
STEP 0 of 4 - PRE-ENGAGEMENT SCREENING

- 0.1.** Prior to any engagement, Karpén Partners conducts a structured pre-engagement screening of prospective counterparties.
- 0.2.** This screening covers: jurisdiction of incorporation, assessed against FATF Black List and Monitored Jurisdictions; sector of activity; and publicly available reputational information. It is conducted based solely on public sources and does not require documentation from the prospective client.
- 0.3.** We may Proceed or Don't Proceed based on the outcome of this screening. No engagement is initiated until the screening has produced a satisfactory result.

STEP 1 of 4 - ENGAGEMENT BRIEF

- 1.1.** The counterparty submits an Engagement Brief describing its objectives, the nature of the counterparty or relationship sought, and the general commercial context of the proposed introduction.
- 1.2.** Karpén Partners reviews the brief and assesses whether there is a potential match between relevant counterparties, taking into account general commercial considerations.
- 1.3.** This assessment does not involve financial, investment, or transaction advice.

STEP 2 of 4 - COUNTERPARTY SIGNS NDA

- 2.1.** Prior to the sharing of any confidential information by either party, a Non-Disclosure Agreement is signed between Karpén Partners and the counterparty.
- 2.2.** The NDA governs the treatment of all non-public information exchanged in the course of the engagement process, including information provided in connection with the KYC/KYB procedure.

STEP 3 of 4 - COUNTERPARTY COMPLETES KYC / KYB

- 3.1.** Following execution of the NDA, the counterparty completes the Karpén Partners KYC/KYB due diligence form, providing information on ownership and control, source of funds, regulatory status, and sanctions exposure.
- 3.2.** Karpén Partners may proceed, proceed with enhanced due diligence, or decline further engagement based on the outcome of this procedure. No introduction is made until a satisfactory result has been produced.
- 3.3.** Where the outcome is satisfactory, Karpén Partners engages in initial discussions with the counterparty to understand the context, objectives, and general nature of the opportunity or relationship sought.

STEP 4 of 4 - COUNTERPARTY SIGNS SUCCESS FEE AGREEMENT

- 4.1.** A Success Fee Agreement is signed between Karpén Partners and the counterparty, setting out the basis on which a fee becomes payable in the event of a successful introduction.
- 4.2.** Following execution of this agreement, Karpén Partners does not participate further in any structuring, negotiation, advising on, or execution of transactions of any type.
- 4.3.** All parties remain responsible for their own decisions and are expected to conduct independent due diligence and seek professional advice where appropriate.

All documents will be **e-signed** with **PandaDoc** software.