

BOND INSTRUCTIONS AND DIRECTIONS

Do NOT share these documents with anyone, unless under Attorney/Client privilege WHILE obtaining legal guidance on taking receipt of your funds. You must NOT tell others about filling out the registration form or why you are completing it.

You are solely responsible for ensuring that no detail about your transaction is ever disclosed to anyone outside of HAPS Global, LLC.

1. OVERVIEW

These instructions walk you through using the Portal to create the following required Compliance Process documents:

- #1. **KYC**
- #2. **NCNDA**
- #3 **Passport and Driver License Form**

Create & submit your Portal Documents in 7 basic steps:

- Step 1. Using these instructions, complete the Portal On-Line Form then click Submit.
~ (HAPS Global manually reviews and pre-approves your Portal Documents). ~
- Step 2. You will receive an email in 1-4 days that your Documents have been Pre-Approved.
- Step 3. Login into Portal, Download, Verify, and Print two (2) original sets of your Documents.
- Step 4. Have your Portal Documents Notarized. (See listed documents 1-3 above).
- Step 5. Locate, Print, and Sign your "Custodial Agreements."
- Step 6. Assemble your package of Portal Documents and Custodial Agreements for Mail.
- Step 7. Mail one (1) set of Notarized Originals and Custodial Agreements to HAPS Global.

2. DESCRIPTION OF COMPLIANCE DOCUMENTS

#1. **NCNDA** - NCNDA stands for Non-Circumvention and Non-Disclosure Agreement. This is an important legal document. This describes the conditions and requirements of you, specifically in exchange for your being allowed to participate in this program. **You cannot tell anyone about signing these documents, nor that you are participating in any way with HAPS Global, nor can you disclose any details about rates, dates, or what you will receive.** If you do, the authorities have the *legal right to Claw Back 100%* of any money you have received or intend to disburse.

#2. **KYC Form** - KYC stands for Know Your Client. This form contains specific information required from you for Compliance PRIOR to being allowed to receive ANY funds.

#3 **Passport and Driver License** - This template will assist you with the requirement for submitting (2) **COLOR** copies of your Passport and Driver License. These must be integrated, affixed, or copied onto the provided template in Color, THEN notarized making the "wet ink" signatures valid.

Custodial Agreement - Sent to you (typically via email) documenting the Asset Type and Amount of EACH Asset submittal. You must Sign and Return these documents when you return the three (3) Portal Documents listed above.

3. GUIDELINES - COMPLETING THE ON-LINE PORTAL FORM

These guidelines are to ensure that ALL of your documents are correctly completed to avoid delays during Compliance.

Use the following guidelines to expedite your pre-approval:

- Each emailed Portal Invitation is hard-coded to one specific invited individual. Be sure the invitation you clicked to get here, was intended specifically for you.
- Each invitation uses a “one-time only certificate,” to set up YOUR Account. Do **NOT** forward or share YOUR Invitation email with anyone.
- Do NOT Type into the form in ALL CAPS or in all lowercase.
- Type in your Full Legal Name in each section (first, middle, last, suffix) as it appears on your ID/Passport.
- Leave the SUFFIX section BLANK - unless your name actually has a suffix (i.e. Jr., Sr., III).
- Do Not Use a P.O. Box as a Home Address (use ONLY your current physical home address).
- Enter a complete Address, including **City, State, and Zip**.
- Enter phone/fax numbers in the following format: “000-000-0000” noting that there are no spaces, no parentheses, and no periods, as in the example shown.
- Enter YOUR Email Address, the specific email address this invitation was sent to. Do Not substitute a new email address OR list extra/alternate email addresses.
- When Entering Passport and Drivers License numbers, follow the number with either “- Country” or “- State” i.e. “123456789 - USA” or “A0000000 - California”
- IF you do not yet have your Passport, Enter “Birth Certificate - State/Country” along with the Certificate Number AND the File Date imprinted on that certificate.
- Enter Dates as MM/DD/YYYY (Month/Day/Year). Note: each set is separated by /.
- Except for Suffix, Do Not leave any line blank. Enter “N/A.” (NOT: na, n/a, n/A, N/a or NA).
- List who specifically referred you by their Full Name.
- **Provide your SSN (or your Country's SSN/SIN equivalent) - DO NOT LEAVE THIS BLANK - as this WILL delay your Compliance.** Failure to include important details such as this WILL delay your background check and therefore delay your entire scope of Compliance related processes.
- ONLY complete the BUSINESS INFORMATION section **IF** YOUR Custodial Agreement is in the name of a specific Business or Entity. All businesses, their owners, officers, directors, and shareholders with 5% or greater ownership will simultaneously need to complete their own separate Compliance process.
- In the BANKING INFORMATION sections, “Account Holder Name” refers to the name of the person or company (NOT to confused with Account “TYPE” such as Victory Savings or Premier Checking).
- The BANKING INFORMATION section is for COMPLIANCE PURPOSES ONLY and DOES NOT dictate where your funds will be deposited.
- Two BANK INFORMATION sections are provided - the first is for the Individual, the second is intended for the Business or Entity.

Once you have completed the form, take the time to review it CAREFULLY, double check each entry. Correct any typos, errors, partial and/or missing information before proceeding.

4. SUBMIT PORTAL INFORMATION

Once you are satisfied with the accuracy and completeness of your on-line form, click the "SUBMIT ALL DOCUMENTS" button located at the bottom of the on-line form. This process will submit your information to the Portal, generate the NCNDA and KYC and simultaneously notify HAPS Global Portal Staff, that your documents are ready for Review and Pre-Approval.

5. PRE-APPROVAL EMAIL - DOWNLOAD YOUR DOCUMENTS

When Portal Staff approve your documents (1-4 days), you will automatically be sent your Pre-Approval Email. Once you receive this Email Notice, Log into <https://hapsgloballlc.com> and download your three (3) documents. Please take the time to again review your documents for accuracy. **DO NOT NOTARIZE OR MAIL DOCUMENTS THAT ARE INCOMPLETE OR INACCURATE.** If you note an error, please email hapsglobal@protonmail.com to document and request a specific correction. Once corrected, an email will be sent automatically that you document(s) are ready for download and Notarization.

6. PRINT TWO DOCUMENT SETS FOR NOTARIZATION

We recommend that you print two original sets of your documents (KYC and NCNDA). You will have both sets of the KYC and NCNDA documents Notarized, so you can MAIL one complete set of SIGNED and NOTARIZED ORIGINALS (NOT COPIES) to HAPS Global LLC, while keeping one complete set of Signed and Notarized Originals for your records.

7. PASSPORT AND DRIVERS LICENSE TEMPLATE

Using either: **Option A).** Color Scanner, a Computer, and PDF Editing Software
- **OR - Option B).** COLOR Copier... Place a COLOR copy of both your Passport and your Drivers License (or other approved Government Issued ID - see partial list below) onto the Passport and Drivers License Template for Notarization.

A). If you are comfortable using computers and have the necessary hardware and software, to add a COLOR scan of your Passport and Drivers License onto the digital template, please do so, then Print Two (2) Color Documents for Notarization & Signature.

B). For all others, the next best option is to print one (1) copy of the Passport and Drivers License Template to use as a backdrop for your IDs. On a COLOR Copier, line up your Passport and Drivers License face down on a COLOR copier aligned with the corresponding rectangular areas defined on the Template. Next place the Passport and Drivers License Template over the top of your Passport and License, and make Two (2) COLOR Copies of your IDs for Notarization & Signature.

List of Alternate Approved Government Identification includes, but is not limited to:
Passport, Drivers License, State Identification Card, Birth Certificate, Concealed Carry Permit, Veterans Affairs Identification, Military Identification, Transportation Workers Identification Card.

Important:

- Passport and Driver License **must be current.** **DO NOT** include expired documents.
- If you are not an American Citizen, please include a valid, current, Government-issued Color Photo ID in addition to your Passport.
- **YOU DO NOT WANT TO USE A BANK NOTARY** - Use a Private Notary that is not obligated to scrutinize financial transactions (Options: Tax, Real Estate or Travel agency).

8. NOTARIZING DOCUMENTS

Take the following documents to a Notary. While in front of a Notary, initial every page of every document on the bottom right corner, and sign in front of the Notary. Ensure the Notary Signs and Stamps their Seal on each Document within the designated “Notarization Block” included on each form. Have the Notary sign two Originals of each of the following documents:

- Two Originals of your approved KYC
- Two Originals of your approved NCNDA
- Two Originals of your COLOR Passport and COLOR Drivers License Template
- **A Notary will ONLY Notarize “Witnessing your signature” on your I.D. Form, they are NOT notarizing copies of your Vital Records.**

9. LOCATE AND SIGN YOUR CUSTODIAL AGREEMENTS

For every Asset Submittal sent to HAPS Global, LLC, you will have in turn received a “Custodial Agreement”. Custodial Agreements are typically sent via email. You will have been sent one each time you have submitted Assets after your submittal has been received and verified.

Please Locate, Print and Counter Sign ALL Custodial Agreements on the Line provided (the Signature Line is located above that of the existing Signature and Seal).

ALL Custodial Agreements MUST be signed and returned along with the three (3) documents downloaded from the Portal.

10. PREPARE ALL DOCUMENTS FOR SUBMITTAL BY MAIL

IMPORTANT NOTE: NEVER STAPLE YOUR DOCUMENTS! We will scan and upload your Notarized documents onto the Portal for you – DO NOT Staple your Documents as this slows and interferes with the final quality, as well as the overall Scanning Process.

Check to ensure that ALL documents are Originals, containing your Original Signatures, your Initials on every page where indicated, the Notary's Original Signatures and Seal/Stamps.

Once the appropriate documents have been Notarized (KYC, NCNDA, Passport and Driver License Form), assemble two Packets (each with All Three (3) Portal Documents ALONG with all your Custodial Agreements in THE FOLLOWING ORDER Please:

1. KYC
2. NCNDA
3. Passport and Drivers License Form
4. Custodial Agreement(s).

IMPORTANT: Do NOT Mail the above Packet of documents WITHOUT your signed Custodial Agreements. Packets without client-counter-signed Custodial Agreements are deemed incomplete and as such are subject to potentially significant delays in processing times.

IMPORTANT: Do NOT Mail the above Packet of documents if your ID's are not in COLOR. ALL ID's must be integrated into the Notarized form provided AND be both clear and legible.

REMINDER: KEEP one Packet for your records and MAIL one complete Packet of Notarized COLOR **Originals** to HAPS Global by regular Mail to the following Address:

HAPS Global, LLC
4861 State Hwy 95
Temple, Texas 76502

11. NEXT STEPS

After HAPS Global LLC has advised that you have successfully passed the Compliance Process, the next step will include an emailed invitation to participate in the **Secure Conference Call series**. You will be notified of these next steps and the Conference Call Access information via your Portal registered Email address of record. Once received, this information is **ONLY for YOU**.

DO NOT Share Conference Call access information. ALL Information conveyed via Secure Line Conference Calls are CONFIDENTIAL and PROPRIETARY!

NEVER provide access or allow others to listen to the Conference Calls, either by extension, speaker phone or via recording.

12. PROFESSIONAL COURTESY - REQUESTS

PLEASE ONLY CONTACT STAFF FOR BUSINESS PURPOSES OR SPECIFIC RELATED REQUESTS. DO NOT CALL, MESSAGE, EMAIL, OR COME BY THE OFFICE TO CHAT AS THIS CAUSES PROCESSING DELAYS.

Please DO NOT REQUEST STATUS UPDATES ON YOUR FILE OR SUBMITTAL. EVERYONE IS VERY DEDICATED, FOCUSED AND VERY BUSY GETTING THIS DONE AS SOON AS POSSIBLE.

PLEASE NEVER RESEND EMAIL! MESSAGES ARE HANDLED AND CARED FOR IN THE ORIGINAL ORDER RECEIVED - DUPLICATING EFFORT WILL NOT SPEED UP THE PROCESS.

The HAPSGlobal@protonmail.com email address is RESERVED for OFFICIAL BUSINESS PURPOSES ONLY

PLEASE! DO NOT SEND:

(you may be surprised to learn that ALL of the following has been sent via protonmail).

- Jokes, Limericks and Cartoons.
- Inappropriate Conversations, Notes and Subject Matter.
- Rumors, Speculation or Asset Blog updates
- Email Address and Identity Theft related forwarded SPAM Messages.
- Requests and Complaints regarding Status or Updates.
- Invitations to Social Media Sites.
- And SORRY to include this on “the DO Not Send List”, but much appreciated emailed Thank You notes.

THANK YOU for your respect, prayers, and support to ensure these requests are honored, which will make it easier for us to help YOU!