

PROBITY INSTRUCTIONS FOR COMPLETION

1. The Probity Forms must be completed by:
 - (a) Company Probity Form
 - the Chief Executive Officer (**CEO**); or
 - if the CEO does not have knowledge of the relevant facts, a person who has the knowledge and is authorized by the applicant to make the affidavit.
 - (b) Personal (Individual) Probity Form
 - Every Director of the Company,
 - Corporate Secretary, and
 - CEO
 - Individuals who are subsequently determined to be relevant associates of the Applicant, may also be requested to complete this form.
2. Type or print in BLOCK LETTERS the answer to each question.
3. If an electronic version of this form is being completed, information supplied in response to a question may be inserted but no question, or the order of questions, is to be altered.
4. If a question does not apply to the Applicant or the Individual, state "**N/A**" in response to that question.
5. If there is nothing to disclose in reply to a particular question, state "**NIL**" in response to that question.
6. If there is insufficient space on a printed form in which to answer a question, additional information may be provided on an attachment page. When required to use an attachment page precede each answer thereon with the title applicable to that question.
7. All dates should be completed in this form: Day/Month/Year.
8. Each page of this Form and each attached page herein should be signed by hand by the person completing the Form in the space provided. The completed forms should be printed, scanned, and saved in .PDF format.
9. This Form is to be completed in the English language. Any documents required to be provided are to have a certified English translation appended.
10. Documents or other information sought from authorities outside the Philippines may not be applicable to a company which has been incorporated in another country or which originates from a company located overseas. In such cases the documents or information should be obtained from the equivalent authority of that country.
11. An "*" signifies "Delete whichever is not Applicable."
12. The completed forms should be forwarded to ove@ceza.io.
13. Any further enquiries should be directed to "**Y-Fi Business Solutions, Inc.**" by sending an email to ove@ceza.io .