computershare
Corporate Trust

The KYC Checklist

Get to Market in Days, Not Weeks

A simple KYC readiness checklist to help institutional custody clients onboard faster, and start investing sooner.

At Computershare Corporate Trust, accounts are typically opened in days after KYC approval. Use our checklist to make sure you have the right information ready upfront.

How to Help Ensure a Fast KYC Process

A fast custody account onboarding process starts with complete and accurate KYC documentation. By preparing the required information in advance, you can help avoid delays and be ready to bid, deploy capital, and launch investment vehicles sooner.

Gather

Gather all required KYC documents before beginning the onboarding process.

Review

Review each document for missing details, inconsistencies, and expired information before submitting it.

Respond

Respond promptly if Computershare requests clarification or additional documentation.

GET TO MARKET FASTER

The 9 Items to Have Ready

1. **Legal Entity Formation Documents** ☐
Articles of incorporation, operating agreements, or trust documents
2. **Entity Ownership Structure** ☐
Cap table or ownership chart showing direct and indirect owners
3. **Beneficial Owner Information** ☐
Names, ownership percentages, and identifying details for required individuals (Industry standard requirement)
4. **Authorized Signers List** ☐
Who can give instructions, approve transactions, and sign documents
5. **Tax Documentation** ☐
W-9, W-8, or other applicable tax forms
6. **Business Address & Contact Details** ☐
Physical address (not just a P.O. box), phone, and email
7. **Nature of Business Description** ☐
High level explanation of investment strategy and asset types (Helps avoid follow up questions)
8. **Source of Funds & Asset Flow Overview** ☐
Where assets originate and how funds will move (Industry standard AML expectation)
9. **Signed Custody & Account Agreements** ☐
Completed onboarding documents once provided

Note: Exact requirements may vary by entity type and jurisdiction.

COMMON ISSUES

What usually slows down the KYC process

Incomplete
Incomplete ownership or control information

Questions
Last minute W-9 or W-8 tax form questions

Unclear
Unclear signer authority

Expired
Expired documents

READINESS SELF-CHECK

Are you ready to onboard?

	Yes	No
Do you have all required KYC documentation prepared and up to date?	☐	☐
Are your ownership structure and beneficial owners are clearly documented?	☐	☐
Can you clearly explain your investment activity and asset flows?	☐	☐
Have you aligned internally on signer authority and approvals?	☐	☐

☑ **All boxes checked?** You're positioned for a fast onboarding.

☒ **Missing items?** Expect follow-up and potential delays.

EXPERT GUIDANCE AND EXECUTION

Why KYC Readiness Pays Off with Computershare

Speed
Accounts typically opened in 72–96 hours after KYC approval.

High-touch Service
Responsive teams act as an extension of your operations.

Operational Expertise
Built for institutional asset servicing.

Focus
Less bureaucracy, more execution.

Ready to get to market faster?

Talk to Computershare Corporate Trust about preparing for a fast, seamless custody onboarding.

www.trustmakesitwork.com

computershare