



## Institutional Documentation - Corporate

Thank you for choosing to open an account at itBit!

Below are the required documents to finalize your itBit trading account. Please scan/upload all of the below documents and send to [help@itbit.com](mailto:help@itbit.com).

### Sections to be filled out on this form:

1. Company Information
2. Trading Authorization Letter
3. Declaration of Beneficial Ownership
4. Additional Questions

### Documents to be provided by Applicant:

1. Organizational documents (e.g., Certificate of Incorporation, Articles of Incorporation, Certificate of Formation, Articles of Organization, National/State Government Registry filings)
2. Certificate of Good Standing
3. Organizational Structure Chart (if applicable)
4. Beneficial Ownership Information: For each person identified in Section 3, please provide:
  - A. Passport / Driver's License (scanned COLOR document; and
  - B. Proof of Residential Address (scanned PDF, not older than 6 months)  
*Examples: utility bill, cell phone bill, or bank statement*
5. Tax Identification Number - Evidence of a Tax Identification Number issued by the Internal Revenue Service (for US entities)



## Section 1 Company Information

1. Company Name
2. State of Incorporation
3. Registration Date
4. Tax ID/Registration Number
5. Registered Mailing Address
6. Physical Location Address  
(if different than #5)
7. Telephone Number



## Section 2 Trading Authorization

Provide the names and titles of natural persons authorized to represent, execute trades and transact in bitcoins and other relevant currencies on behalf of the Company specified in Section 1 (the "Company").

Name:

Title:

Name:

Title:

Name:

Title:



### Section 3 Declaration of Beneficial Ownership

1. Please indicate the **individual(s)** who directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns or controls more than 10% percent of the equity interests of the Company, including their ownership or control percentage.

Beneficial Owner 1	
Name	Date of Birth
Residential Address	Identification Number*
	Ownership or Control Percentage

Beneficial Owner 2	
Name	Date of Birth
Residential Address	Identification Number*
	Ownership or Control Percentage

Beneficial Owner 3	
Name	Date of Birth
Residential Address	Identification Number*
	Ownership or Control Percentage

Beneficial Owner 4	
Name	Date of Birth
Residential Address	Identification Number*
	Ownership or Control Percentage

*\*For US persons - Social Security number/For Non-US persons - Passport number and Country of issuance (or similar government-issued identification number)*



2. Please indicate one (1) individual with **significant** responsibility to manage, control or direct the legal entity, such as an executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer) or any other individual who regularly performs similar functions:

Person with Management Control	
Name	Date of Birth
Residential Address	Identification Number*
	Ownership or Control Percentage
Position or Title	

*\*For US persons - Social Security number/For Non-US persons - Passport number and Country of issuance (or similar government-issued identification number)*



## Section 4 Additional Questions

1. Provide us a brief description of your business. Indicate what your main business products and services are as well as who your main customer types are.
2. Describe your source of funds. If your source of funding is from employment, please indicate the company name and your official title/position. If your source of funds something other than employment then we will need a detailed description of that funding.
3. What other bitcoin exchanges do you transact with?
4. Please provide us with the names of 3rd party wallets you use to store bitcoin.
5. Please state the purpose of your account with us.
6. If you are a trader, what is your trading strategy?
7. Please provide us with your estimated monthly trading volume with us (Provide in USD)



## Signature

I understand that itBit will be relying on the accuracy of the documentation and information provided and I represent, warrant and covenant to itBit that the documentation and information provided is complete and correct. I also certify that the persons set forth in Section 2 are legally authorized to represent, execute trades and transact in bitcoins and other relevant currencies on behalf of the Company.

(to be executed by an authorized signatory)

Name:

Title:

Date:

Signature: \_\_\_\_\_