



Institutional Documentation - Non-Profit Organizations

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.

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)
6. Evidence of IRS 501(c)(3) Tax-Exempt Status (for US entities)
7. A copy of a bank statement in the name of the Non-Profit
8. Mission Statement and/or Fundraising Letter for the Non-Profit



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

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 and provide a description of how the non-profit organization is funded.
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 and provide an understanding of how the account will be used for charitable/non-profit purposes.
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)
8. Please describe your donor and volunteer base.



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: _____