## **KNOW YOUR CUSTOMER (KYC) POLICY**

Including giving great importance to the account security, As Bitci, we take the issue of providing the best customer service to our customers very seriously. In order to prevent any identity theft or fraud, we strictly follow the KYC (Know Your Customer) Policy.

In this regard, before our customers start trading after they open trading account, we have quick and simple procedure that our customers must follow. This procedure ensures the safety and security of all trading accounts.

The purpose of the Know Your Customer Policy is; with a risk-based approach, reducing the risks by evaluating the customers, transactions and services of the Bitci Teknoloji A.Ş., raising the level of awareness of the employees about the prevention of money laundering and financing of terrorism and obtaining information in this regard, and in this context, informing the customers that the Company carries out its activities in accordance with the current legislation, especially the Law No. 5549 Prevention of Laundering Proceeds of Crime and the Law No. 6415 on the Prevention of the Financing of Terrorism.

Within the scope of this KYC Policy, the customers to whom this KYC Policy is implemented on to not to harm the Company's activities refers to the real persons who are members of the Platform ("Platform") that can be accessed via <a href="www.bitci.com">www.bitci.com</a> and those who benefit from the services offered on the Platform and therefore those who accept the matters in this KYC Policy.

#### 1. Authentication

Within the framework of the current legislation and other internal policies of the Company, and in accordance with this KYC Policy, Bitci takes the following measures:

Authenticate the customer

Taking necessary measures to identify the real beneficiary as a result of the customer's transactions

Obtaining satisfactory information about the purpose and nature of the transaction that the customer wishes to perform

Monitoring the Customer and the transactions performed by the Customer throughout the customer relations and comparing with the Customer profile

Monitoring high-risk Customers, transactions, and other customers that require particular attention

Within the framework of this KYC Policy, the authentication regarding to the customer is completed before the service relationship between the customer and the company starts, or before the customer makes any transactions. As the service relationship between the customer and the company is being established, information regarding the purpose of the customer to

become a member of the Platform belonging to the company, and the transactions to be made on the Platform and the purposes of these transactions will be obtained.

Bitci follows a policy that is in line with the provisions of the Law No. 4208 on the Prevention of Money Laundering.

### Required documents while becoming a member

## For our real person users;

A copy of the identity card containing the identity number and photo. (ID of Republic of Turkey)

A selfie which contains the face of the customer and a paper on which name and surname, date, and Bitci.com is written is clearly seeable.

Phone number

E-mail address.

# The cases in which the authentication procedure will be carried out;

When establishing a service relationship, regardless of the monetary amount;

If the total amount of a single crypto currency transaction or multiple linked transactions is equal to or more than 100,000,00 TL;

If the total amount of a single cryptocurrency exchange or multiple linked transactions is equal to or more than 100,000,00 TL;

In cases requiring suspicious transaction reporting within the framework of the current legislation, regardless of the monetary amount;

Regardless of the monetary amount, if there is any doubt about the accuracy and adequacy of previously acquired identity information;

In cases where the Client requesting a transaction on the platform performs the transaction for the benefit of a third party; authentication of both the Customer requesting the transaction and the third party for whose benefit the transaction is performed.

In cases where the customer declared that he/she is acting on his/her behalf but he/she is suspected to act for the benefit of a third party, then, the company takes all the measures to the identify the real beneficiary.

In accordance with the current legislation, Bitci will keep the documents and identity information on Platforms or any other environment, starting from the date of their issuance and for eight years from the last transaction date; and Bitci will submit those to the relevant parties if it is requested.

Additionally, customer relationships will not be established with the persons who want to open a user account with a pseudonym or fake names; with persons who refuse to provide the necessary information and documents; with the persons who are in the lists (OFAC, AB, BM, HMT, etc.) published by international institutions and organizations on money laundering of crime and terrorism; with the persons who violate the provisions and regulations of EU Directive No. 1, Basel Principles, Vienna Convention, Strasbourg Convention, Palermo Convention, Wolfsberg Principles, EU Directive No. 2, Egmont Group, FATF, EU Directive No. 3; with the persons of whom the identity verification has not been undertaken or sufficient information cannot be obtained about the purpose of the service relationship; with the persons who have a negative record of money laundering in the company's internal system regarding the financing of terrorism and related financial crimes (fraud, counterfeiting, organized crimes, etc.); and with the persons who acts in a way that constitutes illegal betting, gambling transactions.

To have an account on the Platform, customers fill out a member form. Customers who want to make transactions must document their identity and address information. Otherwise, Bitci has the unilateral right to not to execute transactions or to suspend the account.

### **Know Your Customer Form**

In accordance with the provisions of Law No. 5549 Prevention of Laundering Proceeds of Crime and the Regulation on Measure Regarding the Prevention of Laundering Proceeds of Crime and Financing of Terrorism, in order to fulfill our legal obligations, as Bitci Teknoloji A.Ş ("Bitci"), we hereby request the following information:

Name and Surname:
Date of Birth and Place:
Type of ID and Number of It:
Nationality:
Residence Address:
Phone and Fax Number:
E-mail Address:
Area of Work and Profession:

**Important Explanation:** As a result of the transactions you will make on out cryptocurrency service platform, you may face the risk of loss as well as possibility to make a profit. Therefore, before deciding to trade, you need to understand the risks you may encounter and

make your decisions according to your financial situations and limitations. We kindly request you to review the Bitci User Agreement before becoming a member of the Platform.

I declare and undertake that I act only on my own behalf as a real person user in all the accounts that I will open on the Platform Bitci.com that belongs to the Bitci Teknoloji A.Ş. and that I understand the fact that I might be subject to the legal and criminal sanctions in accordance with the relevant legislation.

I further declare that the information I have hereby provided in this form is accurate and complete.

Name-Surname

Signature