FACTSHEET
KYC SPIDER TOOLBOX

The KYC Toolbox is an automated technical solution for your KYC compliance process.

Your data is stored and processed in Switzerland under banking standards. Any data will be stored by our systems for a period of four weeks. For a long-term storage solution of your **KYC Files**, we provide a Document Store Service. In any case, our platform policy applies.

TOOLBOX

The KYC Toolbox assists you within the scope of your KYC Due Diligence, with Anti-Money-Laundering ("AML") and terrorist financing regulations in Switzerland, and for an audit-proof process of your KYC Checks.

KYC FILE

A separate **KYC File** is created for each of your entities checked. All data and documents generated in the Toolbox, and required for a compliant process documentation, are stored in your KYC Files per entity. Furthermore, all documents uploaded via the **Upload Service Tool** can be stored in the very same respective KYC File.

You are solely responsible for the final evaluation (verification process) and approval-process internally.

CHECK CUSTOMER

The function **Check Customer** is used to check a natural or legal entity. The KYC Toolbox provides you with the relevant indications should there be hits found relevant to AML or the prevention of terrorist financing.

The standard indication provides either the result "indications of possible risks found" or "no indications found". The checks are being performed manually by using our web-based platform, with a single click. The standard indications are based on the **Matchprofile** implemented and predefined with you in advance according to your compliance concept.

VERIFY RISK

All records and hits that might be relevant regarding AML and the prevention of terrorist financing shall be verified. The user needs to review each record or hit by himself. Each completed risk assessment will generate an **Investigation Report**. All relevant documentation, including the Report, will be stored in the **KYC File** ready for you to export.

ENHANCED DUE DILIGENCE (EDD ASSISTANT)

For a complete risk assessment there is additional information required. The **EDD Assistant** is used to perform an in-depth investigation. The Tool integrates worldwide information from websites, media databases, registers, and other compliance relevant sources in addition as per requirements of your regulator. The generated **EDD report** will be stored in the KYC File which you may export.

ONBOARDING CHATBOT

The digital onboarding **Chatbot** initiates an automated chat dialogue in which all required and AML-relevant information for a compliant documentation is being collected. The dialog is initiated by activating an auto-generated process (2-factor authentication) addressed to the entity to be verified. During the dialog, all required checks are automatically performed in the background. In case the chatbot finds a possible risk, the relevant following questions are being asked and the required documents are collected. The required documents will be delivered via our **secure upload page**. For additional security, the person to be verified must confirm all data entered via the TAN procedure and confirm with his consent, all information and answers delivered to be correct.

The required **compliance forms** are automatically created by the chatbot with the requested information and stored in the **KYC File**.

VIDEO IDENTIFICATION

In order to identify an entity in accordance with the Circular 2016/07 of the Swiss Financial Market Authority ("FINMA") (video and online identification, hereafter "FINMA Circular 2016/07"), we provide a video identification process. The recordings and data from the video interview are stored in the **KYC File**.

The video identification is carried out in accordance with FINMA Circular 2016/07. Please find more details on the identification process here; Process Flow. All data, pictures and recordings collected during the video interview, are stored in the **KYC File**.

The legal prerequisites for the video identification are defined or re-confirmed by you, individually adapted to your needs, and comply with your internal compliance standards and compliance concept. For transaction business we apply different thresholds at which an entity has to be identified in accordance with FINMA Circular 2016/07. The thresholds are already pre-implemented in our process and are based on the legal regulations or recommendations (e.g. VQF or Swiss Bankers Association). In any case you are required to verify our Matchprofile in accordance with your compliance concept.

As an example, we suggest the following thresholds for an Initial Coin Offering ("ICO") or a Token Generating Event ("TGE") to perform an identification via video:

- Payment Token: from CHF 3'000
- Utility Token: from CHF 15'000
- Security Token: from CHF 15'000

All Token functionalities:

- from CHF 100,000, additional information/documentation with view to an enhanced due diligence and for the purpose of plausibility checks is collected, among other things:
  - the source of the funds (income, assets)
  - Negative News
- from CHF 300,000, additional information is collected on, among other things:
  - Tax conformity

UPLOAD SERVICE

All documents required, for each single entity to be verified, may be uploaded into the **KYC File** and stored online.

You can have the entity to be checked notified by e-mail and 2-factor authentication process. They may upload the required documents directly to your Toolbox and respective KYC File, via a secure upload page. The collected data is stored according to our data protection policy.

BCP CHECK (Blockchain Address Check)

An address in the Bitcoin- or Ethereum- Blockchain can be checked. If indications of illegal payments or veilings were found, the result will show an increased risk. A report will be generated and stored in the **KYC File.**

WEB-SERVICE (API)

The KYC Spider Webservice is an web based application programming interface **("API")** with which a **Check** can be performed directly from your applications. The necessary personal data must be sent to **KYC Spider's web service**. The **Check** will be done per your defined **Matchprofile** and delivers either the result "indications of possible risks found" or "no indications found". Possible indications must be verified with the **Verify Risks Tool**. The technical specifications of this web service are provided by KYC.

MATCHPROFIL

A **Matchprofile** must be set so that the above-mentioned functions can be used. We provide a suggestion for these settings, which is already implemented. The match profile, which is stored as standard and complies with the usual FINMA and VQF requirements, is activated without the client having explicitly requested an individual adjustment. Those settings shall match your compliance concept. The **Matchprofile** must be confirmed and signed by you.

Please find further information on settings and the Matchprofile here.