

OMAKOEION
SERVICES ○ ○ ○ ○ ○ ○ ●

KYC Policy

The objective of KYC policy is to prevent Omakoeion Services Ltd from being used, intentionally or unintentionally, by criminal elements for money laundering activities or terrorist financing activities. KYC procedures shall also enable the Omakoeion Services Ltd to know and understand its Customers and its financial dealings better which in turn will help Omakoeion Services Ltd to manage its risks prudently.

PREVENTION:

1. To ensure the integrity of sensitive data Omakoeion Services Ltd obtains from the Customer.
2. To prevent criminal elements from using Omakoeion Services Ltd for money laundering activities.
3. To enable Company to know and understand its Customers and their financial dealings better which, in turn, would help the Company to manage risks prudently.
4. To put in place appropriate controls for detection of suspicious activities in accordance with applicable laws/laid down procedures.
5. To comply with applicable laws and regulatory guidelines.

WHICH DOCUMENTS ARE REQUIRED WHEN WE ENTER INTO A BUSINESS RELATIONSHIP WITH A NEW CLIENT?

For individuals:

- A copy of Customer valid National ID or Passport with the signature page.
- A copy of a recent Utility Bill in the Customer's or Bank Statement or Residence Certificate all showing Customer's name and address not older than 6 months.
- Any other documents which the company may deem necessary.

For Companies:

- Certificate of Incorporation
- Memorandum and Articles of Association
- Confirmation of Company Address
- A search of the file at the Companies Registration Office.
- List of all Shareholders with 25% or more of voting rights at the Annual General Meeting of the Company.
- List of all Directors
- Identification documents of the Directors and Shareholders
- Proof of Address of Directors and Shareholders
- Certificate of Good Standing.
- Certificate of Incumbency.
- Any other documents which the Company may deem necessary.

Enquiries made by us will extend as far as practicable to identify those who ultimately own and control the company.

If at any later stage, any changes occur in the structure or the ownership status or to any details of the legal person, then it is imperative that further enquiries should be made for ascertaining the consequences of these changes on the documentation and information held by the Company for the legal person and all additional documentation and information for updating the economic profile of the legal person is collected.

Standards of control vary between different countries and close attention will be paid to the place of origin of the documents and the background against which they are produced.

WHEN DOES THE CUSTOMER NEED TO PROVIDE THESE DOCUMENTS?

We highly appreciate you taking the time to provide us with all the necessary documents prior to signing a legal agreement and enter a business relationship with you. We require the receipt of all the necessary documents prior to making any transactions to your benefit.

HOW DO I KNOW MY DOCUMENTS ARE SAFE WITH YOU?

Omakoeion Services Ltd holds the security of documentation at highest priority and treats all documents it receives with utmost respect and confidentiality. All files that Omakoeion Services Ltd obtains are fully protected using the highest level possible of encryption at every step of the review process.