**Know Your Customer Policy (KYC)**

**H3 Limited Liability Company**

Preface

H3 Limited Liability Company (hereinafter - Company, H3) has adopted a Know Your Buyer policy for the purpose of strict compliance by the company's employees with the anti-money laundering legislation of Georgia, the European Union and the United States.

1. Purpose

This Policy lays down the details/particulars/documents to be obtained by H3 about potential parties with whom the Company may like to have any business dealing or enter into any contract/agreement/MOU.

1. Definitions

“Party” shall mean and include any Company, Agency, Proprietary Firm, Trust/Foundation, Partnership Firm, Limited Liability Partnership, Individual etc. with whom the Company may like to have any dealing.

“H3” or “Company” means The **H3 Limited Liability Company**, ID # 412770265, with financial license # 0110/571, having its registered and Corporate Office at Hualing Kutaisi Free Industrial Zone, Avtomshenebeli str& 88, Kutaisi, Georgia.

1. Policy

3.1. All employees of H3, before awarding any work order/contract or entering any agreement/contract//MOU, etc. with any potential party, shall mandatorily obtain certain information/documents about the party as mentioned in the KYC Form annexed to this policy.

3.2. The details required in the KYC Form are minimum basic requirement and employees of H3 may ask for additional details/documents from the party keeping in view the specific nature of the transaction, if necessary.

3.3. H3 or any of its employees shall not deal with a party, who refuses to share the requisite details in KYC Form.

3.4. H3 may cross verify the KYC details furnished by the party through available means and the party will have no objection to the same nor will it hold H3 responsible for the same in any manner whatsoever.

3.5. In case of outsourced services such as Security, Housekeeping, etc., the Company shall obtain KYC details about the concerned agency and shall also obtain a certificate from the agency confirming that the agency has done KYC of all the personnel proposed to be deployed at KYC along with their respective KYC details.

3.6. Providing KYC details shall not confer any right upon the party to seek orders/contracts from H3 and the same shall solely be on commercial consideration and as per applicable rules/guidelines/procedures, etc. of the Company as well as any authority.

3.7. The KYC details of all existing and new parties shall be updated at least once every year.

1. Date of Effect

This policy applies from the date of its approval by the relevant local regulation of H3 Limited Liability Company.

1. Amendments

This policy may be amended anytime with the approval of Managing Director of H3.

1. Disclosure

Any changes to this policy must be posted on the official website of H3 Limited Liability Company

1. General

Notwithstanding anything contained in this policy, the Company may seek any additional information/documents as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.