



DUTY  
STANDARD  
CARE

**General Reserve of Digital Assets Limited**  
**KYC REQUIREMENT**

**Know Your Customer Requirement**  
**NATURAL PERSON**

**Information Required**

- Full name
- Date of birth
- Nationality
- Identity document type and number
- Residential address

**Verification Documents for Natural Person**

Hong Kong Residents

- Hong Kong identity card for permanent residents
- Travel documents

Non Hong Kong Residents

- A valid travel document
- A relevant national identity card
- A valid national driving licence
- Other identity evidence issued by government bearing the person's photograph

**Valid Travel Documents**

Travel document includes a passport or some other document which contains a photograph of the holder establishing the identity and nationality, domicile or place of permanent residence of the holder. The following documents constitute travel documents for the purpose of identity verification:

- Permanent Resident Identity Card of Macau Special Administrative Region;
- Mainland Travel Permit for Taiwan Residents;
- Seaman's Identity Document (issued under and in accordance with the International Labour Organisation Convention/Seafarers Identity Document Convention 1958);
- Taiwan Travel Permit for Mainland Residents;
- Permit for residents of Macau issued by Director of Immigration;
- Exit-entry Permit for Travelling to and from Hong Kong and Macau for Official Purposes; and
- Exit-entry Permit for Travelling to and from Hong Kong and Macau.

**Natural Person includes :**

- Individual
- Director of a corporation
- Beneficial owner of a corporation
- Beneficial owner of a trust

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**Know Your Customer Requirement  
CORPORATION**

**Information Required**

- Full name of the corporation
- Date and place of incorporation
- Registration or incorporation number
- Address of registered office in the place of incorporation
- Business address (where applicable, post office box address is not acceptable)
- Directors and shareholders recorded in the companies registry in the place of incorporation
- Confirmation that the corporation is still registered and has not been dissolved, wound up, suspended or struck off

**Verification Documents for Corporation**

Hong Kong Incorporated

- Copy of the certificate of incorporation
- Copy of the business registration certificate
- Copy of the company's articles of association which evidence the powers that regulate and bind the company
- Details of the ownership and control structure of the company
- List showing all directors of the corporation
- Filed latest NAR1
- Any filing to CR after the most recent NAR1 submission
- Authorization letter/board resolution of the board of directors

Overseas Incorporated

- Copy of the certificate of incorporation
- Copy of the business registration certificate (if applicable)
- Copy of the company's articles of association which evidence the powers that regulate and bind the company
- Details of the ownership and control structure of the company
- Register of members
- Register of directors
- Certificate of incumbency or equivalent issued by the RA in the place of incorporation
- Authorization letter/board resolution of the board of directors

**Definition of "beneficial owner" in relation to a corporation**

Section 1 of Part 1 of Schedule 2 to the AMLO defines a beneficial owner in relation to a corporation as:

- an individual who –
  - owns or controls, directly or indirectly, including through a trust or bearer share holding, more than 25% of the issued share capital of the corporation;
  - is, directly or indirectly, entitled to exercise or control the exercise of more than 25% of the voting rights at general meetings of the corporation; or
  - exercises ultimate control over the management of the corporation; or
- if the corporation is acting on behalf of another person, means the other person.

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KYC REQUIREMENT**

**Know Your Customer Requirement  
TRUST**

**Information Required**

- Name of the trust, if any
- Date of establishment/settlement;
- Jurisdiction whose laws govern the arrangement, as set out in the trust instrument;
- Identification number (if any) granted by any applicable official bodies (e.g. tax identification number or registered charity or non-profit organisation number);
- Identification information of trustee(s) – in line with the verification of the identity for individuals or corporations
- Identification information of settlor(s) and any protector(s) or enforcers in verification of the identity for individuals or corporations
- Identification information of known beneficiaries (in line with the verification of the identity for individuals). Known beneficiaries mean those persons or that class of persons who can, from the terms of the trust instrument, be identified as having a reasonable expectation of benefiting from the trust capital or income.

**Verification Documents for Trust**

Trust Deed

GRDA must verify the name and date of establishment of a trust and should obtain appropriate evidence to verify the existence, legal form and parties to it, i.e. trustee, settlor, protector, beneficiary, etc. The beneficiaries should be identified as far as possible where defined. If the beneficiaries are yet to be determined, GRDA should concentrate on the identification of the settlor and/or the class of persons in whose interest the trust is set up. The most direct method of satisfying this requirement is to review the appropriate parts of the trust deed.

Other Professionals Confirmation

In order to better verify the existence, legal form and parties to a trust, having regard to the ML/TF risks, GRDA may require:

- a written confirmation from a trustee acting in a professional capacity;
- a written confirmation from a lawyer who has reviewed the relevant instrument;
- reference to an appropriate register in the relevant country of establishment.

**Definition of “beneficial owner” in relation to a trust**

Section 1 of Part 1 of Schedule 2 to the AMLO defines a beneficial owner in relation to a trust as:

- an individual who is entitled to a vested interest in more than 25% of the capital of the trust property, whether the interest is in possession or in remainder or reversion and whether it is defeasible or not;
- the settlor of the trust;
- a protector or enforcer of the trust; or
- an individual who has ultimate control over the trust.