



HAWEX GROUP LTD
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Documents check-list guide

I. Detailed Business Description

Detailed description of business activity, including the nature of incoming and outgoing payments, and main business partners.

II. Initial package of documents

1. Certified and translated into English charter **PDF**.
2. Company structure document (not older than 3 months) - Certificate of Incumbency/Register Statement/Certificate of Incorporation **PDF + Link (or digital statements)**.
Please note that the document must be in English, fresh and certified.
3. Appointment of the Director **PDF** (translated into English and duly certified).

Many jurisdictions issue a Certificate of Incumbency reflecting the structure of the company, i.e. Shareholder and Director. In many European jurisdictions, this is an extract from the register. Hawex asks for this notarized extract. Or the client can give us a printout and give a direct link to the company's page in the register where Hawex can see all the information for free.

(Please note that many free online statements are incomplete. Payment is required to obtain a complete document).

You need to pay attention to the format of the document, that is, how it is certified. Documents from the European Union can only be notarized.

III. Authorized person (Director)

In practice, the authorized person of the company can be either the Director of the company or the Proxy based on the Power of Attorney.



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1. Passport or ID Card Scan (border crossing documents) **PDF**
Hawex kindly asks you to scan in original size, in good quality and in color, numbers and letters must be visible. If ID Card, then on both sides.

2. Selfie with identification documents **JPEG**
The selfie should clearly show both the face and the document data. Not in a mirror image.

3. Utility bill - The document should be **not older than 3 months, in English or with an English translation**. As a Utility Bill, is accepted either a utility bill, or a statement from the bank about the availability of an account, or a bank statement. Mandatory conditions: the document must contain the address and name and surname of the client. **The address of the authorised person should be in the same country as the legal address of the Company.**

4. Verification
Video - verification takes place using a computer or smartphone. The link is a one-time use, so you need to go straight to it and go through verification, it is sent to the client by mail during the registration process.

5. Power of attorney
If the Authorized Person is a Proxy, then a Power of Attorney from the Director is required. It must contain the powers of the Trustee. Pay attention to the powers related to account opening, use and closing (if these services are planned to be used). In particular, Hawex opens an account (it can be called an ACCOUNT or a PAYMENT ACCOUNT, Hawex does not open a BANK ACCOUNT). Our organization that opens an account in the Power of Attorney can be called (PAYMENT INSTITUTION or FINANCIAL INSTITUTION, Hawex is not a BANK).



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The power of attorney must be signed by the Director and duly certified.

IV. Beneficiary

In practice, the Beneficiary can be either the Shareholder of the company, or another person on the basis of the Declaration of Trust, Trust of Deed.

1. Passport or ID Card Scan (border crossing documents)
PDF.

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2. Utility bill - The document should be **not older than 3 months, in English or with an English translation.** As a Utility Bill, is accepted either a utility bill, or a statement from the bank about the availability of an account, or a bank statement. Mandatory conditions: the document must contain the address and name and surname of the client.

3. CV **PDF**

To understand that the beneficiary has an experience working in the business activity declared by the Company, Hawex asks for a CV. CV should be submitted in English.

4. **Source of Wealth n Proof of Funds PDF**

A mandatory condition for the Beneficiary is the availability of a source of income. Therefore, Hawex requires documents that confirm the sources of income. As a rule, such documents are:

- A statement from the personal bank account, showing the credit that are identified as a source of income
- Tax return for the last period



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- The company's resolution on the accrual of dividends
- Pensioner's ID
- Any other document that shows the source of income of the Beneficiary Working contract
- Resolution of the company on the accrual of dividends

5. Declaration of Trust

In case the Beneficiary is not a Shareholder of the company, then we ask for the Declaration of Trust as a supporting document. In addition, many registers declare the Beneficiary.

V. Licence (if applicable) PDF

- Certified license in English
 - Electronic license statement in PDF with verification link
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VI. Statement from the bank (financial institution) on the corporate account

If the company has (had) an account with another bank (financial institution). The document should include the Company's name, legal address and IBAN.

VII. Confirmation of the actual address of the company PDF

A **mandatory requirement** for onboarding is that the Company has an actual business address **in the country of its incorporation**. Thus, Hawex understands that it is not a shell company. As a Utility Bill, we accept office lease with a company name (+invoices and payments for lease), utility bills, telephone, etc.

(**not older than 3 months**)

VIII. Processing history covering the last 3-4 months

IX. Proof of domain ownership



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X. Company - financial institution

- Financial institution questionnaire
- AML Policy signed by the responsible person
- AML Officer's CV
- Agreement with AML service provider