

CURRENCY INSTRUCTIONS AND DIRECTIONS

NOTE: These instructions and section of the Portal are for CURRENCY ONLY.

To register for BONDS: On your initial Portal Login Screen, please select the "Bond" labeled button. If you do not have access, please email HAPSGlobal@protonmail.com with your access request.

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 MG Holdings, LLC.

1. OVERVIEW

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

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

Create & submit your Portal Documents in 8 basic steps:

- Step 1. Using these instructions, complete the Portal On-Line Form then click Submit.
~ (MG Holdings 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 (2) original sets of your Documents.
- Step 4. Have your Portal Documents Notarized. (See listed documents 1-4 above)
- Step 5. Locate, Print, and Sign your "Assignment Agreements."
- Step 6. Ensure that your Currency Statement exactly matches your Assignment Agreements.
- Step 7. Assemble your package of Portal Documents and Assignment Agreements for Mail.
- Step 8. Mail Your (1) set of Notarized Originals and Assignment Agreements to MG Holdings

2. DESCRIPTION OF COMPLIANCE DOCUMENTS

#1. **NCNDA** – NCNDA stands for Non-Circumvention and Non-Disclosure Agreement. This is important legal document 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 MG Holdings, 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 **Currency Statement** - The Currency Statement summarizes Currency totals that you have already sent to MG Holdings, LLC.

#4. **Passport and Driver License** – This template will assist you with the requirement for submitting (2) **COLOR** copies your Passport and Driver License. These must be copied, THEN notarized making the "wet ink" signatures valid.

Assignment Agreement – Sent to you (typically via email) documenting the Currency Type and Amount of EACH currency submittal. You must Sign and Return these documents when you return the four (4) 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 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 Assignment 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 “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.
- For Iraqi Dinar, Viet Nam Dong, Indonesian Rupiah, Renminbi (Chinese Yuan) - Enter the Total Amount of Dinar that you have submitted to MG Holdings, LLC. Note: Enter amount WITHOUT Commas, the Portal will insert needed commas automatically.
- Zimbabwean Dollar - The Zimbabwe is counted in a different way. Put down the number of Bills you have according to the Face Amount of the Bill. For example having a quantity of fifty separate 100 Trillion dollar notes would be written down as: **50 X 100T**
If you have multiple denominations of Trillion Dollar Zimbabwe's, list them this way.
50 X 100T + 2 X 50T + 30 X 10T
Enter the Total Counts, as above, for each specific Denomination of Zimbabwe Bill that you have already submitted to MG Holdings, LLC.

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, KYC and Currency Statement and simultaneously notify MG Holdings 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, you will automatically be sent your Pre-Approval Email. Once you receive this Email Notice, Log back into **<https://hapsegloballlc.com>** and download your four (4) documents. Please take the time to again review your documents for accuracy. DO NOT NOTARIZE OR MAIL DOCUMENTS THAT ARE INCOMPLETE OR INACCURATE.

6. PRINT TWO DOCUMENT SETS FOR NOTARIZATION

We recommend that you print two original sets of your documents (KYC, NCNDA, Currency Statement). You will have both sets of the KYC and NCNDA Notarized, so you can MAIL one complete set of SIGNED and NOTARIZED ORIGINALS (NOT COPIES) to MG Holdings LLC, while keeping one complete set of Signed and Notarized Originals for your own 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 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.
- **The Notary will ONLY Notarize your signature (not your Passport and License).**
- **YOU DO NOT WANT TO USE A BANK NOTARY** - Use a Private Notary.

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

9. LOCATE AND SIGN YOUR ASSIGNMENT AGREEMENTS

For every Currency Submittal sent to MG Holdings, LLC, you will have in turn received an "Assignment Agreement". Assignment Agreements are typically sent via email. You will have been sent one for each type of currency submitted, after your submittal has been counted and verified.

Please Locate, Print and Counter Sign ALL Assignment Agreements on the Line provided (located to the Right of the existing Signature and Seal).

ALL Assignment Agreements MUST be signed and returned along with the four (4) documents downloaded from the Portal.

Be Certain that the Total represented by all your Assignment Agreements exactly matches the totals on your Currency Statement. DO NOT SUBMIT your Packet, until your Assignment Agreements and your Currency Statement matches exactly.

NOTE: If you require a revised Currency Statement, please email **MGHoldings@protonmail.com** with your request for a "Revised Currency Statement" listing the correct totals for all Currency that should be on the Revised form. If you are missing a previously-submitted Assignment Agreement, please email MGHoldings@protonmail requesting "Missing Assignment Agreement" and include name, date, type and amount of currency.

10. PREPARE ALL DOCUMENTS FOR SUBMITTAL BY MAIL

IMPORTANT NOTE: NEVER STAPLE YOUR DOCUMENTS! We will scan and upload your 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 Notaries 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 Four (4) Portal Documents ALONG with all your Assignment Agreements in THE FOLLOWING ORDER Please:

1. KYC
2. NCNDA
3. Currency Statement
4. Passport and Drivers License Form
5. Assignment Agreement(s).

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

REMINDER: Keep one Packet for your records and mail one complete Packet of Notarized COLOR **Originals** to MG Holdings by regular Mail to the following Address:

M.G. Holdings, LLC
4861 State Hwy 95
Temple, Texas 76502

11. NEXT STEPS

After we are 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 access information. DO NOT allow others to listen in on these Conference Calls or on a speaker phone.

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 MGHoldings@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 Currency 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!