5 First Digital

Knowledgebase > Managing your Assets > Fiat Instructions > Create Deposit Instruction

Create Deposit Instruction

Winnie Yuen - 2024-02-02 - Fiat Instructions

Users need to submit a deposit instruction with First Digital before the team proceeds with it and to have the funds available in your account.

1. Go to Asset Transfer and click on **Transfer-In**.

Dashboard	Asset Transfer $$	Services $$	Invite Clients	SL
	Transfer-In			
	Transfer-Out			
	Third Party Transfer			
	RSN Transfer			

1. You will see an overview of your deposits and click on **New Transfer-In**.

Home > Asset Transfe	r > Transfer-In					
Transfer-	In				New	/ Transfer-In
Cash						۲
Date Created	Reference	From Account	To Account	Amount	Status	Action
2024 Jan 10 11:12 AM	CMR-ONH2UD	ABC BANK LIMITED 01299129888	Legacy Custody 10000086617	10,000.00 USD	Initiated	:
2024 Jan 10 12:10 AM	CMR-FXKN1J	ABC BANK LIMITED 01299129888	Legacy Custody 10000086617	32,000.00 USD	Initiated	:
2024 Jan 09 11:50 PM	CMR-AN6C4K	ABC BANK LIMITED 01299129888	Legacy Custody 10000086617	2,000.00 USD	Initiated	:
2023 Sep 06	CMR-5TGWO4	CITIBANK N.A. 100000000000001	Legacy Custody 10000086617	1,000,000.00 USD	Completed	:
2023 Aug 22	CMR-CS2S6A	CITIBANK N.A. 100000000000001	Legacy Custody 10000086617	555,455.00 USD	Cancelled	:
2023 Aug 22 10:57 AM	CMR-IMQ8K0	CITIBANK N.A. 100000000000001	Legacy Custody 10000086617	10,000.00 USD	Cancelled	:
2023 Aug 17 05:19 PM	CMR-PA923P	CITIBANK N.A. 100000000000001	Legacy Custody 100000086617	1,000.00 USD	Cancelled	:

 A pop up will appear and select the currency and fill out the information. Click on Next to proceed.

Transfer-In

United States Dollar USD	
From Account	
Select From Account	
To Account	
Select To Account	
Select To Account Source of Funds	



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 In the second step, enter the amount and upload supporting information. Click Next to proceed.

Transfer-In

Enter Transfer-In	Amount	
nstruction Notes(O	ptional)	
Enter Instruction	Notes	
Supporting Informat	tion ⑦(Optional)	
Supporting Informat	tion ⑦ <i>(Optional)</i> Type	
Supporting Informat	tion ③(<i>Optional</i>) Type Drag and drop file, or <u>Browse</u>	
Supporting Informat	tion ③(<i>Optional</i>) Type Drag and drop file, or <u>Browse</u> Allowed formats: PNG, JPG and PDF. Maximum 25MB.	
Supporting Informat	tion ③(<i>Optional</i>) Type Drag and drop file, or <u>Browse</u> Allowed formats: PNG, JPG and PDF. Maximum 25MB.	

1. Review your deposit instructions and click **Submit** to confirm the instructions.

Confirmation	
Please review your deposit in	nstruction
Currency	United States Dollar (US
From Account:	
Bank Name	HONGKONG AND SHANGHAI BANKING CORPORATION LIMITE TI
Bank Account No.	016454001552120
Account Holder Name	Company
To Account:	
Service Entity	Core Custo
Service Account No.	10000066441
Souce of Funds	Sala
Deposit Amount	100.00 US
Handling Fee	25.00 US
Uploaded Document	BankStatement (cp.pn
	Back

 You will now see the instruction in the overview with a **Status**. The instruction will go through a review phase (Pending Receipt) before it will be completed. For each instruction, there are **Action** items, and you can View (eye icon), upload additional information (upload button) or cancel the instruction (x icon).

Transfer-	·In				1	New Transfer-In
Cash						۲
Date Created	Reference	From Account	To Account	Amount	Status	Action
2024 Feb 02 11:20 AM	CMR-KWKU36	CITIBANK N.A. 94093-0340-34-03	Legacy Custody 10000086617	100.00 USD	Initiated	:
2024 Feb 02	CMR-H01JK1	CITIBANK N.A. 94093-0340-34-03	Legacy Custody 10000086617	10.00 USD	Initiated	:
2024 Jan 10	CMR-ONH2UD	ABC BANK LIMITED 01299129888	Legacy Custody 10000086617	10,000.00 USD	Initiated	:
2024 Jan 10 12:10 AM	CMR-FXKN1J	ABC BANK LIMITED 01299129888	Legacy Custody 10000086617	32,000.00 USD	Initiated	:
2024 Jan 09 11:50 PM	CMR-AN6C4K	ABC BANK LIMITED 01299129888	Legacy Custody 10000086617	2,000.00 USD	Initiated	:
2023 Sep 06	CMR-5TGWO4	CITIBANK N.A. 10000000000001	Legacy Custody 100000086617	1,000,000.00 USD	Completed	:

1. You can now send your funds to your First Digital account number and view the details in the eye icon.

Please Send Your Funds Now

The information below will be necessary for a wire transfer into First Digital Trust. To proceed:

Attention! You MUST write CMR-KWKU36 in the *memo* or *instructions* field of the wire transfer in order for funds to reach your First Digital Trust account.

Reference No.	CMR-KWKU36
Date Created	2024 Feb 02 11:20 AM
From Account:	
Bank Name	CITIBANK N.A.
Bank Account No.	94093-0340-34-03
To Account:	
Service Entity	Legacy Custody
Service Account No.	10000086617
Beneficiary Bank Details:	
Bank Name	METROPOLITAN COMMERCIAL BANK
Bank Account No.	7801000422
Bank Address	United States
Account Holder Name	First Digital Trust Limited
Beneficiary Address	Room 4001, 40/F, Tower One, Lippo Centre, 89 Queensway, null, Hong Kong Island, Hong Kong, Hong Kong
SWIFT Code	MCBEUS33XXX
Source of Funds	Salary
Currency	United States Dollar (USD)
Amount	100.00 USD
Status	Initiated

 If you want to initiate a **3rd Party deposit**, we will require additional documents for verification purposes and a separate window will open up as below. Please upload all the necessary documentation and click on **Save**.

Close

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KYC Documents for Corporate	
Register of Directors (Required)	٢
Allowed formats: PNG, JPG and PDF. Maximum 25MB.	
Register of Members (If Applicable)	٩
Mowed formats: PNG, JPG and PDF. Maximum 25MB.	
Valid Proof of Identification of Beneficial Owner(hold 25% shares or above) (Required)	٦.
Mowed formats: PNG, JPG and PDF. Maximum 25MB.	
Valid Proof of Address of Beneficial Owner(hold 25% shares or above) (Required)	٤.
Nowed formats: PNG, JPG and PDF. Maximum 25MB.	
Click here if the Beneficial Owner and Director is the same Individual.	
Valid Proof of Identification of Director (Required)	٦.
Nowed formats: PNG, JPG and PDF. Maximum 25MB.	
Valid Proof of Address of Director (Required)	Ċ.
Vlowed formats: PNG, JPG and PDF. Maximum 25MB.	

Important:

Please keep in mind that for every **new 3rd Party first time deposit**, you are required to upload additional documents in order for First Digital to proceed the deposit. Reoccurring 3rd Party deposits who went though the verification already, do not need to submit additional documents again.

Processing time for deposits are 2 business days but can be delayed due to the issuing 3rd Party Bank.

If you cannot locate the currency within the dropdown list, please contact our Customer Success Team or submit a ticket via Helpdesk.