

Know Your Customer (CDD/EDD)

Know your Customer is? (CDD, Customer Due Diligence)

In accordance with Article 5-2 of the 'Act on Reporting and Use of Specific Financial Transaction Information', Customer Due Diligence refers to legal obligation requiring Seoul Branch to pay due care to customers with respect to verifying the customer identity, purpose of transactions, and customer's actual beneficial owners to prevent any illegal transaction activities such as money laundering and financing of terrorism.

※ Relevant Local Regulation

- Article 5-2 (Customer Due Diligence for Financial Companies) of the 'Act on Reporting and Using Specified Financial Transaction Information'
- 'Act on Prohibition against the Financing of Terrorism and Proliferation of Weapons of Mass Destruction' and 'Act on Regulation and Punishment of Criminal Proceeds Concealment'

Customers subject to KYC

New Account Opening	<p>New Account Opening refers to the execution of contractual relationship for the purpose of initiating continuous financial transactions with Seoul Branch as follows;</p> <ul style="list-style-type: none"> • Opening of new deposit, brokerage account, or a new fund account • Entering into insurance, exemptions, loan, financial guarantee, and factoring contracts • Issuing certificates of deposit or cover bills • Making commitments to use safe-deposit box or taking charge of bills in custody • Other contracts signed with financial institutions for the purpose of starting financial transaction
Occasional Financial Transactions exceeding certain amount	<p>Occasional Financial Transaction refers to a financial transaction conducted by customer who does not conclude a contract with Seoul Branch for the purpose of commencing financial transactions as follows;</p> <ul style="list-style-type: none"> • Deposit (transfer) without bankbook and foreign currency transfer or exchange • Issuance and payment of a cashier's check • Safeguard deposit (when sealed, it is considered below the threshold) • Buying and selling of pre-paid card, etc. <p>※ Amount of Single Financial Transactions</p> <ul style="list-style-type: none"> • Wire Transfer: KRW 1.0 million or equivalent foreign currency amount • Other Occasional Financial Transaction: KRW 10 million (USD10,000)

Customer Due Diligence and Verification

In accordance with Article 5-2 of the 'Act on Reporting and Use of Specific Financial Transaction Information', When undertaking a financial transaction with a customer, Seoul Branch shall identify the customer and verify that customer's identity using reliable and independent documents, data, information, etc.

	Natural Person (Including Foreigners)	Legal Entity (Corporate Customer)
Customer Identification and Verification	<ul style="list-style-type: none"> • Name • Date of birth and Gender (non-resident foreigners) • Real Name ID Number • Nationality (foreigners) • Address and Contact Information (In case of a non-resident foreigner, actual address or contact number) • Occupations, type of industry, or any other necessary items to prevent Money laundering activities. 	<ul style="list-style-type: none"> • Name of Legal Entity (Organization) • Real Name ID Number (Business Registry ID) • Addresses/Locations of Head Office/Sites (Locations of actual business sites in case of foreign legal entities to ensure contacts), Company Contact Information • Representative 's Name, Date of birth, Nationality • Type of Industry (Profit Organization) • Purpose of Establishment (Non-profit Organizations)

Required Documents	<ul style="list-style-type: none"> • ID certificates and documents in accordance with 'Act on Real name financial transactions and confidentiality' • In case of Agent, due diligence for Agent 	<ul style="list-style-type: none"> • ID certificates and documents in accordance with 'Act on Real name financial transactions and confidentiality' • Certified Copy of Legal Entity Register (Corporate customer) • Documents for purpose of establishment (non-profit organization) • Documents for Ultimate Beneficial Owners (List of shareholders, List of Investor, Articles of Incorporation, etc.) <p>※It is required to provide documents to identify a natural person as Ultimate Beneficial Owners if major shareholders of corporate customers are legal entities.</p>
--------------------	---	--

- Seoul Branch should identify and verify legal name, date of birth, and nationality of Ultimate beneficial owners("UBO") of customers.
- In regards of UBO for Legal entities, i) 1st step - A Shareholder who owns at least 25% of the issued and outstanding voting shares in the customer, ii) 2nd step (Only when unable to verify the identity of a person falling under 1st step) A person who falls under any of the following (a) A shareholder who holds the largest portion of shares or other investment stakes (b) A shareholder who has appointed a majority of representatives, managing partners, executives (c) A person who substantially controls the customer iii) 3rd step (Only when unable to verify the identity of a person falling under 1st and 2nd step) the representative of the customer should be identified.

Enhanced Due Diligence (EDD)

Seoul Branch shall assess the risk of money laundering according to customers and transaction types and we carry out enhanced due diligence for customers or transactions assessed as high-risk. Therefore, for high-risk customers or high-risk transactions, Seoul Branch shall check additional information such as purpose of financial transactions and source of funds and then perform enhanced due diligence than general customers.

Measures Applicable to Customers Refusing Customer Identification and Verification

Where it is impossible to verify identity of the customer, including where the customer refuses to provide information necessary for identification, Seoul branch shall reject a new transaction with the relevant customer such as opening a new bank account, and if a transaction relationship has already been established, Seoul branch shall terminate such transaction in accordance with 'Act on Reporting and Using Specified Financial Transaction Information' Article 5-2 (Customer Due Diligence for Financial Companies)

Continuous Customer Due Diligence

Seoul Branch should review the KYC information for all customers as long as the transaction with the customer is maintained. Through on-going KYC, Seoul Branch shall check whether an actual transaction is consistent with the information such as customer, business, risk assessment, source of funds, etc, that is gathered, and review that the documents, data, and information collected for customer verification are up-to-date and appropriate. Accordingly, we inform you that we may periodically request information for customer due diligence.

-End