

ON BOARD AS A BUSINESS



1. Onboard as a Business

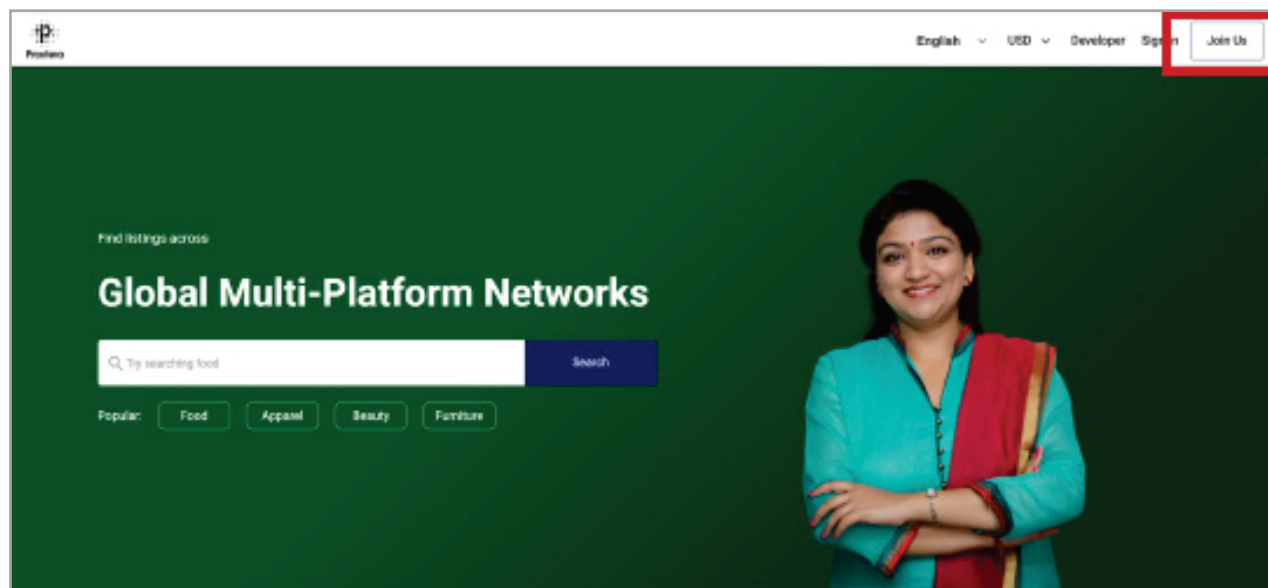
- . Register for an account.
- . Complete Business Profile.
- . Add Team members.

Before you onboard, please ensure that you are the authorized staff in your company to sign up for an account.

Have the following information ready:

- Company Legal Name
- Tax Identification Number
- Business Registration Number
- Type of Entity
- Date of Incorporation

Step 1: Go to Proxtera Trade Portal



. <https://buyer.proxtera.com/>

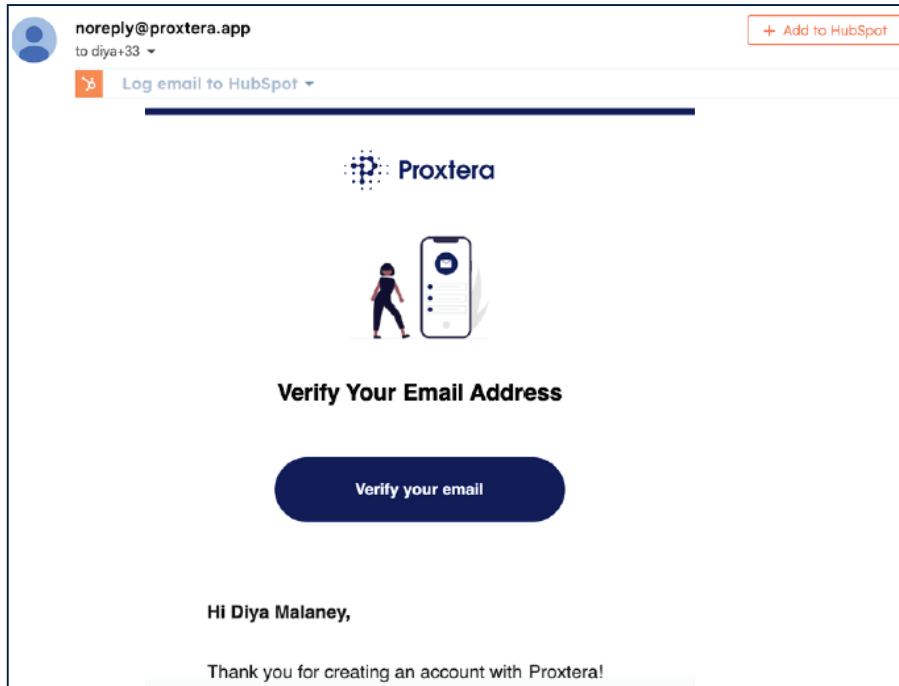
. Click "JOIN US" if you do not have an account

Step 2: Click Sign Up as a Business

The image shows two screenshots of a mobile application's sign-up process. The first screenshot, titled "Sign - Up", shows options to "Continue with Facebook" and "Continue with Google". Below these is an "Email Address*" field and a "Sign Up" button. A red box highlights a "Sign Up as a Business" button with an information icon. Below the button are three checked checkboxes for terms and conditions, and a "Sign - In" link for existing members. A red arrow points to the second screenshot, titled "User Details", which contains fields for "First Name*", "Last Name*", "Email Address*", "Password*" (with a strength indicator), and "Confirm Password*". A red box highlights the "Sign Up" button at the bottom of this screen.

- ☑ Input your business email address and click “Sign up as Business”
- ☑ Input First name, last name and email of authorize staff of SME.
- ☑ Key in your personal details and click “Sign up”

Step 3: Verify Your Email Address



- ☑ Open your email app and locate the email from Proxtera to verify your email. Check your Spam folder if you do not see it in your mailbox.

Step 4: Create Your Business Profile

Create your Business Profile

By creating a Business account on Proxtera, you unlock the ability to efficiently manage your transactions, collaborate with multiple users, and expedite the trade process for enhanced productivity.

Confirm Your Details

First Name*

Last Name*

Email Address*

Code* Mobile Number*

Designation*

Company Legal Name*

Country of Incorporation / Registration*

Please confirm your business registration country. You will not be able to change the business registration country after this page.

Continue Later Next

- ☑ Complete your Business Profile and click “Next”.

Step 5: Input Your Business Details

The screenshot displays the Proxtera user interface for the 'Business Details' step. At the top, there is a search bar with the text 'Try searching food' and a 'Search' button. The user's profile is shown as 'Proxtera' with a search icon. On the right, there are dropdown menus for 'English', 'USD', and 'Developer', along with 'Favourites', a notification bell, and a 'DM' button. A navigation bar below the search bar shows four steps: 'Business Details' (1), 'Contact Information' (2), 'Key Members' (3), and 'Other Info' (4). The 'Business Details' section is active and contains the following form fields:

- Company Information**
 - Company Legal Name*:
 - Country of Incorporation*:
 - Countries of Operations:
 - Tax Identification Number*:
 - Your government-issued business unique identification number.
 - Date of Registration*:
- Business Details**
 - Primary Activity/Industry*:
 - Secondary Activity/ Industry:
 - No. of Employees:
 - Annual Turnover:
 - Company Website:
 - If you do not have a company website, you can provide a link to your company social media page
 -

Step 6: Add Team Members

Team Members ⓘ

Name
Active

Admin ✎

XYZ@gmail.com

+ 31 xxxxxxxxxxxx

test

Add Team Member



First Name*

Last Name*

Email Address*

Code* Mobile Number*

Designation*

Role*

Display in Contacts (User profile will be public)

- You can add new team members to your Business and assign member roles (e.g Admin or User)

GET VERIFIED

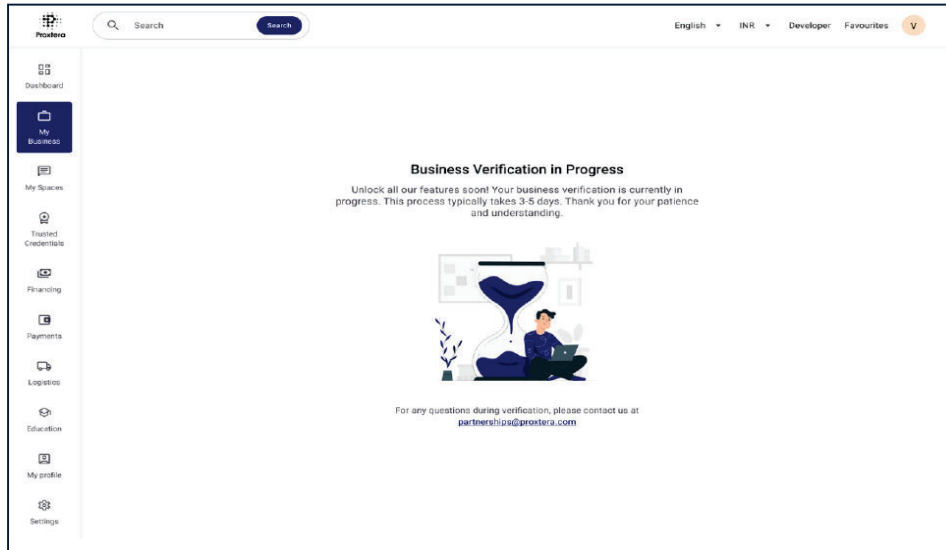
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2. Get Verified

- ☑ Proxtera will verify the SME before they can proceed.
- ☑ Proxtera is committed to building a network of verified buyers and sellers on the platform.
- ☑ Inform Proxtera (Fatimah) in advance to have your SMEs verified on the same training session.

Step 1: Business Verification in Progress

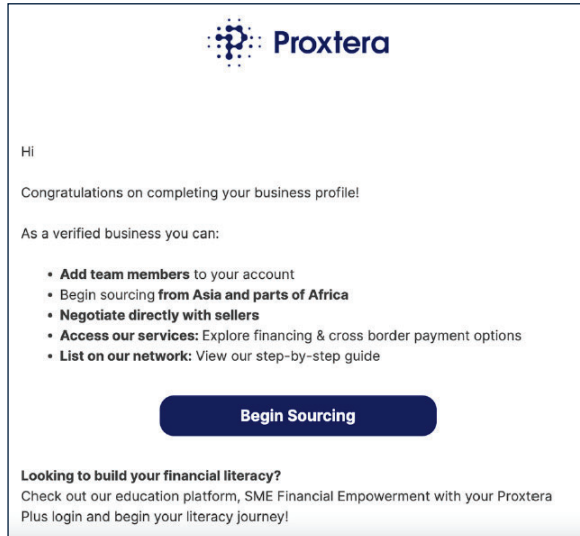


Verification Process between Proxtera and Bank:

- Consent Letter
- Proxtera Trade Hub SME Suitability
- FTC Data Sharing

* Inform Proxtera in advance of a training session so that we can expedite verification.

Step 2: Verification Confirmation



- You will receive an update on your verification status via email.
- Congratulations, you are now a verified Business on Proxtera Network.