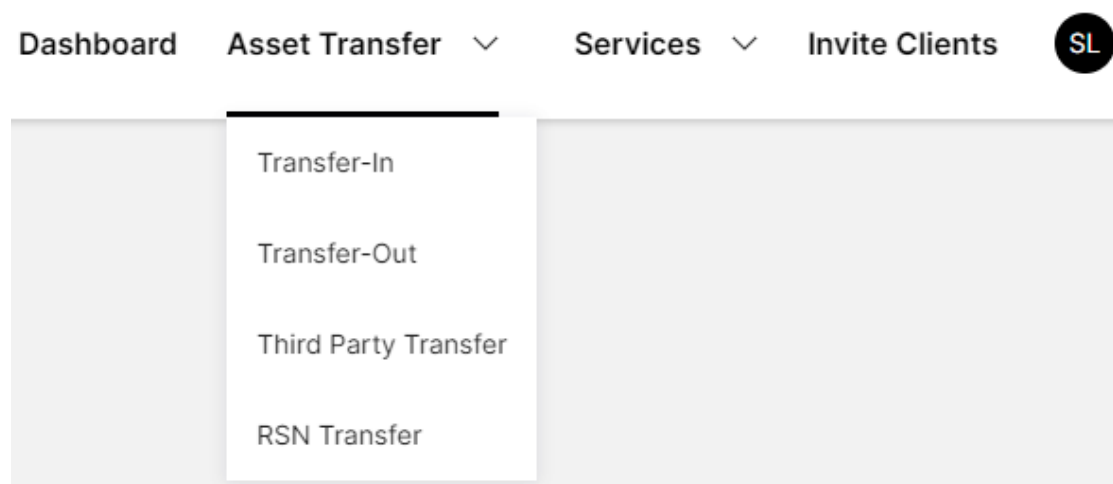


## Create Deposit Instruction

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**.



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

Home > Asset Transfer > Transfer-In

Transfer-In

New Transfer-In

Cash

| Date Created            | Reference                  | From Account                      | To Account                     | Amount           | Status    | Action |
|-------------------------|----------------------------|-----------------------------------|--------------------------------|------------------|-----------|--------|
| 2024 Jan 10<br>11:12 AM | <a href="#">CMR-ONH2UD</a> | ABC BANK LIMITED<br>01299129888   | Legacy Custody<br>100000086617 | 10,000.00 USD    | Initiated | ⋮      |
| 2024 Jan 10<br>12:10 AM | <a href="#">CMR-FXKN1J</a> | ABC BANK LIMITED<br>01299129888   | Legacy Custody<br>100000086617 | 32,000.00 USD    | Initiated | ⋮      |
| 2024 Jan 09<br>11:50 PM | <a href="#">CMR-AN6C4K</a> | ABC BANK LIMITED<br>01299129888   | Legacy Custody<br>100000086617 | 2,000.00 USD     | Initiated | ⋮      |
| 2023 Sep 06<br>11:15 AM | <a href="#">CMR-5TGWO4</a> | CITIBANK N.A.<br>1000000000000001 | Legacy Custody<br>100000086617 | 1,000,000.00 USD | Completed | ⋮      |
| 2023 Aug 22<br>11:15 AM | <a href="#">CMR-CS2S6A</a> | CITIBANK N.A.<br>1000000000000001 | Legacy Custody<br>100000086617 | 555,455.00 USD   | Cancelled | ⋮      |
| 2023 Aug 22<br>10:57 AM | <a href="#">CMR-IMQ8K0</a> | CITIBANK N.A.<br>1000000000000001 | Legacy Custody<br>100000086617 | 10,000.00 USD    | Cancelled | ⋮      |
| 2023 Aug 17<br>05:19 PM | <a href="#">CMR-PA923P</a> | CITIBANK N.A.<br>1000000000000001 | Legacy Custody<br>100000086617 | 1,000.00 USD     | Cancelled | ⋮      |

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

## Transfer-In



1

Currency

United States Dollar  
USD

X

2

From Account

Select From Account

▼

3

To Account

Select To Account

▼

Source of Funds

Select Source of Funds

▼

Cancel

Next

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

## Transfer-In



✓

Transfer-In Amount

Enter Transfer-In Amount

2

Instruction Notes *(Optional)*

Enter Instruction Notes

0 / 100

3

Supporting Information *(Optional)*

Select Document Type

Drag and drop file, or [Browse](#)

Allowed formats: PNG, JPG and PDF. Maximum 25MB.

Back

Next

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

Deposit

×

✓

Confirmation

Please review your deposit instruction

✓

Currency

United States Dollar (USD)

From Account:

3

Bank Name

HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED, THE

Bank Account No.

016454001552120

Account Holder Name

Company A

To Account:

Service Entity

Core Custody

Service Account No.

100000066441

Source of Funds

Salary

Deposit Amount

100.00 USD

Handling Fee

25.00 USD

Uploaded Document

BankStatement (cp.png)

Back

Submit

By clicking "Submit" you agree to our [disclaimer](#)

1. 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             |            |                                   |                                |                  |           |        | New Transfer-In |
|-------------------------|------------|-----------------------------------|--------------------------------|------------------|-----------|--------|-----------------|
| Cash                    |            |                                   |                                |                  |           |        |                 |
| Date Created            | Reference  | From Account                      | To Account                     | Amount           | Status    | Action |                 |
| 2024 Feb 02<br>11:20 AM | CMR-KWKU36 | CITIBANK N.A.<br>94093-0340-34-03 | Legacy Custody<br>100000086617 | 100.00 USD       | Initiated |        |                 |
| 2024 Feb 02<br>11:17 AM | CMR-H01JK1 | CITIBANK N.A.<br>94093-0340-34-03 | Legacy Custody<br>100000086617 | 10.00 USD        | Initiated |        |                 |
| 2024 Jan 10<br>11:12 AM | CMR-ONH2UD | ABC BANK LIMITED<br>01299129888   | Legacy Custody<br>100000086617 | 10,000.00 USD    | Initiated |        |                 |
| 2024 Jan 10<br>12:10 AM | CMR-FXKN1J | ABC BANK LIMITED<br>01299129888   | Legacy Custody<br>100000086617 | 32,000.00 USD    | Initiated |        |                 |
| 2024 Jan 09<br>11:50 PM | CMR-AN6C4K | ABC BANK LIMITED<br>01299129888   | Legacy Custody<br>100000086617 | 2,000.00 USD     | Initiated |        |                 |
| 2023 Sep 06<br>11:15 AM | CMR-5TGWO4 | CITIBANK N.A.<br>1000000000000001 | Legacy Custody<br>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.       | 100000086617  |
| 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,<br>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   |


Close

1. 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**.


**Upload Document for First Deposit**

Hi, we would like you to upload some documents for KYC verification, only first time deposit of institutional legal entity which using new third-party bank account will be needed for this.


**KYC Documents for Corporate**

Register of Directors (Required) 


Allowed formats: PNG, JPG and PDF. Maximum 25MB.

Register of Members (if Applicable) 

Allowed formats: PNG, JPG and PDF. Maximum 25MB.


Valid Proof of Identification of Beneficial Owner(hold 25% shares or above) (Required) 

Allowed formats: PNG, JPG and PDF. Maximum 25MB.


Valid Proof of Address of Beneficial Owner(hold 25% shares or above) (Required) 

Allowed 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) 

Allowed formats: PNG, JPG and PDF. Maximum 25MB.

Valid Proof of Address of Director (Required) 

Allowed 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 through 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.