



Onboarding with Zodia Custody using the Online Portal

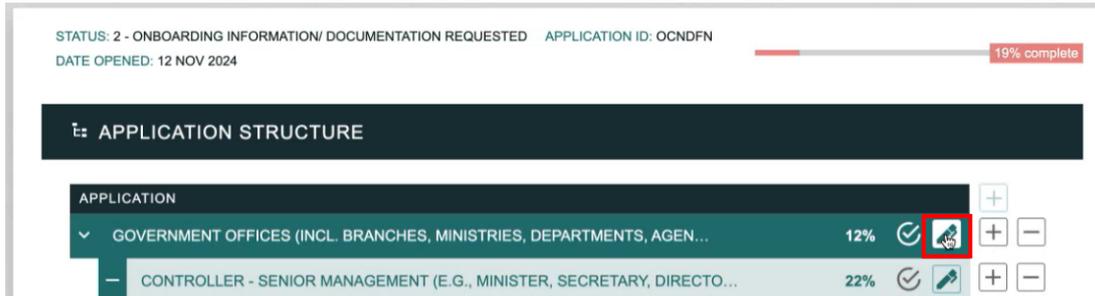
- As part of our regulatory obligations, we are required to collect information on all clients. We do this using the Online Portal (KYCP) to collect information and supporting documents about your Company, including its directors, authorizers, shareholders and ultimate beneficial owners.
- The key things we ask you to do are:
 - Fill out the information requested for each of the entities listed in the portal
 - Upload supporting documents
- The entities listed in the portal represent
 - The entity being onboarded to Zodia Custody
 - The Directors of the entity being onboarded to Zodia Custody
 - The Ultimate Beneficial Owners of the entity being onboarded to Zodia Custody
 - Intermediate shareholding companies and other key related parties (e.g., authorisers on the Zodia Custody platform)
- We will have created these entries based on your responses to our pre-assessment form. As we review your documentation, we may add new entities and individuals who we will need information for, including supporting documentation as the case may be. If you see that any information is missing or wish to ask any questions, please email us at onboarding@zodia.io
- Onboarding portal link <https://zodia-kyc.kycportal.com/>



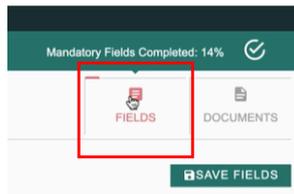
Inputting information

Inputting Information - Main Entity/ Client

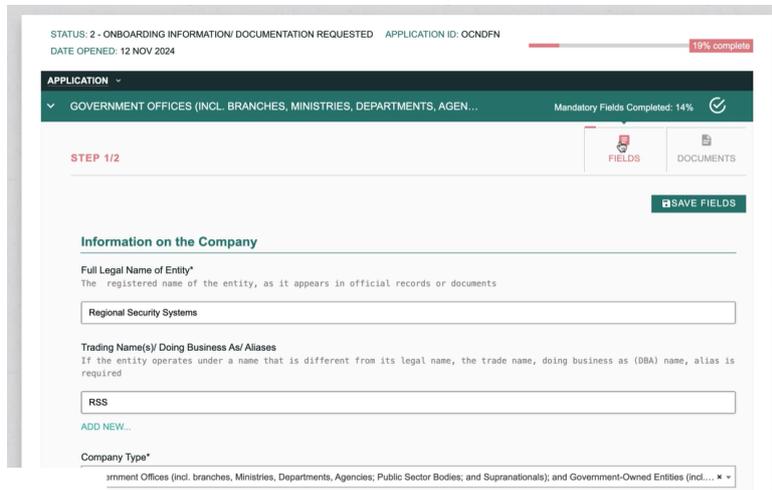
To open the questionnaire for an entity listed, you should click on the <EDIT/PEN> icon next to the Company's name:



Then click on the <FIELDS> option:



This will open a questionnaire



NOTE – there are questions that when answered could trigger further questions immediately underneath. These will also be required to be completed.

Please carefully complete all the sections of the questionnaire (fields marked with an asterisk are mandatory and must be completed prior to submission). For your convenience, explanatory notes are provided under each data points (in light grey), to guide you in providing correct information. Incomplete/inaccurate responses may potentially delay the onboarding process.



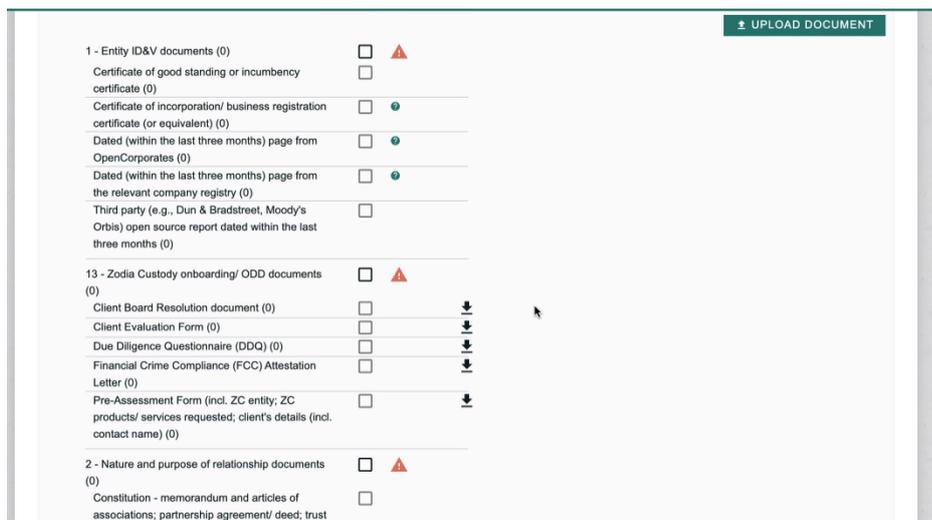
When you have answered all questions, then you can click on <NEXT> and move onto the next entity. However, we would suggest uploading the documents for that entity/ individual before moving on.

Documents

If Documents are needed for this entity, then a 'Documents Tab' will appear at the top when selecting the entity.

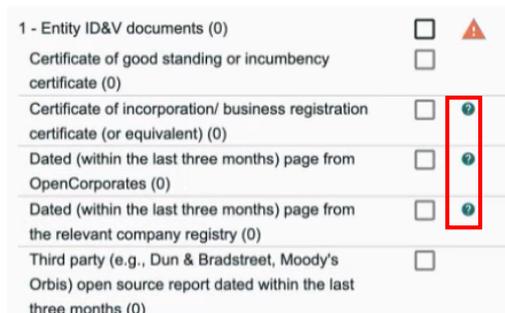
Uploading Documents after selecting the Documents Tab

You can see the overall list of documents needed after selecting the Documents Tab. The screen below shows an example

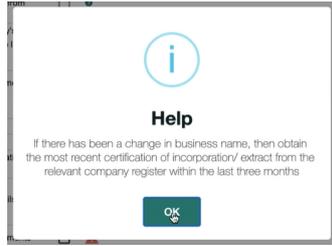


Not every checkbox next to a document needs to be completed, for example, to verify the identity of the Client, Zodia does not need every document listed. Nevertheless, it is highly recommended that you provide the proof of existence of the entity, for example, a certificate incorporation along with a recent certificate of good standing/incumbency.

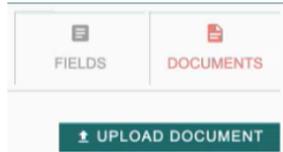
Hovering over the green circles with the question marks provides guidance related to that document



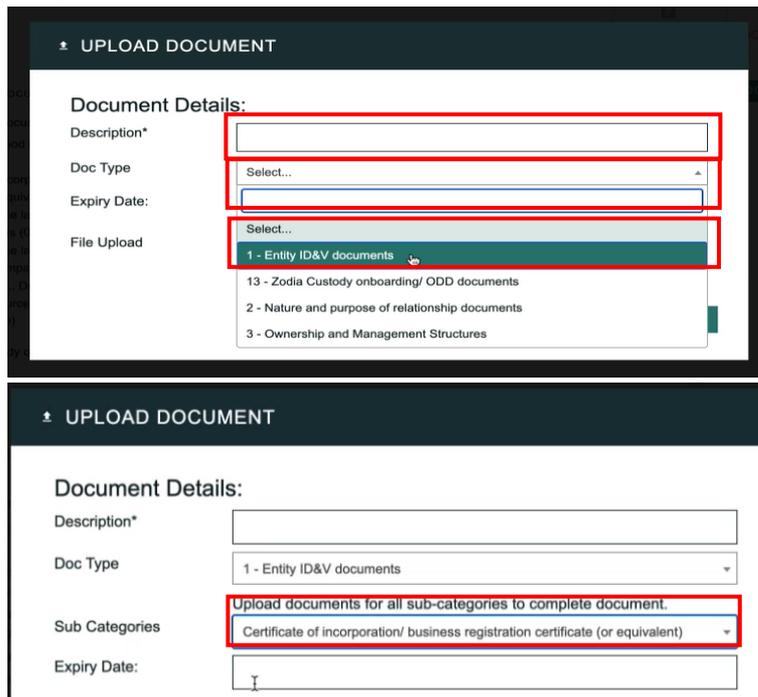
For example, the help box below is reminding the client contact that if the Client has changed its name, then the most recent documentation is required:



To upload a document choose the <DOCUMENTS> tab and click on <UPLOAD DOCUMENT>:

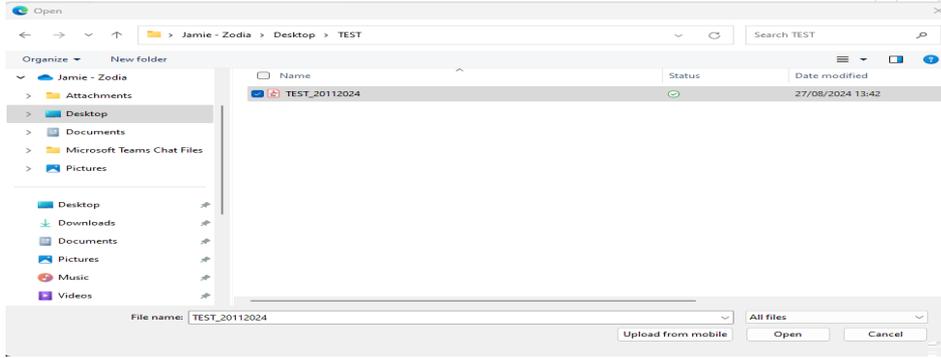


- Please enter a description of the document, for example, “Certificate of Incorporation (Cayman Islands)”:
- Select the Document Type, e.g., “Entity ID&V documents” and the Subcategory, e.g., “Certificate of Incorporation”:

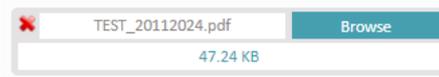


Once these fields have been completed, then select the document to be uploaded by clicking on the <BROWSE> button:

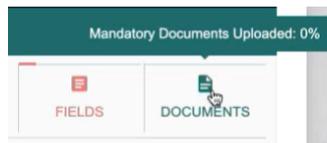




Then press the <UPLOAD> button:

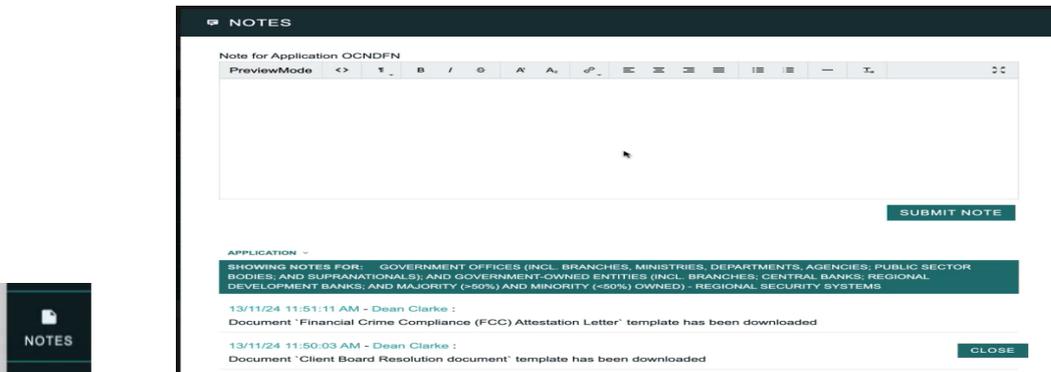


When hovering over the <DOCUMENTS> icon, you can see how many documents are uploaded:



Notes

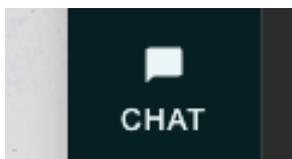
If you wish to explain a point or ask a question of Zodia, then you can use the Notes section to do so. Notes will not be sent to us until the application is submitted:



Chat

Should you have a query and wish to send a direct message to the onboarding team for a quick response you can also use the chat function which will allow the team to review and respond to your

query in real time.





Submitting the Client Application

When all the relevant information has been provided, then please submit the application using

the <SUBMIT> option on the right-hand side of the screen:

