

Regulations on the requirements  
for the internal control rules of  
residents of the High Technologies  
Park

CHAPTER 1  
GENERAL PROVISIONS

1. These Regulations establish the requirements for the internal control rules of the residents of the High Technologies Park (hereinafter referred to as the “HTP”) which carry out the types of activity stipulated in paragraph 2 of these Regulations in the field of prevention of money laundering, financing of terrorist activities and financing of proliferation of weapons of mass destruction (hereinafter referred to as the “internal control rules”).

2. These Regulations apply to the residents of the HTP whose business projects stipulate one or more of the following types of activities:

providing services relating to the creation and placement of digital tokens (tokens) (hereinafter referred to as “token”) with the use of the Internet global computer network (hereinafter referred to as the “Internet”) including services for token promotion, consulting and other related services (hereinafter referred to as an “ICO organizer’s activity”);

a cryptoplatform operator’s activity;

a cryptocurrency exchange office operator’s activity;

other activity related to the use of tokens, including the activity having characteristics of the professional and stock-exchange activities relating to securities, investment fund activities, securitization, as well as operations relating to the creation and placement of own tokens (hereinafter referred to as the “HTP resident carrying out other activity with tokens”).

3. The HTP resident which carries out one or more of the types of activity stipulated in paragraph 2 of these Regulations, following entering into a contract on the HTP resident’s operation terms and conditions with the State Institution “The High Technologies Park Administration” (hereinafter referred to as the “HTP administration”), undertakes to meet the requirements that are imposed on the persons carrying out financial transactions by the Law of the Republic of Belarus as of June 30, 2014 “On measures against money laundering, terrorist financing and financing of proliferation of weapons of mass destruction” (hereinafter referred to as the “AML/CFT Law”), and by the acts of legislation passed in accordance with it, as well as the requirements of these Regulations which form an integral part of the abovementioned contract.

Non-compliance (improper compliance) with the requirements imposed on the persons carrying out financial transactions by the AML/CFT Law and the acts of legislation passed in accordance with it, as well as the requirements of these Regulations constitutes non-performance (improper performance) of the abovementioned contract on the HTP's resident operation terms and conditions.

4. For the purposes of these Regulations the terms given below shall have the following meanings:

“review period” means a period of time comprising on average 1 calendar month during which the AML/CFT compliance officer (hereinafter referred to as the “compliance officer”) analyzes the client's financial transactions at the subsequent control stage;

“client's questionnaire” means a set of data collected by the HTP resident in respect of the client in the course of his identification and verification containing details of the client and his activity as set forth in Article 8 of the AML/CFT Law, these Regulations and the internal control rules;

“questionnaire production” means a production of the client's questionnaire by the HTP resident;

“verification” means a set of measures aimed at confirming the authenticity of the data obtained in the course of the identification;

“White paper declaration” means the document containing information on the activity for which investments are intended to be raised by means of placement of tokens and on a person who is intending to carry out such activity;

“identification” means a set of measures aimed at identifying the client's data established by the AML/CFT Law, these Regulations and the internal control rules;

“clients” means the participants (potential participants) of the financial operations (transactions (operations) with tokens, that are not financial operations), which are serviced by the HTP residents described in paragraph 2 of these Regulations within the types of activity set out in such paragraph;

“suspicious financial transaction” means a financial transaction in respect of which the HTP resident suspects that such transaction is being executed in order to launder money, finance terrorism or finance the proliferation of weapons of mass destruction (hereinafter referred to as the “legalization”), after decision by the HTP resident to designate such transaction as a financial transaction requiring special control;

“consistent execution of financial transactions” means execution by the HTP resident's client of the financial transactions three or more times during the review period;

a “financial transaction causing suspicion” is a financial transaction in respect of which the HTP resident suspects that such transaction is being executed for legalization purposes, prior to the HTP resident deciding on the

designation (non-designation) of such transaction as a financial transaction requiring special control.

Other terms have the meanings specified by the AML/CFT Law, the Decree of the President of the Republic of Belarus as of December 21, 2017 No. 8 “On the Development of the Digital Economy” and other acts of legislation.

For the purposes of these Regulations, the price of tokens shall be determined as of the time of execution of the transaction (operation) with such tokens and is not subject to further review afterwards.

5. The internal control rules shall include provisions stipulated in part 3 of Article 5 of the AML/CFT Law, as well as the orders aimed at the implementation of these Regulations.

When developing the internal control rules, the HTP residents shall give consideration to the specifics of tokens as an object of civil rights, as well as to the peculiarities of executing transactions (operations) with them in the context of the prevention of legalization.

6. The HTP residents are obliged to:

6.1. ensure the technical ability of submission of a special form to the financial intelligence unit in the form of an electronic document. If any circumstances beyond the control of the HTP residents prevent this, such special forms shall be submitted by them in accordance with part 2 of paragraph 37 of these Regulations;

6.2. refuse a client to execute financial transactions in circumstances stipulated by the AML/CFT Law and other legislation as well as in the following cases, if:

6.2.1. the client proposes (intends) to execute (or executes) a financial transaction through the HTP resident with the types of tokens, which are based on the principle of complete anonymity of transactions (operations) with them;

6.2.2. the client proposes (intends) to make (or makes) settlements in respect of the financial transaction in the amount exceeding 2000 base values otherwise than by means of a bank transfer or electronic money transfer;

6.3. use the software (exercise the right to use the software, enter into an agreement providing for such right), incorporating all updates to such software, that performs the synthesis and analysis of the clients' (potential clients') use of the addresses (identifiers) of their virtual wallets, which, *inter alia*, also enables to identify the trading platforms where such clients' (potential clients') addresses (identifiers) of virtual wallets have been used, the addresses (identifiers) of virtual wallets owned by counterparties of such clients (potential clients), the connections of addresses (identifiers) of virtual wallets owned by the clients (potential clients) with other addresses (identifiers) of virtual wallets etc., as well as assesses the risk of using addresses (identifiers) of virtual wallets of clients (potential clients) for unlawful activities (participation in it), or services of other persons (executors) for the aforementioned synthesis,

analysis and evaluation in the following cases (for these purposes the HTP residents shall use the software or services of Elliptic Enterprises Limited (Great Britain), Chainalysis, Inc. (USA), Coinfirm Limited (Great Britain), Neutrino srl (Italy) or any legal person established by any of these companies or with their participation, or legal person which is legally using the trade mark (service mark) of any of these companies, or other legal person, provided that the software or services of such legal person has (have) the same or higher level of efficiency as compared to the software or services of the abovementioned companies, or the agreement entered into with such legal person provides for the right to use the software or services of the aforementioned companies):

when executing exchange transactions of tokens of one type for tokens of another type;

as a measure of internal control in respect of the clients to which a high degree of risk score is assigned in accordance with indent 3 of part 2 of paragraph 15 of these Regulations;

in respect of suspicious financial transactions.

If as a result of using the software (the right to use software) or services specified in indent 1 of part 1 of this sub-paragraph, a high degree of risk score of the client's (perspective client's) use of address (identifier) of his virtual wallet for legalization (participation in it) is assigned, the HTP resident shall refuse such client (perspective client) to execute the exchange transaction of tokens of one type for tokens of another type, as well as secure the information on the identified risk and the client's (perspective client's) request to execute such transaction, as well as provide such information to the financial intelligence unit no later than 1 business day after the day on which such refusal was made by means of electronic mail and in paper form by recorded delivery with a proof of receipt. The HTP resident shall keep such information during the period of 5 years starting on the date of the client's request to execute the relevant transaction and provide such information upon state bodies' requests, as well as no later than 5 business days after the date of receipt of such information, submit it to the HTP administration in order that such information be included into the data bank (register) of the addresses (identifiers) of virtual wallets with a high degree risk score of legalization (participation in it).

If the HTP resident is exercising the right to use the relevant software in accordance with this sub-paragraph, such HTP resident is required to ensure that he is using the latest version of such software;

6.4. include as material terms of the contracts relating to the execution of financial transactions concluded with the clients in writing, the provisions allowing the HTP residents to comply with the obligations set forth in sub-paragraphs 6.2 and 6.3 of this paragraph, as well as other obligations set out in these Regulations;

6.5. enforce a ban on disposition, use of funds (tokens) and (or) a ban on execution of financial operations (operations (transactions) with tokens which

are not financial operations) in respect of the clients regarding which the HTP resident has reasons to believe that during the interaction with the HTP resident such clients commit a crime or take measures to conceal a crime. The HTP resident shall regulate the cases (reasons) and the procedure for applying and lifting of such bans in the internal control rules, as well as stipulate the possibility of the implementation of such procedure in the contracts concluded with clients.

6.6. enforce a ban on disposition, use of tokens and (or) ban on execution of transactions (operations) with tokens which are not financial operations, in respect of the clients:

who have been included in the list of organizations and individuals, including individual entrepreneurs, involved in terrorist activities (hereinafter referred to as the “list”);

in whose respect the HTP resident has reasons to believe that during the interaction with the HTP resident they were involved in legalization.

The HTP residents are obliged to regulate the possibility of enforcement of bans specified in part 1 of this sub-paragraph in the contracts concluded with clients. The internal control rules shall set forth the procedure for applying and lifting of such bans;

6.7. include as a material term of the contracts relating to the execution of financial transactions concluded with the clients in writing, the right of the HTP resident to unilaterally repudiate such contracts if the HTP resident discovers consistent execution by the clients of the suspicious financial transactions;

6.8. refuse a client to execute the transactions (operations) with tokens, which are not financial operations, in circumstances when the client proposes (intends) to execute such transactions (operations) through the HTP resident with the types of tokens, which are based on the principle of complete anonymity of transactions (operations) with them.

## CHAPTER 2

### THE ORGANIZATION OF THE INTERNAL CONTROL SYSTEM FOR THE PREVENTION OF LEGALIZATION

7. The HTP resident’s internal control system shall include:

identification and verification of all clients executing financial transactions, and in the cases specified by these Regulations and (or) the internal control rules, and also of the clients executing other transactions (operations) with tokens, which are not financial operations;

storage of the information which includes clients’ identification data (including the information obtained following the results of verification, information updating);

determination of the nature of the client’s ordinary activity;

monitoring of all financial transactions of the clients at current and (or) subsequent control stages depending on the eventual risk score assigned to the

work with clients for the purposes of identification of financial transactions requiring special control, documentation of such transactions and transfer of the relevant information to the financial intelligence unit;

taking justified (reasonable) and accessible measures in the prevailing circumstances in order to identify the sources of origin of the clients' tokens and funds;

storage of information and documents (their copies) during the periods set forth by the legislation and (or) these Regulations.

The internal control system stipulated in part 1 of this paragraph shall be incorporated in the internal control rules in accordance with the requirements of these Regulations.

The internal control rules shall also determine the procedure for taking measures stipulated in indent 6 of part 1 of this paragraph, which shall include:

determination of documents which may be used as confirmation of the sources of origin of the clients' tokens and funds, as well as the requirements to such documents;

a list of measures adopted in order to verify the information provided by clients regarding the sources of origin of their tokens and funds, as well as dependence of the nature of such measures on the transaction price (value of the transaction in monetary terms) and other factors;

application of simplified measures in the acquisition or disposal of tokens by the client in one calendar month in the amount not exceeding 2000 base values. Such simplified measures may constitute a receipt of explanations from the client regarding the sources of origin of the clients' tokens and funds which shall be subject to verification if such explanations do not correspond to the information on such client which the HTP resident has in his possession, or the HTP resident has doubts regarding the reliability of such explanations.

8. The internal control is comprised of the following types:

preliminary control, which is conducted by means of collection and examination of the necessary information and documents (their copies), and recording of the data in the client's questionnaire for the formation of an overview of the client;

current control, which is conducted by means of monitoring of financial transactions executed by the client, having regard to the information available to the HTP resident after conducting a preliminary control, for the purposes of identification of financial transactions requiring special control;

subsequent control, which is conducted by means of analysis of the client's transactions (operations) executed in respect of the previous period for the purposes of identification of suspicious financial transactions having long term nature and not being capable of identification at the current control stage as requiring special control.

Internal control is conducted during all stages of execution of a financial transaction.

9. The HTP resident shall appoint a compliance officer who shall be responsible for, *inter alia*, the performance of the following functions:

- organization of identification and verification of the HTP resident's clients, verification of the information on the sources of origin of the clients' tokens and funds;

- making a decision on the recognition of a financial transaction as a suspicious (unsuspicious) and the submission (non-submission) of the information on such transaction to the financial intelligence unit;

- receipt of the list (updated list);

- monitoring and analyzing changes in the AML/CFT legislation, accumulation of information documents relating to the prevention of legalization obtained from the state bodies, the HTP administration;

- making a decision on the enforcement and lifting of the bans stipulated in sub-paragraphs 6.5 and 6.6 of paragraph 6 of these Regulations;

- making a decision on freezing of the funds and (or) blocking of the financial transaction in respect of the persons which are involved in terrorist activities (decision on the revocation of the respective measures) in the circumstances specified by the acts of legislation and these Regulations;

- verification of correctness and completeness of completion of special forms, as well as timeliness of their submission to the financial intelligence unit;

- signing of special forms that are being submitted to the financial intelligence unit;

- carrying out regular studies (monitoring) of the approaches (views) of the Financial Action Task Force on Money Laundering regarding prevention of legalization in the course of the activity similar to the activity of the HTP resident;

- consulting the HTP resident's employees on the questions arising during the implementation of the internal control rules, the procedures for managing the risks associated with legalization, the clients' identification and completion of special forms;

- organizing regular briefings (trainings) relating to the issues on the prevention of legalization at least once a year, as well as other types of briefings relating to the issues on the prevention of legalization in accordance with chapter 7 of these Regulations;

- organization of knowledge tests relating to the issues on the prevention of legalization at least once a year.

The HTP resident has the right to assign the implementation of functions set out in part 1 of this paragraph to one or more compliance officers.

The HTP resident shall ensure the compliance officer's direct reporting to the officer responsible for the implementation of the internal control rules.

10. The director of the legal entity (the HTP resident) or such director's deputy shall be appointed as the officer responsible for the implementation of the internal control rules.

A person who has directly executed the financial transaction and (or) a person responsible for identifying among the HTP resident's clients those clients in respect of which the measures on freezing of funds and (or) blocking of financial transactions shall be taken, are the persons responsible for putting together a message described in paragraph 35 of these Regulations. The compliance officer may be delegated with a duty to detect among the HTP resident's clients of the persons in respect of which the measures on freezing of funds and (or) blocking of financial transactions shall be taken.

The compliance officer who is responsible for controlling the correctness and completeness of completion of special forms and the compliance officer who has made the decision to recognize the client's financial transaction as being suspicious and to submit the information on such transaction to the financial intelligence unit, are the persons responsible for overseeing the procedure of completion of the special form.

The persons who have directly carried out the client's identification and (or) questioning, and the heads of subdivisions whose functions include carrying out of the clients' identification and (or) questioning, are the persons responsible for overseeing the procedure of identification and (or) questioning of the HTP resident's clients.

The allocation of responsibilities of the HTP resident's employees with respect to the prevention of legalization measures shall be incorporated in the HTP resident's corresponding acts.

The HTP residents shall organize, at least once a year, the testing (evaluation) of the internal control rules which shall be carried out by the HTP resident's employee (employees) which is not (are not) compliance officer and (or) the employee responsible for putting together and updating the internal control rules, or by external specialists having the necessary competence. Such testing (evaluation) is designed to assess compliance with the legislation and the efficiency of the internal control rules. Following the results of such testing (evaluation), the internal control rules may need to be amended and (or) supplemented. The results of such testing (evaluation) shall be recorded in writing and kept by the HTP resident during 5 years after the date of completion of the testing (evaluation).

### CHAPTER 3

#### MANAGING THE RISKS ASSOCIATED WITH THE LEGALIZATION

11. The procedure of managing the risks associated with the legalization is being performed considering the risk-oriented approach in accordance with Article 5 of the AML/CFT Law and the Resolution of Council of Ministers of

the Republic of Belarus as of December 24, 2014 No. 1249 “On the establishment of general requirements to the internal control rules”.

In the course of implementation of the procedure of managing the risks associated with the legalization, the HTP residents shall take measures on defining, classifying, describing and assessing the relevant risks having regard to the risk factors that have an impact on the increase (decrease) of the degree of these risks.

If the HTP resident exercises the rights arising out of the provisions of indent 30 of part 2, indent 5 of part 3, indent 4 of part 4, indent 3 of part 5 and indent 7 of part 6 of paragraph 13 of these Regulations, he shall notify the HTP administration in respect of each instance of such exercise.

12. The level of risk of work with a client shall be evaluated by the HTP resident by means of a risk score, which cannot consist of less than two degrees (low degree and high degree).

13. In order to assess the level of risk of work with a client, the HTP resident shall use the a three-vector model of risk distribution, within which the following vectors shall be assessed:

- the client’s profile risk;
- the geographic region risk;
- the transaction type risk.

Clients, the working relationship with which when assessing the vector “the client’s profile risk” is associated with factors that increase the degree of risk, are:

- persons included in the list;
- persons not included in the list, but in respect of which the HTP resident has the information on their involvement in legalization;
- foreign public officials, officials of public international organizations, persons holding positions included in the list of state positions of the Republic of Belarus, members of their families and persons close to them;
- organizations, the beneficial owner of which is a person specified in indent 2-4 this part;
- organizations, the property owner, founders (shareholders) and (or) directors of which have conviction;
- clients which have negative business reputation;
- organizations and individual entrepreneurs included in the register of commercial organizations and individual entrepreneurs with an increased risk of committing offenses in the economic field in accordance with the Decree of the President of the Republic of Belarus as of October 23, 2012 No. 488 “On certain measures for the prevention of illegal minimization of the amounts of tax liabilities”;
- clients with which it has been impossible to establish contact for more than 30 days using the contact information specified by such clients;

clients (legal entities), the information on the activity of which cannot be located on the Internet;

clients who systematically, without good excuse (unreasonably), avoid establishing video communication with the HTP resident after the HTP resident requests to establish contact in such a way;

clients (individuals) of up to 20 or more than 70 years old, who within the review period made a single or recurring purchase or disposal of tokens in the amount exceeding 500 base values;

other persons determined by the HTP resident.

Clients, the working relationship with which when assessing the vector “the client’s profile risk” is associated with factors that decrease the degree of risk, include:

state bodies and state organizations of the Republic of Belarus;

HTP residents;

clients, with which the HTP resident’s period of contractual relations is more than one year, provided that the HTP resident does not possess information on the presence of factors that increase the degree of risk in respect of such clients;

other persons determined by the HTP resident.

Clients, the working relationship with which when assessing the vector “the geographic region risk” is associated with factors that increase the degree of risk, include:

persons registered, having a place of residence or location in a country (on a territory) that does not comply with the recommendations of the Financial Action Task Force on Money Laundering, does not participate in international cooperation in the AML/CFT area, or the persons in respect of which there is information on the execution of transactions through an account opened in a bank or a non-banking credit and financial organization registered in such country (on such territory);

persons registered, having a place of residence or location in a country (on a territory) having a preferential tax regime and (or) in which (on which) there is no mandatory requirement to disclose and provide information on financial transactions (hereinafter referred to as the “offshore zone”) included in the list of offshore zones approved by the Edict of the President of the Republic of Belarus as of May 25, 2006 No. 353;

other persons determined by the HTP resident.

Clients, the working relationship with which when assessing the vector “the geographic region risk” is associated with factors that decrease the degree of risk, include:

residents of the Republic of Belarus;

other persons determined by the HTP resident.

When assessing the vector “the transaction type risk”, the factors that increase the degree of risk include:

consistent execution by a client of suspicious financial transactions;  
the use by a client for settlements with the HTP resident the account (accounts) opened in an offshore zone, or the account (accounts) of a third party, or the account (accounts) opened in a country other than the country of his registration (residence);

the circumstances when the client deviates from disclosing the sources of origin of the client's tokens and funds in relation to a particular financial transaction with a value of 1000 base values or more;

the circumstances when the client (legal entity), which has been in existence for less than 1 month, requests the execution of a financial transaction with a value of 1000 base values or more;

incompatibility of a financial transaction with the object of activity of the client which is a non-commercial organization;

other persons determined by the HTP resident.

14. As a result of the analysis of the information on the client, which the HTP resident has in his possession, each of the three vectors shall be assigned a degree of risk. On the basis of the assigned degree, the HTP resident shall determine the final degree of risk of work with the client using the matrix based on the three-vector model of risk distribution in accordance with Annex 1 to these Regulations. The HTP resident shall provide a mechanism its internal control rules for the determination of the final degree of risk of work with the client in respect of each vector of the three-vector model of risk distribution having regard to all of the discovered factors that increase (decrease) the degree of risk (using the points based system or otherwise).

If necessary, the compliance officer may make a motivated decision in writing and assign some other degree of risk to the work with the client. Such decision may be recorded in the analytical section "Service information" of the client's questionnaire form without recording it in a paper format.

The matrix stipulated in part 1 of this paragraph shall not be used, or, if it has been used, the result of its application shall not be taken into account and a high final degree of risk shall be assigned to the client, if:

during and (or) following the results of the identification, the HTP resident suspects that his client is not that person who the client introduced himself as;

following the results of the verification or updating the data obtained in the course of the clients' identification (verification) it is established that the information about the client obtained in the verification or updating process does not correspond to the data provided by such client in the course of the identification process and such client has not provided any credible explanations as to such inconsistency.

15. The head of the business line of the HTP resident decides on the establishment of a client relationship if such client has been assigned a high final degree of risk, pursuant to which decision it is intended to establish

relationship with such client or other person determined by the HTP resident in the internal control rules. In this respect, such decision cannot be referred to the competence of:

- a compliance officer or his subordinate person;
- an officer in charge of risk management;
- an officer in charge of system administration and information security;
- an officer responsible for the HTP regime compliance.

Unless as otherwise may be provided by law, in order to limit (reduce) the risk of work with the client to which a high final degree of risk has been assigned and with which the relationship has been established, the HTP resident shall apply one or several of the following extended internal control measures:

- to update information on the client as and when such information is given, but at least once a year, except where the circumstances specified in part 12 of Article 8 of the AML/CFT Law apply;

- to implement the measure specified in indent 3 of part 1 of sub-paragraph 6.3 of paragraph 6 of these Regulations;

- to discover financial transactions subject to special control at the current control stage and submit information on such transactions to the financial intelligence unit;

- to refuse to execute a financial transaction in accordance with the procedure and in the circumstances prescribed by the AML/CFT Law, other legislation and these Regulations;

- request the client to provide additional identification data;

- request the client to provide additional documents (their copies) and (or) explanations, including explanations of the economic sense of the financial transaction;

- other measures determined by the HTP resident at his own discretion subject to the requirements of these Regulations.

The circumstances which require application of the extended internal control measures specified in part 2 of this paragraph shall be determined in the internal control rules.

Unless as otherwise may be provided by law or these Regulations, the number of extended internal control measures specified in part 2 of this paragraph, which are required to be applied in a specific situation, shall be determined by the HTP resident at his own discretion.

16. The procedure for the application of internal control measures by the HTP residents stipulated in the internal control rules shall ensure non-involvement by the HTP residents into the legalization process.

#### CHAPTER 4 IDENTIFICATION OF THE CLIENTS. QUESTIONNAIRE PRODUCTION. VERIFICATION

17. The HTP residents shall identify the clients in accordance with Article 8 of the AML/CFT Law, including in the cases specified by such Article.

The HTP residents shall receive the clients' identification data from the clients (their representatives). Upon receipt of such data from an individual, the HTP resident shall request from him the clarification as to whether he acts on his own behalf or on behalf of another person (representee). If such individual acts on behalf of another person, he also shall be provide the identification data required to be provided under these Regulations of such other person (representee) as well as the information confirming the basis of such representation (date and number of the power of attorney, etc.), unless as otherwise may be provided by law.

If the HTP resident is aware or suspects that his client is executing a financial transaction (transaction (operation) with tokens, which is not financial operation) in the interests of another person who is not a representee, beneficiary or beneficial owner of the client, the HTP resident shall be required to receive from such client and make a written record (if told by such client orally) of the personal data of such other person required to be provided by these Regulations, or obtain a written confirmation of non-existence of such person.

18. For the purposes of the identification, the client is provided with a checklist (during a meeting in person with the HTP resident's employee) or an electronic registration card (posted on the HTP resident's website on the Internet or provided to the client for completing otherwise). Such completing shall be carried out on the basis of an identity document, other documents (for a client which is an individual), an identity document, registration and other documents (for a client which is an individual entrepreneur), constitutional, registration and other documents (for a client which is a legal entity)<sup>1</sup>. As a result of such completing, the HTP resident shall receive from the client:

identification data stipulated in Article 8 of the AML/CFT Law (such data shall be cross-checked against the documents specified in part 5 of this paragraph by the HTP resident);

contact details of the client allowing the HTP resident to establish communication with him (e-mail address and, if necessary, other contact details);

other data determined by the HTP resident if necessary.

The HTP resident, when establishing a contractual relationship with a client has the right, subject to complying with the requirements set out in part 3–7 of this paragraph, to conduct a staged identification of the client.

A client's staged identification consists of the receipt from the client of his identification data in two stages.

During the first identification stage, the HTP resident shall obtain at least the following identification data:

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<sup>1</sup> The information contained in such documents may be obtained in the manner prescribed in part 5 of this paragraph.

from an individual – his last name, first name, patronymic (if any), date of birth and the address of residence;

from a legal entity – its name, location, tax identification number or Tax ID number;

contact details of the client allowing to establish communication with him (e-mail address and, if necessary, other contact details).

During the second identification stage, the HTP resident shall in addition obtain the identification data specified in Article 8 of the AML/CFT Law, which was not received at the first identification stage. Concurrently with the receipt of such data, the HTP resident shall receive from the client graphic images of proper quality (images created by means of scanning, or photographic images) of the following documents (materials) which must be sent by the client from the e-mail address specified to the HTP resident at the first identification stage to the HTP resident's e-mail address or in such other manner as may be determined by the HTP resident:

for an individual – the pages of the client's identity document containing personal data and a stamp specifying the place of residence. If the place of residence indicated in the identity document differs from the actual place of residence (or if the place of residence is not specified in the identity document), copies of documents confirming residence at the specified address (residential property lease agreement, utility bills, etc.);

for a legal entity – the extracts from the trade register of the country of incorporation or other equivalent evidence of the status of a legal entity<sup>2</sup> in accordance with the legislation of its country of incorporation with the date of issue no earlier than 6 months before the date of submission of the graphic image of such extract, the charter and the pages of the legal entity's director identity document containing personal data and a stamp specifying the place of residence<sup>3</sup>. Alternatively, instead of the said extract or other equivalent evidence, it will be sufficient to provide a link to the page of the electronic register of legal entities that is publicly available on the Internet, on which the information contained in such extract or other equivalent evidence is available, and, in respect of legal entities of the Republic of Belarus – a copy of the certificate of state registration of a commercial or noncommercial organization<sup>4</sup>. In addition, the HTP resident shall obtain graphic images of proper quality of the documents (materials) specified in indent 2 of this part from the client which is a legal entity in respect of the individual who is a representative of

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<sup>2</sup> At least the following information shall be contained in such extract (such other equivalent evidence): the name, registration number and location of the legal entity, as well as last name, first name and patronymic (if any) of the director of the legal entity.

<sup>3</sup> If a director is an individual entrepreneur – manager or commercial representative, as well when a director is a legal entity – managing company, the HTP resident shall obtain from the client graphic images of proper quality of the documents containing the details, which shall be recorded in accordance with indent 6 of part 6 of Article 8 of AML/CFT Law.

<sup>4</sup> If a copy of the certificate of state registration of a commercial or non-commercial organization is provided by a legal entity of the Republic of Belarus, the HTP resident shall obtain a graphic image of proper quality of the document confirming the powers of its director.

such client in dealings with the HTP resident (if such representative is not a director of the client which is a legal entity). In addition, a graphic image of proper quality of the document confirming the powers of such representative must be provided (if such representative is not a director of the client which is a legal entity).

The moment of completion of the first identification stage occurs upon the establishment of the contractual relationship between the HTP resident and the client. Provided, however, that the HTP resident shall frame the terms of the contract pursuant to which such relationship is established, such that the contract would form the contract for the execution of the financial transactions in writing only upon completion of the second identification stage (i.e. the relevant contractual provisions would come into force only upon completion of the second identification stage).

The moment of completion of the second identification stage is determined as follows:

with respect to the HTP resident carrying out an ICO organizer's activity – before the direct disposal of the placed tokens to the client by the HTP resident, which carries out an ICO organizer's activity, pursuant to the tokens sale and purchase transactions or under transaction (operation) providing for the exchange of placed tokens for funds other than money and electronic money; before the direct disposal of the placed tokens to the client by the HTP resident, which carries out an ICO organizer's activity, pursuant to the transaction relating to the exchange of tokens of one type for tokens of another type, if following such transaction the client acquires placed tokens at a total aggregate cost (taking into account previously made similar transactions between such HTP resident and such client in the previous 30 days) of 200 base values and more;

with respect to the cryptoplatfrom operator – prior to the transfer of money (electronic money) for trading in tokens (settlements for trading in tokens) by the client to the cryptoplatfrom operator; prior to the execution of a tokens sale and purchase transaction or other transaction (operation) by the cryptoplatfrom operator with the client, pursuant to which the exchange of tokens for money or electronic money occurs outside the cryptoplatfrom operator's trading system; prior to the execution of the transfer (in one or several actions of transfer) of tokens at a total aggregate cost (in the previous 30 days) of 200 base values and more by the client to the cryptoplatfrom operator for trading in tokens (settlements for trading in tokens); prior to the execution of the transaction relating to the exchange of tokens of one type for tokens of another type outside the cryptoplatfrom operator's trading system by the cryptoplatfrom operator with the client, if the client as a result of such transaction acquires tokens at a total aggregate cost (taking into account previously made similar transactions between such cryptoplatfrom operator and such client in the previous 30 days) of 200 base values and more; prior to the

cryptoplatform operator's execution of the client's order (not related to settlements for trading in tokens) for the separation of the number of tokens from the aggregate number of tokens credited under such client's name on his account in the cryptoplatform operator's information system, and the subsequent allocation of such separated number of tokens to the number of tokens credited under another client's name on such other client's account in the cryptoplatform operator's information system;

with respect to the cryptocurrency exchange office operator – prior to the execution of the tokens sale and purchase transaction with a client; prior to the execution of the transaction relating to the exchange of tokens of one type for tokens of another type with a client, if the client as a result of such transaction acquires tokens at a total aggregate cost (taking into account previously made similar transactions between such cryptocurrency exchange office operator and such client in the previous 30 days) of 200 base values and more;

with respect to the HTP resident carrying out other activity with tokens – prior to committing actions in respect of the client, specified in indent 2 of this part; prior to the satisfaction of the demand stipulated upon creation and placement by such HTP resident of own tokens, presented by the owner of such token who is not the original initial owner of such token, if such demand relates to the transfer to such owner of token the tokens at a cost of 200 base values and more or the funds; prior to the execution of other financial transaction with the client (transaction (operation) with tokens which is not a financial operation).

If the client fails to provide at the second identification stage the identification data which was not provided by him at the first identification stage and which is required to be provided at the second identification stage, the HTP resident has no right to commit an act for which it is mandatory to receive such data in accordance with part 7 of this paragraph before such act may be committed. If the HTP resident is unable not to accept the tokens or the client's funds upon completion of the second identification stage where the HTP resident has not received (the client has failed to provide) such identification data, the HTP resident shall take measures in order to prevent the execution by the client of the transactions (operations) with such number (such amount) of tokens or funds, that has (have) caused the requirement to perform the second identification stage. Such transactions (operations) may be executed only after receipt of such data, or otherwise the relevant tokens or funds will be returned (transferred back) to the client, unless such return (transfer) violates these Regulations, other acts of the HTP Supervisory Board or legislation. Provided, however, that such return (transfer) of tokens or funds by the HTP resident to the client shall be effected upon the client's request pursuant to the contract with such client, internal control rules and acts of the HTP Supervisory Board.

Upon the receipt of the graphic images of the documents (materials) from the client, specified in the part 5 of this paragraph, it is mandatory to

simultaneously receive the translation of such documents (materials) into English or Russian (Belarusian) languages, if such documents (materials) are written (drawn up) in another language. The HTP resident has the right to carry out (organize) the translation using his own resources.

19. When performing identification (instead of completing an electronic registration card) and verification, the HTP residents have the right to use a web-ID procedure which is a form of a remote identification carried out by establishing a video link with a client via the Internet. During such identification, the client shall keep an identity document and other necessary documents in front of the web camera in order to compare the client's face with a photograph placed in the identity document, obtain (receive) the data of such and other documents, confirm the authenticity of the previously submitted data.

The HTP residents are obliged to perform the digital recording of the web-ID procedure and keep the relevant video recording during 5 years from the date of termination of the relevant agreements entered into between the HTP resident and his client.

20. The HTP residents shall use questionnaires for the recording of the data obtained during the clients' identification.

For each client group (individuals, individual entrepreneurs, legal entities), the HTP resident develops a client questionnaire which is considered the HTP resident's internal document .

The client's questionnaire shall be completed in electronic format.

21. The client's questionnaire form is developed taking into account the distinctive features of the HTP resident's activity and the type of financial transactions (transaction (operation) with tokens which is not a financial operation) executed by such HTP resident, as well as the requirements of Article 8 of the AML/CFT Law. In case of staged identification of the client, the questionnaire is being completed as and when the HTP resident receives the corresponding identification data. If necessary, after verification, the data entered into the questionnaire by the HTP resident is adjusted.

Depending on the degree of risk assigned to the working relationship with the client, the questionnaire may take the form of a standard or an extended questionnaire.

The questionnaire in a standard form is completed in respect of the clients, to work with whom a low degree of risk is assigned, and shall contain a list of identification data recorded in accordance with Article 8 of the AML/CFT Law.

The questionnaire in an extended form is completed in respect of the clients, to work with whom a high degree of risk is assigned, as well as in other cases stipulated by the legislation.

The questionnaire in an extended form shall also contain a list of additional identification data, which the HTP resident deems necessary for the application of the extended measures of internal control in accordance with

Annex 2 to these Regulations. The HTP resident requests additional identification data from the client or receives it from other sources not prohibited by legislation. If the client refuses to submit additional identification data, the HTP resident shall refuse the client to execute a financial transaction (a transaction (operation) with tokens, which is not a financial operation).

22. The following shall be indicated in the analytic section “Service information” of the questionnaire:

assigned final degree of risk of work with the client;

justification for a high degree of risk;

the compliance officer’s decision on the verification and the terms of its implementation;

the compliance officer’s decision on further actions, stipulated by the part 4 of paragraph 35 of these Regulations, and the terms of its implementation;

the basis for recognizing a person, who is exercising the functions of the sole executive body, or the person heading the collective executive body of a client which is a legal entity, as the beneficial owner of such a client (if it is impossible to identify the beneficial owner);

the reasons for suspicion specified in the part 1 of paragraph 24 of these Regulations;

the date of completing and updating the questionnaire;

the person responsible for making changes to the client's questionnaire and the nature of such changes;

the reasons for the lack of identification data and the measures taken by the HTP resident to obtain it;

the reasons and facts of applying and lifting of bans specified in subparagraphs 6.5 and 6.6 of paragraph 6 of these Regulations, adoption and removal of measures related to freezing of funds and (or) blocking of financial transactions;

other data – in the circumstances stipulated by these Regulations and internal control rules.

23. The HTP resident, if necessary, reviews the degree of risk of work with the client as the data specified in the client’s questionnaire changes, including the data obtained as a result of verification, and the nature of the financial transactions (transactions (operations) with tokens, which are not financial operations) executed by the client.

24. The HTP residents shall update the data (information) obtained as a result of the identification (verification) of clients, subject to the requirements of Article 8 of the AML/CFT Law, at least once during 3 calendar years in respect of the clients, to work with which a low degree of risk has been assigned, or at least once during a calendar year with respect to the clients, to work with which a high degree of risk has been assigned, and if there are suspicions about the reliability and (or) accuracy of the data obtained earlier –

within 20 business days following the day of making the decision by the HTP resident's compliance officer on the existence of such suspicions.

The HTP residents are required to include as a material term into the contracts concluded with their clients, the client's obligation to notify the HTP residents on the changes of data (information) specified in part 1 of this paragraph no later than within 3 days from the date of such change. In the event of receipt of such notification, the HTP shall promptly update the client's questionnaire.

25. For the purposes of verification, the HTP resident takes the following measures (one or several of these measures depending on the circumstances and subject to part 2 of this paragraph):

- reconciles the identification data that has been provided by the client with data on the client obtained from public and other sources in accordance with the legislation, including social networks;

- establishes contact with client, his representative in person, by phone, in writing, by e-mail or by establishing a video link with the client over the Internet;

- tracks the IP address of the client;

- investigates publicly available sources of information (including the Internet) in respect of the presence of compromising information regarding the clients and (or) their beneficial owners;

- searches the Internet for the information that confirms that the activity carried out by the client is compatible (incompatible) with the financial transactions (operations) with tokens, which are not financial operations) to which he is a party or in respect of which he intends to become a party;

- applies a web-ID procedure in order to confirm the authenticity of the identification data previously provided by the client;

- receives from the client graphic images of proper quality (images created by means of scanning, or photographic images) of the following documents (materials), sent by the client from the e-mail address specified in the electronic registration card (checklist) to the HTP resident's e-mail address or in such other manner as may be determined by the HTP resident:

- for an individual – a photograph showing the client holding the identity document showing the pages containing personal data and a photograph (instead of such graphic image, a video image of proper quality may be presented in which the client is being recorded holding the identity document showing the pages containing personal data and a photograph);

- for a legal entity – a photograph showing the representative of a client which is a legal entity, holding the identity document showing the pages containing personal data and a photograph, the charter of the legal entity and a document confirming the authorities of such representative (instead of such

graphic image, a video image of proper quality may be presented in which such representative is being recorded holding the abovementioned documents);

receives client data from commercial databases (World-Check, Accuity, Dow Jones and others);

reviews the audit report prepared following the mandatory audit of the client's annual accounting (financial) statements;

receives from the client the documents (their copies) necessary for the verification by the HTP resident, determined by the HTP resident;

stipulates in the internal control rules and applies other methods of verification which are not contrary to the legislation.

As a result of the verification, the HTP resident shall have a reasonable belief that his client is exactly the person who the client has introduced himself as.

Upon receipt of the graphic images of the documents (materials) from the client, specified in indent 8 to indent 10 of part 1 of this paragraph, it is mandatory to simultaneously receive the translation of such documents (materials) into English or Russian (Belarusian) languages, if such documents (materials) are written (drawn up) in another language and the relevant translation was not provided (made) during the identification process. The HTP resident has the right to carry out (organize) the translation using his own resources.

The internal control rules shall provide for the dependence of the choice of the verification methods, stipulated in part 1 of this paragraph, on the prevailing circumstances and the final degree of risk of work with the client, take into account the need to ensure the effectiveness of the verification procedure, and determine reasonable timeframes for verification, if they are not stipulated in this part. However, unless as otherwise may be provided in part 5 of this paragraph, the verification, using at least the method specified in indent 7 of part 1 of this paragraph or the method specified in indent 8 to indent 10 of part 1 of this paragraph, is mandatory prior to:

executing or settling a tokens sale and purchase transaction with a value of 1000 base values and more by the HTP resident. However, when executing or settling a tokens sale and purchase transaction with a value of 5000 base values and more, the application of the method specified in indent 7 of part 1 of this paragraph is mandatory;

executing or settling a transaction relating to the exchange of tokens of one type for tokens of another type by the HTP resident, if the client as a result of such transaction acquires tokens at a total aggregate cost (taking into account previously made similar transactions between such HTP resident and such client in the previous 30 days) of 1000 base values and more;

with respect to the cryptoplatform operator – also prior to the satisfaction of the client's demand for the transfer of money, transfer of electronic money credited under the client's name by the cryptoplatform operator, to the client's

current (settlement) bank account, the client's electronic wallet in the amount of 1000 base values and more (however, in case of satisfying the demand for the amount of 5000 base values and more, the application of the method specified in indent 7 of part 1 of this paragraph is mandatory); satisfaction of the client's demand for the tokens transfer from the address (identifier) of the cryptoplatform operator's virtual wallet to the address (identifier) of the client's virtual wallet at a total aggregate cost (taking into account previously satisfied similar demands in the previous 30 days) of 1000 base values and more;

with respect to the HTP resident carrying out other activity with tokens, – also prior to the satisfaction of the demand stipulated upon the creation and placement by such HTP resident of own tokens, presented by the owner of such tokens who is not the original initial owner of such tokens, if such demand relates to the transfer to such owner of tokens the tokens at a cost of (in the amount of) 1000 base values and more or the funds at a cost of (in the amount of) 1000 base values and more; prior to the execution or settlement of a transaction (transaction (operation) with tokens, which is not a financial operation) with the client, if the cost of such transaction (value of such operation in monetary terms) or the total cost of such transaction (total value of such operation in monetary terms) and similar transactions (operations) executed with such client amounts to 1000 base values and more.

The HTP resident has the right to include in the internal control rules the non-application of the methods specified in indent 1 of part 4 of this paragraph in cases stipulated by this part, if the client settles the transaction (operation) with tokens using the bank accounts opened in banks or other credit organizations of the countries (jurisdictions) determined by the HTP resident (the HTP residents shall determine the same in good faith and reasonable manner in accordance with the principle of prevention of legalization), or the system of settlements using electronic money "PayPal" (other settlement systems using electronic money that are similarly safe in terms of prevention of legalization), as well as in other case, stipulated by the internal control rules (when determining such cases, the HTP residents shall act in good faith and in reasonable manner in accordance with the principle of prevention of legalization).

The countries (jurisdictions) in respect of which the Action Task Force on Money Laundering calls to apply counter measures in order to protect the international financial system from the existing substantial risks of money laundering and terrorist financing which come from these countries (jurisdictions), as well as the countries (jurisdictions) that have strategic failures in the area of combating the money laundering and terrorist financing, in respect of which the Action Task Force on Money Laundering has developed the respective action plans, cannot be included in the list of the countries specified in part 5 of this paragraph.

26. The information and documents (their copies) obtained (created) by the HTP resident in the course of the identification of the clients, their representatives, other information obtained by the HTP resident in the course of the verification with respect to the client, may be stored in the client's profile which may be kept in paper and (or) in electronic format.

27. The clients' identification data, information about the sources of origin of the clients' tokens and funds shall be kept by the HTP resident in paper and (or) in electronic format in a place secured from unauthorized access during 5 years from the date of termination of the agreements entered into between the HTP residents and such clients.

Together with the information specified in part 1 of this paragraph, during the corresponding timeframe, the HTP residents shall ensure the storage of the following information in respect of each of the client's financial transaction (transaction (operation) with tokens, which is not a financial operation): transaction price (value of operation in monetary terms), method of payment, settlement dates of the transaction (operation), bank account number and the bank name in which the account is opened, short description of the transaction (operation).

The HTP residents shall take measures in order to ensure the security of the data (information) specified in part 1 and part 2 of this paragraph (including by means of backups), as well as the compliance with the data privacy requirements stipulated in the legislation of the Republic of Belarus.

## CHAPTER 5 FREEZING OF FUNDS AND (OR) BLOCKING OF FINANCIAL TRANSACTIONS OF PERSONS INVOLVED IN TERRORIST ACTIVITIES

28. The HTP residents shall take measures associated with the freezing of funds and (or) blocking of financial transactions in the cases stipulated in Article 9-1 of the AML/CFT Law. The HTP residents shall ensure incorporation as a material term of the contract of their right to take such measures in the contracts relating to the execution financial transactions in writing, concluded with clients (including the enforcement of such measures by means of a unilateral refusal to perform such contracts).

29. The HTP residents shall determine in the internal control rules:  
the procedure of receiving of and updating the list on a regular basis;  
a person authorized (persons authorized) to identify among the HTP resident's clients, the legal entities, individual entrepreneurs and individuals in respect of which the measures on freezing of funds and (or) blocking of financial transactions shall be taken;

the form and manner of notification of the client on the freezing of funds and (or) blocking of a financial transaction, as well as on the unfreezing of funds and (or) unblocking of a financial transaction;

the procedure for keeping (storing) the funds in relation to which the measures on freezing and (or) blocking have been taken;

the procedure of unfreezing of funds and (or) unblocking of financial transactions (i.e. removal of measures relating to the freezing of funds and (or) blocking of financial transactions), if the HTP resident obtains information on the exclusion of a legal entity, an individual entrepreneur or an individual from the list or if there is a relevant notification of the financial intelligence unit on the revocation of the decision on freezing of funds and (or) blocking of a financial transaction after the determination of the client's lack of involvement in terrorist activities following the results of relevant checks;

the procedure of carrying out financial transactions to ensure the livelihood of individuals, the monetary funds of which are frozen, by permission of the financial intelligence unit.

30. The HTP residents shall inform the financial intelligence unit on the freezing of funds or blocking of a financial transaction by submitting a special form.

31. The HTP residents shall immediately apply measures to freeze the funds owned by the persons included in the list, but no later than 1 business day from the day of receiving the list according to the established procedure (updated list).

The funds received by the HTP resident's clients in respect of which the measures to freeze have been applied, are also subject to freezing.

The HTP residents shall at least once in every week check the presence among their clients of the legal entities and individuals, including individual entrepreneurs, included in the list, the organizations, the beneficial owners of which are individuals included in the list. Upon discovery of such clients, the HTP residents shall immediately, but no later than 1 business day from the day of such discovery, freeze their funds reflecting the results of the history of checks (date of check, presence (absence) of matches, information on the client upon the presence of matches) in the check log, the form of which the HTP resident establishes himself.

In respect of the HTP residents carrying out the ICO organizer's activity, the freezing of funds shall be conducted by means of the imposition of a prohibition on the disposal of tokens by their original initial owners and a prohibition on the performance of obligations relating to the tokens by the customers of the token placement services. The issues regarding the imposition and removal of such prohibitions shall be regulated in the contracts concluded between the such HTP residents and the relevant original initial owners and the customers of services. The HTP residents shall also ensure the incorporation into the White paper declaration of the provisions allowing to impose the prohibition on the performance of the token related obligations by the customers of the token placement services. The facts of the imposition and removal of such prohibitions shall be made available to the public by the HTP

residents carrying out the ICO organizer's activity by means of posting the information no such facts on their websites on the Internet immediately after such facts have taken place.

For cryptoplatform operators and cryptocurrency exchange office operators, the freezing of funds shall be carried out by means of:

refusal to transfer money to their clients or electronic money owned by the clients or subject to transfer to them;

refusal to transfer (credit) to the address (identifier) of the client's virtual wallet tokens subject to such transfer (credit);

refusal by the cryptoplatform operator to execute the client's order (not related to settlements for trading in tokens) for the separation of the number of tokens from the aggregate number of tokens credited under such client's name on his account in the cryptoplatform operator's information system, and the subsequent allocation of such separated number of tokens to the number of tokens credited under another client's name on such other client's account in the cryptoplatform operator's information system.

For the HTP residents carrying out other activity with tokens – with respect to the operations on placement of own tokens, the procedure of freezing of funds shall be conducted by means of the imposition of a prohibition on the disposal of tokens by their original initial owners and a prohibition on the acceptance of performance of the token related obligations. The issues regarding the imposition and removal of such prohibitions shall be regulated in the contracts concluded between such HTP residents and the relevant original initial owners. The ability to impose the prohibition on the acceptance of performance of the token related obligations shall be also reflected in the White paper declaration. The facts of the imposition and removal of such prohibitions shall be made available to the public by the HTP residents carrying out other activity with tokens by means of posting the information on such facts on their websites on the Internet immediately after such facts have taken place.

Prohibition on the disposal, the use of funds shall be imposed by sending a letter by the HTP resident to the client without specifying the reasons for freezing of such funds. In the cases specified in part 4 of this paragraph, such letter shall be also sent to the customer of the token placement services.

Freezing of funds shall be carried out without prior notification to the client. The HTP residents shall inform the owner or the holder of funds on the prohibition on the disposal and use of funds in connection with the inclusion of the relevant person in the list after receipt of a written inquiry from the owner or the holder of funds no later than 5 business days from the date of receipt of such inquiry.

32. In the course of the identification of a new client, the HTP resident checks the presence of such client and his beneficial owners, in the list. When the client, the client's beneficial owner is on the list, the HTP resident refuses the client to establish contractual relations with him.

When performing the checks in order to identify among the clients and their beneficial owners, the persons included in the list, the HTP resident checks the presence of such clients, including the client's beneficial owners, on the list. If the client, the client's beneficial owner is on the list, the HTP resident blocks the financial transaction, including by means of a unilateral refusal to perform the contract relating to the execution of the financial transactions.

The HTP resident informs the owner or the holder of funds, the client on the prohibition of execution of the financial transaction due to inclusion of the relevant person to the list at the time of blocking of the financial transaction or after receiving a written inquiry from the owner or the holder of funds, the client.

## CHAPTER 6 DISCOVERING OF FINANCIAL TRANSACTIONS SUBJECT TO SPECIAL CONTROL

33. When a client contacts the HTP resident for execution of a financial transaction, the HTP resident's employee shall check whether the financial transaction that the client intends to execute belongs to the category of financial transactions subject to special control, having regard to the terms and conditions set forth in Article 7 of the AML/CFT Law.

34. The criteria for discovering and the characteristics of suspicious financial transactions of the HTP residents' clients are:

a client, when executing a tokens transfer transaction to the address (identifier) of a virtual wallet, uses (intends to use) "anonymizer software", "IP mixers", "coin mixers", other anonymizer programs (including virtual wallets which exclude the traceability of the executed transactions using, for instance, Dark Wallet);

a client which is an individual, deposits into the cash desk of the HTP resident or receives from the cash desk of the HTP resident the cash in the amount exceeding 200 base values;

a client which is a legal entity, deposits into the cash desk of the HTP resident or receives from the cash desk of the HTP resident the cash in any amount;

the use by the client for settlements with the HTP resident or with other persons through the HTP resident of a bank account or an electronic wallet opened in an offshore zone, or a bank account or an electronic wallet of a third party, or a bank account opened in a country other than the country of the client's registration (residence);

the transfer of tokens to the address (identifier) of the virtual wallet of the HTP resident on behalf of the client from the address (identifier) of the virtual wallet of a third party or sending a request to the HTP resident to transfer the tokens from the address (identifier) of the virtual wallet of the HTP resident to the address (identifier) of the virtual wallet of a third party;

the client submits suspicious information, including the information which is impossible (or extremely difficult) to check or the verification of which is excessively expensive;

the client submits documents (their copies) which cause doubt as to their authenticity (reliability), or submits false documents;

unmotivated refusal by the client to submit the requested documents (information) or unjustified (unusual) delays in their submission or excessive concern by the client with confidentiality issues;

unreasonable haste in execution of a financial transaction which the client insists on;

the virtual wallet used (intended to be used) by the client in a financial transaction has previously been used in the transactions executed on trading platforms “Silk Road”, “AlphaBay”, “Hansa”, “Dream Market”, “CGMC” or other trading platforms on the Internet, which are known to be used for unlawful activities, and (or) the HTP resident has assigned a high degree of risk of using the mentioned virtual wallet for unlawful activities (participation in them) following the results of the application of the software or services specified in sub-paragraph 6.3 of paragraph 6 of these Regulations;

if as a result of the interaction with a client the HTP resident is still certain (has suspicions) of the existence of a person, in the interests of which the financial transaction is being executed, the client shall present a written confirmation of the absence of such person specified in part 3 of paragraph 17 of these Regulations;

execution of a financial transaction that does not have any of the aforementioned criteria of discovering and characteristics of suspicious financial transactions, in respect of which the HTP resident suspects that it is being executed for the legalization purposes.

In addition to the criteria and characteristics specified in part 1 of this paragraph, the criteria of discovering and characteristics of suspicious financial transactions in respect of the activity of a cryptoplatfrom operator are as follows:

the client of a cryptoplatfrom operator systematically during the review period transfers money (electronic money) to the bank account (electronic wallet) of such operator for trading in tokens but fails to trade or trades in the amount not exceeding 10 percent of the transferred sum of money;

the client offers an unusually high reward for the execution of a non-standard financial transaction;

the lack of obvious economic sense in a financial transaction.

In addition to the criteria and characteristics specified in the part 1 of this paragraph, the criteria of discovering and characteristics of suspicious financial transactions for the HTP resident carrying out other activity with tokens are as follows:

the client offers an unusually high reward for the execution of a non-standard financial transaction;

the lack of obvious economic sense in a financial transaction.

35. The documentation of financial transactions subject to special control shall be carried out in accordance with paragraph 8 of Annex to the Resolution of the Council of Ministers of the Republic of Belarus as of December 24, 2014 No. 1249.

If a financial transaction causing suspicion is discovered, the HTP resident's employee shall create a message in electronic or paper form containing information on such financial transaction that is being executed. Such message, as well as the necessary documents for the financial transaction shall be submitted to the HTP resident's compliance officer. Such message does not have to be created, if a financial transaction causing suspicion is discovered directly by the compliance officer.

If necessary, the abovementioned employee or the HTP resident's compliance officer shall refer to the client for an explanation of the economic sense of the financial transaction.

In the presence (absence) of reasonable suspicions for assigning the client's financial transaction to the financial transaction subject to special control, the HTP resident's compliance officer shall make a motivated decision to recognize the client's financial transaction as a suspicious (unsuspicious) and submit (not to submit) the information on it to the financial intelligence unit.

36. If the HTP resident's compliance officer recognizes a financial transaction as unsuspicious, in his message he shall put down a justification for the decision to recognize the financial transaction as unsuspicious.

Messages, according to which a decision not to send a special form has been made, are registered in the message log, the form of which is determined by the HTP resident at his discretion. Logging of these messages can be maintained both in paper or in electronic form.

If the HTP resident's compliance officer makes a decision to recognize a financial transaction as suspicious, a corresponding record of such decision may not need to be made. In this situation a special form shall be sent to the financial intelligence unit within the timeframe established by the legislation.

37. Financial transactions subject to special control are registered in a special form pursuant to the procedure established by the Instruction on the procedure for the completion, transfer, registration, recording and storage of special forms for the registration of financial transactions subject to special control approved by the Resolution of the Council of Ministers of the Republic of Belarus as of March 24, 2006 No. 367.

If the HTP resident due to the circumstances beyond his control is unable to complete and present a special form in electronic form pursuant to the procedure established by the Instruction on the procedure for the completion, transfer, registration, recording and storage of special forms for the registration

of financial transactions subject to special control, the HTP resident is obliged to:

produce a special form in electronic and in paper forms according to the form described in the Annex 3 to these Regulations;

submit to the financial intelligence unit both in paper and in electronic forms by recorded delivery with a proof of receipt within the provided timeframe such special form completed in accordance with indent 2 of this part.

The special form stipulated in Annex 3 of these Regulations shall be completed pursuant to the Instruction on the procedure for the completion, transfer, registration, recording and storage of special forms for the registration of financial transactions subject to special control. The fields in this form that are marked with <\*> shall be completed with values taken from the relevant manuals pursuant to the Annexes to such Instruction on the procedure for the completion, transfer, registration, recording and storage. Should it be required to introduce changes and (or) amendments to the values used in such manuals when completing such form, such changes and (or) amendments shall be stated in sub-paragraph 3.13 of paragraph 3 “Additional information” of such form.

38. If a suspicious financial transaction is discovered, the HTP resident’s compliance officer shall make the following decisions, if necessary:

on the request for additional documents (information), their analysis, including by comparing the information contained therein with the information that the HTP resident has in his possession;

on the revision of the degree of risk assigned to the work with the client;

on the unilateral refusal to perform the contract relating to the execution of the financial transactions in writing in accordance with the legislation and the concluded contract (which shall provide for the possibility of such a refusal, including, if during 6 months the client was refused to execute a financial transaction pursuant to 2 or more decisions);

other decisions required be made in respect of the participant of a financial transaction, the list of which shall be determined by the HTP resident in the internal control rules if necessary.

39. The HTP resident’s compliance officer ensures:

proper keeping (storage) of the clients’ questionnaires, electronic copies of special forms and copies of other documents related to the execution of the financial transactions subject to special control, within the timeframe established by these Regulations and/or the legislation;

the confidentiality of information on the financial transactions and identification data of the financial transaction participants.

CHAPTER 7  
REQUIREMENTS FOR QUALIFICATION, BUSINESS REPUTATION AND  
TRAINING OF THE HTP RESIDENTS' EMPLOYEES

40. The HTP residents' compliance officers shall have higher economics or legal education and (or) professional experience in economics or law of at least 3 years.

41. The HTP residents' compliance officers shall comply with the requirements for business reputation established by the Regulations on the requirements to which certain applicants shall conform to in order to be registered as a resident of the High Technologies Park approved by the HTP Supervisory Board.

42. The HTP residents' compliance officers shall be briefed on the prevention of legalization issues in the cases stipulated by these Regulations. The procedure for briefings on the prevention of legalization is determined by the HTP residents in accordance with the requirements of these Regulations, and shall include, *inter alia*, the procedure for knowledge testing of the relevant HTP resident's employees in the prevention of legalization area.

43. The briefing on the prevention of legalization issues can be introductory (primary), planned (training) and unplanned (targeted).

44. Introductory (primary) briefing and familiarization with the legal acts of the Republic of Belarus, local acts of the HTP resident, acts of the HTP Supervisory Board on the prevention of legalization issues with the persons appointed as a compliance officer, a subordinate to the compliance officer on the prevention of legalization issues, persons hired by the departments involved in the execution of the financial transactions shall be conducted within 10 business days from the date of appointment (hiring).

45. Planned briefing (training) of compliance officers, subordinates of compliance officers on the prevention of legalization issues, the HTP resident's employees participating in the execution of the financial transactions, shall be conducted at least once a year.

When conducting a planned briefing (training) stipulated in part 1 of this paragraph, training courses, including remote ones, may be used.

46. Unplanned (targeted) briefing on the prevention of legalization issues shall be conducted in the following cases:

following coming into force of the changes in the legislation in the prevention of legalization area, receipt of information documents on such subject from state bodies, the HTP administration;

following coming into force of the changes to the internal control rules (if necessary and with respect to the relevant changes);

when discovering violations on the prevention of legalization issues or other shortcomings in the HTP resident's work as a result of inspections;

after the compliance officers, subordinates of compliance officers on the prevention of legalization issues, the HTP resident's employees participating in

the execution of the financial transactions returning to work following a long leave or continues incapacitation if, in the opinion of the HTP resident, their knowledge in the prevention of legalization area is insufficient to further comply with their job duties;

other cases determined by the HTP resident, including in the case stipulated in paragraph 47 of these Regulations.

47. The compliance officer shall organize the knowledge test relating to the prevention of legalization issues for the HTP resident's employees participating in the execution of the financial transactions no less frequent than once a year. In case of an unsatisfactory result, the relevant employee may be subjected to an unplanned (purposive) briefing on the prevention of legalization issues or the HTP resident may take other measures in accordance with the legislation.

48. The facts of conducting a briefing on the prevention of legalization issues and knowledge testing relating to the prevention of legalization issues shall be recorded in a special log (logs), the form (forms) and content (contents) of which the HTP resident determines at his discretion, and which shall be confirmed by the signature of an employee for which a briefing on the prevention of legalization issues or knowledge testing relating to the prevention of legalization issues has been conducted. Such log (logs) may be completed in an electronic format in which case such employee's signature is not required.

49. Knowledge testing of the compliance officers, the compliance officers' subordinates on the prevention of legalization issues, the HTP resident's employees participating in the execution of the financial transactions on the prevention of legalization issues, shall be conducted at least once a year, and the primary knowledge testing shall be conducted within a month from the day of conducting the introductory (primary) briefing.

Annex 1  
to the Regulations on the requirements  
for the internal control rules of  
residents of the  
High Technologies Park

**MATRIX OF ASSIGNING THE FINAL DEGREE OF RISK  
OF WORK WITH THE CLIENT  
BASED ON THE THREE-VECTOR MODEL OF RISK DISTRIBUTION**

Meaning of the vectors			The final degree of risk of working with the client
The client's profile risk	The geographic region risk	The transaction type risk	
Low	Low	Low	Low
Low	Low	High	Low
Low	High	Low	Low
Low	High	High	High
High	Low	Low	Low
High	Low	High	High
High	High	Low	High
High	High	High	High

Annex 2  
to the Regulations on the requirements  
for the internal control rules of  
residents of the  
High Technologies Park

### LIST OF ADDITIONAL IDENTIFICATION DATA

1. For an individual:
  - tax identification number or Tax ID number (based on the document confirming registration with a tax authority) (if any);
  - place of work, position, business phone number (if any);
  - contact (home/cell) phone number;
  - previous last names (upon birth registration, marriage (marriages), etc.) (if any);
  - website URL on the Internet (if any);
  - information on the representatives, persons authorized, capable, to directly and (or) indirectly (through other persons) determine (have an impact on) the individual's decision, on the persons whose decision-making is affected by such individual (if any);
  - other information determined in the internal control rules.
2. For an individual entrepreneur:
  - contact (home/cell) phone number;
  - website URL on the Internet (if any);
  - previous last names (upon birth registration, marriage (marriages), etc.) (if any);
  - the expected average monthly turnover on the account (total and turnover of cash);
  - information on the representatives, persons authorized, capable, to directly and (or) indirectly (through other persons) determine (have an impact on) the individual entrepreneur's decision, on the persons whose decision-making is affected by such individual entrepreneur (if any);
  - other information determined in the internal control rules.
3. For legal entities:
  - contact phone numbers;
  - website URL on the Internet (if any);
  - the amount of the registered authorized capital;
  - number of employees, employed by the relevant employer as of the date of receipt of data as to such number;
  - information on the permanent counterparties (if any);
  - information on the representatives;
  - the legal entity's history, market position (information on reorganizations, changes in the nature of the activity);

information as to whether directors, the legal entity's chief accountant and (or) other authorized officials who have been authorized to act on behalf of the legal entity in accordance with the applicable procedure, are the founders (shareholders) of other organizations with a share in the authorized capital of more than 25 percent or owners of other organizations (information on these organizations);

information as to whether the founders (shareholders) of the legal entity having a share in the authorized capital of more than 25 percent, owners or beneficial owners, are the founders (shareholders) of other organizations with a share in the authorized capital of more than 25 percent, owners or directors of other organizations (information on these organizations);

information on the branches, representative offices, subsidiaries (including those situated abroad) (if any);

information on the organizations authorized, capable, to directly and (or) indirectly (through other organizations) determine such legal entity's decisions or have an impact on the adoption of such decisions, as well as on the organizations which decision-making is affected by such legal entity;

other information determined in the internal control rules.

Annex 3  
to the Regulations on the requirements  
for the internal control rules of  
residents of the  
High Technologies Park

**Special form of financial transaction registration requiring special control**

**Page .01.**

Number \_\_\_\_\_  
TAX ID number
branch
N of message  
order number per year

Date « \_\_\_\_ » \_\_\_\_\_ 2018

1. Special form type \_\_\_\_\_

**2. Data of the person submitting a special from**

2.1. Person's category \_\_\_\_\_<sup>5</sup> 2.2. Bank code <\*> \_\_\_\_\_

2.3. Person's name \_\_\_\_\_

2.4. Person's address \_\_\_\_\_

2.4.1. Oblast / city of Minsk \_\_\_\_\_

2.4.2. Region \_\_\_\_\_

2.4.3. City/town/locality \_\_\_\_\_

2.4.4. Street \_\_\_\_\_

2.4.5. Building \_\_\_\_\_ 2.4.6. Block \_\_\_\_\_

2.4.7. Office (apartment) \_\_\_\_\_

**3. Financial transaction data**

3.1. Sign of execution \_\_\_\_\_

3.2. Type of transaction <\*> \_\_\_\_\_

3.3. Transaction form \_\_\_\_\_

3.4. Number of participants \_\_\_\_\_

3.5. Date of execution « \_\_\_\_ » \_\_\_\_\_ 201\_\_

3.6. Time of execution \_\_\_\_\_ : \_\_\_\_\_  
hours
minutes

3.7. Amount in figures in currency \_\_\_\_\_

3.8. Currency code <\*> \_\_\_\_\_

3.9. Reason for execution \_\_\_\_\_

3.10. Term of control \_\_\_\_\_

1                      2                      3                      4

3.11. 1st sign of susp. - <\*> \_\_\_\_\_

3.12. 2nd sign of susp.- <\*> \_\_\_\_\_

3.13. Additional data \_\_\_\_\_

4. Special form substituted by this one (reason of such substitution is specified in sub-par. 3.13 par. 3)

4.1. Number \_\_\_\_\_  
TAX ID number
branch
N of message  
order number per year

<sup>5</sup> This field must specify presence of the HTP resident status and the type of activity stipulated in paragraph 2 of these Regulations.

