



Guidelines for Individual Persons Onboarding & Required Documents

Please register with Cryptody account and enter the personal details in the system and complete your Verification with Veriff. Once done Cryptody's Compliance Team will contact you and ask you to complete the KYC form and request from you any other additional documents if will be needed.

Veriff session- remote identity verification is a quick and easy automated procedure which is required to verify your identity and includes taking photos of the identification document as well as yourself. Identification document which is required for this process is a valid passport or a valid ID card (acceptable only for EEA citizens). Once you open the link (generated individually for each person), you will be provided with the detailed instruction on the following steps. Please read and follow them carefully. Important note: **please note that residence card or a driver's license is not an acceptable type of identification document** – using these documents during Identify session will result in failure. Please use passport OR a valid ID card. **We kindly ask you to complete remote identity verification session with the same document data which you will enter to the KYC application form.**

KYC form will be send to you by our Compliance team. To save your time and to make the KYC process as smooth as possible, please make sure to carefully complete all the mandatory KYC form fields and provide the information in the most accurate manner. **Important note: KYC forms should be signed by you.**

Proof of residence- the document is required to confirm where you live. The acceptable documents are electricity, water, fiber internet, landline phone or gas bills, rental agreement dated and signed by both parties, bank statement with recent activity, extract from the voting registry, and declarations of residence extract etc. The document must be not older than 6 months and indicate full name, utility bill issuance date, full address, and the name of service provided.

Documents supporting source of wealth- to determine how and from what activities your source of wealth was generated, Cryptody's Compliance team may request supporting Source of Wealth documentation such as an employment agreement, tax declaration etc.

Please note that required document list is not extensive and additional documents may be required on case by case basis.

Please be assured that we aim to conclude the application as soon as possible and if you do not see the email from Cryptody's Compliance Team, check your "junk mail" folder or "spam" folder.