



ROYAL MARKET

THE ROYAL
MARKET ONBOARDING
MANUAL



ROYAL MARKET

THE ROYAL MARKET onboarding process starts at THE ROYAL MARKET web page royalcc.market:

Before starting the onboarding process, please prepare the following documents

(color copy and everything is preferred in JPG, JPEG, PNG format):

<p>Personal ID (both sides) JPEG, JPG, PNG</p>	<p>Driver's license or passport JPEG, JPG, PNG</p>	<p>Bank account statement JPEG, JPG, PNG</p>
<p>Signature (preferably on a white background) JPEG, JPG, PNG</p>	<p>Current selfie photo JPEG, JPG, PNG</p>	<p>IBAN and SWIFT account number (if not available, please request in-person identification and verification)</p>

If company information applies:

<p>Extract of local commercial register</p>	<p>Certificate of incorporation</p>	<p>Memorandum and articles of association</p>	<p>CIS* (client information sheet)</p>
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*(client information sheet) for natural and/or legal person on: proof of funds, bank detailed certificate to proof of funds, including original certificates of prepared financial resources for all transaction accounts (either in the name of investor or in the name of relevant company)

THE ROYAL MARKET EU

Václavské náměstí 832/19, 110 00 Prague, Czech Republic

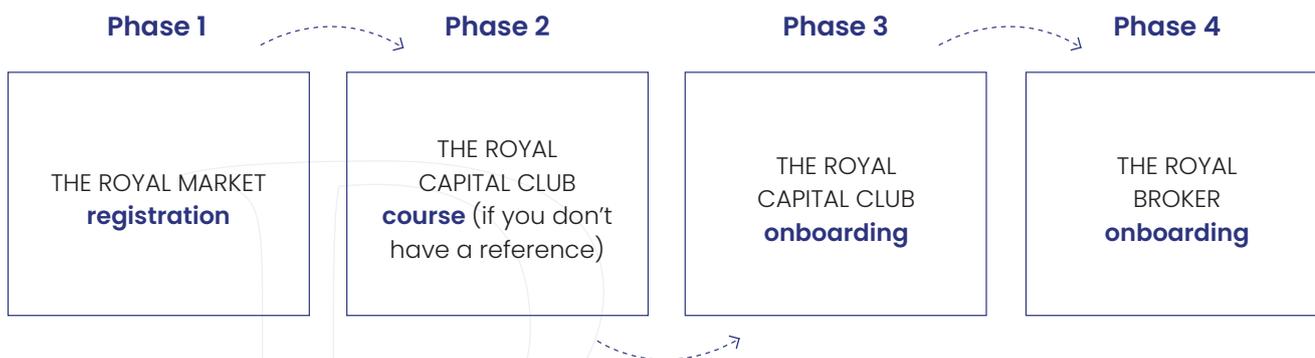
web: royalcc.market // e-mail: info@royalcc.market



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Steps of The whole

ROYAL MARKET onboarding process are:



Phase 1 - THE ROYAL MARKET registration

1. Fill in the **registration form** as a legal or natural person
2. Type in a **reference code** (if you have one)
3. **Read the contracts** about usage of THE ROYAL MARKET and THE ROYAL EDUCATION platforms

Phase 2 - THE ROYAL CAPITAL CLUB education course (for users without a reference code)

1. Watch the **informative videos**
2. Take the **certification test** EN (a minimum 70% pass rate is required to pass the test)

Phase 3 - THE ROYAL CAPITAL CLUB onboarding

1. Put in the **required personal details**
2. **Fill in the grantor of the references** (in case they are not prefilled)
3. **Answer the AML** (Anti Money Laundering) questions (if you want to invest in EU funds, you need to fill in IBAN and SWIFT)
4. **Read all the contracts** and **sign** via DocuSign (DocuSign will automatically send you an email)

Phase 4 - THE ROYAL BROKER onboarding

1. Put in the **required personal information** incl. KYC (know your customer) procedure
2. Upload the **required files** (ID, driver's license/passport, current selfie, bank account statement)
3. Upload **additional documents** for the legal entity or relevant documents for the KYC/AML process (address verification documents such as an „energy bill“ i.e. utility statement or mobile tariff bill)
4. **EU bank account** verification (please send 1EUR)
5. fill in the **investment questionnaire** (evaluation of your risk profile according to your experience)

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Instructions for the electronic signature of contracts – DocuSign

Click on the „**Review documents**” button in your inbox. After pressing it, a web browser will open, where you must first (in the upper left corner) agree to the use of the electronic signature itself. After pressing the „**Continue**” button, you can review the contracts. If you have already viewed the contracts, press the „**Start**” button (on the left side) and you will be redirected to the actual signing site. This location is marked in yellow with the words „**Sign**”. Click on this button and a window will appear, where after pressing the „**Upload your signature**” button you will be prompted to select and upload the signature itself in JPG format. The selected signature must be finally approved by clicking on the „**Adopt and Sign**” button. At this point your signature will be automatically

saved and the system will guide you to the next places where the signature needs to be inserted. The place for the signature is always highlighted by a yellow „**Sign**” icon, after clicking on which the predefined signature is automatically inserted. Once all the required fields have been filled in, you will see a notification at the top of the screen that everything has been signed and just click the „**Finish**” button and the signature process is complete. (At the end of the process, you will see a window to save a copy of the document, where we recommend checking „**No thanks**”. The contracts themselves will automatically be emailed to you and stored in your royalcc.market account).

Timeline of the approval process

1. **Wait for the verification** of the authenticity of documents and all the information
2. The verification **process can take a few days**
3. In case of missing information or request by local regulatory you **will be contacted**
4. After successful verification, **you will receive an email** with an approval and THE ROYAL BROKER pre-contractual and contractual document packages will be presented via DocuSign
5. After successful contract signing, **the whole onboarding process is completed** and THE ROYAL MARKET platform is available to you