

Sheet	Schedule of Data Entry Screens
<u>01</u>	<u><i>SVF Protocol Policies and Procedures</i></u>
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# Avar Consulting Ltd

## SVF Protocol Policies and Procedures

No	Details	✓
<b>01.00</b>	<b>Overview &amp; Summary</b>	
01.01	Legal and Professional Requirement to carry out certain due diligence.	✓
01.02	Includes Money Laundering Clearance checks.	✓
01.03	<a href="#"><u>Link to The Current Legislation to the Money Laundering Regulations 2007</u></a>	✓
01.04	This will not affect your credit rating.	✓
01.05	It will leave a trace on your credit history, but should have no impact.	✓
01.06	No information will be shared with Third Parties without your authorisation and approval, unless required to by law.	✓
<b>02.00</b>	<b>Due diligence measures must be applied in the following instances:</b>	
02.01	when a business relationship is established	✓
02.02	when an 'occasional transaction' worth €15,000 or more is carried out	✓
02.03	where there is suspicion of money laundering or terrorist financing	✓
02.04	when there are doubts about a customer's identification information that were obtained previously	✓
02.05	when it's necessary for existing customers - for example if their circumstances change	✓
<b>03.00</b>	<b>In most cases a simple ID check will suffice, however, enhanced checks must be carried out in the following cases:</b>	
03.01	when the customer isn't physically present when you carry out identification checks	✓
03.02	when you enter into a business relationship with a 'politically exposed person'	✓

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No	Details	✓
03.03	any other situation where there's a higher risk of money laundering	✓
03.04	<b>Enhanced checks will require the following measures:</b>	✓
03.05	obtaining further information to establish the customer's identity	✓
03.06	applying extra measures to check documents supplied by a credit or financial institution	✓
03.07	making sure that the first payment is made from an account that was opened with a credit institution in the customer's name	✓
03.08	finding out where funds have come from and what the purpose of the transaction is (higher risk situations only)	✓