Guidebook for CareerChain TOKEN SALE

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Contents

Introduction to this guide for CareerChain TOKEN SALE

This document sets out the steps for interested parties to register their intention to participate in the career chain TOKEN SALE. Details of the Token Sale can be found in the Token Sale Term Sheet and Token Sale Agreement which are not presented in this document. This document is downloadable from the CareerChain ICO website – https://careerchain.com

The procedure to follow comprises of a set of steps which are shown in the following diagram:

The key steps are:

1. Register your intention to participate in the TOKEN SALE

In this step you provide CareerChain with the information necessary for us to check whether you are eligible to participate in the TOKEN SALE. CareerChain must comply with relevant regulations in different jurisdictions and is compelled to apply a Know Your Customer (KYC) procedure.

Participation in the Private Round of the TOKEN SALE is restricted to institutions or accredited investors and is therefore not open to non-accredited private individuals. The registration process requests information about the accredited individual or institution and the person representing the institution (either, "the accredited person").

Actions:

- visit https://careerchain.com website

- Click 'Subscribe' and follow the steps shown

2. The KYC check is applied in order to be listed on the "whitelist"

A KYC procedure is applied to confirm the identity of the accredited person (and role, if applicable). If these checks are positive, then the accredited person is recorded on a list of participants in the TOKEN SALE – the "whitelist".

Once you are on the whitelist, you can purchase tokens at the token price between the start date and the end date of the private sale period.

3. Confirm the level to which you will participate in the TOKEN SALE

Once listed on the whitelist the accredited person will be asked to confirm the investment that they will make in the TOKEN SALE and whether this will be made in Ethers or in a fiat currency ($, € etc). The procedure to participate in the TOKEN SALE depends upon the choice of Ether or fiat.

The price of the CCH token is set in US Dollars at $ 0.60 (Sixty cents). This purchase price is also translated into Ethers and will be updated during the sale period to adjust for fluctuations in the exchange rate of $ - Ether (at the time of writing the rate would be 1200 CCH per Ether). The price is listed on the website.

4. Make your purchase of tokens when instructed to do so

You will only be able to purchase the tokens when you have been cleared through the KYC process and we will inform you of this result. Once this is ready then you can proceed to purchase the tokens.

The purchase process differs for Ether or fiat currency purchases:

a.   **Ether investment:**
- You will require an account on Ethereum with a wallet that can store ERC-20 tokens
- You are required to transfer Ethers to a "smart contract" for the CareerChain TOKEN SALE – the address of this contract is listed on the CareerChain website and in the newsletters – p**lease always double check this due to the risk of error or fraud activities**.
- The price of the CCH token in Ethers is listed on the CareerChain website – you can multiply this price by the number of tokens you wish to purchase to determine the total investment.
- Upon receipt of your Ether transfer, the smart contract checks that you are registered on the whitelist and then issues CCH tokens to your account applying the Ether price per token.
- You receive the CCH tokens in your wallet and can view these to confirm the completion of the transaction
- If you wish to make a further investment then you simply repeat the procedure before the end of the private sale period.
- You can also firstly test the above procedure with a small amount of Ether (at lower bound of 0.1 Ether) and then repeat the procedure once you have confirmed receipt of the initial set of tokens. This is advisable to familiarise yourself with this procurement process.

b.   **Fiat currency investment:**
- You will be invited to transfer funds to the bank account of the CareerChain Foundation in the Netherlands
- The bank account will be notified to you after registration
- The funds to be transferred should match the number of tokens multiplied by the token price in US dollars.
- Upon receipt of the funds transferred, the foundation will record how many tokens have been allocated to you

- You will be invited to create a wallet on Ethereum and when this is in place, the foundation will manually instruct the smart contract to transfer tokens to your wallet.
- The amount you transfer determines the amount of tokens purchased. The foundation will apply the US Dollar price to the amount of funds received (minus bank charges) to determine the number of tokens purchased.
- The foundation will issue a receipt for the funds stating the number of tokens.

5. View your tokens in your wallet

For users who have set up a wallet, you can now view the CCH tokens in the wallet. Most wallets list each type of token you own and then show the balance (see below).
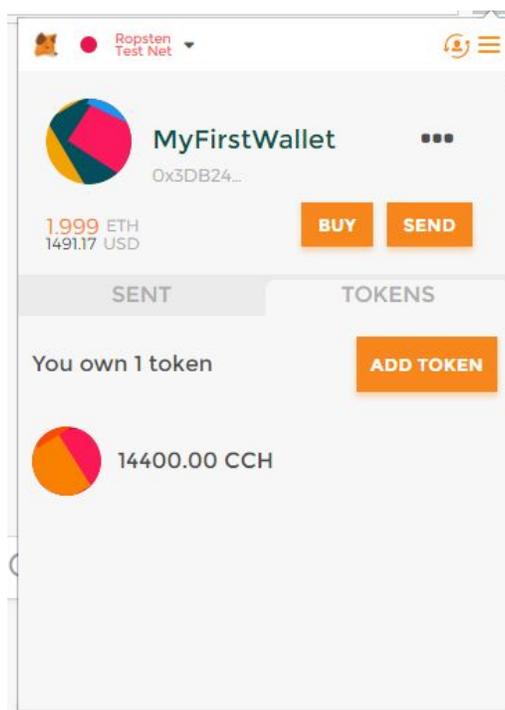
In the above example the wallet shows that you own one *type* of token (the CCH token) with a balance of 14.400 CCH tokens.

6. Follow updates

The purchase process is now complete, so follow further progress updates via the website and our newsletters.

Once you have received your tokens we will update you on progress of development of the CareerChain platform and how to start using CareerChain!

Acceptance via the "KYC procedure"

· **(Unaccredited) Individuals**
  Non-accredited private individuals are not included in the Private sale.

· **US-based accredited investors or institutions**
  CareerChain has taken legal advice and will apply the SEC accredited investor screening checks (Rule 501, 506) that have been deemed necessary by our US counsel.

  This includes confirmation of the identity of the accredited individual or institution and the individual who will represent the institution in the sale process. We confirm with you have read and understood the whitepaper and accepted the terms of the TOKEN SALE.

· **Canada-based accredited investors or institutions**
  CareerChain has taken legal advice and will apply the National Instrument 45-106 Prospectus Exemptions of the Canadian Securities Administrators checks that have been deemed necessary by our Canadian attorney.

  This includes confirmation of the identity of the accredited individual or institution and the individual who will represent the institution in the sale process. We confirm with you have read and understood the whitepaper and accepted the terms of the TOKEN SALE.

· **Europe-based institutions**
  CareerChain has taken legal advice and respects European regulations that have been deemed necessary by our Netherlands attorney.

  This includes confirmation of the identity of your institution and the individual who will represent you in the sale process. We confirm with you have read and understood the whitepaper and accepted the terms of the TOKEN SALE.

· **Other geographies**
  CareerChain applies Anti-Money Laundering and Sanction List screening checks to parties who are not known to the foundation. If you wish to participate in the TOKEN SALE then please register and we will discuss the clearing procedure with you.

Exchanging fiat currency for Ether

For an exchange of EUR/USD into ETH we a popular choice is Coinbase, Inc. cryptocurrency exchange. Information on joining this exchange can be found via their website: coinbase.com

In our explanatory video you can find information how to sign up for an exchange in case you are a representative of a company, how to go through KYC process and how to link the bank account, so you can easily exchange funds in fiat for ETH.

Please bear in mind that KYC process for large amounts can take longer (sometimes days) and exchange rate might change in the meantime. Therefore we recommend to sign up for KYC at one of the above-mentioned providers (or other highly-regarded fiat/ETH exchange) at your earliest convenience.

Other delays can be caused if you are interested in cashing out large amounts.

The private sale does not support escrow arrangements to lock exchange rates. The price of the CCH token is updated in the smart contract each week to reflect the US dollar price in Ethers at that point in time.

Buying CCH tokens from the CareerChain smart contract

The address of the CareerChain smart contract is listed on the website (careerchain.com).

Once you have been cleared through the KYC process, you calculate the amount of tokens you wish to purchase or simply determine the amount you wish to invest in Ethers.

You then transfer this amount to the address of the CareerChain smart contract and you will receive CCH tokens in return.

These steps are listed below:

1. Find the correct address of CareerChain smart contract (you can do this on our website careerchain.com or newsletter – please, always double check as mirroring is a very common practice of fraudsters who are focused on phishing).
2. Open your MetaMask wallet
3. Click on Send
4. Fill in the address of CareerChain smart contract (use copy button on website)
5. Fill in the amount
6. Click Submit (if you get an error here, please see below for a reference *)
7. Wait until a transaction is processed (i.e. until 3 dots indicating a pending action will turn into a circle)
8. Click on the tab 'Token'
9. Click on Add token (this enables the view of tokens in your wallet)
10. Fill in Token Contract Address (we will provide you this) to see the tokens from CareerChain
11. Click Add
12. Now you can see your token balance in your ownership

Checking if the purchase is successful

Your wallet might display an error and you can see the error on the left picture. It means that the address of your wallet is not whitelisted with our smart contract and we need to add it. Please contact us to resolve this problem.
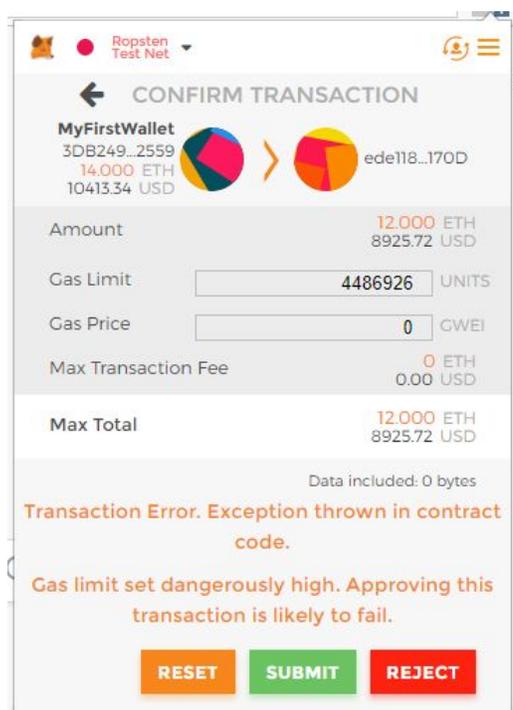
Your wallet is not whitelisted with us   Your wallet is successfully whitelisted with us
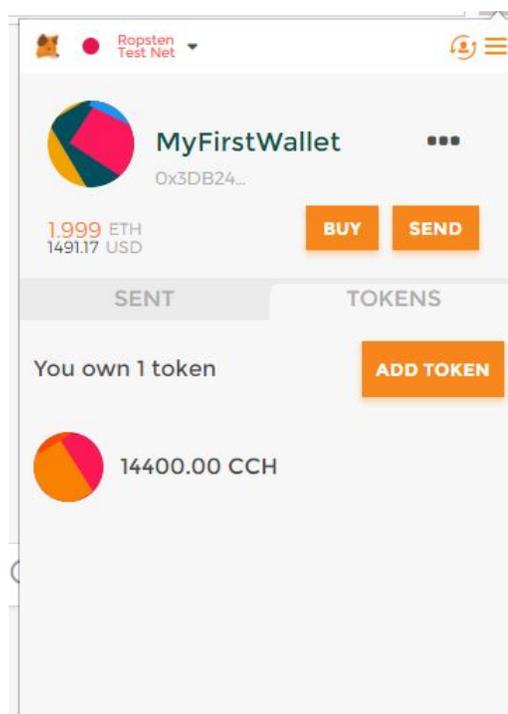
Note that the text "You own one token" means that this wallet owns one *type* of token with a balance of 14400 CCH tokens.

Creating a wallet to buy tokens in Ether

A wallet is a user-interface which enables a communication with a blockchain. Simply put – it enables you to transfer and receive funds, so send Ethers to our TOKEN SALE token sale address and receive CareerChain tokens in return.

Basic features of wallets

A wallet usually contains:

- Information about current balance of funds (you can think if this as of a balance in your USD/EUR bank account)
- A public address of your wallet (you can think of this as of your bank account number)
- A history of transactions (you can think of this as of a bank account transaction history)
- An option to send funds (you can think of this as of a bank transfer)

When setting up any wallet for cryptocurrencies, it's very important to understand private key. A private key is an access to your funds stored on a blockchain – using your private key anyone can access (i.e. steal!) your funds from any compatible wallet they might use.

The private key is displayed for you only once (when setting up the wallet) and you can copy and save it or write it down. It's very crucial to store it secretly – as mentioned, once lost/stolen, there's a risk that your funds (of a certain liquidity) will be stolen.

For the purpose of purchasing CareerChain tokens, popular choices are to use one of the following types of wallets:

- MetaMask
- MyEtherWallet
- Trezor

For convenience, we will guide you through the installation process, features and risks for all 3 types (NOTE: we do not control these or other third-party wallet facilities, and do not warrant or guarantee their safety, or any particular results).

MetaMask

How to install and how to sign up for the MetaMask wallet?

- Open Chrome or Opera browser
- Visit https://metamask.io
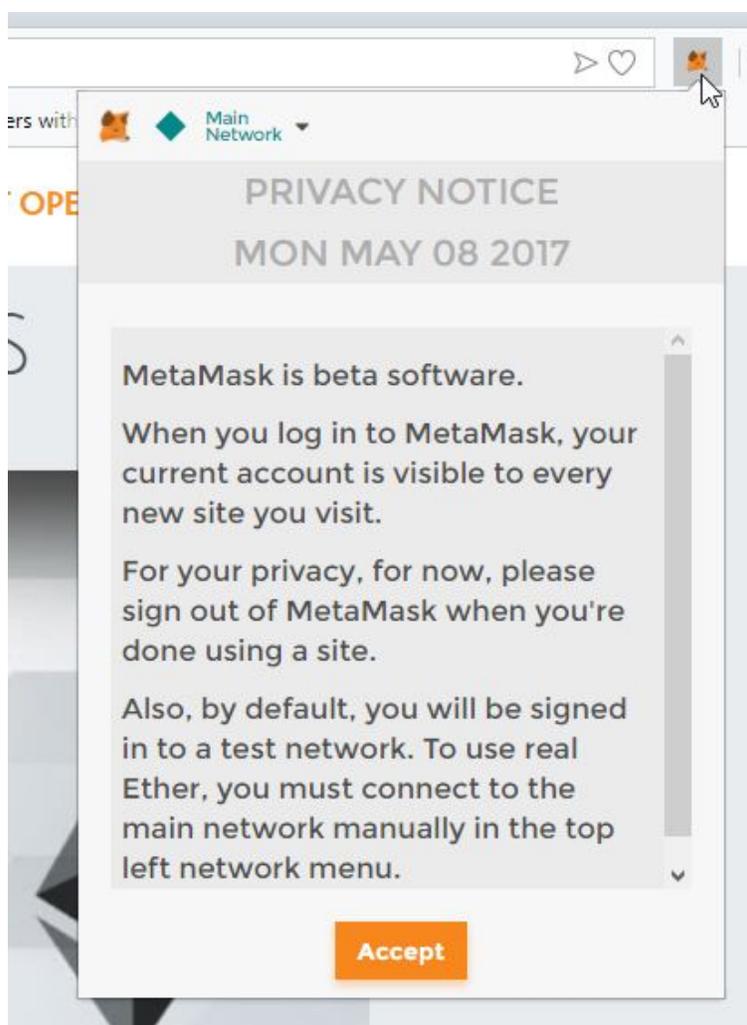- Click on 'get opera [eventually chrome] extension'

- Click on 'add to opera'

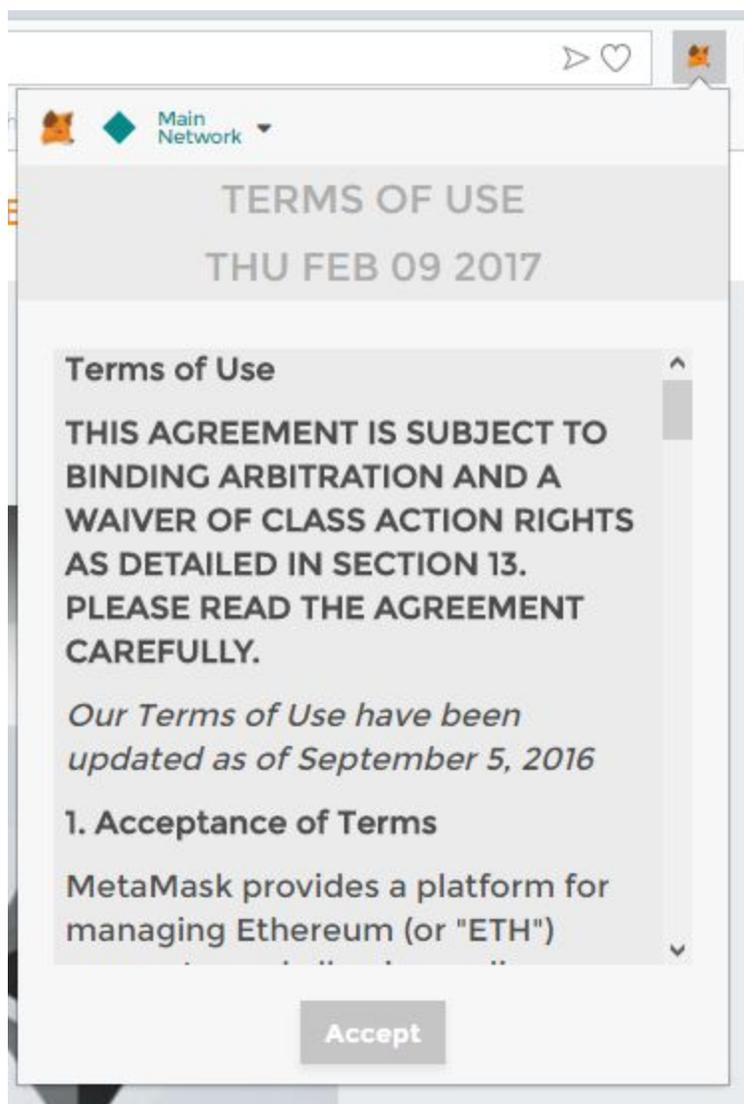- After successful installation an announcement will popup
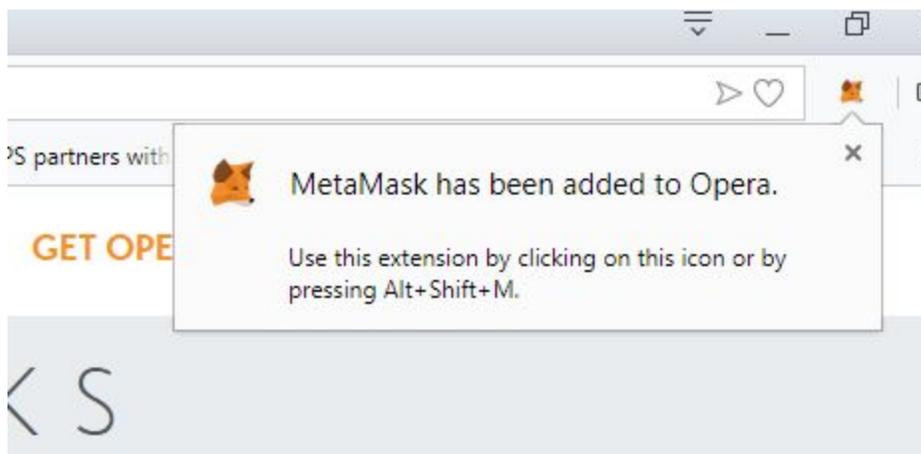
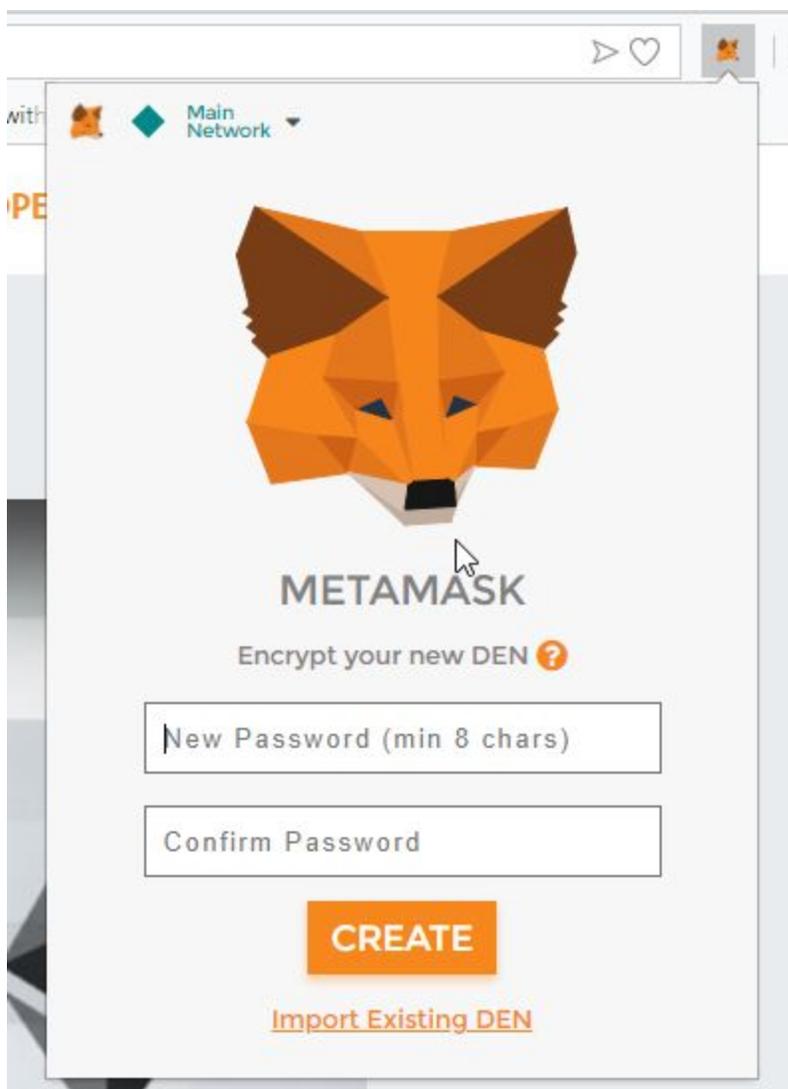- Click on the fox-like Token Salen, read and 'Accept'

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- Read the Terms of Use and 'Accept'

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- Submit your password (use strong password. Note: this is not your private key! Password is only 1st stage security shield for the wallet.)


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- **Very important**: the sequence of words displayed in the field is your private key. Make sure you wrote it down and no one has an access to it. When you lose or forget your key, you lose an access to funds. Given the distributed governance of blockchain, there's no trusted 3rd party who can help you out when needed
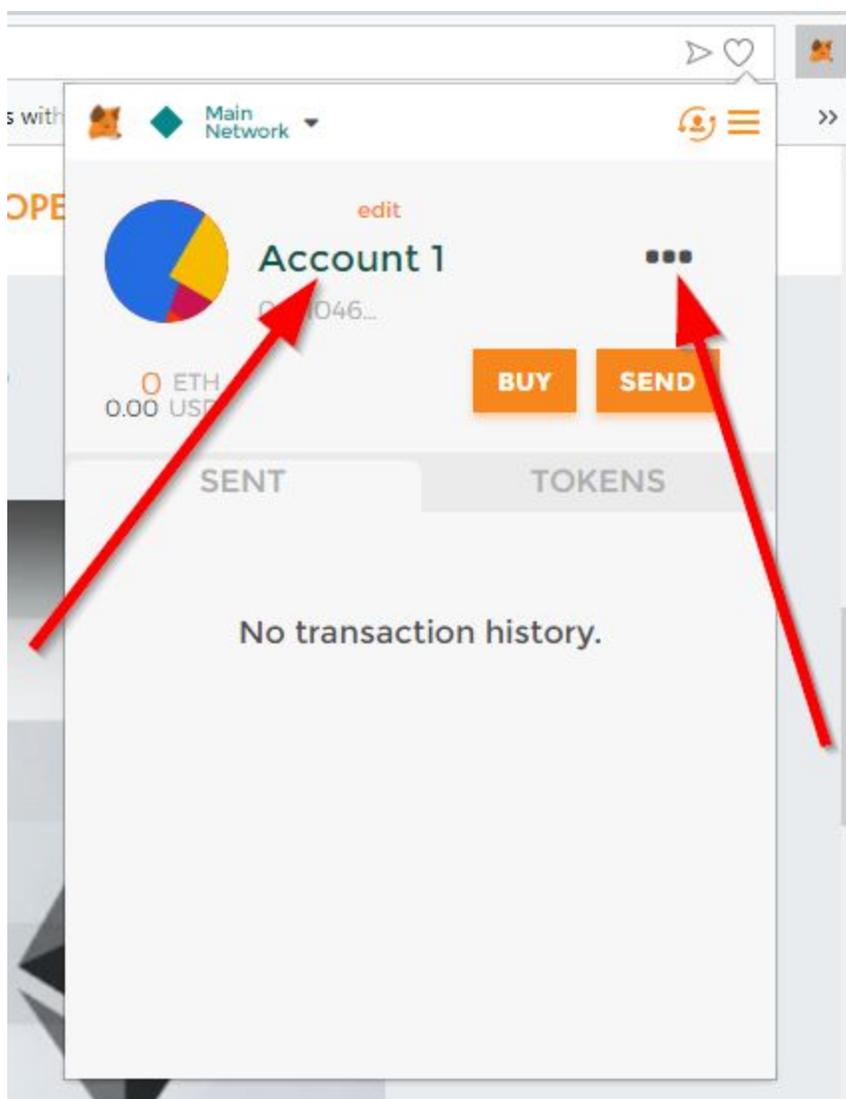

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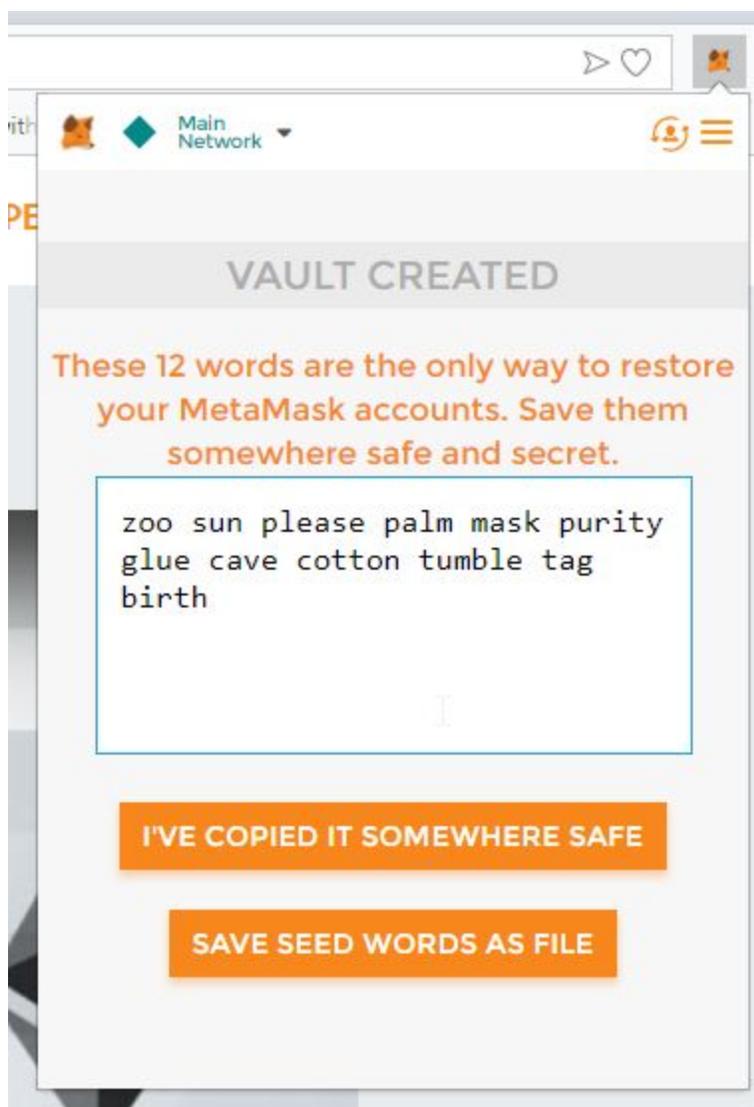
- Welcome to the wallet interface - this shows your private key which you must store safely and safeguard from theft.
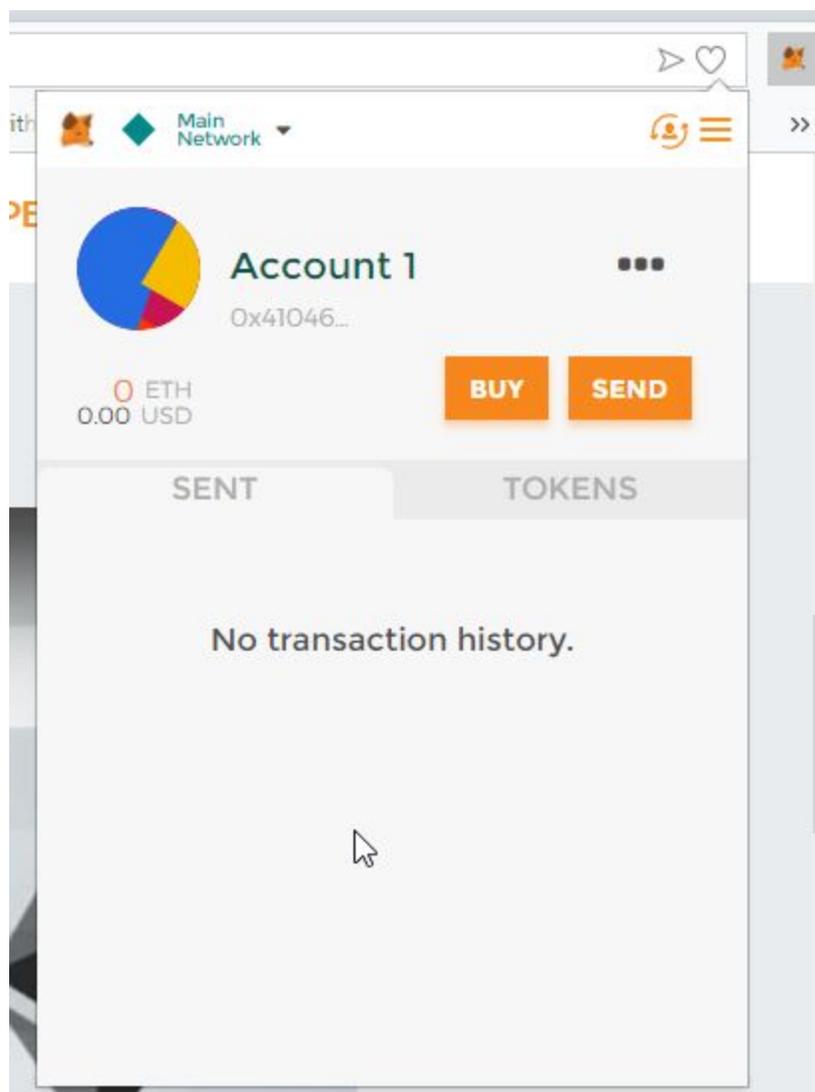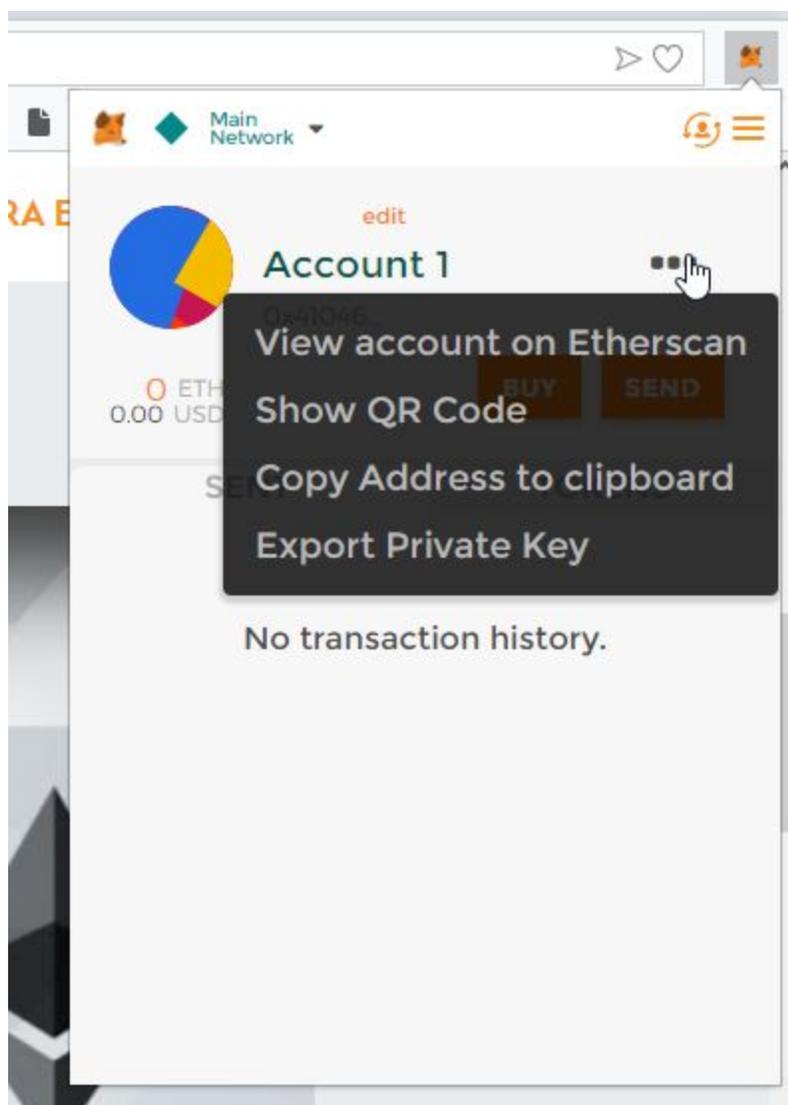
- When you hover over 'Account 1', you can see 'edit' – click on it in order to rename your account. You can think of this as of a name for your bank account.

- Clicking on the 3 dots will display this context menu

- This completes the procedure for the MetaMask Wallet

MyEtherWallet

- Visit https://www.myetherwallet.com/
- On the landing page submit a new password

- On the next screen you will see following options

Save your Keystore File.

Download Keystore File (UTC / JSON)

Do not lose it! It cannot be recovered if you lose it.

Do not share it! Your funds will be stolen if you use this file on a malicious/phishing site.

Make a backup! Secure it like the millions of dollars it may one day be worth.

I understand. Continue.

- We recommend to 'download keystore file' option and then 'I understand. Continue.'

Save Your Private Key.

069891103283d7b969cc54ddf8f1a6504dccc1b00e2d8ada5ff9a02897d77327

Print Paper Wallet

Do not lose it! It cannot be recovered if you lose it.

Do not share it! Your funds will be stolen if you use this file on a malicious/phishing site.

Make a backup! Secure it like the millions of dollars it may one day be worth.

Save Your Address. →

Save Your Private Key.

069891103283d7b969cc54ddf8f1a6504dccc1b00e2d8ada5ff9a02897d77327

Print Paper Wallet

Do not lose it! It cannot be recovered if you lose it.

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