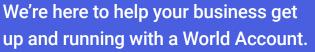
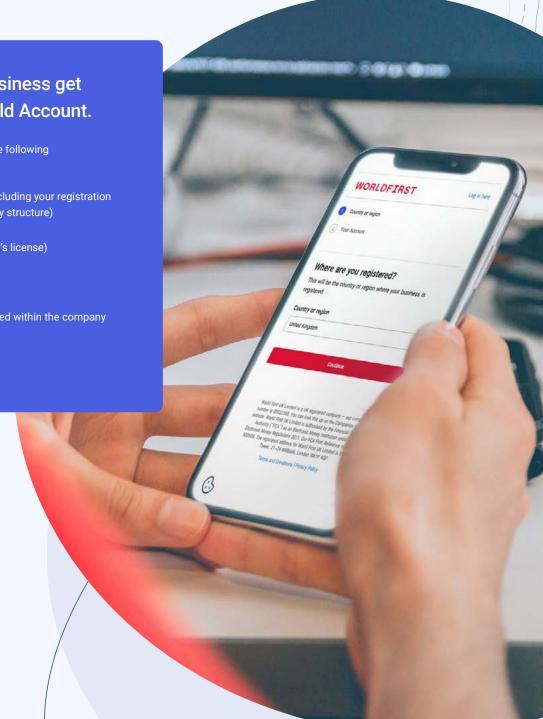
STEP-BY-STEP GUIDE

Getting registered with WorldFirst as a business



Before we get started make sure you have the following documents to hand:

- Your company's basic information (including your registration number, trading address, and company structure)
- A valid ID (e.g., your passport or driver's license)
- Your mobile phone
- Details of all current directors registered within the company
- Valid ID for all shareholders (e.g., passport or driver's license)



Getting your account set up

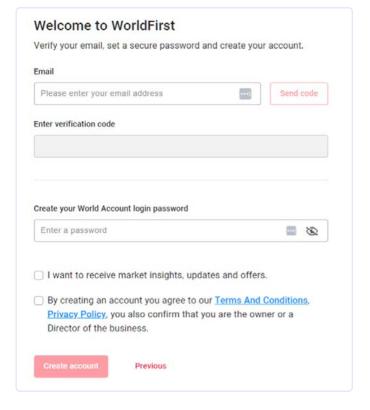
Step 1

(a) Select the **country or region** where your business is registered using the dropdown list



Step 2

- (a) Enter your email address
- (b) Click the 'Send code' button to verify your email address
- (c) Enter the code that has been emailed to you
- (d) Create a secure password for your account
- (e) Read and accept the **Terms and Conditions** as well as the **Privacy Policy** before selecting 'Create Account'
- **Helpful tip:** if you do not see the email in a few minutes, check your junk/spam folder



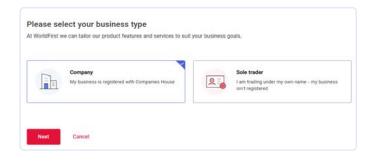
- (a) Enter your mobile phone number and click 'Send code'
- (b) When prompted, enter the 6-digit verification code sent to your mobile phone number via SMS and click 'Confirm'



Information about your business

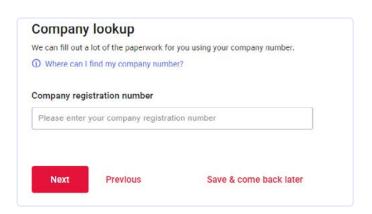
Step 4

(a) Please select 'Company'

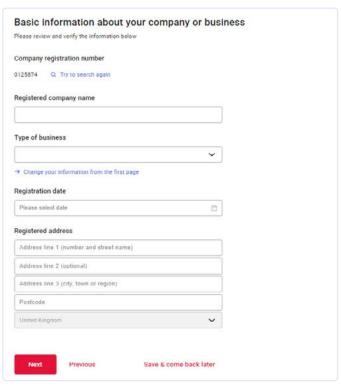


Step 5

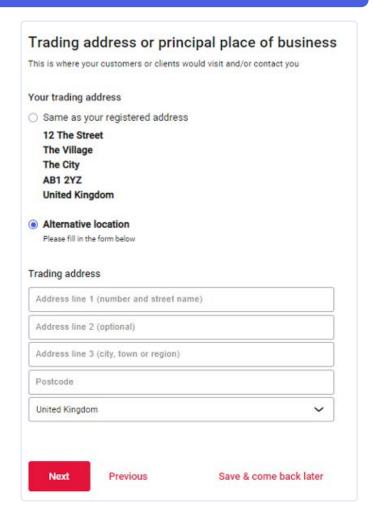
- (a) Enter your **Company Registration Number** you can find this on documents you have received from Companies House. This is part of our due diligence checks.
- Helpful tip: you can search your business name on the <u>Companies House website</u> to find your registration number.



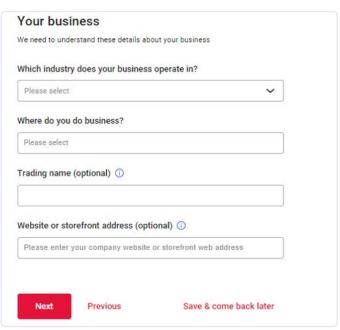
- (a) Your company information will be pre-populated based on your company registration number. If any information is incorrect or missing, please review and manually amend.
- Please note: all information you provide here should match the record for your company on Companies House.



(a) Provide the address where your day-to-day business trades from (where clients would visit you). If your registered address is <u>the same</u> as your trading address, then click next, otherwise enter your trading address and proceed.



- (a) Using the dropdown, select the industry that best describes your business and let us know where you do business so we can quickly verify your information
- (b) The next two questions are **optional**, but we encourage you to provide the Website /Storefront link as this can help speed up your application process
- Helpful tip: you can do business in multiple regions so please select all that apply

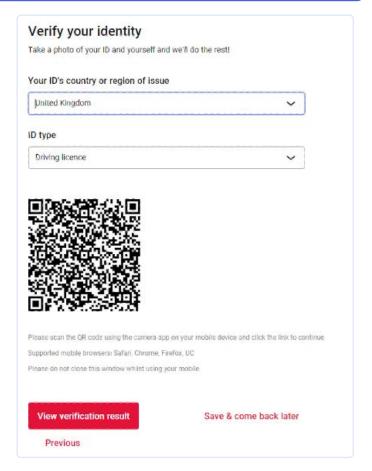


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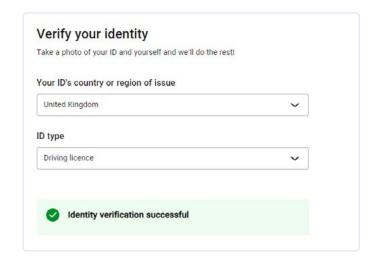
Proof of identity - make sure you have your documents to hand

Step 9

- (a) Select in which country your ID was issued
- (b) Select your ID type, either passport or drivers licence
- (c) Use your mobile device camera to scan the QR code
 this will link you to our secure portal to scan your ID
 as well and provide a selfie
- (d) When the above steps are complete, you'll be prompted to return to your application window and click 'View verification result' to continue
- Please note: if using a driving license, you'll be prompted to scan the front and back.

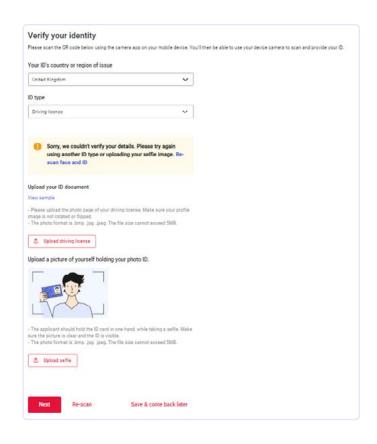


- (a) If verification is successful, you'll see a confirmation message highlighted in green (see screenshot for reference)
- (b) Please review the information that's been automatically populated relating to your Name, ID number, Nationality, Date of Birth, ID expiry date and Residential Address
- (c) If any of the above information is incorrect, please amend
- (d) If you haven't clicked 'View verification result' after 3
 minutes, you'll receive an on-screen option to choose
 whether to continue with the scan option (recommended
 for fastest onboarding)
- (e) Alternatively, you'll be able to upload a copy of your ID and a selfie





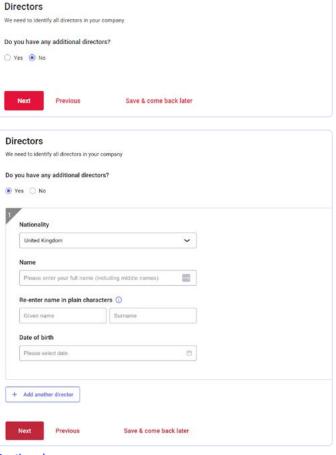
Helpful tip: in case your ID verification is rejected, you can manually upload your ID by clicking 'Upload passport photo / Driving Licence' as well as a selfie of you holding your ID by clicking 'Upload selfie'.



Company director/ownership information

Step 11

(a) Legislation requires us to verify all the directors of our clients, so please make sure you declare all directors of your company to help speed up the registration process.

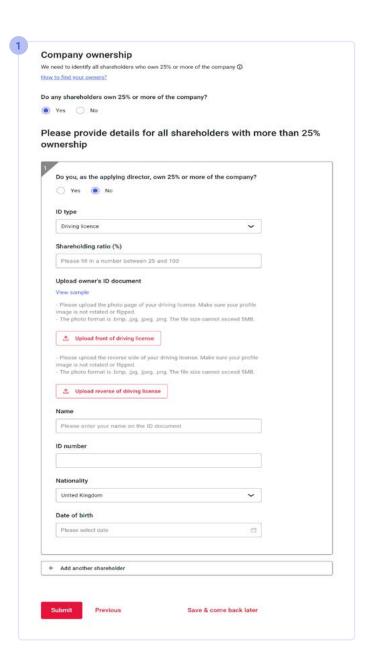


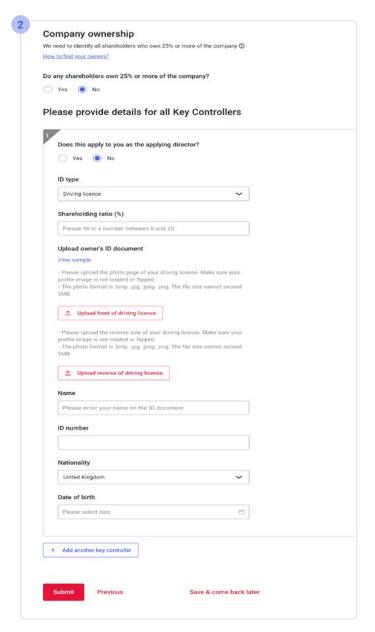
Continued...

- (a) If your company has shareholder(s) that own more than25% then select 'Yes' and enter the details requested(please see image 1 below).
- (b) If your company doesn't have shareholder(s) that own 25% or more then select 'No'. You'll need to add the details for your company's Key Controller(s). See the helpful tip section for more information (please see image 2 below).



Helpful tip: a Key Controller is someone who is selected to oversee the governance or senior executive activities (e.g. CFO) of a business.





Your application has been submitted

- (a) Click 'Submit' to finish your application
- (b) You'll receive an email confirming the status of your application so keep a look out.
- (c) This can take up to **two working days**. If you don't receive an email from us after this point, please contact the team by calling **0207 326 9120** or send as an email at: **clients@service.worldfirst.com**

