



HS1 GLOBALTM

Improving Lives Globally

STANDARD OPERATING PROCEDURES

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DOCUMENTATION CHECKLIST

A. Documentation Checklist

1. Preliminary Documentation:

- 1.1. Online Pre-order Registration
- 1.2. Non-Circumvention & Non-Disclosure Agreement (“**NCNDA**”)
- 1.3. Client Information Sheet (“**CIS**”)
- 1.4. Determination of Pre-approval Letter (“**PAL**”)

2. Purchasing Documentation:

- 2.1. Pre-Order (“**PO**”);
- 2.2. Full Corporate Offer (“**FCO**”); Only issued from “allotments from production allocation(s)”
- 2.3. Letter of Intent (“**LOI**”);
- 2.4. Letter of Attestation to Product (“**LOA**”);
- 2.5. Affidavit of Seller (“**AOS**”);
- 2.6. Assignee & Authorization Letter (“**AAL**”);
- 2.7. Proof of Funds Documentation (“**POF**”);
- 2.8. Irrevocable Corporate Purchase Order (“**ICPO**”);
- 2.9. Irrevocable Master Fee Protection Agreement (“**IMFPA**”);
- 2.10. Sub-Fee Protection Agreement (“**SPFA**”);
- 2.11. Paymaster & Escrow Agreement (“**PEA**”);
- 2.12. Paymaster & Escrow Instructions (“**PEI**”);

3. Evidentiary Documentation:

- 3.1. Product Brochures
- 3.2. Product Spec Sheet
- 3.3. Certificate of Origin
- 3.4. Certification and Accreditation documents via CE and or FDA 510K
- 3.5. Proof of Life Video
- 3.6. Product Inspection and Technical Reports via SGS Report (“**SGS**”), Satra Technical Report (“**STR**”), TUV Report (“**TUV**”) or other qualified reports.
- 3.7. Bill of Lading (“**BOL**”) and or Air Waybill (“**AWB**”)
- 3.8. Lot Numbers, Batch Numbers, Production Allocation Number, etc.
- 3.9. Warehouse Coordinates / Location(s)



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STANDARD OPERATING PROCEDURE

Place your order today for following HS1 Global's easy and simple Standard Operating Procedures (“**SOP**”).

- ❑ **STEP 1:** Fill out the pre-order form online. Once you complete this form, one of our sales and support representatives will contact you.
- ❑ **STEP 2:** HS1 Global will send the Non-Circumvention and Non-Disclosure Agreement (“**NCNDA**”) and Client Information Sheet (“**CIS**”) to the Buyer and any other participants via DocuSign to initiate the due diligence and background check.

The preliminary due diligence process typically takes 24 – 72 hours from receipt of Buyer's acceptance to execute NCNDA and completion of CIS documentation sent to Buyer via DocuSign.

Once we have completed the background check on Buyer and all third party participants in said transaction with an acceptance to proceed, HS1 Global will send the Pre-Order (“**PO**”), Letter of Intent (“**LOI**”), Assignee Authorization Letter (“**AAL**”), Letter of Attestation to Product (“**LOA**”), and or Affidavit of Seller (“**AOS**”) to the Buyer via DocuSign for electronic signatures. Buyer will be required to sign and initial at the bottom of each document to confirm their acceptance.

Delivery of the pre-order documentation typically takes 24 - 48 hours from the time HS1 Global has agreed to proceed to the Proof of Funds verification phase, during Step 4.

- ❑ **STEP 3:** Buyer is required to submit their Proof of Funds (“**POF**”) documentation for verification to legal@hs1global.com within two (2) business days after mutual acceptance and execution of the **PO**, **LOI**, **AAL**, **LOA**, and or **AOS**. If POF is not issued within the set timeframe, the transaction will be null and void; no further obligations will be required of Buyer or HS1 Global to said transaction.

The POF documentation can be in the form: **(1.)** Authority to Verify (“**ATV**”) document; **(2.)** Bank Comfort Letter (“**BCL**”) with **ATV**; **(3.)** Current or most recent Bank Statement with **ATV**; **(4.)** MT-199 / MT-799 Swift Message with Soft Customer Copy; **(5.)** Letter of Attestation of Funds in Buyer's attorney IOLTA account; **(6.)** Third-Party escrow account from approved vendors; **(7.)** Line of Credit Approval Letter from Buyer's Bank on the Bank's Letterhead; or **(8.)** Bank Instruments in the form of a Letter of Credit (“**LC**”), Documentary Letter of Credit (“**DLC**”), Standby Letter of Credit (“**SBLC**”) or Bank Guarantee (“**BG**”), Letter Guarantee (“**LG**”), and or Bank Confirmation Letter (“**BCL**”) from the Buyer's issuing bank.

All POF documents are required to go through a pre-verification of funds prior to HS1 Global issuing any Irrevocable Corporate Purchase Order (“**ICPO**”) for on-the-ground (“**OTG**”) purchase orders and or Full Corporate Offer (“**FCO**”) for the purchase of production allocation or purchasing allotments from a production allocation. Due to the nature and transactional value associated with PPE transactions, HS1 Global is required to comply with the Bank Secrecy Act and its implementing regulations (“**AML rules**”) under **FINRA Rule 3310**. Any and all buyers or purchasers must meet



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the know-your-client (“**KYC**”) and Anti-Money Laundering (“**AML**”) compliance requirements, prior to any order acceptance.

The verification of funds are preferably arranged bank-to-bank at the advice of the principal account holder, seller and trustee at HS1 Global Trust. All principal’s attorneys are welcomed to be present upon acceptance and authorization by the Buyer and or principal account holder whose funds will be made ready, willing, and able to fund or finance the purchase of goods.

Buyer is required to provide POF documentation within two (2) business days from the time acceptance and execution of the PO, LOI, AAL, LOA, and or AOS. If POF is not issued within the set timeframe, the transaction will be null and void; no further obligations will be required of Buyer or HS1 Global to said transaction.

- ❑ **STEP 4:** HS1 Global initiates the pre-verification of funds to qualify Buyer’s financial capability to purchase and or financing the purchase of goods. As described above in Step 3, HS1 Global is required by law to comply with the Bank Secrecy Act and the implementation of **AML rules** under **FINRA Rule 3310**.

If Buyer meets all of the **AML rules** and background check, HS1 Global will send a Determination of Pre-approval Letter confirming the Buyer’s pre-approval to proceed with the purchase of goods. This will be further confirmed in the issuance of an Irrevocable Corporate Purchase Order (“**ICPO**”) via DocuSign with an attached Letter of Acceptance that both HS1 Global and Buyer must mutually execute. The ICPO may be delivered along with a Full Corporate Offer (“**FCO**”) in the case where the Buyer is interested in purchasing: **(1.)** OTG products, plus an allotment from a production allocation; **(2.)** OTG products, plus a production allocation; or **(3.)** Either an allotment from a production contract or production contract with no OTG products.

If Buyer does not meet one or more of the **AML rules** and or background check, HS1 Global reserves the rights to make a final determination on whether or not to proceed with the pending order. If a decision is made by HS1 Global not to proceed, Buyer will receive a Determination Letter (“**DL**”) in writing via email in support of our decision.

The pre-verification of funds process typically takes 24 – 48 hours from receipt of the Buyer’s Proof of Funds (“POF”) documentation and Client Information Sheet (“CIS”).

- ❑ **STEP 5:** HS1 Global issues an Irrevocable Corporate Purchase Order (“**ICPO**”) via DocuSign with an attached Letter of Acceptance, once the pre-verification of funds have confirmed Buyer’s financial capability to transact. The **ICPO** may be delivered along with a **FCO** in the case where the Buyer is interested in purchasing: **(1.)** OTG products, plus an allotment from a production allocation; **(2.)** OTG products, plus a production allocation; or **(3.)** Either an allotment from a production contract or production contract with no **OTG** products.

Once the **ICPO** and or the **FCO** is mutually executed by the HS1 Global and the Buyer, HS1 Global will schedule a private meeting via Zoom conference with the Buyer and their legal representative for a principal-to-principal (“**P2P**”) or attorney-to-attorney (“**A2A**”) meeting. The purpose of the Zoom



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conference will be to virtually share the evidentiary documentation to confirm the Proof of Life (“**POL**”) via the Certificate of Origin, SGS Reports (if applicable), Satra Technical Reports, Bill of Ladings (“**BOL**”), or Air waybills (“**AWB**”).

The evidentiary documents that are provided to confirm POL will vary for each transaction. In cases where Buyer is participating in a larger allotment that HS1 Global has acquired the rights to sell, resell, and distribute goods to Buyer(s), it may require for SGS reports to be ordered for each buyer client that is a party to the transaction. There may be a delay in obtaining a new SGS report that could arise if SGS or other inspection and technical reporting company are backlogged with order. Be that as it may, we will provide an open line of communication of the situation if any were to arise.

The timeframe for scheduling the P2P or A2A call usually is scheduled within 24 - 72 hours from the date HS1 Global has confirmed in writing, its acceptance of Buyer’s POF documentation. In the event this process takes longer, we will provide an alternative timeframe.

- ❑ **STEP 6:** After review, confirmation, and acceptance of evidentiary documents that are presented by titleholder and or HS1 Global, the Buyer may be required to secure order by making a: **(1.)** Wire Transfer into the designated third-party escrow account or **(2.)** Issuing an MT-799 swift to block funds.
- ❑ **STEP 7:** Upon completion of the wire transfer to the designated escrow account for the total amount illustrated in the **ICPO** and or **FCO**, HS1 Global will contact Buyer to schedule the physical inspection of goods. The warehouse addresses will be provided immediately, with no questions asked.
- ❑ **STEP 8:** Buyer arrives at warehouse location(s) and successfully completes the physical inspection of goods. The buyer then confirms the acceptance by executing the Letter of Acceptance to Product (“**LOA**”).
- ❑ **STEP 9:** Proforma Invoice will be issued to Buyer and then funds are released by the escrow agent to seller and or titleholder.
- ❑ **STEP 10:** All third-party participants (i.e. Mandates, Intermediaries, and Affiliate Partners) that are a party to said transaction(s) will receive remuneration for consultant, facilitation, and other services rendered. Funds will be issued by HS1 Global’s designated paymaster under a Sub-Fee Protection Agreement (“**SFPA**”) that is a counterpart to the Irrevocable Master Fee Protection Agreement (“**IMFPA**”).

WARNING: Any and all forms of compensation to third parties are subject to mutual acceptance of all principles in the said transaction(s) and must comply with all federal, state, and local laws.



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QUALIFIED BANKING INSTITUTIONS

Place your order today for following HS1 Global's easy and simple Standard Operating Procedures (“SOP”). Below you will find a list of the top tier U.S. Banks that are preapproved.

1. JP Morgan Chase
2. Bank of America
3. Citigroup
4. Wells Fargo
5. Goldman Sachs
6. Morgan Stanley
7. U.S. Bancorp
8. Truist Financial / BB&T
9. TD Bank
10. PNC Financial Services
11. The Bank of New York Mellon
12. Capital One
13. Charles Schwab Corp.
14. TIAA
15. State Street Corp.
16. HSBC Bank USA
17. Fifth Third Bank
18. USAA
19. American Express
20. State Farm
21. BMO Harris Bank
22. Ally Financial
23. Citizens Financial Group
24. KeyCorp / KeyBank
25. MUFG Union Bank
26. UBS
27. Ameriprise
28. Barclays Bank
29. Northern Trust
30. Santander Bank
31. Regions Financial Corp.
32. RBC Bank
33. M&T Bank
34. BNP Paribas / Bank of the West
35. Credit Suisse
36. Discover Financial
37. Huntington Bancshares
38. Deutsche Bank
39. BBVA USA
40. Silicon Valley Bank
41. Comerica
42. First Horizon National Corp.
43. E-Trade
44. Popular, Inc.
45. CIT Group
46. People's United Financial
47. New York Community Bank
48. CIBC Bank USA
49. Synovus
50. East West Bank
51. First Citizens BancShares
52. Mizuho Financial Group
53. TCF Financial
54. Raymond James Financial
55. BOK Financial Corp.
56. Wintrust Financial
57. Valley National Bank
58. Frost Bank
59. Texas Capital Bank
60. South State Bank
61. FNB Corp
62. BankUnited
63. Associated Banc-Corp
64. Pinnacle Financial Partners
65. Western Alliance Bank
66. Prosperity Bancshares
67. Hancock Whitney
68. Webster Bank
69. Commerce Bancshares
70. Sterling Bancorp
71. UMB Financial Corp
72. Flagstar Bank
73. Umpqua Holdings Corp
74. PacWest Bancorp
75. MidFirst Bank
76. Investors Bank
77. United Bank (West Virginia)
78. Stifel Bank
79. Fulton Financial Corp.
80. Sumitomo Mitsui Financial Group
81. First National of Nebraska
82. Arvest Bank
83. FirstBank Holding Co.
84. Old National Bank
85. First Hawaiian Bank
86. Simmons Bank
87. First Midwest Bank
88. Bank of Hawaii
89. Atlantic Union Bank
90. Ameris Bancorp
91. Cathay Bank
92. Washington Federal
93. IberiaBank
94. CenterState Bank
95. Mechanics Bank
96. City National Bank of Florida
97. Cadence Bank
98. First Republic Bank
99. Bank OZK
100. Zions Bancorporation