

# Application Process

## Step 1

Gather documents:

- ID/Passport
- Proof of address (no more than 3 months old, and must be under the client's name)
- Bank statement of the account from which the client is transferring funds
- Orange River application and customer's statement

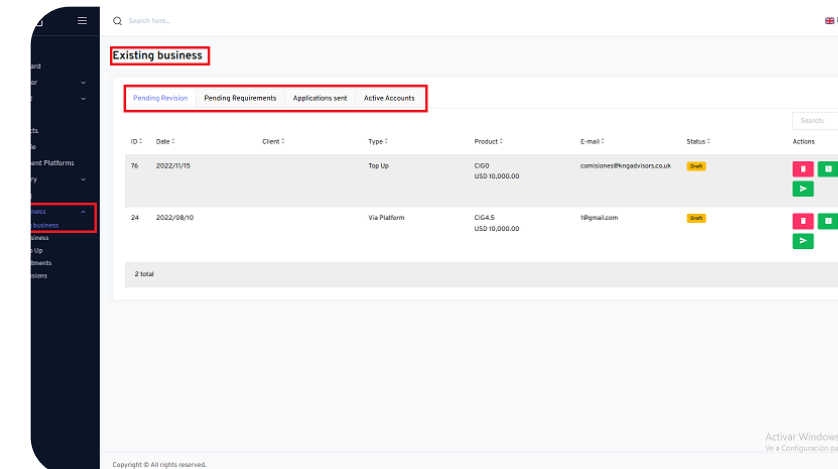
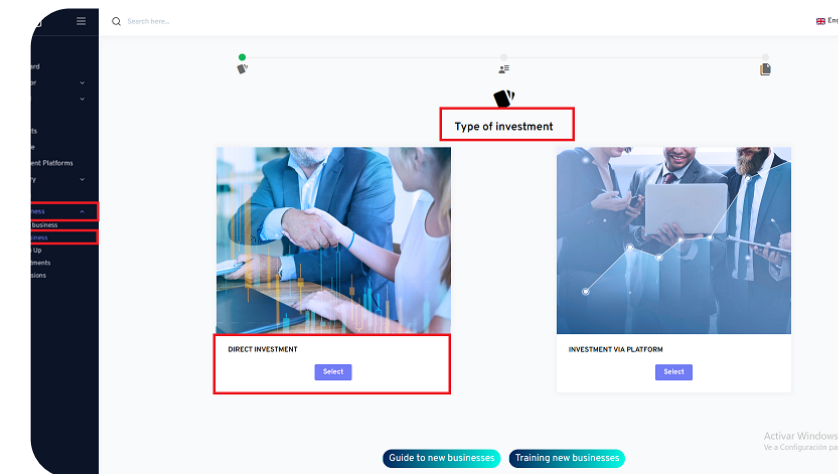
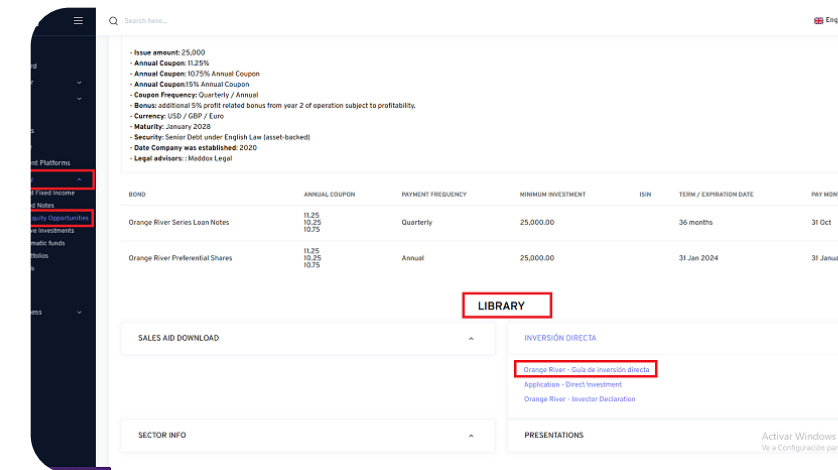
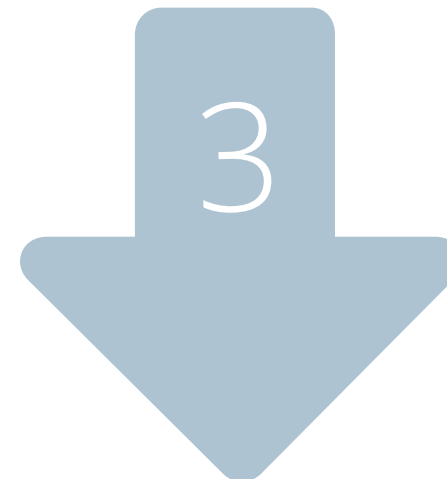
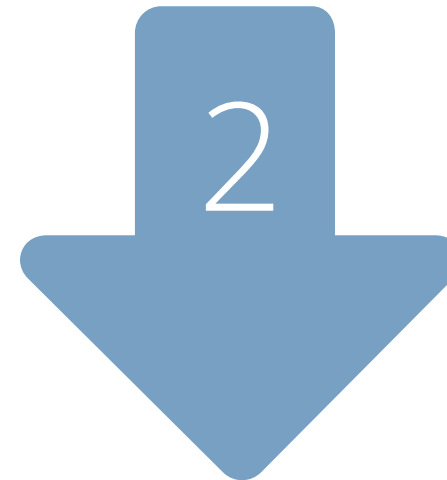
## Step 2

Submit the application along with the support documents. Remember that the documents can be original copies, scanned copies, or DocuSign copies. Upload the completed documents to the KNG portal.

Note: Remember that KNG can make it easy for you to obtain customer signatures via DocuSign.

## Step 3

KNG's administrative team will review the application, if changes need to be made, your business will appear under the *Pending Requirements* tab. If everything is in order, the status of the application will be changed to *Approved*, and KNG will take care of sending the documents to be signed.



The application form can be found in the KNG portal *inventory*, in the Orange River section.

To upload your client's documents, on the left side menu select the *option My Business* then *New Business*

On the *My Business* tab of the KNG portal, you can monitor the status of the application.

## Step 4

After the client has signed the application, all documents are sent to Orange River for review.

The security trustee conducts an AML (anti-money laundering) check.



Note: The review process takes 2 to 5 business days.

## Step 5

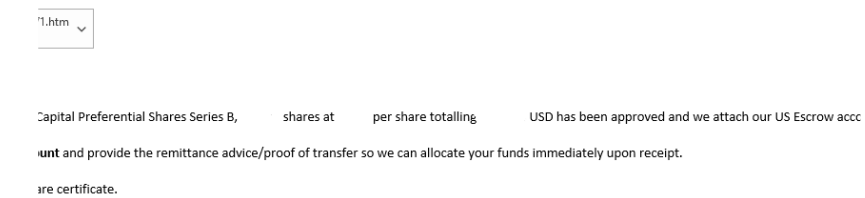
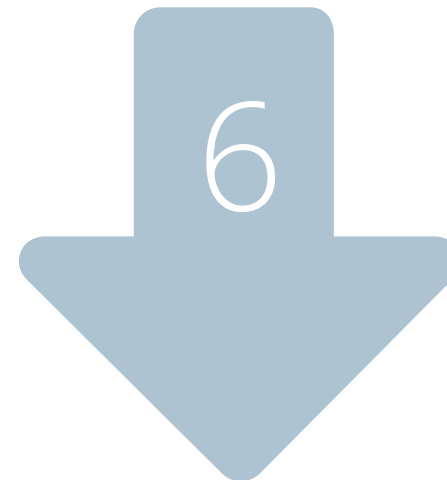
The company accepts, conditionally accepts, or rejects the request (or may request more KYC data).



Should Orange River request additional KYC data, you will be notified immediately. KNG will also assist you during the process to send any additional requirements that may be requested.

## Step 6

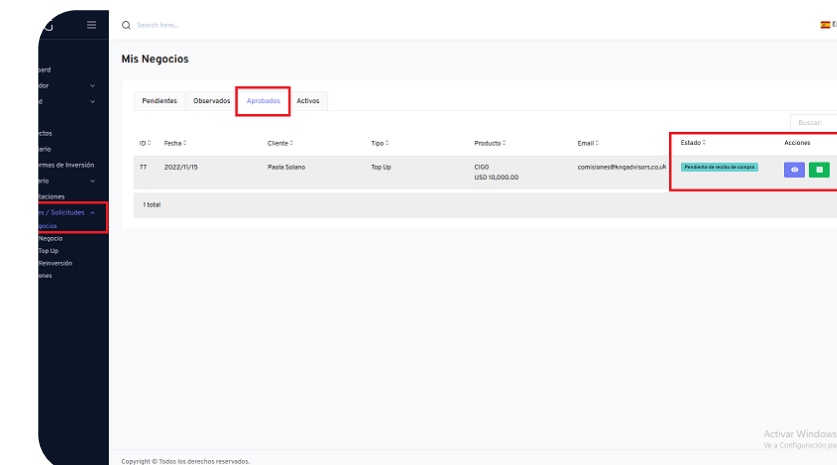
After the company accepts the customer, an email is sent with the bank details for the customer to transfer the funds.



Example of the confirmation email. It includes specific details and the reference for the client to send the funds.

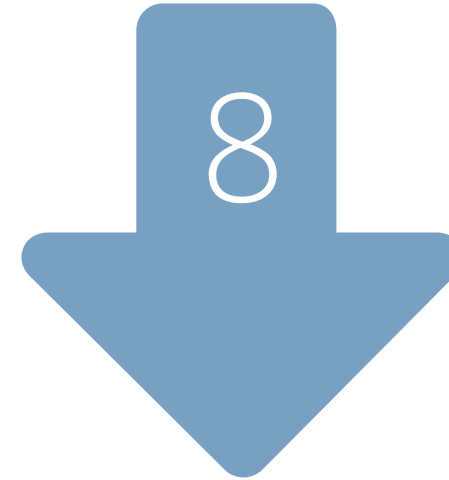
## Step 7

Request SWIFT receipt from customer. The advisors needs to upload the SWIFT receipt to the KNG portal, KNG sends it to Orange River.



## Step 8

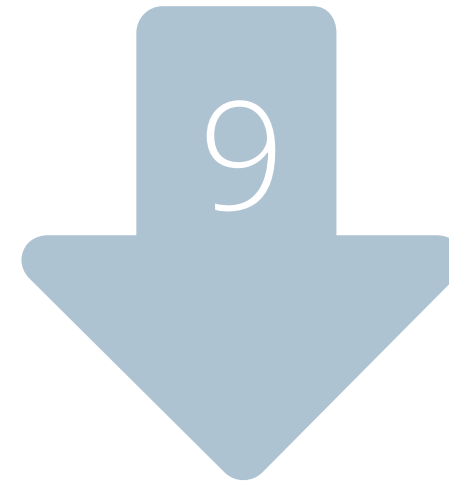
The investment team will confirm receipt of funds by e-mail and prepare the client's investment certificate.



The client's investment certificate will be issued on the first Monday of the following month after the investment funds are sent. For example, if the client sends the funds on May 12, Orange River will confirm receipt, and issue their contract on the first Monday of June.

## Step 9

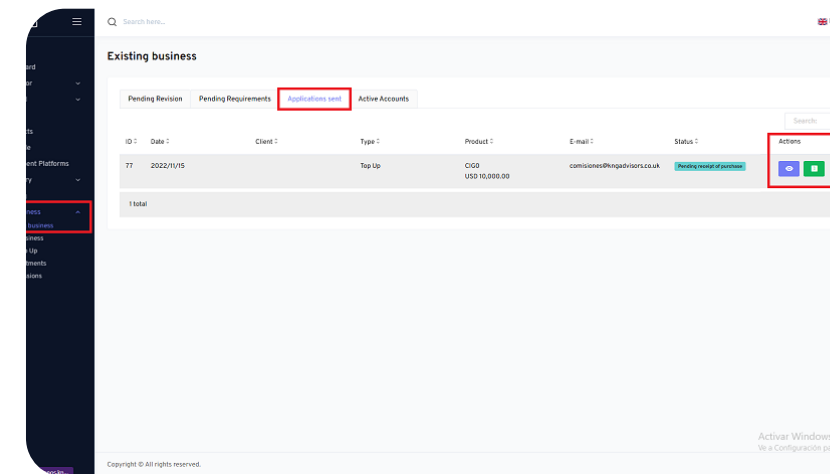
The client receives their investment certificate by email. Orange River can also issue a physical copy upon request.



If the customer would like a physical copy of their certificate, please contact KNG's administrative team and provide the address to which the customer would like their certificate to be sent.

## Step 10

Upload the certificate to the KNG portal to generate commissions



In the KNG portal, under the client tab, upload a copy of the certificate in order to generate your commissions for this business.

## Ongoing attention

Our administrative team constantly monitors investments to ensure that all paperwork is in order and that coupon payments are being made on time.

1 to 2 months before the investment expires, we will give notice for the client to decide if they want their investment returned along with their last coupon payment, or if they wish to reinvest.

## Additional support

KNG can support you by sending the documents by DocuSign to obtain the client's signatures electronically.

Our administrative team is available for any questions, you can contact us at the following email: [admin@kngadvisors.co.uk](mailto:admin@kngadvisors.co.uk)