Ayvens Know Your Customer Questionnaire

As a financial institution pursuant to § 2 no. 2 FM-GwG (Financial Markets Anti-Money Laundering Act) and in view of the regulations of the European Banking Authority concerning the prevention of money laundering and terrorist financing, Ayvens is obliged to regularly obtain certain information from its business partners and to perform legally standardized due diligence (KYC – Know Your Customer), even if there is no suspicion of criminal activity. The central legal provisions in this regard are the Financial Markets Anti-Money Laundering Act (FM-GwG) and the Beneficial Owners Register Act (WiEReG).

We also refer to the FAQ on our website - Know your Customer

We thank you in advance for your cooperation and for placing your trust in Ayvens.

Information on the contractual partner*

Company name	
Address	
Company register/ commercial register number	
VAT nr.	

Contact person for KYC-related questions:

Name:

Email address:

Syndicate Agreement*

- ◯ I confirm that there is no syndicate agreement.
- ◯ There is a valid syndicate agreement.

When a syndicate agreement exists, we kindly request you to provide further relevant information.

I am conducting this business relationship*:

- ◯ On my own account and in my own name
- ◯ On behalf of a third party (fiduciary)

* Mandatory field

If you are acting on behalf of or in the name of a third party (fiduciary), we request that you indicate the settlor(s) (whether natural or legal persons)

First and last name	Date of birth	Citizenship	Country of residence	Nature or additional details of the fiduciary arrangement	PEP (yes/no)
					◯ yes ◯ no
					◯ yes ◯ no
					◯ yes ◯ no
					◯ yes ◯ no
					◯ yes ◯ no
					◯ yes ◯ no

Pursuant to § 6 para. 1 no. 5 in conjunction with para. 3 FM-GwG, we require the following documents:

Current trust agreement and confirmation of the validity of the trust agreement (signed by the trustee and the settlor). The trustee confirms that they have established the identity of the settlor in accordance with § 6 para. 2 last sentence FM-GwG.

If the settlor is a legal entity, conclusive documents about the settlor must be submitted; if the settlor is a natural person, we require a copy of a valid official photo ID.

I. Information on representatives (natural or legal persons)

Please provide information only if these representatives are **not** evident in the commercial register excerpt, or if there are discrepancies, or if a person is a Politically Exposed Person (PEP).

Company name (for legal entities, incl. legal form) or first and last name	Date of birth	Citizenship	Country of residence/ registration	Function

If an authorized representative is a legal entity, please submit further documents (e.g. commercial register excerpt, UBO register excerpt) that identify the natural person(s) who ultimately represent the company.

Shareholders who directly hold shares in the contracting party **(natural or legal persons)**

Shareholder name incl. legal form	Address	Register number	PEP (yes/no)
			◯ yes ◯ no
			◯ yes ◯ no
			◯ yes ◯ no
			◯ yes ◯ no
			◯ yes ◯ no
			◯ yes ◯ no

If you do not provide an organization chart, please provide detailed information on each higher-level tier (i.e. the indirect shareholders).

Level (1, 2, 3...)	Shareholder name incl. legal form (if applicable)	Address	Register number

II. Details on the beneficial owners

II.a. Listed Company

It is hereby confirmed that the contracting party itself is listed on a stock exchange or that the ultimate legal entity of the contracting party (with a shareholding of at least 75%) is listed on a stock exchange within the meaning of § 1 BörseG, or on a stock exchange in an EU Member State or in an equivalent third country in which equivalent international standards apply; and that no natural person pursuant to § 2 WiEReG is a beneficial owner.*

Name of the listed company (incl. legal form): ____

Name of the stock exchange: ____

Identification number / ISIN: ____

If this section is filled out, II.b. and II.c. has not to be filled out.

* See in this regard Section 2 no. 3 FM-GwG: Section 2 no. 1 WiEReG does not apply to listed companies whose securities are admitted to trading on a regulated market in one or more Member States or listed companies from third countries that are subject to disclosure requirements that are equivalent or comparable to Union law pursuant to a regulation to be issued by the FMA on the basis of Section 122 para. 10 BörseG 2018

II.b. Beneficial Owners Pursuant to § 2 no. 1 lit. a WiEReG (Direct and Indirect)

(Beneficial owners must always be natural persons)

First/last name	Date of birth	Country of residence	Nationality	PEP (yes/no)	Control / Ownership	% share
				yes no	Control Ownership	
				yes no	Control Ownership	
				yes no	Control Ownership	
				yes no	Control Ownership	
				yes no	Control Ownership	
				yes no	Control Ownership	

II.c. Beneficial Owners Pursuant to § 2 no. 1 lit. b WiEReG (Subsidiary)

(Beneficial owners must always be natural persons.)

This only applies when, after exhausting all possibilities (and with no grounds for suspicion), no person pursuant to § 2 no. 1 lit. a WiEReG can be identified.

First/last name	Date of birth	Country of residence	Nationality	PEP (yes/no)
				◯ yes ◯ no
				◯ yes ◯ no
				◯ yes ◯ no
				◯ yes ◯ no
				◯ yes ◯ no
				◯ yes ◯ no

II.d. Beneficial Owners of a Trust / Foundation / Fund Pursuant to § 2 no. 2, 3, 4 WiEReG

Only complete this if the highest-level entity(ies) include(s) a trust / foundation / fund, or if the contracting party itself is a trust / foundation / fund.

Name of the highest-level entity and country of domicile

____

First/last name	Date of birth	Country of residence	Nationality	Function	PEP (yes/no)
					◯ yes ◯ no
					◯ yes ◯ no
					◯ yes ◯ no
					◯ yes ◯ no
					◯ yes ◯ no
					◯ yes ◯ no

See page 11 for detailed requirements regarding documentation.

III. Origin of the funds used (pursuant to § 6 para. 1 no. 3 FM-GwG)

Please check all that applies:

- ☐ Income from ordinary business activities
- ☐ Grants / Loans
- ☐ Funds from public budgets
- ☐ Risk capital / inflows from investors
- ☐ Other:

Turnover

The turnover according to the latest balance sheet date is required for purely internal classification purposes.
We ask you to tick whether revenue is less or greater than EUR 7.5 million.

Balance sheet date: ______________________

○ < EUR 7,5 Mio.
○ > EUR 7,5 Mio.

As alternative the latest balance sheet can also be provided.

The management hereby signs (with legal effect) all information and data provided, including enclosures, and confirms their correctness and completeness. Furthermore, please note that any change in the ownership structure, trusteeship, authorized signatories, or especially any change in the beneficial owners, must be reported to Ayvens immediately in writing.

Place, date

Signature

Function, first/last name

Place, date

Signature

Function, first/last name

Enclosures

Please indicate which documents are being submitted to Ayvens.

For All Legal Forms

- ☐ **Current ID copies** of all authorized representatives *
- ☐ **Current ID copies** of all beneficial owners *
  - For foundations: ID copies of all founders, beneficiaries, and foundation board members
  - For associations: ID copies of all organizational representatives
- ☐ Current ID copies of **all** natural persons who are part of the highest management level of the company (in the case of subsidiary beneficial owners pursuant to § 2 no. 1 lit. b WiEReG)*
  - For an AG (stock corporation): **All** board members
  - For a GmbH (limited liability company): **All** managing directors
- ☐ Other:

Requirements for an organizational chart: depiction of the complete control/ownership structure including all beneficial owners, indicating full names, country of domicile, legal form, and the respective percentage shareholding(s). **The chart must be signed and dated.**

For companies (GmbH, AG, OG, KG...)

- ☐ Commercial register extract / Trade register extract *
- ☐ Articles of association / Partnership agreement / Statutes
- ☐ Share register for non-listed stock corporations **
- ☐ Company-signed organizational chart to illustrate the ownership and control structure *
  (For the simplest structures with max. 2 ownership levels and only domestic natural/legal persons, an organizational chart may be omitted)
- ☐ For foreign companies: foreign commercial register extract or equivalent conclusive local documentation to identify the contracting partner and beneficial owner(s) *
- ☐ For foreign companies: current extract from a UBO register or a register comparable to the Austrian Beneficial Owners Register (if available) **
- ☐ Other:

For Foundations

- ☐ Foundation deed and supplementary foundation deed (current valid version) **
- ☐ Other:

For associations / federations / working groups (arge) / cooperatives

- ☐ Excerpt from the register of associations / Statutes / Charter or other suitable current documents *
- ☐ Other:

For private-equity or similar complex structures (With multiple levels and possibly multiple jurisdictions)

Because such structures can be extremely complex, we cannot provide a definitive, exhaustive list of documents here. The specific documents depend on how the structure is organized and on the law of the respective country of domicile. In some individual cases, one or more persons may exercise (joint) control.

- ☐ AML Letter ith details of the person authorized to sign (and power of attorney, if applicable)* (see Appendix III for AML Letter requirements)
- ☐ Company-signed organizational chart showing all intermediate levels (organizational charts with labels like "showing main structure only" are not acceptable) *
- ☐ Other:

*Mandatory requirement

**Mandatory requirement if it is part of the structure

Documents must **not be older than 6 weeks** from their date of issue.