## PROCEDURE FOR PPP WITH JOHN MILLER

- 1. We need a copy of Bank officer's business card, the client's Business card and full and complete and transparent description of source of funds, as much as is possible please and please be very transparent. (Please ask the client to provide this all in one email so that we do not have delays)
- 2. Completely fill in and SIGN IN WET BLUE INK the KYC
- 3. Any documents not signed in wet blue ink will be returned.
- 4. The bank in London will contact BANK OFFICER to BANK OFFICER and confirmed the veracity of the client's account (the client and account).
- 5. Trade will begin once the Clients Documents are verified, BANK to BANK verification is completed and all contracts are signed only.
- 6. All funds will be dispersed to the client and intermediaries.
- 7. Please ensure ALL requested documentation and authorizations are completed as requested.
- 8. No changes to the procedures will be accepted and the progress of a Client's file will depend entirely upon the full cooperation and completion of all required information by the Client.
- 9. Initial documents should be returned by the client in Word Doc format, once checked/amended, the Attorney-in-fact will then convert to PDF and return to the Client for signature/seal to be applied.
- 10. The signed/sealed documents will then be returned by the client to the Attorney-in-fact.
- 11. PLEASE ENSURE ALL SCANS ARE IN COLOR.
- 12. PLEASE ENSURE ALL DOCUMENTS ARE HAND SIGNED/SEALED IN WET BLUE INK. And submitted in a PDF
- a. 1. Copy of current dated Cash/Asset Account Statement (no more than 2 day old).
- b. MUST BE SIGNED BY TWO BANKERS
- 13. a. If the Asset is a Cash Account, provide a clear scan of Current Account Statement and/or SKR.
- 14. b. If the Asset is a suitable Instrument, please provide a clear scan of Current Account Statement.

(Leased Instruments are not accepted)

- a. 2. Authorization to Verify Account.
- b. 3. Know Your Client.
- 15. The Client's Account/Asset will be placed 'administrative hold' for the duration of the transaction or as agreed.
- 16. IF The client has projects please attached all information.
- 17. If the proposed transaction has not commenced within 10 (Ten) clear bank days of the formal instigation of 'administrative hold', the Attorney-in-fact will serve the Trade Authority/Program Manager with a formal notification of intention to rescind said 'administrative hold'.

If you have any questions Please feel free to contact me any time. WE MAY BE IN-TRANSIT SO WILL GET BACK TO YOU WITHIN 24 HRS John Miller Icon Falcon Holdings, Inc.

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