



Application process

Step 1

Gather documents:

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

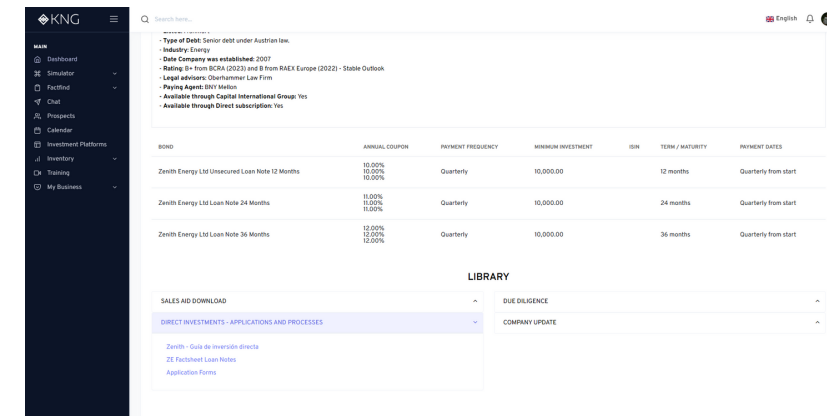
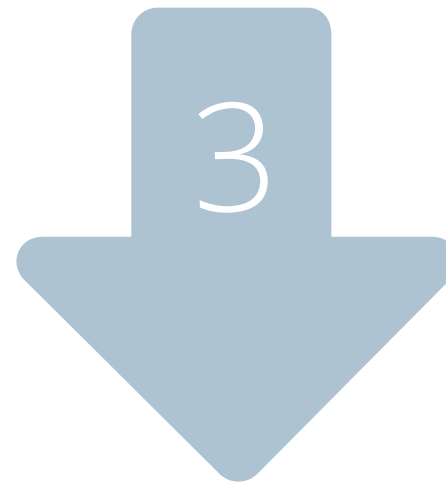
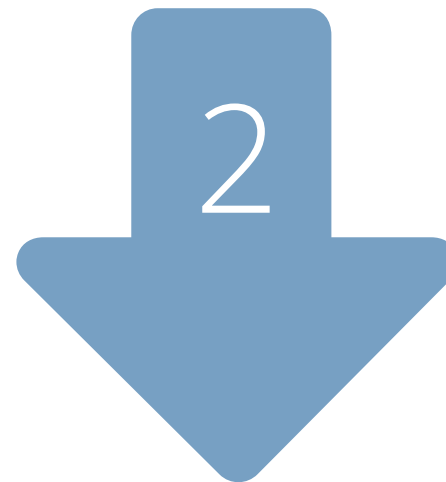
Step 2

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

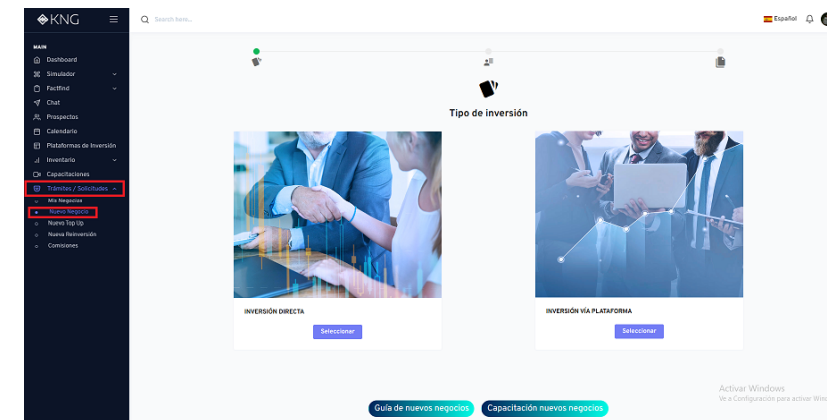
Note: Remember that KNG can make it easy for you to obtain customer signatures via DocuSign.

Step 3

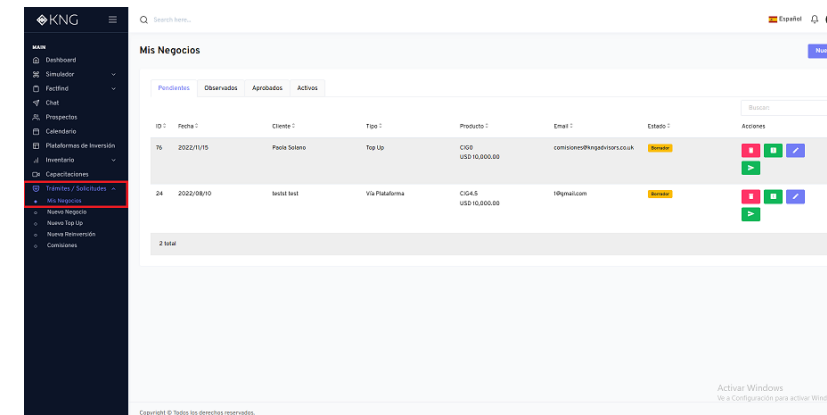
KNG's administrative team will review the application, if changes need to be made, your business will appear under the Pending tab. If everything is in order, the status of the application will be changed to Approved and KNG will take care of sending the documents to be signed.



The application form can be found in the inventory of the KNG portal, in the Zenith section.



To upload your client's documents, in the left side menu select the option Procedures/Applications and then New Business.



On the My Business tab on 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 Zenith for review. The security trustee conducts an AML (anti-money laundering) check.



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

Step 5

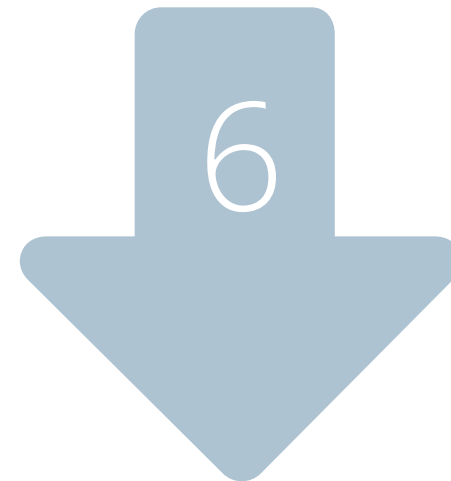
The company accepts, conditionally accepts or rejects the request (or may request more KYC data).



Should Zenith 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 client, an email is sent with the bank details for the client to transfer the funds.

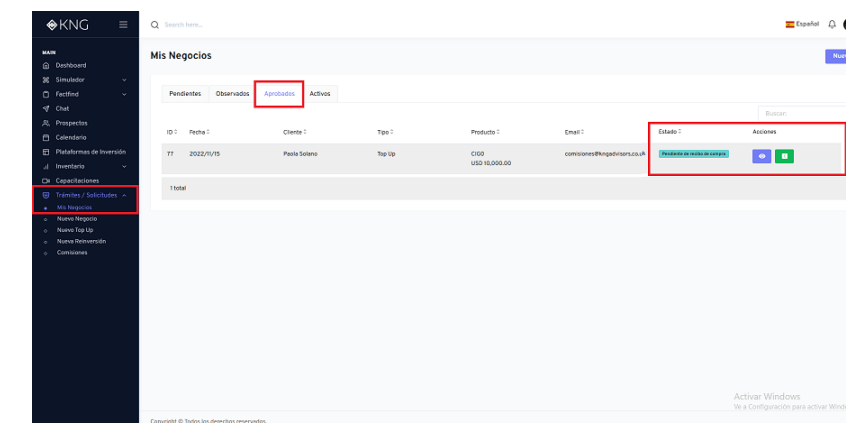


Beneficiary Name: ZENITH ENERGY LTD
Beneficiary Bank: BARCLAYS BANK PLC
Currency: USD
IBAN: GB83BARC20095256439100
SWIFT/BIC: BARCGB22

Example of the mailing .
Include specific details and the reference for the client to send the funds.

Step 7

Request SWIFT receipt from customer. The advisor uploads the SWIFT receipt to the KNG portal and KNG sends it to Orange River.

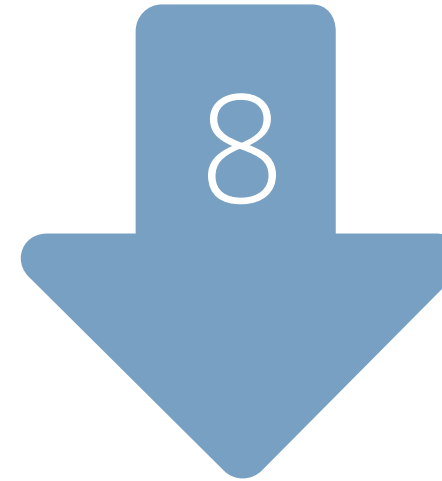


The SWIFT receipt is uploaded in the customer data tab, on the right side you will see a column that says Actions, and when you click on the blue check mark a window will pop up asking you to Upload payment receipt.



Step 8

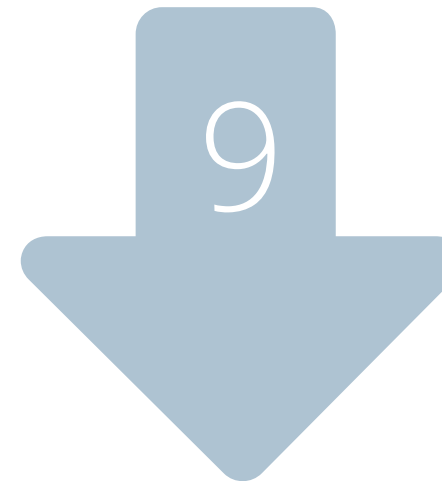
The investment team will confirm receipt of funds by email and prepare the client's investment certificate.



Zenith confirms by mail once the welcome package is issued.

Step 9

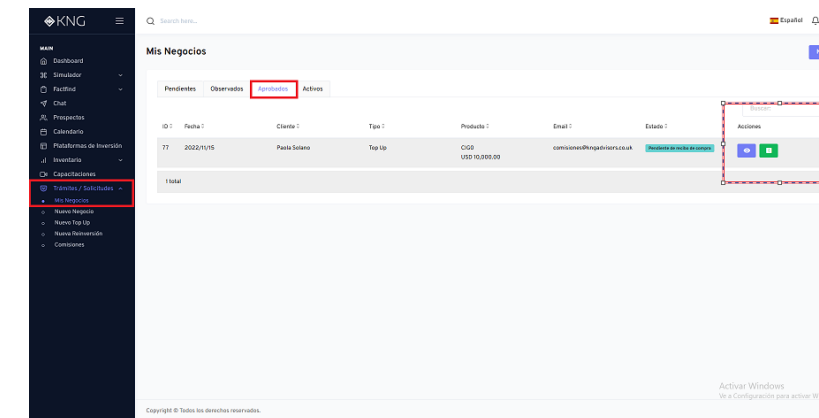
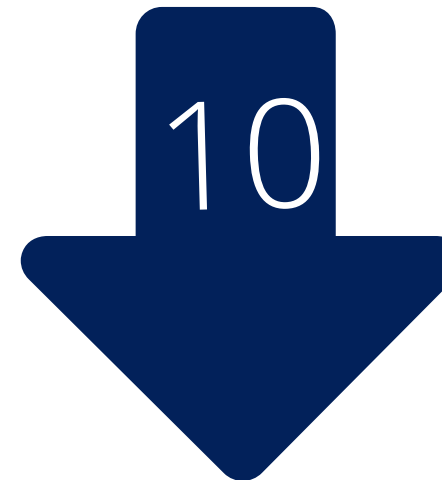
The client receives his investment certificate by email. Zenith also sends a physical copy to the client.



The physical copy of the welcome packet is sent to the address provided by the customer in the application.

Step 10

Upload the certificate to the KNG portal to generate commissions.



In the KNG portal, under the client tab, click on 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