platform.



- **Payment Confirmation:** Ensure payment is confirmed through Siswift's system before finalizing the handover. Obtain and keep a receipt or transaction confirmation.

#### c. Handover

- **Complete Transfer:** Hand over the phone and any included accessories (e.g., charger, case) only after payment confirmation.
- **Documentation:** Ensure both parties sign any necessary documentation or receipts provided by Siswift.

### 5. Post-Transaction

#### a. Feedback

- **Leave Feedback:** After the transaction, both parties should leave honest feedback based on their experience. This helps maintain the integrity and trustworthiness of the Siswift marketplace.

#### b. Reporting Issues

- **Report Problems:** If any issues arise during the transaction, such as discrepancies in the phone's condition or problems with the payment, report them through Siswift's support system immediately.
- **Dispute Resolution:** Siswift's support team will assist in resolving disputes and ensuring fair outcomes for both parties.

### 6. Security and Compliance

#### a. Personal Safety

- **Be Cautious:** Exercise caution and remain vigilant throughout the transaction. Avoid sharing personal or financial information that is not directly related to the transaction.

#### b. Compliance

- **Adherence to Policies:** Ensure that all actions during the transaction comply with Siswift's policies and guidelines, including those related to payment and communication.

### 7. Policy Updates

Siswift reserves the right to update these guidelines as needed. Users will be notified of significant changes through the platform.

### 8. Contact Information

For any questions or concerns about in-person phone transactions, please contact us at:

- **Email:** [support@siswift.com](mailto:support@siswift.com)

Thank you for following these guidelines and contributing to a safe and efficient marketplace on Siswift.





# Dispute Policy

**Effective Date: 03/02/2024**

## 1. Introduction

Sisswift aims to provide a secure and seamless marketplace for phone transactions. This Dispute Policy outlines the procedures and guidelines for addressing disputes that may arise between buyers and sellers. Our goal is to resolve disputes fairly and efficiently while maintaining the integrity of our platform.

## 2. Types of Disputes

Disputes on Sisswift may arise in the following scenarios:

### a. Transaction Issues

- **Non-Delivery:** The buyer did not receive the phone after payment was confirmed.
- **Significant Misrepresentation:** The phone received differs substantially from the description provided in the listing.
- **Defective Product:** The phone is non-functional or has defects not disclosed in the listing.

### b. Payment Issues

- **Payment Discrepancies:** Issues related to the amount paid, confirmation of payment, or payment methods.
- **Fraudulent Transactions:** Instances where fraudulent activity is suspected.

### c. Cancellation Issues

- **Order Cancellation:** Disputes related to cancellations initiated by buyers or sellers.
- **Failure to Honor Cancellation:** Situations where one party does not honor a cancellation request.

## 3. Filing a Dispute

### a. Eligibility

To file a dispute, the following conditions must be met:

- The issue must involve a transaction completed through Sisswift's secure payment system.
- The dispute must be filed within the stipulated timeframe of 24 hours from the issue's occurrence.

### b. Dispute Submission

1. **Initiate Dispute:** Access the "Disputes" section in the Sisswift app or website.
2. **Provide Details:** Submit detailed information about the issue, including transaction ID, evidence (e.g., photos, communication logs), and a description of the problem.



3. **Submit Request:** Confirm and submit the dispute request. Both buyer and seller will be notified.

#### 4. Investigation Process

##### a. Evidence Review

- **Gather Evidence:** Our support team will collect and review evidence from both parties, including transaction records, communication history, and any supporting documentation provided.
- **Assess Claims:** Determine the validity of the dispute based on the evidence and compliance with Siswift's policies and terms.

##### b. Communication

- **Request Clarification:** We may contact both parties for additional information or clarification during the investigation.
- **Mediation:** Facilitate communication between the parties to attempt an amicable resolution.

#### 5. Resolution and Outcomes

##### a. Dispute Resolution

- **Decision Making:** Based on the evidence and investigation, our support team will make a fair and impartial decision.
- **Resolution Options:** Possible outcomes include issuing a refund, facilitating a return, or other actions as deemed appropriate.

##### b. Refunds and Adjustments

- **Approved Refunds:** If a refund is granted, it will be processed to the buyer's Siswift balance or original payment method, as applicable.
- **Return of Goods:** If a return is required, instructions will be provided to both parties for the safe and secure return of the item.

##### c. Denied Disputes

- **Notification:** If a dispute is denied, both parties will be notified with a detailed explanation of the decision.
- **Appeals:** Parties may appeal the decision by providing additional evidence or information. Appeals are reviewed by a senior member of the support team.

#### 6. Penalties for Misconduct

##### a. Fraudulent Claims

- **Penalties:** Users found to have filed fraudulent or misleading disputes may face penalties, including account suspension or termination.

##### b. Non-Compliance



- **Failure to Cooperate:** Parties who do not cooperate with the investigation or fail to provide required information may face restrictions on their account or other consequences.

## 7. User Responsibilities

### a. Accurate Information

- **Provide Truthful Information:** Both parties are required to provide accurate and truthful information throughout the dispute process.

### b. Cooperation

- **Assist with Investigation:** Cooperate fully with Sisswift's support team and provide any requested documentation or evidence promptly.

## 8. Policy Updates

Sisswift reserves the right to update this Dispute Policy as necessary. Users will be notified of significant changes through the platform.

## 9. Contact Information

For any questions or concerns about the Dispute Policy, please contact our support team at:

- **Email:** [support@sisswift.com](mailto:support@sisswift.com)

Thank you for your attention to this policy and for contributing to a fair and efficient marketplace on Sisswift.