



## Guidelines for Legal Entity Onboarding & Required Documents

Please note that it is very important to clarify who manages Cryptody account. The Corporate account can be only opened for authorized person (company's director or the person with the Power of Attorney).

Please register with Cryptody account and enter the required representative 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.

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**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.**

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**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 authorized representative.**

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**General requirements for corporate documents-** all Corporate documents provided to Cryptody shall be in English language OR translated accordingly and certified with the translator's signature and the stamp. Provided documents shall be readable and clear, none of the parts can be covered and/or hidde. Documents shall be submitted by replying to the initial request.

Depending on the Company's incorporation country, Compliance team may request you to provide different Corporate Documents. These documents are required to verify the main information of your company – legal status, address, current list of directors and shareholders, therefore please make sure that this information is available in the submitted document and is up to date. Some Corporate Documents cannot be older than 3 months and shall be certified by a notary and apostilled (if specifically requested by Cryptody's Compliance team). **If provided company's Corporate Documents can be found in accessible public registers, then we would not ask the Corporate Document to be certified by a notary and apostilled, we will only ask you to sign them with the link provided to electronic signature (Docu-Sign).**



Please refer to the table below for the guidance on acceptable documents.

| Document type  | Notary authorization and apostilled required  | Document validity               |
|--|---|---------------------------------|
| Enterprise Register showing company details and list of current shareholders and directors.  | Notary authorization and apostille required only when registry extract cannot be extracted by Cryptody's Compliance Team from open state registries. We will inform you separately if the document is required to be authorized by notary and apostilled. | Not older than 3 months         |
| *Certificate of Incumbency<br><br>*Required incase registry extract cannot be provided.  | Notary authorization and apostille required only when it cannot be extracted by Cryptody's Compliance Team from open state registries. We will inform you separately if the document is required to be authorized by notary and apostilled.               | Not older than 3 months         |
| *Certificate of Good Standing<br><br>*Required for companies incorporated in offshore countries.                                       | Notary authorization and apostille required only when it cannot be extracted by Cryptody's Compliance Team from open state registries. We will inform you separately if the document is required to be authorized by notary and apostilled.               | Not older than 3 months         |
| *Trust deed/agreement<br><br>*Required for trusts- the document should indicate trustees, and purpose of the trust.                    | Notarized and apostilled  | Unlimited (if no changes made). |
| *Partnership agreement<br><br>*Required for Partnerships and should indicate all the partners involved.                                | Notarized and apostilled  | Unlimited (if no changes made). |
| Memorandum and Articles of Association signed by the company's director  | Apostille and notarization is not required  | Unlimited (if no changes made). |
| Power of Attorney (POA)<br><br>*Required for the representative who will manage Cryptody account and who is not the company's director | Notarized and apostilled  | Issued in the last 12 months    |
| Copy of the license<br><br>*Required only for regulated entities e.g., gambling industries   | Notarization will be required only in the cases when the license cannot be verified online by Cryptody's Compliance team  | Not older than 3 months         |
| Proof of company's business address<br><br>*Required if the company's registered address is different form the business                | Apostille and notarization is not required  | Not older than 3 months         |



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| address. The acceptable documents are electricity, water, fiber internet, landline phone or gas bills, rental agreement dated and signed by both parties, company's bank statement with recent activity etc.   |  |                          |
| <p>Proof of residence address of the company's director and representative.</p> <p>* The acceptable documents are electricity, water, fiber internet, landline phone or gas bills, rental agreement dated and signed by both parties, company's bank statement with recent activity etc.</p> | Apostille and notarization is not required | Not older than 3 months  |
| <p>*Ownership structure chart</p> <p>*Required if the company's structure has more than one layer. The document must be signed by the company's director</p>   | Apostille and notarization is not required | Not older than 3 months  |
| <p>AML Policy signed by the company's director</p> <p>*Required for regulated entities e.g., gambling industries</p>   | Apostille and notarization is not required | Not older than 12 months |

**Documents supporting business activit-** If you receive a request to provide documents supporting your company's business activities, please note that this information is required to verify the business line you are involved in, as well as to clarify what kind of transactional activity we could expect from you in the future. The required documents might be signed service agreements with your business partners, invoices/receipts for business related services, or business plan.

**Documents supporting source of wealth-** on order to determine how and from what activities your source of wealth was generated, Cryptody's Compliance team may request supporting Source of Wealth documentation.

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**Apostille requirements-** for countries which are members of the HCCH 1961 Apostille Convention [hcch.net/en/states/hcch-members](http://hcch.net/en/states/hcch-members) we are required to collect documents with apostilles unless they are accessible from open public registries. The apostille seal ensures that public documents issued in one signatory country will be recognized as valid in another signatory country.

**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.**