

Preventive Measures on Money Laundering

(1) Client identification

From time to time, it is necessary for individuals to supply OneStart Group Limited (hereinafter called "OneStart") with the below data in connection with the opening or continuation of our services and compliance with any laws, guidelines or request issued by regulatory or other authorities.

- name of the individual client;
- the client's identity or travel document copy (e.g. Identity Card, passport, two-way permit for Mainland residents, etc.); and
- client's valid address proof copy;
- contact information (phone number and email address).

In addition, the service contract should contain:

- contract period;
- services details;
- price; and
- signature of service applicant and service provider (OneStart Group Limited).

(2) Documents retention

1. OneStart should retain the client's identity copy, valid address proof copy and the signed service contracts with OneStart. Our internal transaction record and accounting documents will be retained for at least 7 years in order to provide to the relevant authorities upon request;

2. In accordance with the Organised and Serious Crimes Ordinance (Cap. 455) and the Drug Trafficking (Recovery of Proceeds) Ordinance (Cap. 405), OneStart is also under a duty to disclose to the Police and Customs any property that directly or indirectly represents proceeds of a crime.

(3) Client Liabilities

1. complying with any obligations, requirements, policies, procedures, measures or arrangements for sharing data and information within OneStart and/or any other use of data and information in accordance with any programmers for compliance with sanctions or prevention or detection of money laundering, terrorist financing or other unlawful activities;

2. conducting any action to meet obligations of OneStart to comply with Laws or international guidance or regulatory requests relating to or in connection with the detection, investigation and prevention of money laundering, terrorist financing, bribery, corruption, tax evasion, fraud,

evasion of economic or trade sanctions and/or any acts or attempts to circumvent or violate any Laws relating to these matters;

3. meeting any obligations of OneStart to comply with any demand or request from the authorities;

4. to comply with regulatory and /or international guidelines concerning anti-money laundering and anti-terrorist financing activities, client must provide the payment transaction record (name of remitter, payment date and amount) when the services payment is settled in order to to make sure the received payment is equal to the service fee.