



## artpass ID

The new Anti-Money Laundering (AML) regulation requires us to a few new administrative actions like requesting Know Your Customer (KYC) information from our clients.

The onboarding process is powered by our partner artpass ID. The necessary documents are digitally uploaded and verified. Existing artpass ID members can scan our code below to connect exchange KYC.

Please enter your email and mobile number and we'll send you a message with a link to continue.

Enter your email address

Select your country code

Enter your number

## 1. Welcome

From this screen, you can request a personal link to start onboarding and digitally upload the required Know Your Customer (KYC) information, using either one, or a combination of, your mobile phone, tablet and / or PC. All you need to do is enter your email address and mobile phone number and confirm with 'Continue'



# Thank you!

We have sent you an SMS text to your phone and an email to your inbox to start onboarding!

Most carriers deliver the onboarding link within 10 seconds.

If you do not receive the onboarding link within five minutes, please try again or contact [help@artpass.id](mailto:help@artpass.id) for assistance.

[Click here](#) to see what documents will be requested for a smooth onboarding experience.

## 2. Your Personal Onboarding Link

This screen confirms that your personal onboarding link is on its way to you by email. Please check your inbox. And an SMS text message will also be sent to your mobile phone.

**Note: It's strongly recommended to click on the [Click here button on the left](#). With the enclosed list of required documents, you should be able to complete onboarding smoothly.**



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Dear

To comply with KYC/AML regulations for transactions above €10k in the art market we kindly request you to provide more information.

Guidelines for a smooth onboarding in minutes.

#### 1. Required documents

[Click here](#) to see what documents will be requested for uploading or capturing via the camera on the device (mobile phones/tablets or personal computer) that you're going to use.

#### 2. Minimum device requirements

Make sure your camera enabled device is on a cellular or Wi-Fi network.

You can always come back to this email and click on the CONTINUE button if you were disconnected or to switch between devices at any stage. This will automatically bring you to your last completed screen.

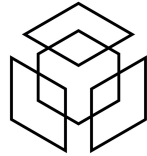
**CONTINUE**

### 3. Start from link in email or SMS

Your personal link will open by clicking on the 'Continue' button.

Important: At any stage during the onboarding process, you can switch between different devices (pc, tablet, smartphone) to upload the required information. This is extremely convenient when your documents are saved on multiple devices. There's no need to worry as your personal link will always bring you to the last completed screen.

## KYC Onboarding



artpass ID

kindly requests you to provide KYC information

In order to proceed we require you to accept our [Terms & Conditions](#), and to agree to our processing of your personal data:

- I accept the [Terms and Conditions](#)
- I agree to the processing of my personal data, as described in the [Consent to Personal Data Processing](#)

Let's get you verified. Proceed as a:

Natural person

You must be a verifiable director or an officer in a natural person capacity in order to proceed here.

Legal entity

## 4. Select the type of account

After reading and accepting our **Terms & Conditions** and your consent to the **Personal Data Processing** terms, you can select the role best fitted to you when using your artpass ID.

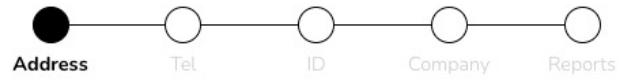
Select “Natural person” if you are onboarding in a personal capacity.

Select “Legal entity” if you are onboarding for a business or foundation

**Important: Only directors, in a natural person capacity, authorized to sign on behalf of the company, can onboard for a legal entity.**

**Very important: Providing fake or tampered documents, as well as false information, will result in a refusal to provide you with an artpass ID**

## KYC Onboarding



### Proof of Your Personal Address

(The documents that you provide shouldn't be older than 3 months)

#### We accept:

- ✓ Bank statements
- ✓ Utility Internet/cable TV bills
- ✓ Electricity, Water, Gas bills
- ✓ House phone line bills
- ✓ Tax returns
- ✓ Council tax bills
- ✓ Government-issued certifications of residence etc.

#### We don't accept:

- ✗ Screenshots
- ✗ Mobile phone bills
- ✗ Medical bills
- ✗ Receipts for purchases
- ✗ Insurance statements

Select the country of your Proof of address  
Belgium

Upload your personal Proof of Address



Proceed

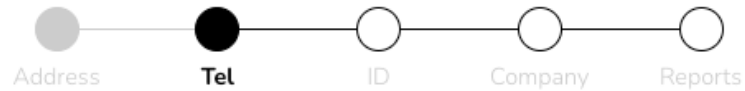
## 5. Proof of Personal Address

Upload any of the documents eligible as accepted proof of personal address documents listed in the left column.

**Important: The document you upload must have an issuance date that is not older than 3 months and must clearly mention your full names and personal address. No screenshots.**

**Tip: Most local governments offer online e-services where you can securely download a proof of residence (PDF) document which you can upload in this screen.**

## KYC Onboarding



2-factor personal mobile telephone verification

Select the country for your mobile number  
Belgium

Enter your number \*

1

Verify

2

Verification code sent!

Most carriers deliver the verification code within 10 seconds. If you do not receive the code, please wait two minutes and you will be called with the code. If you do not receive the code in fifteen minutes, please try again or contact [help@artpass.id](mailto:help@artpass.id) for assistance. Once you've received the 4-digit verification code, please enter it below and click validate.

3

Validate the verification code

## 6. Two-Factor mobile phone verification

Part of the onboarding process is connecting your mobile number to your artpass ID account. You will receive a text (SMS) message with a 4-digit code to enter for verification.

**Note: there is no need to add the country code again in front of your telephone number, the country code is selected from the country list.**

## KYC Onboarding



### Identity verification

Select the country that issued your document

Your country

### Choose your document type

- ID Card
- Passport
- Driver's licence

## 7. ID document

Select the country and type of ID document you are uploading.

**Important: Edited photos or documents – or screenshots – cannot be accepted. Please upload an original photo of your ID.**

**Tip: Open the onboarding link (in your SMS or email) on your mobile phone and use the front-facing camera to take and upload the picture of your ID document.**

# KYC Onboarding

Take a selfie by facing the camera.  
Ensure your face is within the frame.  
Then, slowly turn your head clockwise all the way around in a circle.



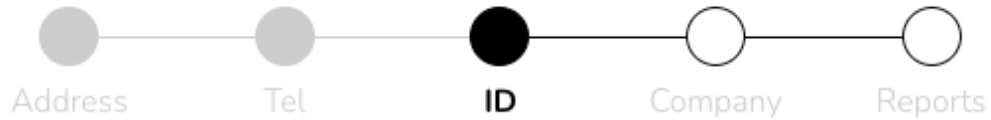
Start selfie

## 8. Video selfie

Quick and secure face authentication. Position your head inside the circle **and slowly turn your head clockwise**. This usually takes only a few seconds.

**Important: Complete the verification on your own. There can't be anyone holding your phone or be present in the background.**

## KYC Onboarding



We are currently checking your data

- ✔ Telephone number
- ◇ Proof of Address
- ◇ Identity document
- ✔ Selfie

## 9. Pending Personal Verification

At this stage, your personal information is being verified.

There is no need to wait here. You will receive an email notification the moment your documents have been checked. In the event of a failed verification, we will indicate why it failed and offer alternative instructions to pass the verification process.

**Note: Your personal onboarding link will always take you to the last completed screen.**

A natural person onboarding is completed at this stage.

## KYC Onboarding



Enter your company information

Company name \*

Company number \*

Country or state of incorporation ▼

Search

### 10. Enter Your Company Details

Enter your company name and company number to connect your company to your account. And click on 'Search'

Should we not have your company details or country in our database, you will notice the screen expand with additional fields where you can enter your company information manually.

## KYC Onboarding



Result

### DEMO GALLERY

Company number: **112358132134**  
**Vista View 11, Bella Vista, 11235813, Italy**

I hereby confirm that I am a director/officer in a natural person capacity for DEMO GALLERY

Next

[Use Another Company.](#)

● How can onboarding

artpass ID

## 11. Confirm your Director Role

Click on the checkbox only when you are an active Director/Officer in a 'natural person' capacity of the company.

**Important: Please ask one of the natural person Director/Officers to onboard if you are not meeting the requirements.**

## KYC Onboarding



### Proof of Incorporation

We accept the following information:

- ✓ Government-issued certifications of company incorporation etc

Upload the certificate of company incorporation (.pdf)



Upload

## 12. Certificate of Incorporation

Upload the Certificate of Incorporation for the company.

**Important: Only upload a single .pdf file.**

## KYC Onboarding



Complete the list of all active Directors/Officers and click the checkboxes for those Director(s)/Officer(s) to indicate that they are also a UBO (Ultimate Beneficial Owners) of DEMO GALLERY

JACK JONES  
19 APR 1960  
GBR

JACK JONES is also an UBO of the company

JIL PETRA JONES  
11 APR 1975  
GBR

JIL PETRA JONES is also an UBO of the company

Add another private person director

Add another legal entity director

Next

● How onboard

## 13. Add the active Directors/Officers of the Company

You will be listed default as a Director/Officer as a result of your verified natural person status.

In this screen it's up to you to provide the names of all active Directors/Officers.

**If one or more of your Directors/Officers is a legal entity, then you will need to collect their artpass ID username(s) before you can proceed.**

## KYC Onboarding



Complete the list of all UBOs of DEMO GALLERY

JIL PETRA JONES

11 APR 1975

GBR

[Remove](#)

Add another private person UBO

Add another legal entity UBO

Next

artpass ID

● How  
onboard

## 14. Add the UBOs of the Company

A UBO is the owner or the person who is effectively in control of an organisation: the ultimate beneficial owner of the company.

Ultimate beneficial owners are for instance:

- persons or legal entities who own more than 25% of shares of a company or legal entity,
- persons or legal entities who have more than 25% of the voting rights of a company
- persons or legal entities who are the statutory directors of a company,
- persons or legal entities who are effectively in control of the company

Enter the names of all the active UBO's.

**If one or more of your UBO's is a legal entity, then you will need to collect their artpass ID username(s) before you can proceed.**

## KYC Onboarding



### UBO Certificate of the Company

#### We accept the following information:

- ✓ An extract from your local government UBO-register
- ✓ A certified UBO declaration from a notary
- ✓ A certified UBO declaration from a certified accountant
- ✓ A certified UBO declaration from your bank

Upload the UBO Certificate (.pdf)



Upload

## 15. UBO Certificate of the Company

Upload the UBO Certificate for the company.

## KYC Onboarding



### DEMO GALLERY logo and website

Please upload a company logo for use in your artpass ID & CDD Report

Upload your company logo



Next

I prefer to upload a logo later

Please add your company website address

Next

artpass ID

## 16. Add company logo

Upload your company logo in either .png or .jpg format (ideal size 200 x 400 pix)

This logo will appear on your artpass ID and CDD report.

## DEMO GALLERY

### DEMO GALLERY

Company number: **112358132134**  
Vista View 11, Bella Vista, 11235813, Italy

#### Directors of DEMO GALLERY

[Add a Director](#)

JACK JONES  
19 APR 1960  
GBR

JIL PETRA JONES  
11 APR 1975  
GBR

[Remove](#) | [Edit](#)

#### UBOs of DEMO GALLERY

[Add a UBO](#)

JIL PETRA JONES  
11 APR 1975  
GBR

[Remove](#)

#### e-Sign

I declare that the information I provide is up-to-date and correct.

Please e-sign as follows: /s/your\_last\_name

EX. /s/JONES

## 17. Confirm overview and e-Sign

Carefully check all information you provided and modify where necessary.

Sign with your last name as indicated in the sample, preceded by /s/

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Submit

## KYC Onboarding



We are currently checking your data

The verification status and CDD Report creation will update automatically.

- Telephone number
- Proof of Address
- Identity document
- Selfie
- Certificate of Incorporation  
(pending verification)
- AML checks Directors
- AML checks UBOs

## 18. Pending Company Verification

Your company information is being verified at this stage. This process takes on average 30 minutes, depending on the number of Directors/Officers and UBOs you've added.

**There's no need to wait here since you will immediately receive an email notification the moment you can proceed.**

## KYC Onboarding



You have been successfully verified

Please verify the information and confirm to store your reusable CDD Report in your artpass ID app.



Your artpass ID



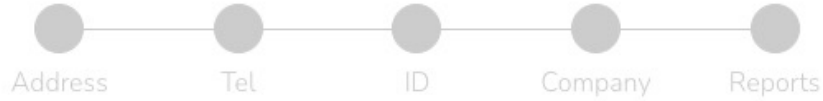
Your CDD Report

Confirm

## 19. Verify your documents and Confirm to create your artpass ID account

Carefully verify the reports and click Confirm to create your artpass ID account.

## KYC Onboarding



## Congratulations!

You can use your artpass ID for 1-Click KYC (Scan & Connect) with a growing number of art market participants by scanning their artpass ID QR-code, eliminating the need for you to undergo repetitive KYC onboardings.

Sign in to your artpass ID web and/or iOS App.



Sign in with your email:

**jjones@demogallery.com**

Password: **541150**

Sign in with your mobile number:

**+44 123 123123**

PIN: **541150**

## 20. Congratulations. Done!

At this stage, your KYC information is shared with artpass ID and you will have access to your re-usable artpass ID for use in our web app and mobile iOS or Android app.

**Tip: check our 90 seconds video explainer at:**

[https://artfintech.one/KYC\\_8\\_10032022.mp4](https://artfintech.one/KYC_8_10032022.mp4)

**We remain at your service for support in these channels:**

- Talk to a real person in our live chat support (all onboarding screens)
- [WhatsApp support hotline](#)