

PROCEDURE FOR THE INTRODUCTION OF AMENDMENTS INTO THE FXCOMPANY CLIENT'S PERSONAL DATA

The Procedure for the introduction of amendments into the Client's personal data (hereinafter "The Procedure") is an integral part of the Client Agreement and specifies the procedure of amending personal data of FXCOMPANY LTD Client (hereinafter "the Client"), who has closed the Client Agreement with FXCOMPANY LTD (hereinafter "the Company").

1. PURPOSE OF THE DOCUMENT

- 1.1. The Procedure stipulates:
 - 1.1.1. the list of the Client's personal data;
 - 1.1.2. situations in which the Client's personal data can be amended;
 - 1.1.3. actions the FxCompany brokerage service officer should take in the process of the Client's personal data amendment.
 - 1.1.4. the list of the Client's documents required for identification of the Client for amendment of his personal data and forms of presentation of such documents to the Company's brokerage service officer.
 - 1.1.5. rights and liabilities of the Company and the Client in relation to introduction of amendments into the Client's personal data;
- 1.2. The Procedure is aimed at realization of the data confidentiality policy and prevention of unauthorized access by third parties to the Client's trading account and stealing of funds from the account.

2. THE LIST OF THE CLIENT'S PERSONAL DATA

- 2.1. The Client's personal data includes:
 - 2.1.1. Name, Surname;
 - 2.1.2. Citizenship (Country);
 - 2.1.3. Address of registration, including the city and postal code;
 - 2.1.4. Telephone;
 - 2.1.5. E-mail;
 - 2.1.6. Telephone password;
- 2.2. Personal data used for trading account and personal area access includes:
 - 2.2.1. Login (trading account number);
 - 2.2.2. Trader password;
 - 2.2.3. Investor password.

3. GROUNDS FOR THE CLIENT'S PERSONAL DATA AMENDMENT

- 3.1. Grounds for the Client's personal data amendment without the Client's request can include:
 - 3.1.1. Spelling mistakes in the Client's name and surname, names of streets, cities and countries, discovered by the brokerage service officer in process of account authorization.
- 3.2. Grounds for the Client's personal data amendment with the Client's request can include:
 - 3.2.1. Changing of the name, surname according to the procedure required by legislation of the Client's country of citizenship;
 - 3.2.2. Changing of the Client's citizenship;

- 3.2.3. Changing of the address according to the procedure required by legislation of the Client's country of citizenship;
- 3.2.4. Changing of the Client's telephone number;
- 3.2.5. Changing of the Client's e-mail address;
- 3.2.6. Loss of trading account access codes including trader login and password, investor password;
- 3.2.7. Loss or changing of the telephone password;
- 3.2.8. Prevention of third parties' access to the Client's personal data.

4. PARTICIPANTS OF THE PROCEDURE FOR THE INTRODUCTION OF AMENDMENTS INTO THE CLIENT'S PERSONAL DATA

- 4.1. Participants of the Procedure for the introduction of amendments into the Client's personal data include:
 - 4.1.1. The Client or his authorized agent, acting on legal basis on behalf of the Client in possession of the originals or notarized documents certifying such right.
 - 4.1.2. The Company's brokerage service officer certified by the Company for knowing the Procedure.

5. PROCEDURE FOR THE INTRODUCTION OF AMENDMENTS INTO THE CLIENT'S PERSONAL DATA ON THE CLIENT'S REQUEST

- 5.1. The Client sends a request for his personal data amendment via email to the address: customercare@fxcompany.net; in the request the Client specifies:
 - 5.1.1. in the subject of the letter "Amendment of the personal data, trading account No"
 - 5.1.2. in the body of the letter:
 - 5.1.2.1. type of data subject to amendment: Name, Surname, registration address including town, country, postal code, e-mail, telephone, telephone password, trader password, investor password (e.g. the Surname).
 - 5.1.2.2. old data (e.g. *Brown*),
 - 5.1.2.3. new data (e.g., *Grey*),
 - 5.1.2.4. grounds for amendment according to item 3.2 (e.g. *item 2/3/01. Changing of the surname in connection with marriage*).
- 5.2. According to item 6, if necessary the Client can attach scanned copies of document, confirming the ground for data amendment (acceptable formats are jpg, jpeg, bmp, pdf).
- 5.3. In case of any amendments of the personal data the Client shall attach to the letter scanned copies of his ID (acceptable formats are jpg, jpeg, bmp, pdf).
- 5.4. The brokerage service officer verifies the clients identity, the grounds for amendment and the documents; having completed this, he introduces amendments to the data.
- 5.5. In case the grounds for amendment are not sufficient, or doubt arises as to the person sending the request for data amendment being the Company's Client, the brokerage service officer is entitled to require scanned copies of the missing documents as well as notarized paper copies of the documents. In such case data amendment is made only after the receipt of the paper documents by the Company.
- 5.6. Should the request for data amendment fail to meet the form requirement specified in items 5.1 - 5.3, it is declined and not considered.

6. DOCUMENTS REQUIRED FOR THE INTRODUCTION OF AMENDMENTS INTO THE CLIENT'S PERSONAL DATA



- 6.1. Name, Surname: scanned copy of the old passport, scanned copy of the new passport, copy of the document serving as a ground for the Name/Surname change (e.g. marriage certificate)
- 6.2. Country: scanned copy of the passport.
- 6.3. Registration address, including the city and postal code: scanned copy of the passport, scanned copy of the document certifying registration (copies of passport pages with the registration stamp, other registration certificates, bank statements).
- 6.4. Telephone: scanned copy of the passport (in case of such changes the Company is entitled to request a notarized paper copy of the documents)
- 6.5. Email: scanned copy of the passport (in case of such changes the Company is entitled to request a notarized paper copy of the documents)
- 6.6. Telephone password: scanned copy of the passport (in case of such changes the Company is entitled to request a notarized paper copy of the documents)
- 6.7. Login (trading account number) - not subject to amendment
- 6.8. Trader password: scanned copy of the passport (in case of such changes the Company is entitled to request a notarized paper copy of the documents)
- 6.9. Investor password: scanned copy of the passport.

7. ADDITIONAL CONDITIONS

- 7.1. The Company guarantees confidentiality of the Client's personal data according to its Confidentiality policy.
- 7.2. Only a brokerage service officer has a right to make amendments to the Client's personal data.
- 7.3. The Company can require additional documents not specified in item 6 should the necessity arise to identify the person sending the request for data amendment as the Company's Client or to confirm the grounds for amendment of the personal data.
- 7.4. The given Procedure is an integral part of the Client Agreement and is not valid without the Agreement.

Read and Understood / _____ /

Client

Trading account № _____

Name, Surname _____