HAUCK
AUFHÄUSER
ALTERNATIVE
INVESTMENT SERVICES

KYC Manager

Investor Flow Guide - Individual

October 2023

NOTE: Illustrative example of onboarding a natural person. The Investor Flow Guides (Individual and Company) are currently in progress and will be updated regularly.

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Background and Introduction

The KYC Manager is a digital platform for conducting the regulatory mandatory KYC ("Know Your Customer") checks. The Investor Flow is used to receive information and documents from investors online via the platform and thus to onboard investors digitally. The Investor Flow Guide describes how investors go through this flow and explains all the individual steps of the flow.

For a better overview, here is a brief introduction to the components of the flow. The flow is divided into the following 4 sections:

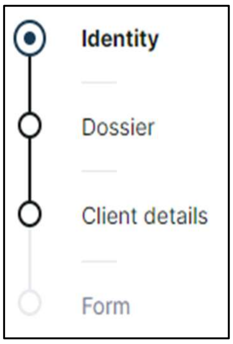
1. **Identity:** Here personal data of the person who runs through the flow (usually the investor himself) has to be deposited.

2. **File:** Here the investor has to fill in the so called dossier questionnaire and upload documents if necessary.

3. **Customer Details:** Deposit of further details about the investor such as postal address and further contact details of the investor / end customer, details about the origin of assets, information in the context of FATCA and CRS (tax residency), details about controlling persons and beneficial owners, etc.

4. **Form:** At the end of the process, a form is created as a PDF containing all the information provided during the flow.

The investor's current position in the flow is always displayed at the top left of the flow. By clicking on the "Previous" button at the bottom left, the investor can go to the previous page. The "Next" field at the bottom right allows the investor to save the entered data and continue with the flow. The latter is possible if the investor has filled in all mandatory fields. Optional fields are marked with "(optional)". All other fields are mandatory.

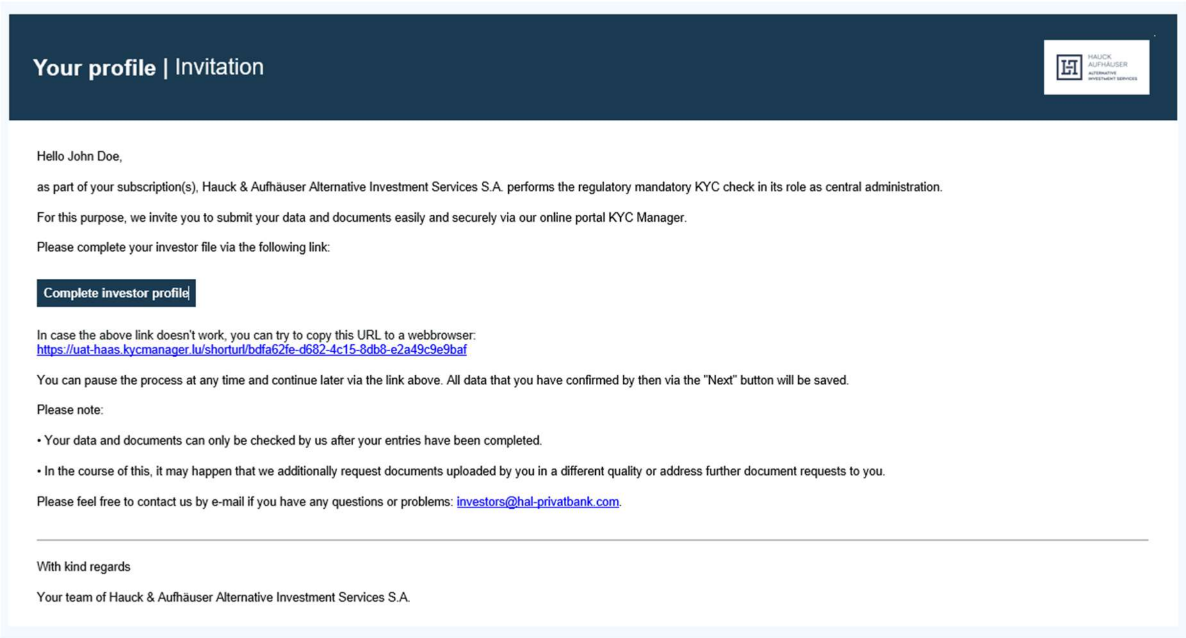


Once the investor has completed all 4 sections, the profile is automatically sent back to Hauck & Aufhäuser Alternative Investment Services S.A.

For ease of reading, only the generic masculine gender is used in this user guide. However, this personal designation applies to all genders.

Email and 2-Factor Authentication

After the investor has been created by an employee of Transfer Agent & Registrar of HAAS, the investor will receive the following invitation email. To enter the flow, the investor must click on "Complete investor file".



Your profile | Invitation

Hello John Doe,

as part of your subscription(s), Hauck & Aufhäuser Alternative Investment Services S.A. performs the regulatory mandatory KYC check in its role as central administration.

For this purpose, we invite you to submit your data and documents easily and securely via our online portal KYC Manager.

Please complete your investor file via the following link:

Complete investor profile

In case the above link doesn't work, you can try to copy this URL to a webbrowser:
https://uat-haas.kycmanager.lu/shorturl/bdfa62fe-d682-4c15-8db8-e2a49c9e9baf

You can pause the process at any time and continue later via the link above. All data that you have confirmed by then via the "Next" button will be saved.

Please note:

• Your data and documents can only be checked by us after your entries have been completed.

• In the course of this, it may happen that we additionally request documents uploaded by you in a different quality or address further document requests to you.

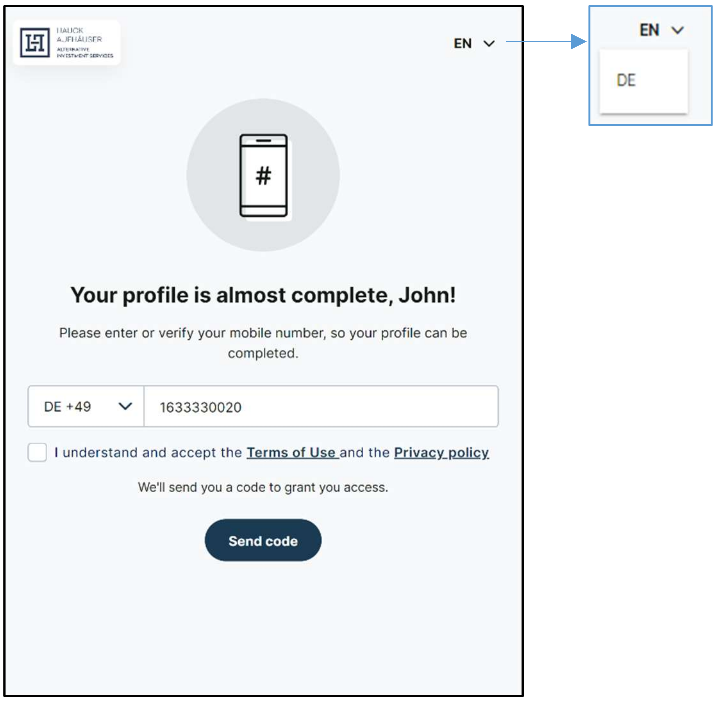
Please feel free to contact us by e-mail if you have any questions or problems: investors@hal-privatbank.com.

With kind regards

Your team of Hauck & Aufhäuser Alternative Investment Services S.A.

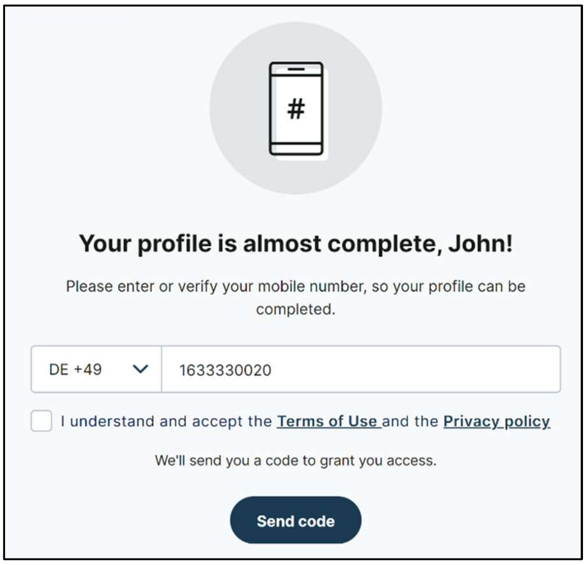
Language Determination of the Flow

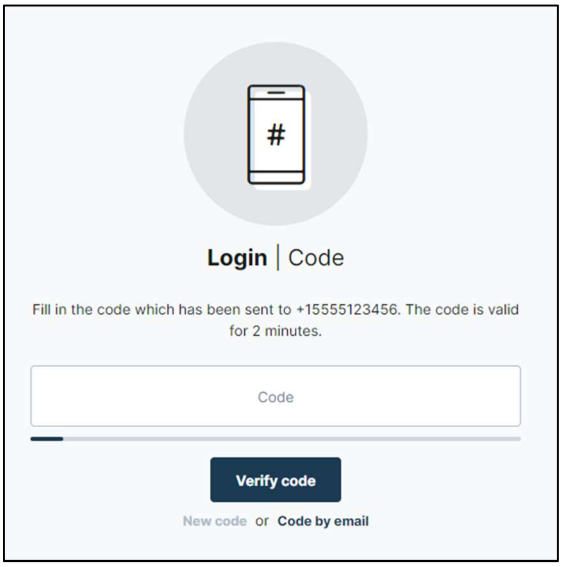
The investor will then be redirected to the following page and can first select a language (English or German) from the drop-down menu at the top right. Once registration is complete and the flow has started, the language can no longer be changed.



Login via SMS

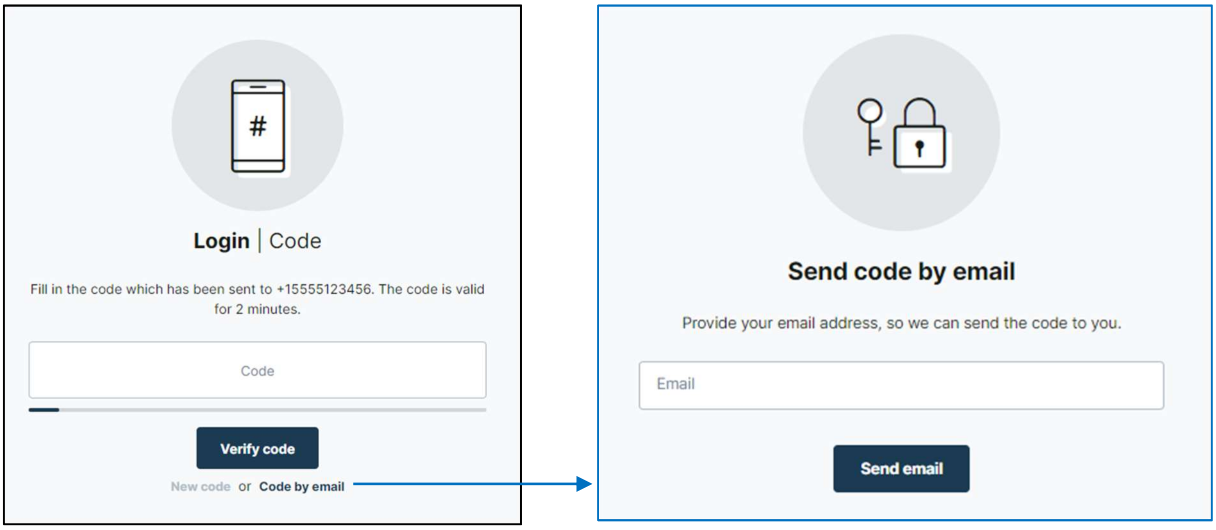
The investor must now enter their mobile phone number including country code and acknowledge and agree to the terms of use and privacy policy. The country can be selected from the drop down menu or manually entered in the format "XX +00". The investor will then receive a 6-digit code via SMS (One-Time-Password) to the previously specified number, which the investor will enter in the password field. The button “Verify code" completes the registration and the investor is automatically redirected to the flow.



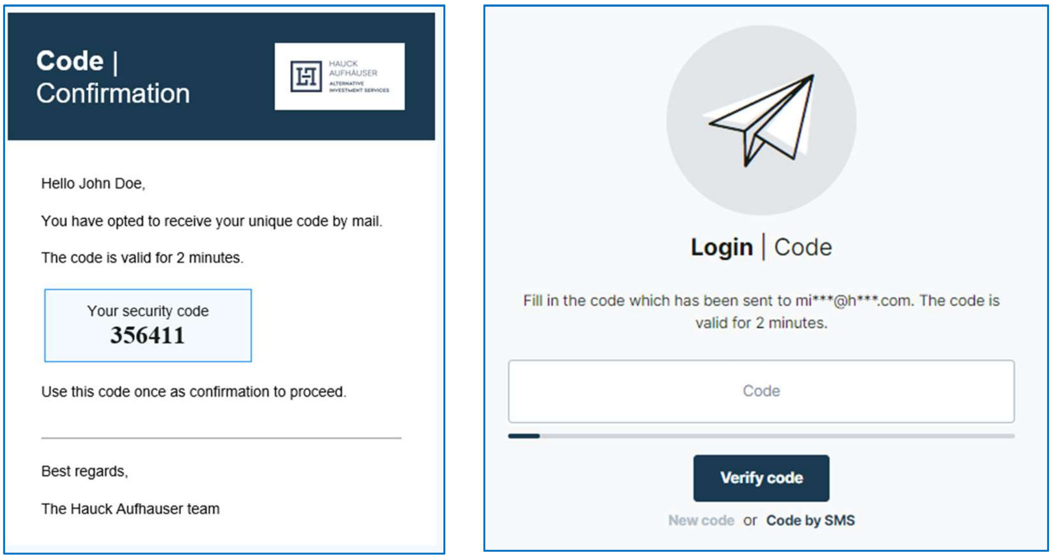


Login via Email

Alternatively, the code can be requested by email by clicking on the "Code by Email" button (below the "Verify code" box). This will open the following window where the investor can enter their email address and then click on "Send email".

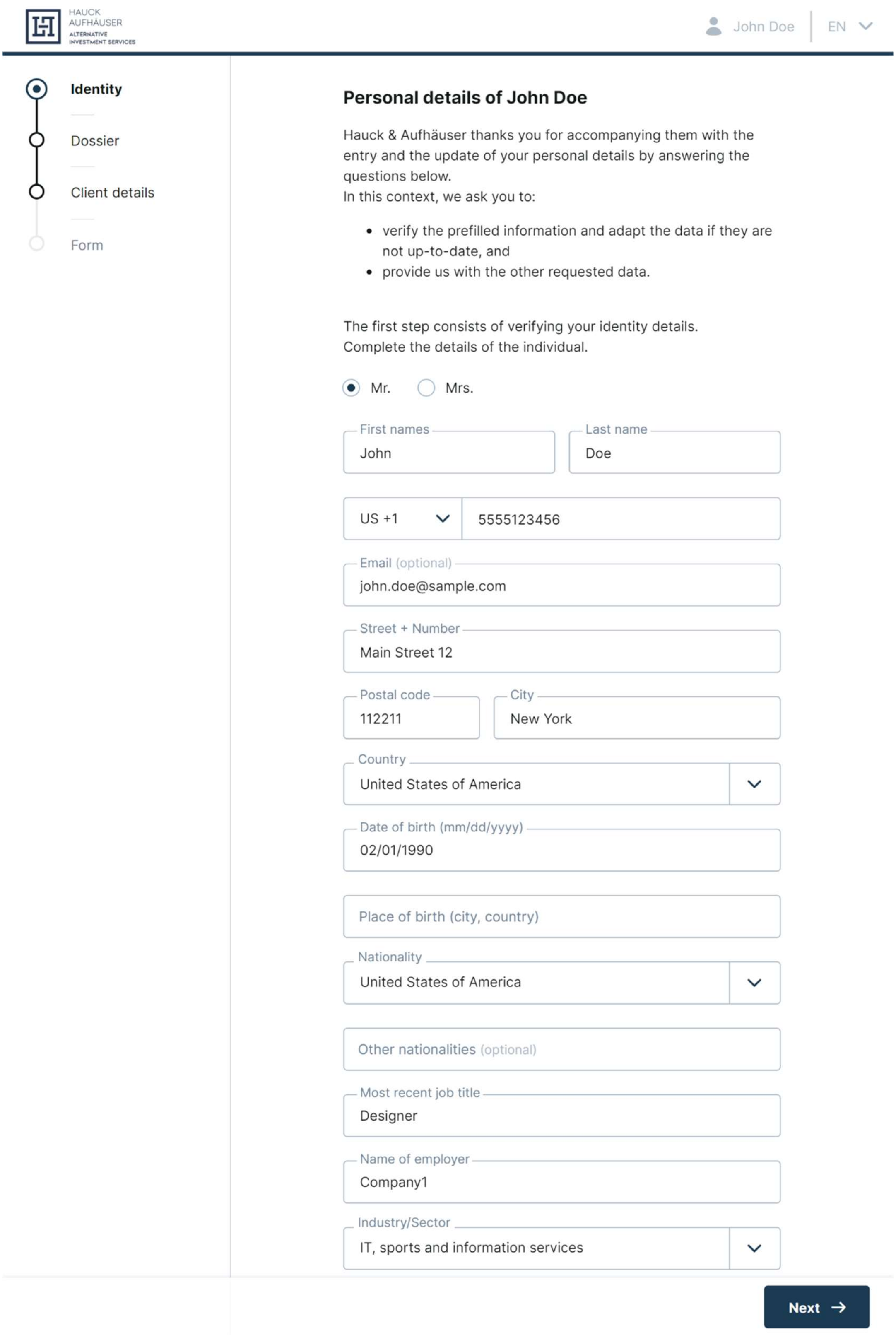


The investor then receives a 6-digit code sent to the previously provided email address. The investor can now enter the code in the code field. The button “Verify code" completes the registration and the investor is automatically redirected to the flow.



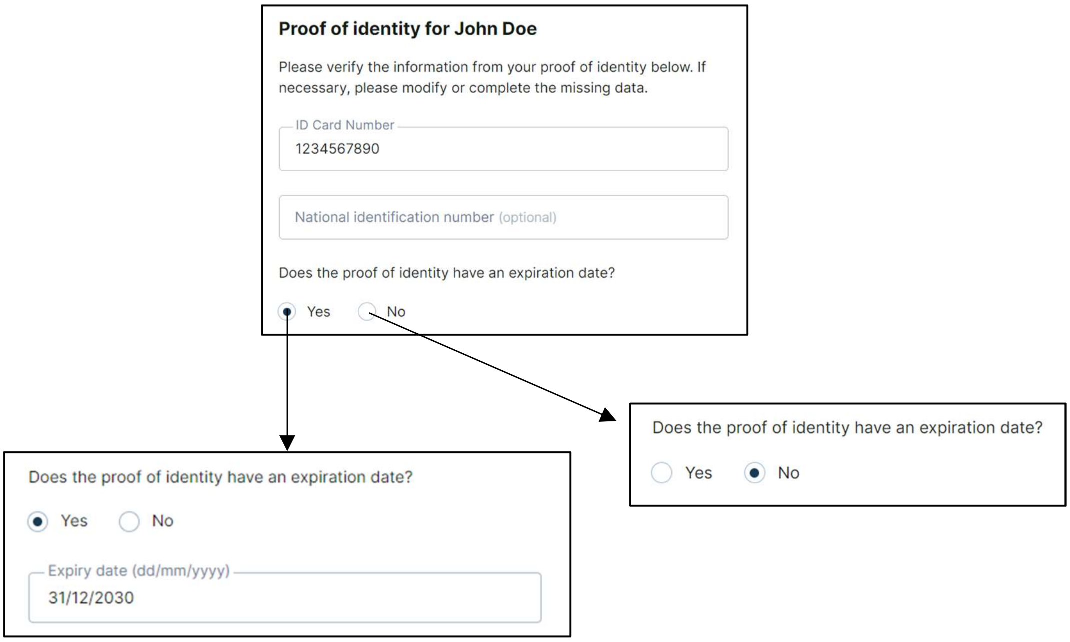
Identity

After logging in, the first thing the investor has to do is enter personal data. The field "Country" as well as "Nationality" and "Industry/Sector" can be selected by a drop-down menu.

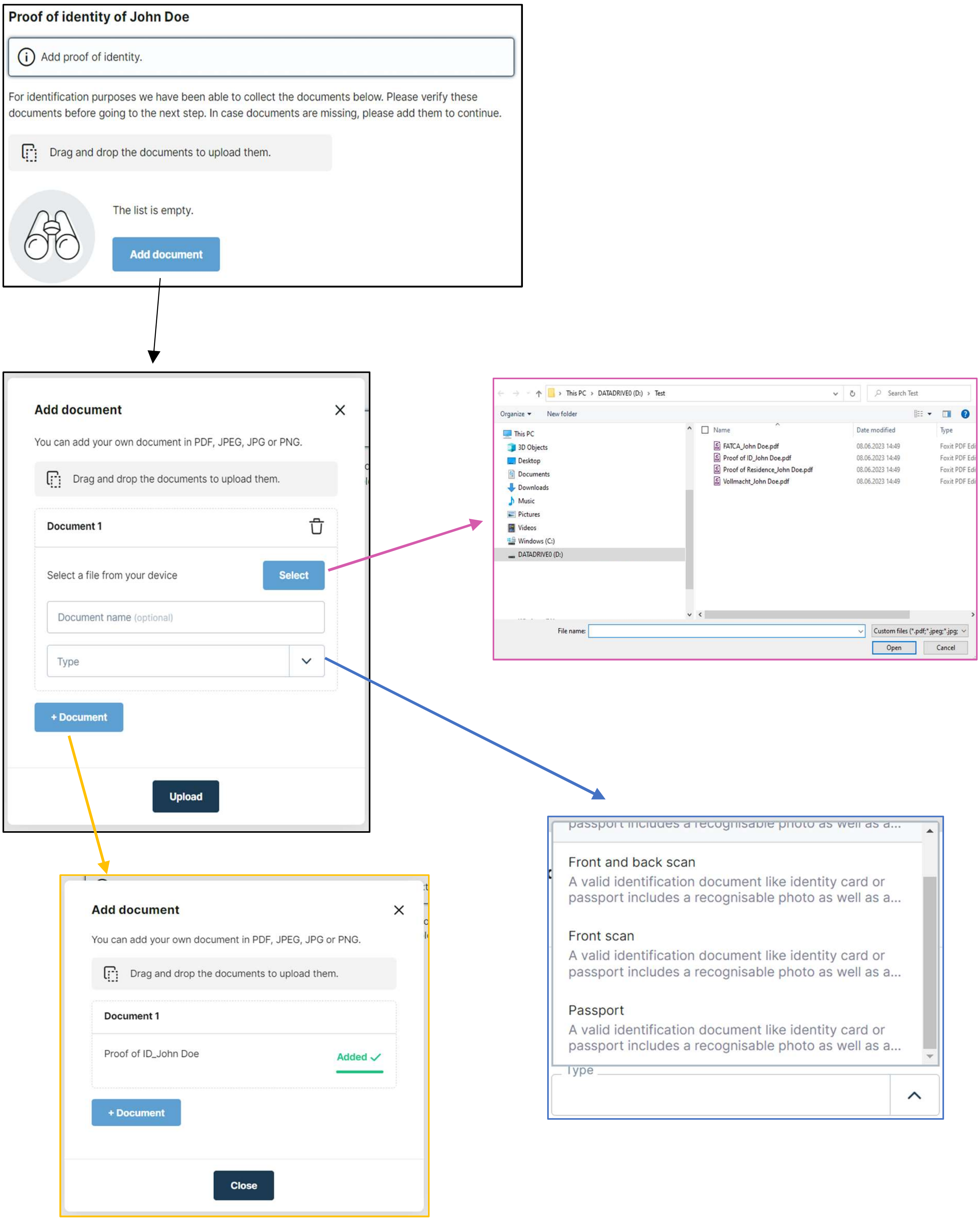


Proof of Identity

Next, the investor must provide information on his proof of identity.



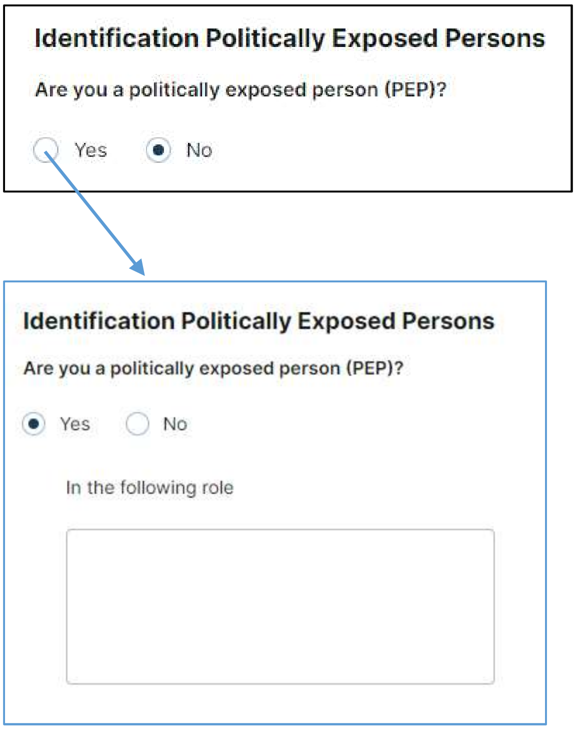
On the next page, the investor then has to upload a proof of identity. Documents can be uploaded by clicking on the 'Add document' button. The 'Select' button will take the investor to their file explorer and through double clicking a document can be selected. The 'Upload' button will then upload the document.



The investor can upload either their passport or the front and back scan of their ID card. They can also upload the front and back as separate documents.

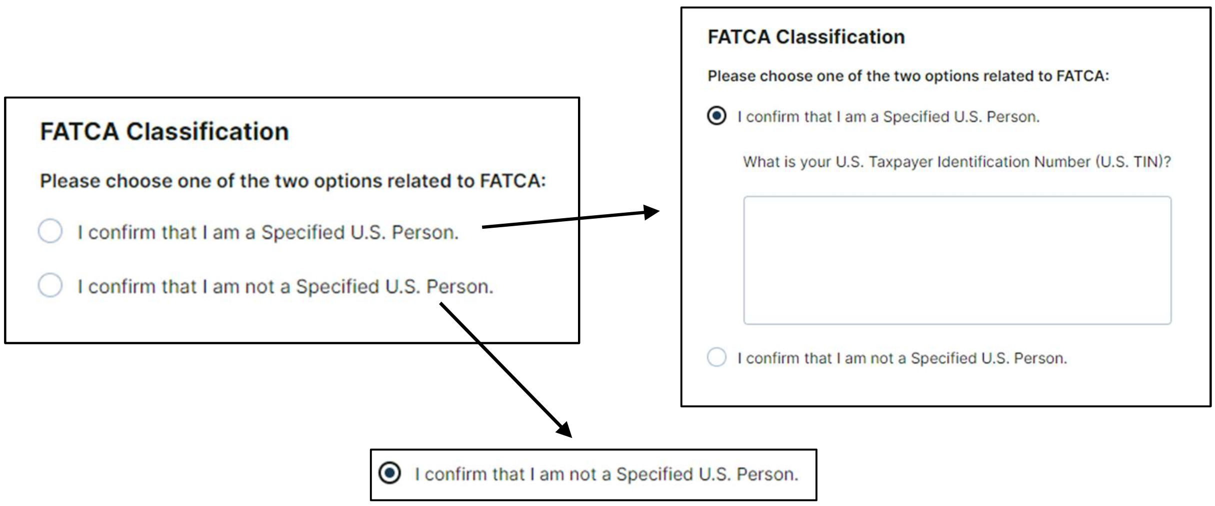
PEP

The investor must then state whether he is a politically exposed person (PEP). If the investor is a PEP, the role in which the investor is acting must also be specified.



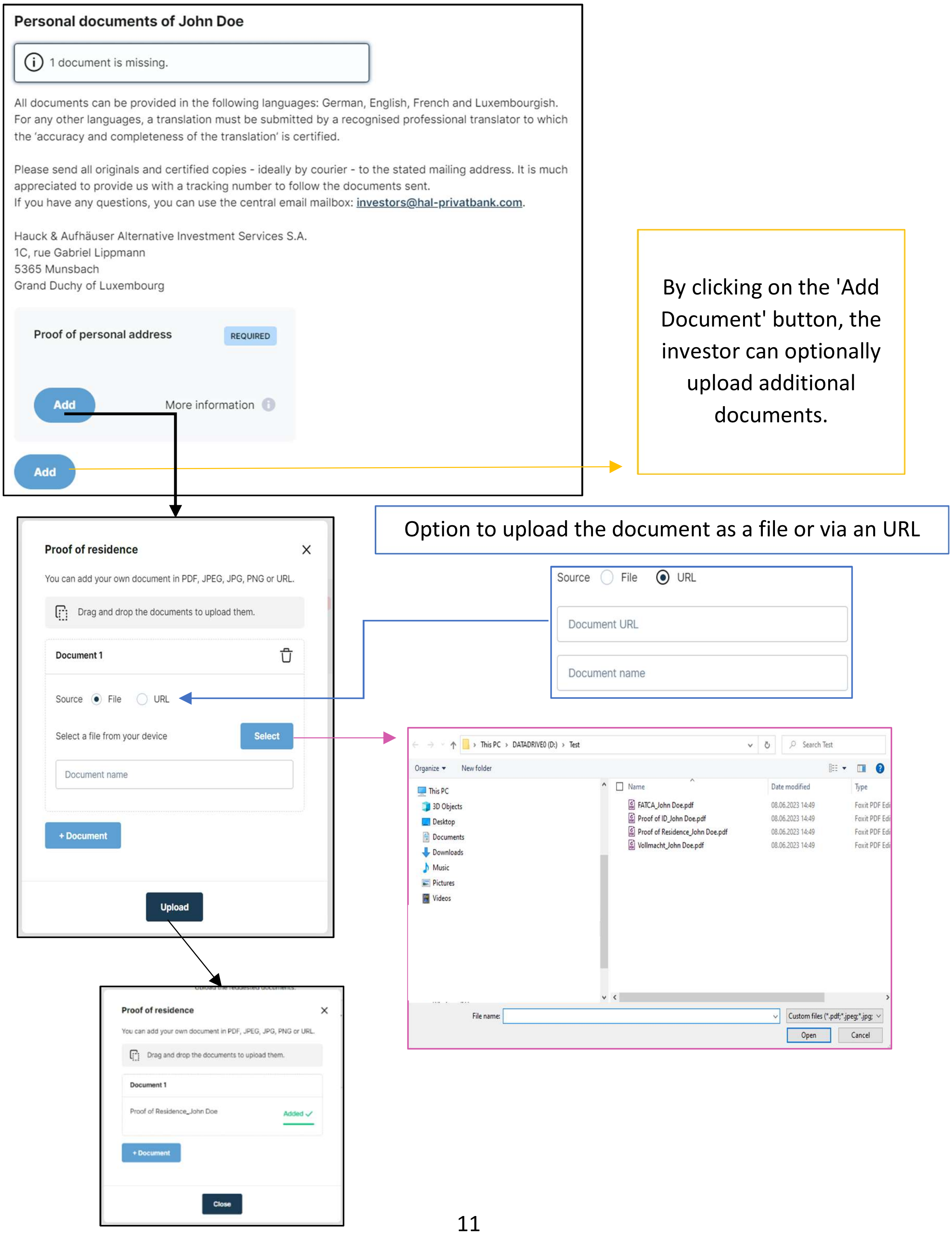
FATCA

Subsequently, the investor must provide information in relation to FATCA. If the investor is a U.S. person, a tax identification number (U.S. TIN) must also be provided.

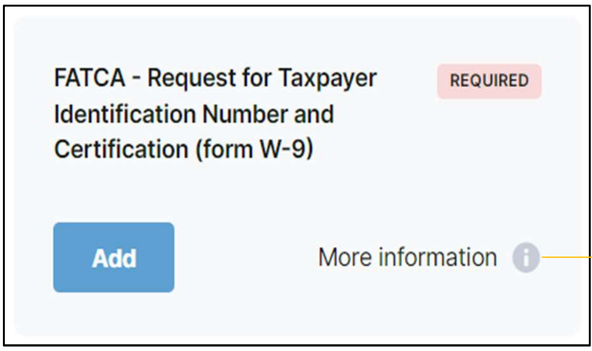


Personal Documents

Every investor must upload a proof of personal address here. In addition, all investors who have indicated in the FATCA question that they are a Specified U.S. Person are required to provide a FATCA document. All documents marked with the red “Required” field are mandatory. Documents are uploaded in the same way as the proof of identity (see pages 8 and 9) with the addition that the investor can now select "URL" instead of uploading a file. He can then enter a web link as well as a document name in the opening window. In addition, an investor can upload additional documents via the “Add document” field. However, this is optional.



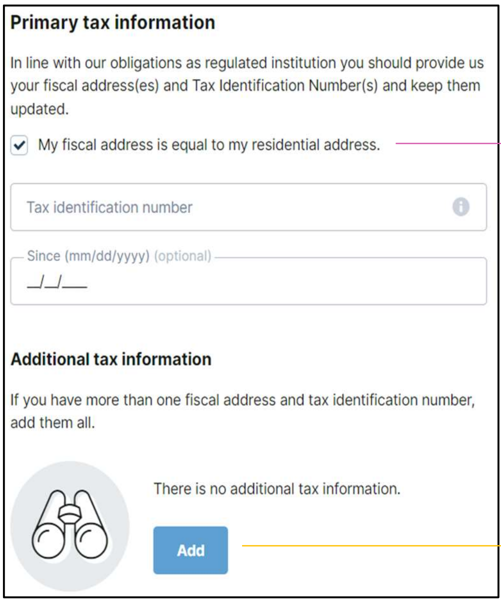
For the FATCA document, the uploading process is identical to the one above.



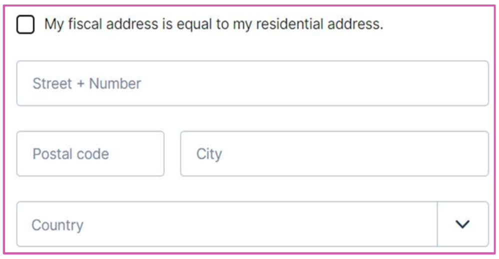
The information button provides the investor with additional information if required.

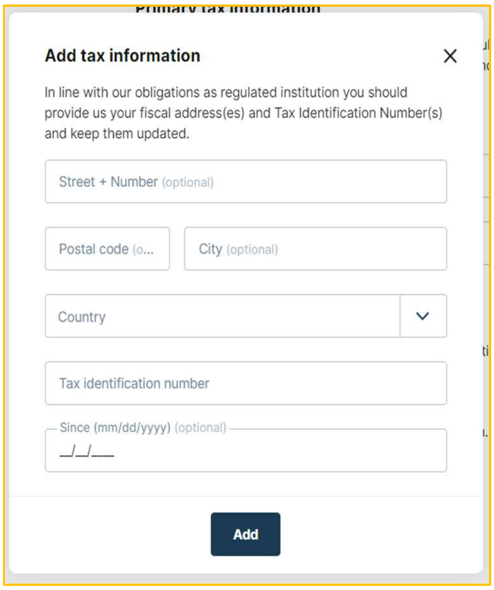
Primary Tax Information

If the tax and residential addresses are the same, the investor is only required to provide the tax identification number. Otherwise, an additional tax address must be added. If an investor has more than one tax address and tax identification number, these can be added under "Additional tax information". However, this is optional.



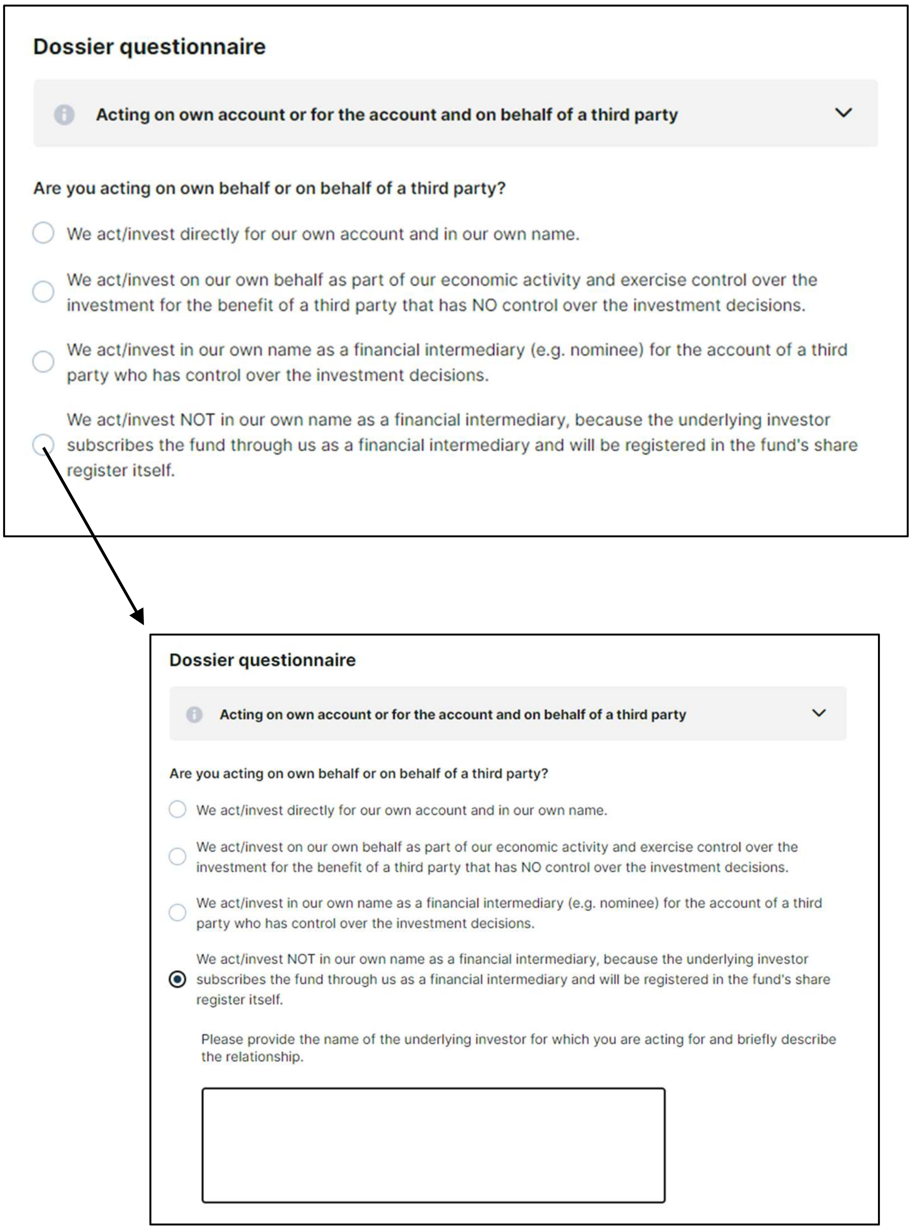
If the fiscal address is not the same as the residential address, the investor must also provide the fiscal address.





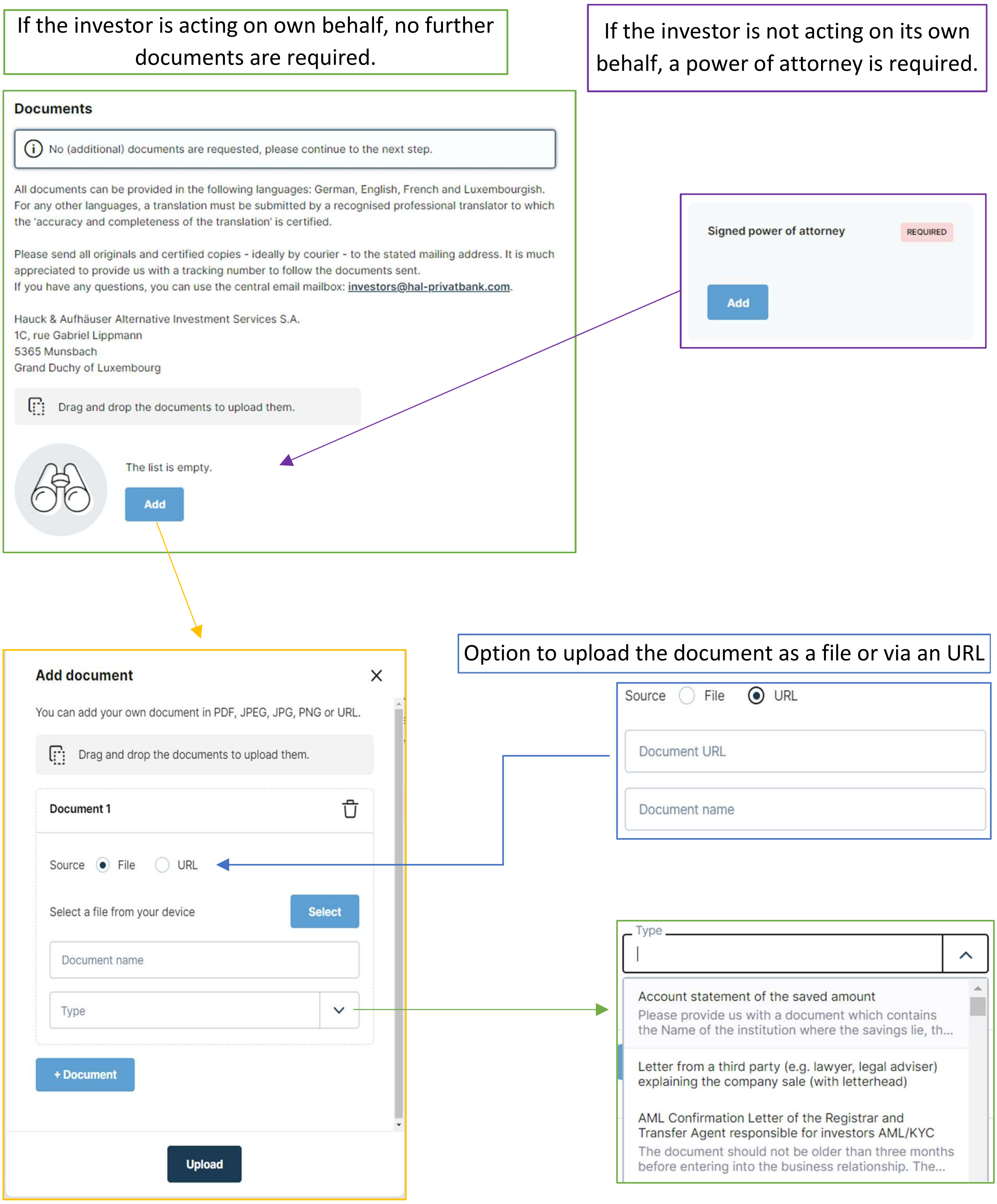
Optional.

The dossier section consists of a dossier questionnaire. The investor must indicate whether he is trading on his own behalf or on behalf of a third party. If the investor is not acting on his own behalf, the names of the underlying investors acting on behalf of the investor and the relationship with these persons must be disclosed.



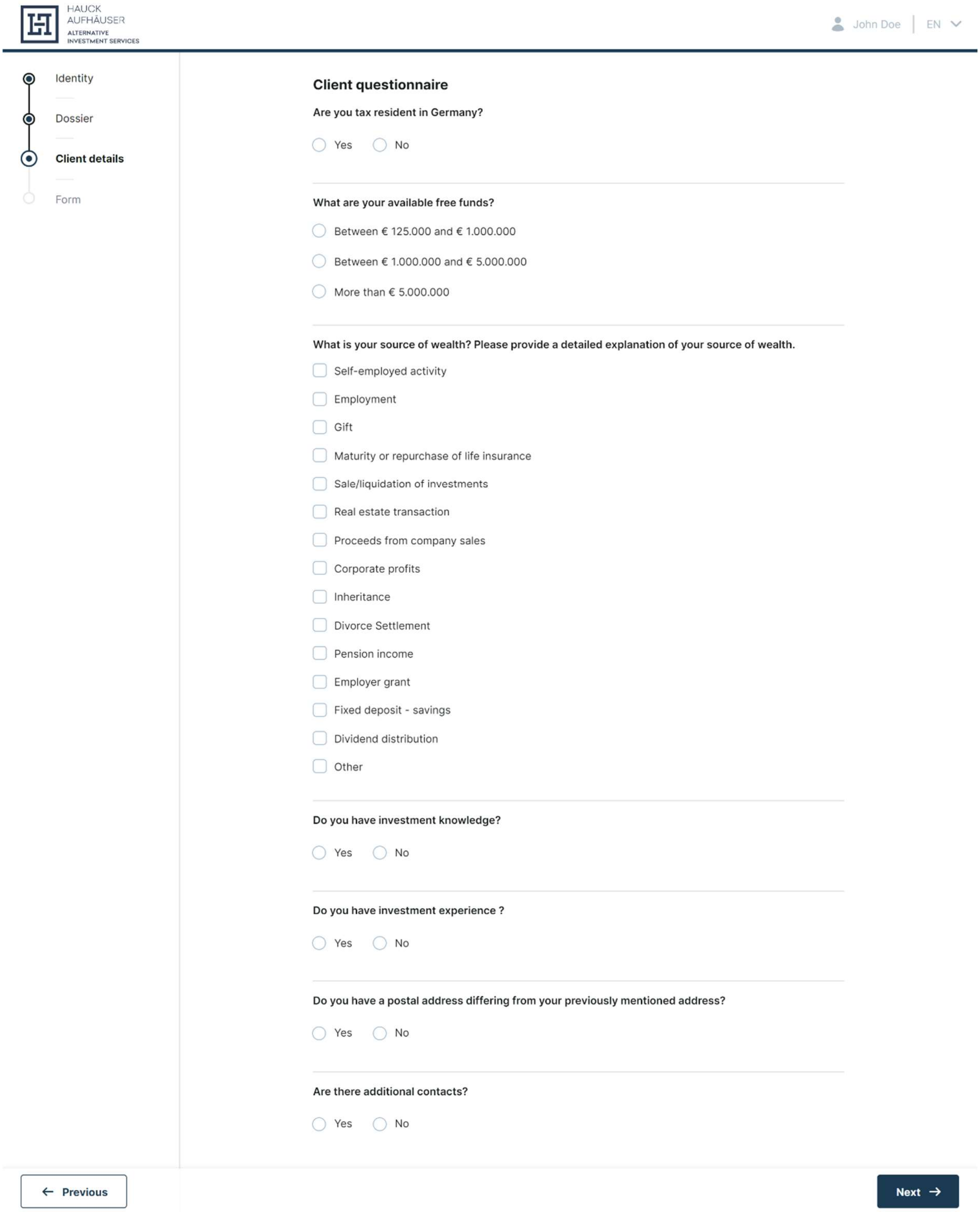
Documents

If the investor is acting on its own behalf, there are no additional document requirements. If an investor is acting on behalf of a third party, a corresponding power of attorney must be uploaded. Via the field "Add document" an investor can optionally upload additional documents (AML questionnaire, approval letter, power of attorney, Wolfsberg Questionnaire, other).



Client Details

The client questionnaire asks for further details about the investor. A detailed description of each question can be found on the following pages.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John Doe | EN

Identity

Dossier

Client details

Form

Client questionnaire

Are you tax resident in Germany?

- [ ] Yes
- [ ] No

What are your available free funds?

- [ ] Between € 125.000 and € 1.000.000
- [ ] Between € 1.000.000 and € 5.000.000
- [ ] More than € 5.000.000

What is your source of wealth? Please provide a detailed explanation of your source of wealth.

- [ ] Self-employed activity
- [ ] Employment
- [ ] Gift
- [ ] Maturity or repurchase of life insurance
- [ ] Sale/liquidation of investments
- [ ] Real estate transaction
- [ ] Proceeds from company sales
- [ ] Corporate profits
- [ ] Inheritance
- [ ] Divorce Settlement
- [ ] Pension income
- [ ] Employer grant
- [ ] Fixed deposit - savings
- [ ] Dividend distribution
- [ ] Other

Do you have investment knowledge?

- [ ] Yes
- [ ] No

Do you have investment experience ?

- [ ] Yes
- [ ] No

Do you have a postal address differing from your previously mentioned address?

- [ ] Yes
- [ ] No

Are there additional contacts?

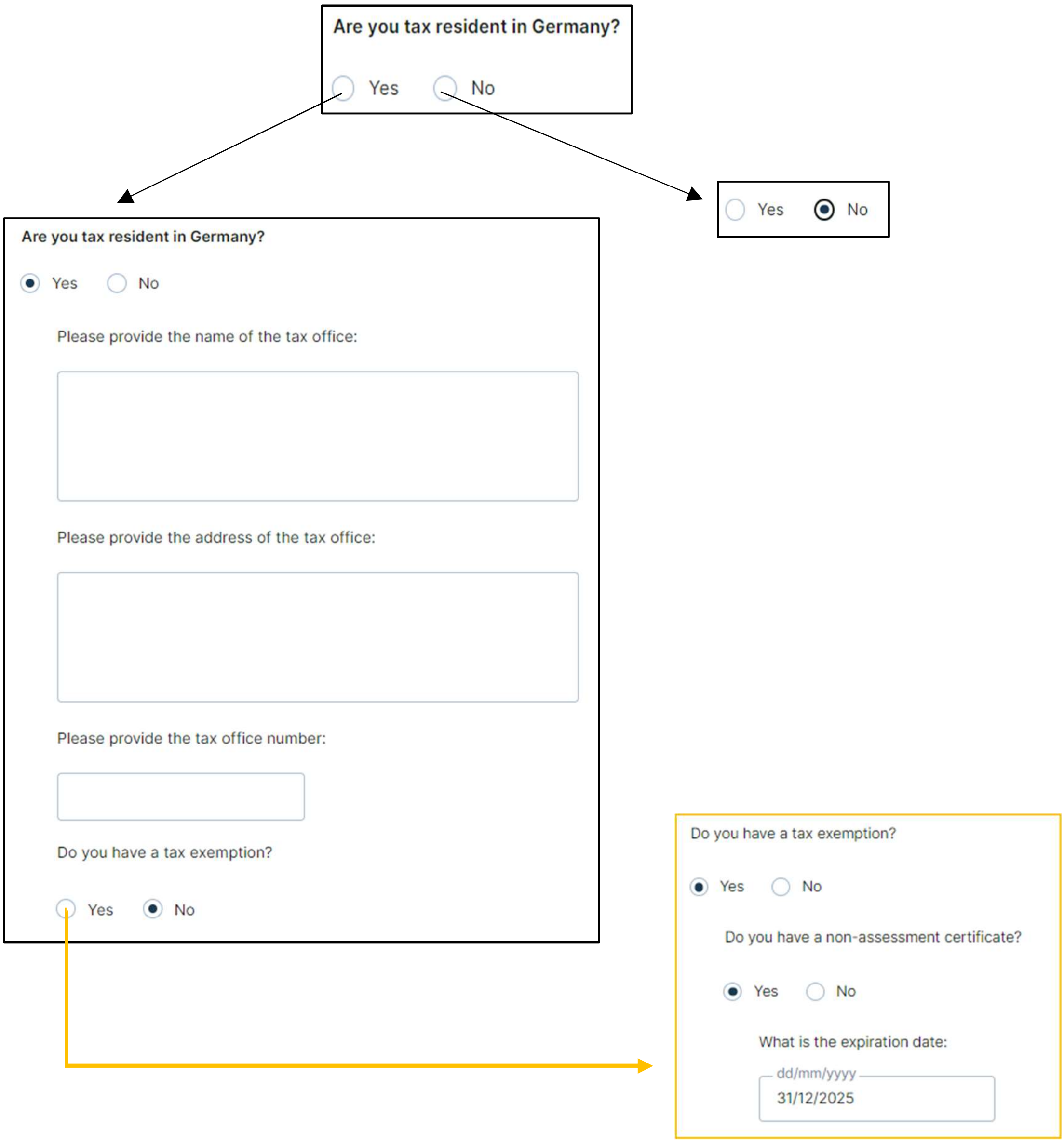
- [ ] Yes
- [ ] No

← Previous

Next →

Tax Residency

Here the investor must indicate whether he is liable to tax in Germany. If so, another window will open where the investor must enter the name and address of the tax office, the tax office number and the tax status. If the investor is exempt from tax, the investor must provide an explanation for the exemption and, upon presentation of the NV certificate, the investor must indicate the expiration date of the certificate.



Available Free Funds

Here, the investor has to click on one of the 3 answer options that apply to his or her available free funds.

What are your available free funds?

- ○ Between € 125.000 and € 1.000.000
- ○ Between € 1.000.000 and € 5.000.000
- ○ More than € 5.000.000

Source of Wealth

The investor has to choose his source of wealth and may have to upload documents for proof in the next section. If 'Other' is ticked, it needs to be specified in the following text box.

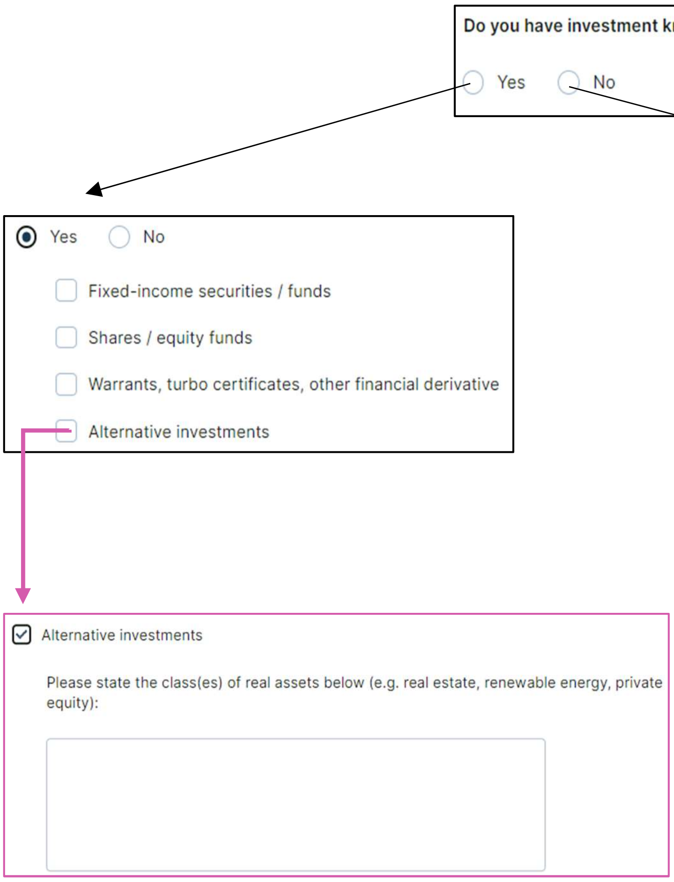
What is your source of wealth? Please provide a detailed explanation of your source of wealth.

- [ ] Self-employed activity
- [ ] Employment
- [ ] Gift
- [ ] Maturity or repurchase of life insurance
- [ ] Sale/liquidation of investments
- [ ] Real estate transaction
- [ ] Proceeds from company sales
- [ ] Corporate profits
- [ ] Inheritance
- [ ] Divorce Settlement
- [ ] Pension income
- [ ] Employer grant
- [ ] Fixed deposit - savings
- [ ] Dividend distribution
- [x] Other

Please specify

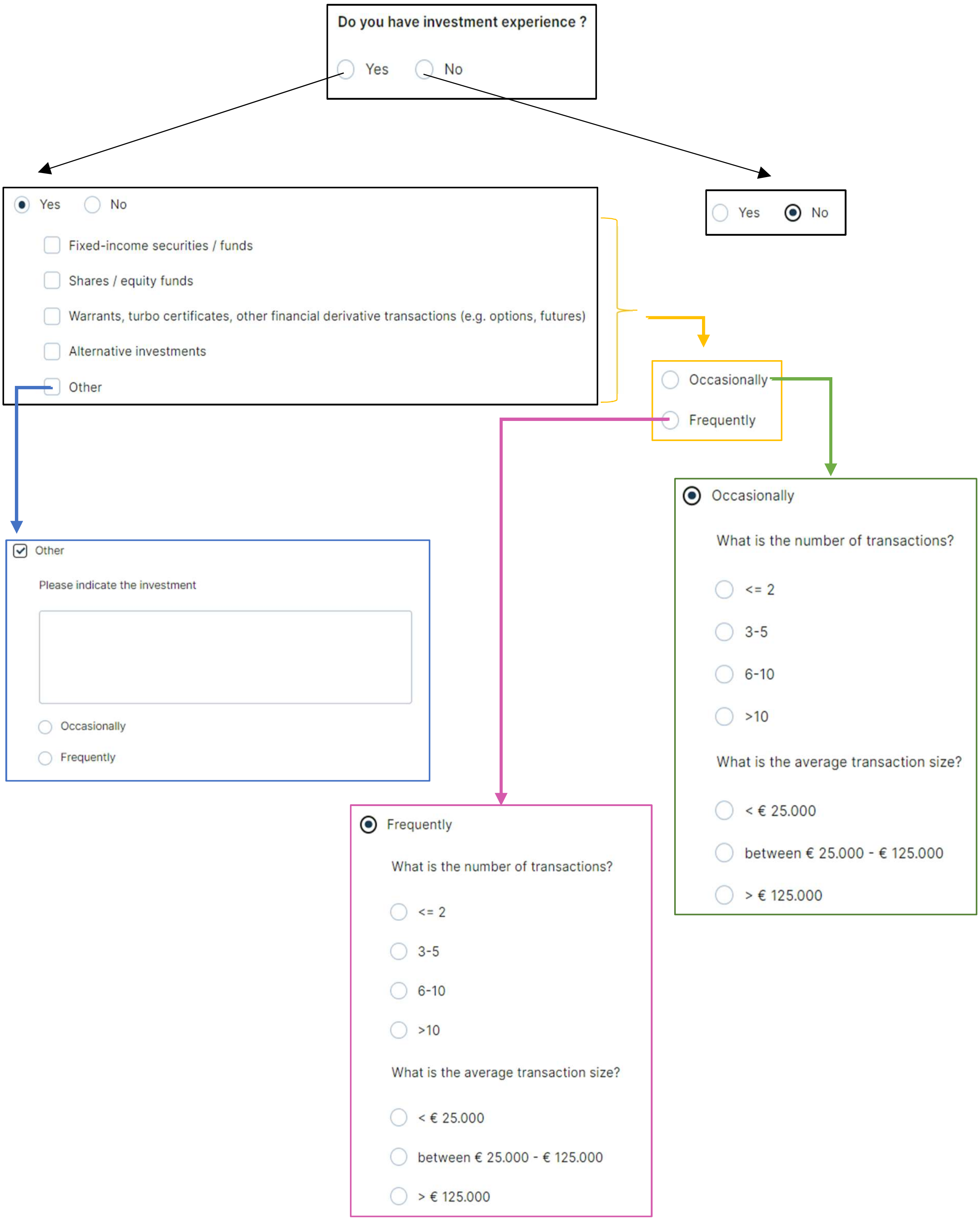
Investment Knowledge

Here the investor must indicate whether he has any investment knowledge. If so, he must specify the knowledge by selecting the relevant options. The investor can tick multiple boxes. If the investor chooses "Alternative investments", he will also be asked about the asset classes of real assets.



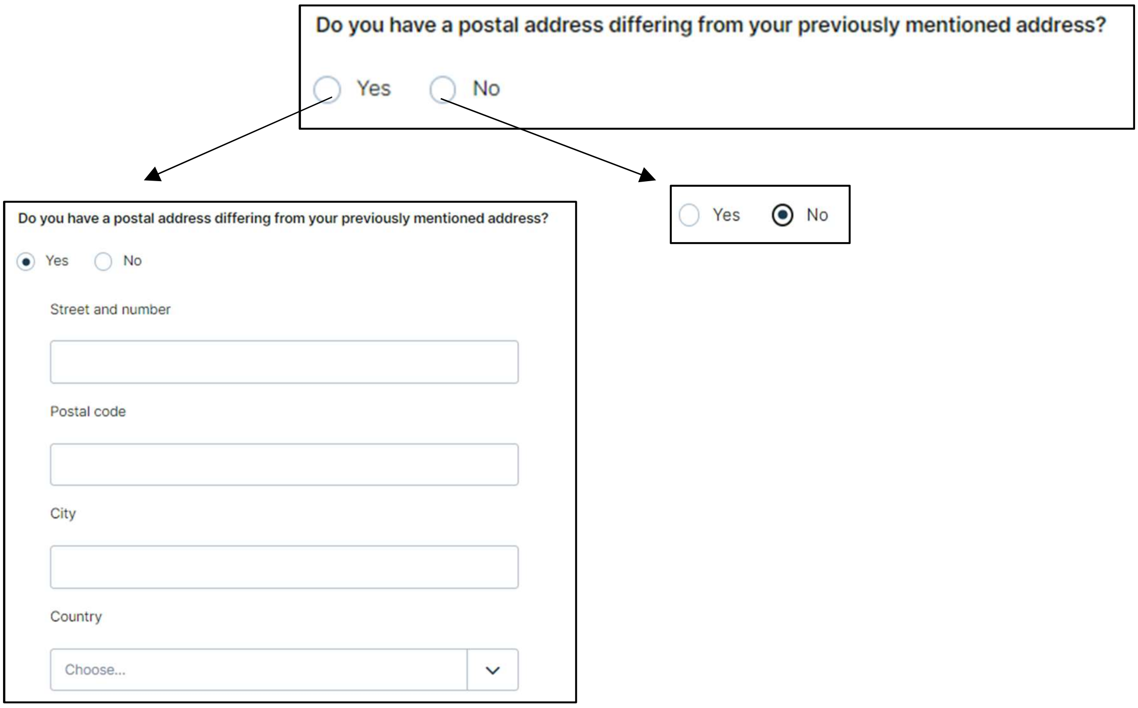
Investment Experience

Unlike investment knowledge in the previous question, this is questions is about practical experience in relation to investments made. If the investor already has investment experience, he must first specify this by selecting the corresponding experiences. Again, an investor can choose as many as he likes. For each experience, the frequency, number of transactions and average transaction size are then asked.



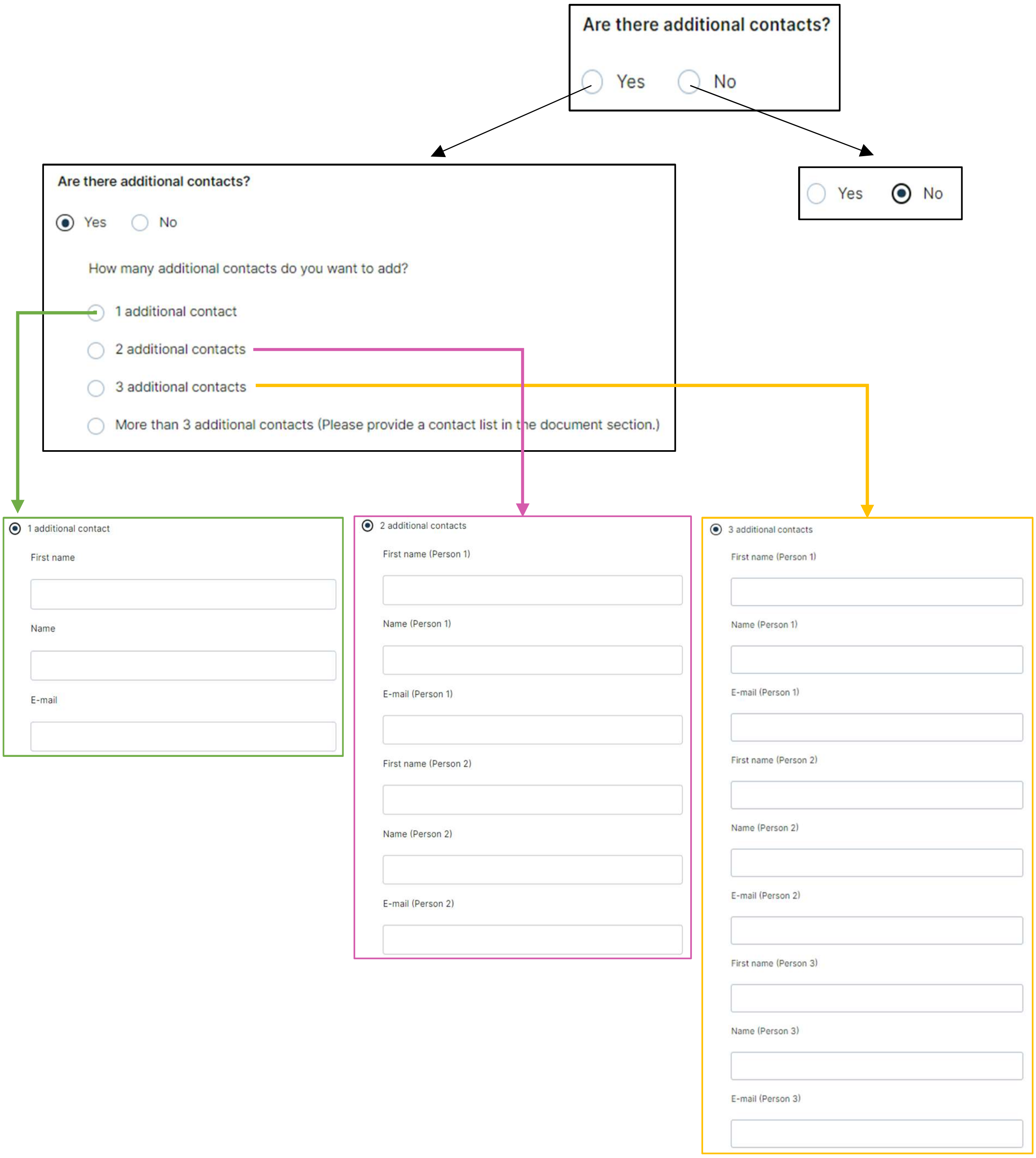
Mailing Address

If the investor has an additional mailing address differing from his previously mentioned address, it can be added here. The country can again be selected from a drop-down menu.



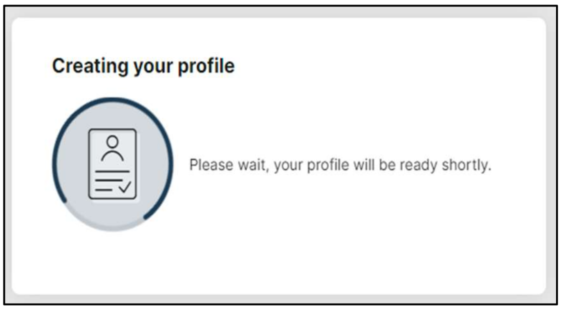
Additional Contacts

Finally, the investor is asked for additional contacts. If the investor wishes to add any, he must specify the number and then provide the requested information for each additional contact or upload a contact list.



Form

When the investor clicks 'Next' after completing the client questionnaire, a PDF profile is create which contains all the data collected during the flow.

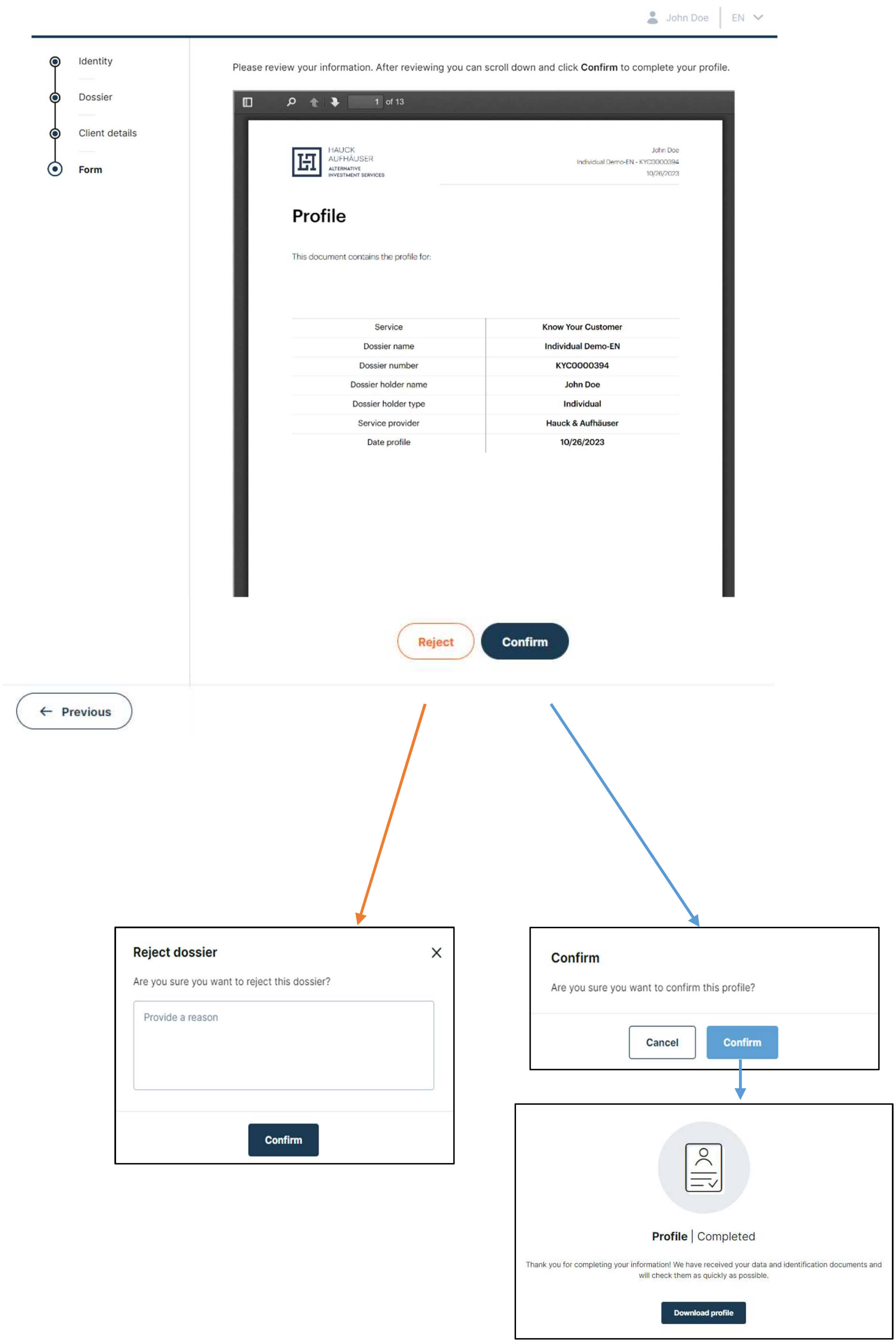


The investor should review his profile carefully and check all the provided information. If necessary, the investor can go back to the previous pages by clicking on "Previous" and make improvements or changes.

The "Confirm" button opens a window in which the investor can cancel or re-confirm the profile. By confirming again, the investor closes the flow and his profile is submitted. From this point on, the investor will not be able to make any changes.

If the investor does not agree with the profile, he can reject the file by clicking on "Reject". We ask you to specify the reasons for rejecting the profile. The data collected will be transmitted, but the dossier will be marked as “rejected by client”. If the investor wants to proceed with the creation of the profile, he may request the flow to be reopened.

In the following screenshot, the review profile section is shown, where the investor should check the provided information. In the bottom part of the page, the investor then can confirm or reject the profile.


John Doe
EN
Identity
Dossier
Client details
Form
Please review your information. After reviewing you can scroll down and click **Confirm** to complete your profile.
1 of 13
HAUCK AUFHÄUSER ALTERNATIVE INVESTMENT SERVICES
John Doe
Individual Demo-EN - KYC0000394
10/26/2023
Profile
This document contains the profile for:
Service | Know Your Customer
Dossier name | Individual Demo-EN
Dossier number | KYC0000394
Dossier holder name | John Doe
Dossier holder type | Individual
Service provider | Hauck & Aufhäuser
Date profile | 10/26/2023
Reject
Confirm
Previous
Reject dossier
Are you sure you want to reject this dossier?
Provide a reason
Confirm
Confirm
Are you sure you want to confirm this profile?
Cancel
Confirm
Profile | Completed
Thank you for completing your information! We have received your data and identification documents and will check them as quickly as possible.
Download profile