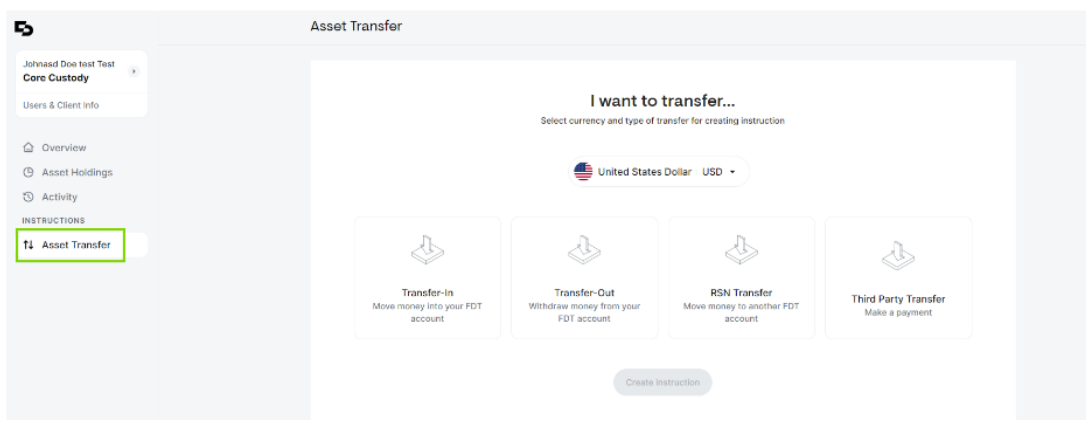


Create Transfer-In (Fiat) Instructions

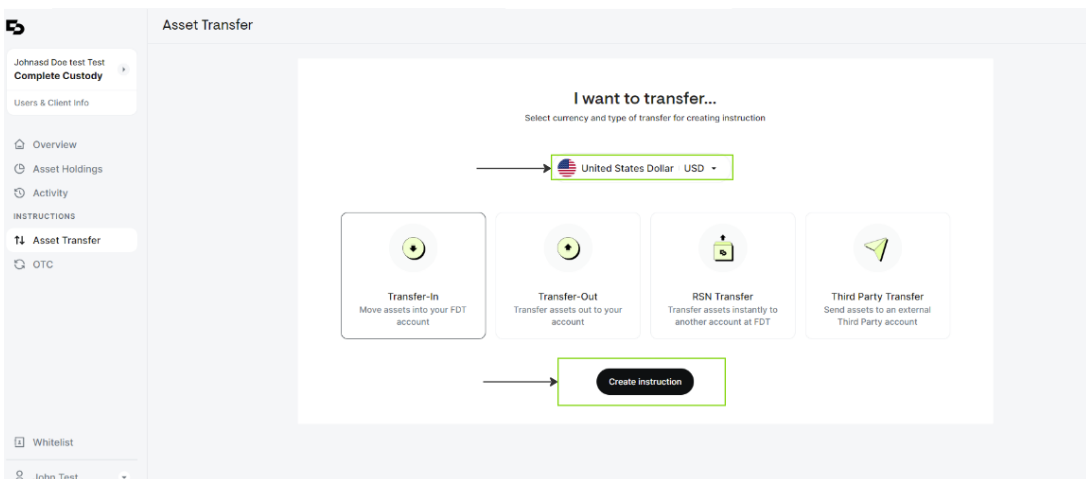
sara li - 2024-05-23 - Fiat Instructions

To transfer assets into your FDT account, you need to create a Transfer-In instruction through the Client Portal.

1. Navigate to the **"Asset Transfer"** tab on the left panel.



2. From the dropdown menu at the top, select a fiat currency you would like to transfer. Choose **"Transfer-In"** and click on the **"Create Instruction"** button.

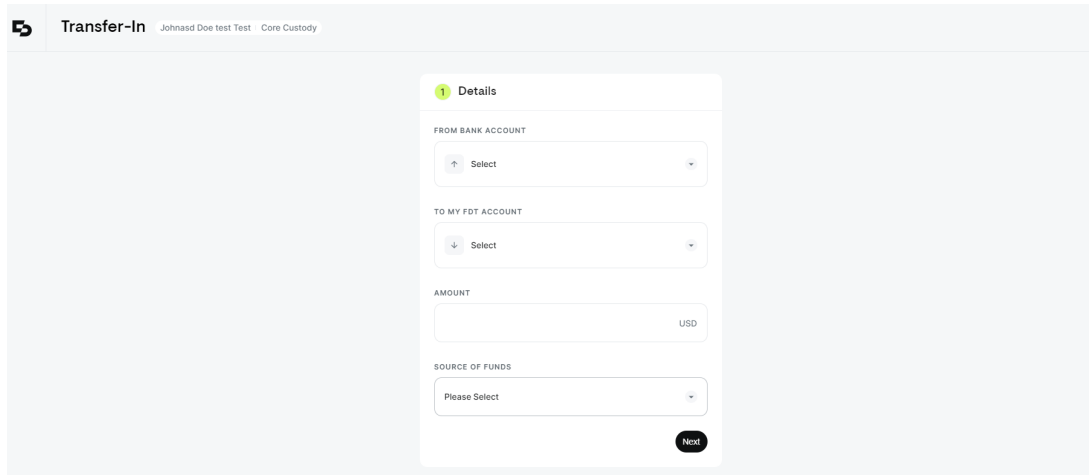


3. Fill out the required fields:

- **From Bank Account:** Choose from your list of whitelisted bank accounts (Third-Party or your own account)
- **To My FDT Account:** Choose the First Digital account you would like to transfer funds to

- **Amount:** Enter the desired deposit amount
- **Source of Funds:** Select from the available options in the dropdown menu. Please choose "Others" if none of the available options are deemed suitable and provide a detailed written description of the Source of Funds.

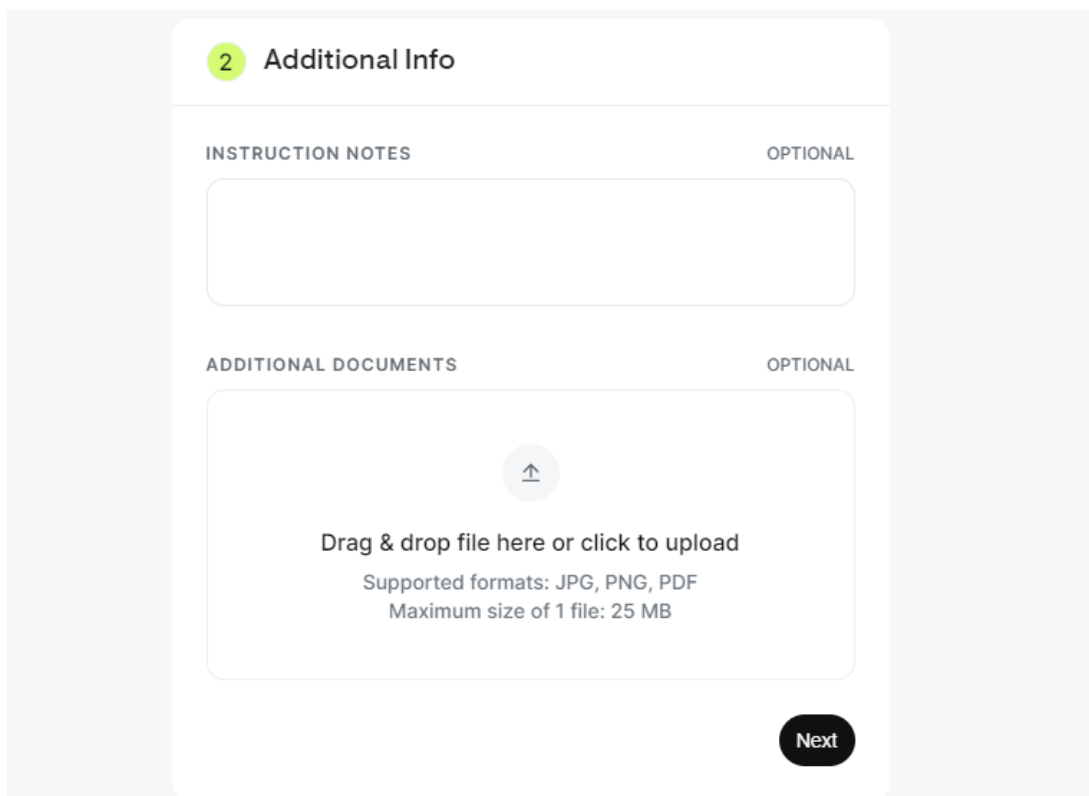
Click on "**Next**" to proceed.



The screenshot shows a web interface for a "Transfer-In" process. At the top, there is a header with a logo and the text "Transfer-In" followed by "Johnasd Doe test Test" and "Core Custody". The main content area is titled "1 Details" and contains several form fields: "FROM BANK ACCOUNT" with a dropdown menu showing "Select"; "TO MY FDT ACCOUNT" with a dropdown menu showing "Select"; "AMOUNT" with a text input field and "USD" to its right; and "SOURCE OF FUNDS" with a dropdown menu showing "Please Select". A "Next" button is located at the bottom right of the form.

4. You can include Additional Notes or upload Additional Documents here. Click on "**Next**" to proceed.

- *Providing this additional information facilitates the prompt processing of your funds.*



The screenshot shows a web interface for the "Additional Info" step of the transfer process. The title is "2 Additional Info". There are two main sections: "INSTRUCTION NOTES" and "ADDITIONAL DOCUMENTS". Both sections are labeled "OPTIONAL". The "INSTRUCTION NOTES" section has a large empty text area. The "ADDITIONAL DOCUMENTS" section has a large empty area with a central upload icon (an upward arrow inside a circle). Below the icon, the text reads: "Drag & drop file here or click to upload", "Supported formats: JPG, PNG, PDF", and "Maximum size of 1 file: 25 MB". A "Next" button is located at the bottom right of the form.

5. Review the details of your instruction to ensure information accuracy and review our disclaimer. Click on "**Submit**" to proceed.

Warning

Please note that deposit amounts that are under USD 1,000 are subject to a USD 25 fee.

6. A summary of the instruction created will be displayed, and the initial instruction status will be shown as "Initiated."

The screenshot displays a user interface for managing a transfer-in instruction. On the left is a navigation sidebar with options like 'Overview', 'Asset Holdings', 'Activity', and 'Asset Transfer'. The main content area is titled 'T1, Transfer-in' and shows the amount '\$100,000.00 USD' in green. Below this, the status is 'Initiated' with a green checkmark icon and a timestamp 'May 8 2024, 04:48 PM'. A 'Status History' section shows a list of status changes: 'Initiated' (checked), 'Pending', and 'Completed'. To the right, 'Bank details for your Transfer-in' are listed, including 'BENEFICIARY BANK DETAILS' for 'METROPOLITAN COMMERCIAL BANK' and 'First Digital Trust Limited'. A notification at the bottom right states 'The instruction has been initiated' with a green checkmark icon.

Warning

The cut-off time is 5:00 pm HKT, funds that arrive in our FDT bank account after 5:00 pm will be processed the following business day.

In case if you are unable to locate the bank account in the dropdown list, please contact our Client Services Team via **cs@1stdigital.com**