

Newton

Corporate Onboarding
Package

Information Page

To verify your corporate account, a Corporate Onboarding Package must be completed and submitted for review via secure upload [here](#). For requirement details, see below:

Proof of Incorporation

We require copies of your company's Certificate of Incorporation and Articles of Incorporation as proof of incorporation. Please note that Certificates of Incorporation and Articles of Incorporation may be named differently depending on the province or territory in which your business was incorporated. For example, in British Columbia, Articles of Incorporation are known as Notice of Articles. Please consult with your legal team or the federal or provincial registry if you are unable to determine which documents you received when registering your corporation. In some cases, we may require additional information including, but not limited to, documentation regarding the change of a business name or address.

Proof of Directors & Beneficial Owners Attestation

This is found in the Corporate Onboarding Package. To provide proof of Directors and Beneficial Ownership, you are required to complete an Attestation in the Corporate Onboarding Package. You will be asked to provide a list of all Directors as well as a list of all natural persons who own or control >25% of the Corporation, directly or indirectly, along with their ownership percentages and addresses.

Proof of Identity

This is found in the Corporate Onboarding Package. You are required to provide identification for the authorized signer/user creating the account if you have not already done so upon sign-up. If the Authorized Signer/User is different from the user creating the account, please provide their name, address, date of birth, occupation, and email. They will also need to complete a Persona verification link which will be emailed to them directly once you submit your complete Corporate Onboarding Package.

A copy of the official corporate records that contain any provision relating to the power to bind the corporation (e.g., your corporation's Articles or By-Laws that set out the officers duly authorized to sign on behalf of the corporation, such as the President, Treasurer, Vice-President, Comptroller, etc.) The authorized signer for this account must be one of the individuals contained in the by-laws that is duly authorized to sign on behalf of the corporation.

Proof of Business

This is found in the Corporate Onboarding Package. You are required to provide a short, detailed description of the nature of business of your company as well as the purpose and intended nature of the account.

Nature of business examples:

We are e-commerce sellers, selling home goods, groceries, and toys to online customers via Amazon, eBay, and FB marketplace.

We provide software consulting services including software development, code reviews, software architecture design, and software project management.

How to Upload Your Documents

Use our secure upload site [here](#) to upload your corporate documents and Corporate Onboarding Package. Prior to uploading, documents should be named using the following convention:

For example:

your corporation's name - Certificate of Incorporation.pdf

your corporation's name - Articles of Incorporation.pdf

your corporation's name - Onboarding Package.pdf

Any additional documents must contain your corporation's name in their file name as above.

If you have any questions about the process, please do not hesitate to reach out directly to your onboarding specialist or our Customer Success team at support@newton.co.

PROOF OF DIRECTORS & BENEFICIAL OWNERS ATTESTATION

Provide a complete list of all active Directors and Beneficial Owners* of the Corporation. If you have any questions, please contact your onboarding representative.

Name: _____
Address: _____

Director: Yes No
Shareholder: Yes No

Ownership %: _____

Name: _____
Address: _____

Director: Yes No
Shareholder: Yes No

Ownership %: _____

Name: _____
Address: _____

Director: Yes No
Shareholder: Yes No

Ownership %: _____

Name: _____
Address: _____

Director: Yes No
Shareholder: Yes No

Ownership %: _____

Name: _____
Address: _____

Director: Yes No
Shareholder: Yes No

Ownership %: _____

* Beneficial owners are natural persons who own or control 25% or more of the shares of the Corporation directly in their name and/or indirectly through another legal entity such as a Trust, holding company, or other legal arrangement, and must be disclosed.

PROOF OF DIRECTORS & BENEFICIAL OWNERS ATTESTATION

Provide a complete list of all active Directors and Beneficial Owners* of the Corporation. If you have any questions, please contact your onboarding representative.

Name: _____
Address: _____

Director: Yes No
Shareholder: Yes No

Ownership %: _____

Name: _____
Address: _____

Director: Yes No
Shareholder: Yes No

Ownership %: _____

Name: _____
Address: _____

Director: Yes No
Shareholder: Yes No

Ownership %: _____

Name: _____
Address: _____

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Ownership %: _____

Name: _____
Address: _____

Director: Yes No
Shareholder: Yes No

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AUTHORIZED SIGNER / USER ATTESTATION

If the person opening the Newton account is not the Authorized Signer, or if you would like to add an additional Authorized Signer, please provide their name, address, date of birth, occupation, and email. Once we have received the Authorized Signer/User Attestation, a Persona link will be emailed for identity verification. Please note that Newton requires at least one Authorized Signer in order to open an account. If you have any questions, please contact your onboarding representative.

Name: _____ Date of Birth: _____
Address: _____ Occupation: _____
Email: _____

Name: _____ Date of Birth: _____
Address: _____ Occupation: _____
Email: _____

Name: _____ Date of Birth: _____
Address: _____ Occupation: _____
Email: _____

PROOF OF BUSINESS ATTESTATION

Provide a short but detailed description of the nature of business of your Corporation as well as the purpose of the trading account and the intended nature. If you have any questions, please contact your onboarding representative.

Please provide a short, detailed description of the nature of business of your company.

Please state the purpose of opening this corporate account and its intended nature:

- Buy/sell crypto for myself
- Send/receive crypto assets
- Trade crypto assets on behalf of third parties

CERTIFICATION AND
UNDERTAKING

The undersigned certifies, on behalf of the Corporation, that all the information gathered herein is accurate and complete as of the date noted below and undertakes to immediately notify Newton Crypto Ltd. to update the information in the event of any changes.

Name of Corporation: _____

Director or Officer Name: _____ Office held: _____

Address: _____

Signature: _____ Date: _____

PROOF OF INCORPORATION

Once you have completed the onboarding package, please ensure that you save your changes and upload it to <https://upload.newton.co/dropzone/onboarding> together with the following documents:

- Certificate of Incorporation
- Articles of Incorporation (also known as Notice of Articles or Articles of Association)
- A copy of the official corporate records that contain any provision relating to the power to bind the corporation (e.g., your corporation's Articles or By-Laws that set out the officers duly authorized to sign on behalf of the corporation, such as the President, Treasurer, Vice-President, Comptroller, etc.)

If you have any questions regarding the above, please contact your onboarding representative.