

HOW TO UPLOAD VERIFICATION DOCUMENTS AND FILL VERIFICATION FORM

1. Login on our website and go to your profile page: <https://app.simplefx.com/profile/verification>
2. Choose account type and your location.

The screenshot shows a dark-themed 'Account verification' modal window. On the left is a vertical sidebar with five steps: Step 1 (Account type), Step 2 (Location), Step 3 (Identity), Step 4 (Address), and Step 5 (Photo). Step 1 is highlighted. The main area contains two radio button options: 'Individual' (selected) and 'Enterprise'. Each option has a descriptive text and an icon. At the bottom right are 'Cancel' and 'Send' buttons.

Account verification

Step 1
Account type

Individual
Choose this option if you are an individual client and you would like to open additional accounts in hard currencies

Enterprise
Choose this option if you are institutional client and you would like to open additional accounts in hard currencies

Step 2
Location

Step 3
Identity

Step 4
Address

Step 5
Photo

Cancel Send

The screenshot shows the 'Account verification' modal window at Step 2: Location. Step 1 is now marked as complete with a checkmark. The main area is titled 'Choose your location' and features two radio button options: 'European Union' and 'Other'. Below these is a world map with a grid overlay. At the bottom right are 'Cancel' and 'Send' buttons.

Account verification

Step 1 ✓
Account type

Step 2
Location

Step 3
Identity

Step 4
Address

Step 5
Photo

Choose your location

European Union ⓘ Other ⓘ

Cancel Send

3. Fill the form with your full name, citizenship and date of birth, after that upload your proof of identity.

To proof your identity, you can choose to provide from the list of documents described below, which **MUST show full name and date of birth and be valid for at least 3 months since the date of submission.**

Acceptable proof of identity examples:

- color copy of valid Passport (including signature page)
- color copy of valid National Identity Card (front and back)

Account verification
✕

Step 1 ✓
Account type

Step 2 ✓
Location

Step 3
Identity

Step 4
Address

Step 5
Photo

Citizenship

United Kingdom ▼

Birth date

I am not politically exposed person

Document type

Document number

Document expiration date

Document scan

+ Add file

Please upload document with validity longer than 3 months

* Accepted file formats: PDF, PNG, JPG, JPEG | Max size: 5.00 MB

Cancel

Send

4. Fill the form with your full residential address.

To proof your residential address, you can choose to provide from the list of documents described below, which **MUST show full name, full residential address and date of issue no older than 3 months. The name on proof of address MUST match the name on proof of identity (both documents must be issued on the same person)**

Acceptable proof of address examples:

- copy of bank statement or credit card statement (issued in last 3 months)
- copy of utility bills e.g. electricity, gas, water, internet (issued in last 3 months)

Account verification
✕

Step 1 ✓
Account type

Step 2 ✓
Location

Step 3 ⌚
Identity

Step 4
Address

Step 5
Photo

Citizenship

United Kingdom
▼

Document type

▼

Document issue date

📅

Document scan

+ Add file

* Accepted file formats: PDF, PNG, JPG, JPEG | Max size: 5.00 MB

Cancel

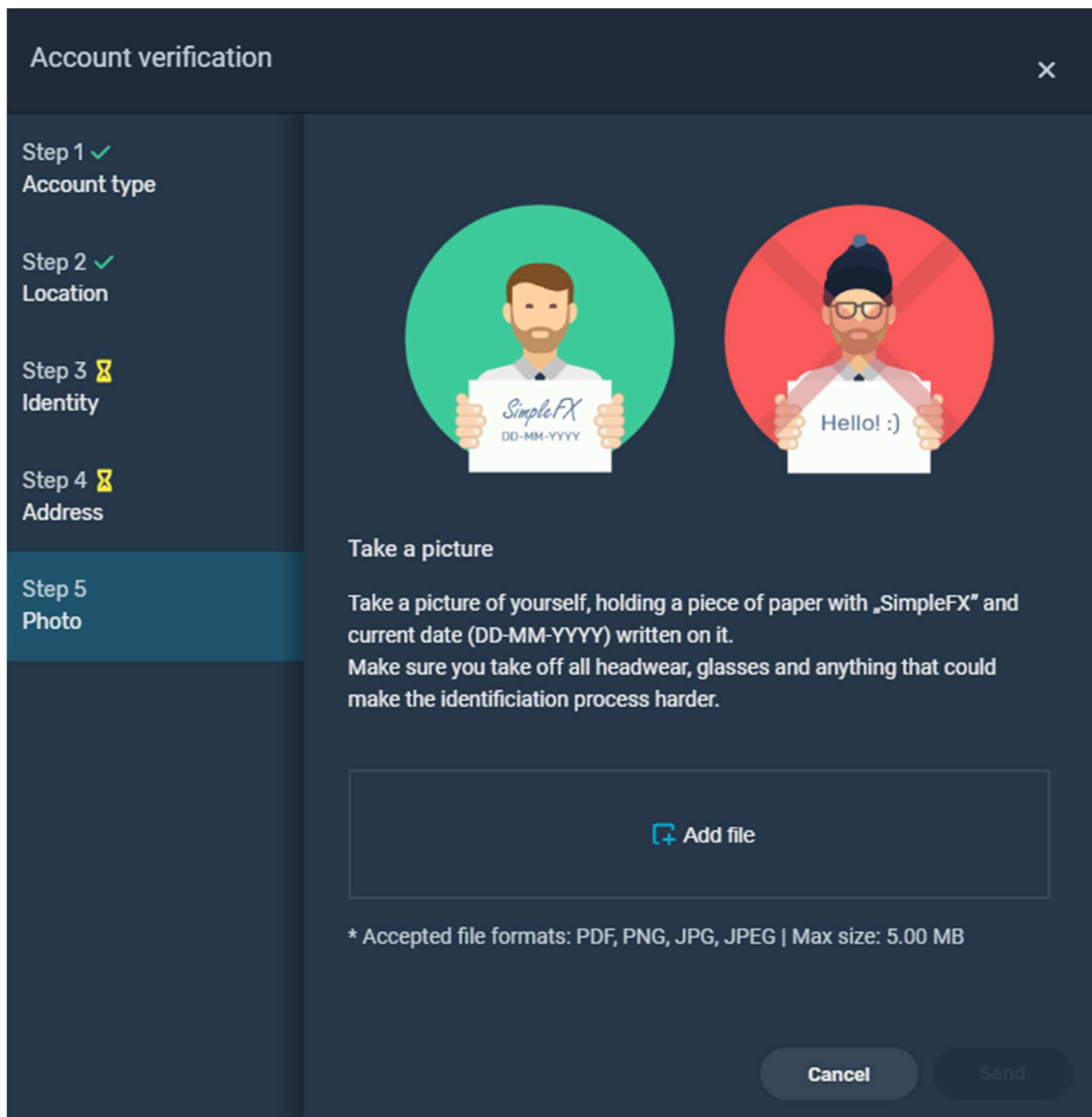
Send

5. Upload your real time photo (“selfie”).

Take a picture of yourself, holding a piece of paper with „SimpleFX” and current date (DD-MM-YYYY) written on it. Make sure you take off all headwear, glasses and anything that could make the identification process harder.

Submitted photos must meet the following requirements:

- whole face of the user must be visible
- photo must be submitted in full color and high resolution
- photo must be very high quality, sharp and made in good lighting conditions
- user cannot wear any head wear or glasses
- user must look straight into camera
- background must be plain and in light color



While submitting your documents, please ensure you met the following criteria:

- fill all available fields of the verification form
- whole document must fit into the photo/scan; if document has cropped edges in the photo - it will be rejected
- photos of your documents must be submitted in full color and high resolution
- photos must be very high quality, sharp and made in good lighting conditions
- ID card submission - copy of both sides of the document are required, front and back
- passport submission - passport must be opened on the personal details page and photographed/scanned open so both pages (personal details page and the adjoining one) fit in one photo/scan (please check the attachment to this email)
- driver license can be accepted as a proof of identity only if your country does not issue an official national identity card for its citizens
- we do not accept health insurance cards as proof of identity
- digital documents issued originally in a form of a PDF file (bank account statements, credit card statements, electronic bills) can only be uploaded as a PDF file; we do not accept screenshots or photographs of computer screens
- proof of address must confirm your residential address, it cannot be addressed to a PO box
- proof of address must be issued on the same person as proof of identity
- all data filled in verification form on the website must match the data from submitted documents
- use PDF, PNG, JPG, JPEG file format (please do not use password protection)
- maximum size of each uploaded document should not exceed 5MB

EXAMPLES:

PROOF OF IDENTITY:

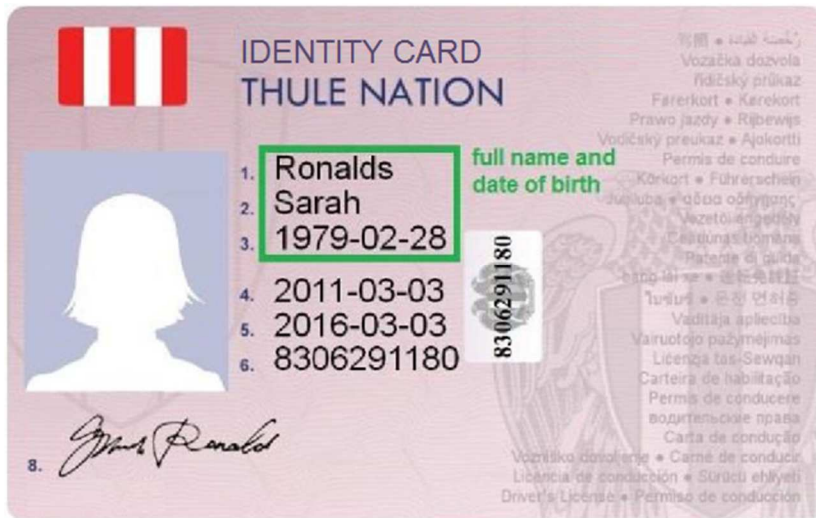


BOTH PAGES

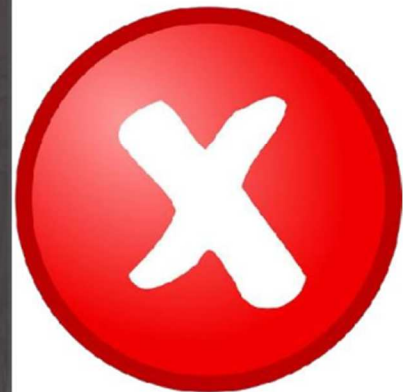


ONE PAGE

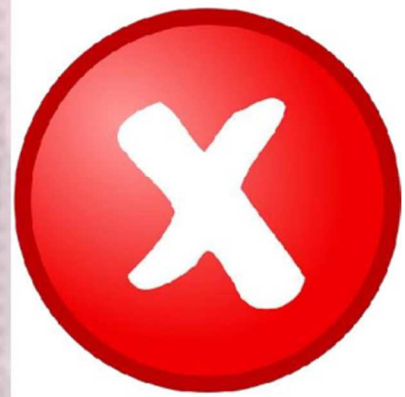




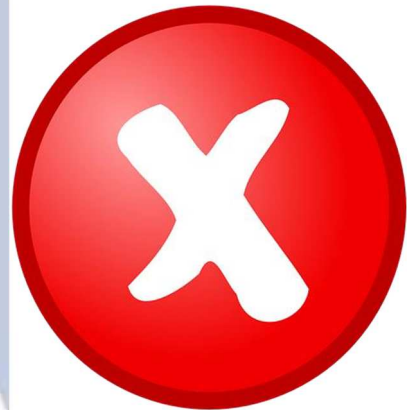
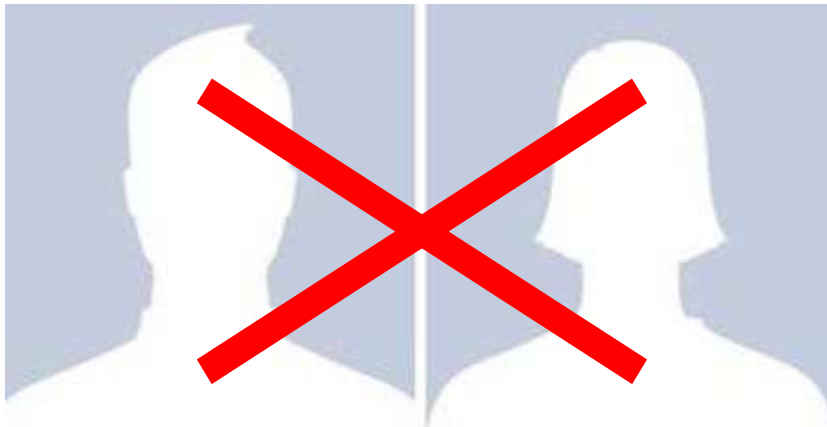
ACCEPTABLE – document contains full name and date of birth, image is sharp, in color and good quality and all edges are visible



UNACCEPTABLE – image is too dark



UNACCEPTABLE – image is fuzzy and cropped



UNACCEPTABLE – we do not accept your own photos

PROOF OF ADDRESS:



CHEQUING ACCOUNT STATEMENT
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☰	Sarah Ronalds 1643 DUNDAS ST W APT 27 TORONTO ON M6K 1V2	full name and address	Statement period 2016.09.12 to 2016.10.12	Account No. 00005-123-456-7
	date of issue			

Date	Description	Ref.	Withdrawals	Deposits	Balance
2003-10-08	Previous balance				0.55
2003-10-14	Payroll Deposit - HOTEL			694.81	695.36
2003-10-14	Web Bill Payment - MASTERCARD	9685	200.00		495.36
2003-10-16	ATM Withdrawal - INTERAC	3990	21.25		474.11
2003-10-16	Fees - Interac		1.50		472.61
2003-10-20	Interac Purchase - ELECTRONICS	1975	2.99		469.62
2003-10-21	Web Bill Payment - AMEX	3314	300.00		169.62
2003-10-22	ATM Withdrawal - FIRST BANK	0064	100.00		69.62
2003-10-23	Interac Purchase - SUPERMARKET	1559	29.08		40.54
2003-10-24	Interac Refund - ELECTRONICS	1975			
2003-10-27	Telephone Bill Payment - VISA	2475	6.77		
2003-10-28	Payroll Deposit - HOTEL				
2003-10-30	Web Funds Transfer - From SAVINGS	2620			
2003-11-03	Pre-Auth. Payment - INSURANCE		33.55		
2003-11-03	Cheque No. - 409		100.00		
2003-11-06	Mortgage Payment		710.49		
2003-11-07	Fees - Overdraft		5.00		
2003-11-08	Fees - Monthly		5.00		
*** Totals ***					1,515.63



ACCEPTABLE – document contains valid date of issue (**MUST be no older than 3 months**) full name matching the name on proof of identity, image is sharp and in good quality.

If Documents are not in English, SimpleFX has system available to translate documents in many languages. In the instances when translation is not available, you may be asked to provide English translation by certified authority.