

PHILLIPS

OUR NEW 'KNOW YOUR CLIENT' (KYC) PROCESS

Phillips is required to know the identity of all of our clients, whether they are buyers or sellers, in order to comply with global anti-money laundering and financial crime laws. This process is called **Know Your Client (KYC)**. Phillips must verify each client's identity using reliable independent source documents, data and information.

Phillips has chosen to partner with Shufti Pro, a leading digital identification provider, who will keep client data secure, provide swift verification time, all while enabling a simple client experience.

Clients will upload their identity documents in Shufti Pro through a secure online portal. In accordance with Phillips' Privacy Policy, KYC verification documentation will be received and stored securely.

FOLLOW THESE STEPS TO COMPLETE THE 'KYC' PROCESS:



STEP 1

Click the link sent in an email from a Phillips administrator to begin. In Shufti Pro, **select your desired language and accept the terms** to proceed. Please enable access to your computer camera or switch to mobile device by scanning the QR code at the top right of the screen.



STEP 2

Submit your identity document by taking a picture of it using your camera. Examples of qualifying documents include a passport, drivers license or national ID. You may need to take a picture of the front and back of this document. **Screenshots will not be accepted** – you must take a picture of the document.



STEP 3

Take a picture of yourself.



STEP 4

Submit your proof of address by taking a picture of it or uploading it from your device. Examples of qualifying documents include a drivers license, national ID, utility bill, bank statement and property tax statement. If your proof of address is the same as your identity document, you will simply have to repeat Step 2. **If using a document other than an ID document, this must be dated within the last 3 months.**



STEP 5

After submitting your proof of address, you will see a completion screen. A Phillips administrator will be in touch with you shortly to confirm your account set-up.

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FREQUENTLY ASKED QUESTIONS

How long will this process take?

This process should only take about five minutes if you have your documents ready. Please complete the process in one sitting as you will not be able to save your work.

If I submit my driver's license for my ID, do I need to submit it again for proof of address?

Yes, Shufti Pro requires you to submit both an identification document and a proof of address document even if you submit a driver's license.

What if my computer does not have a camera?

Shufti Pro is compatible with mobile devices. Please scan the QR code at the top right corner of the Shuft Pro page using your mobile's camera and proceed with the mobile process.

How will I know if my submission has been successfully received?

A member of the Phillips team will let you know once you have been approved to consign.

What do I do if my link is expired?

Your link is valid for 30 days. Please contact a Phillips team member if your link has expired.