

Customer On Boarding Portal User Manual



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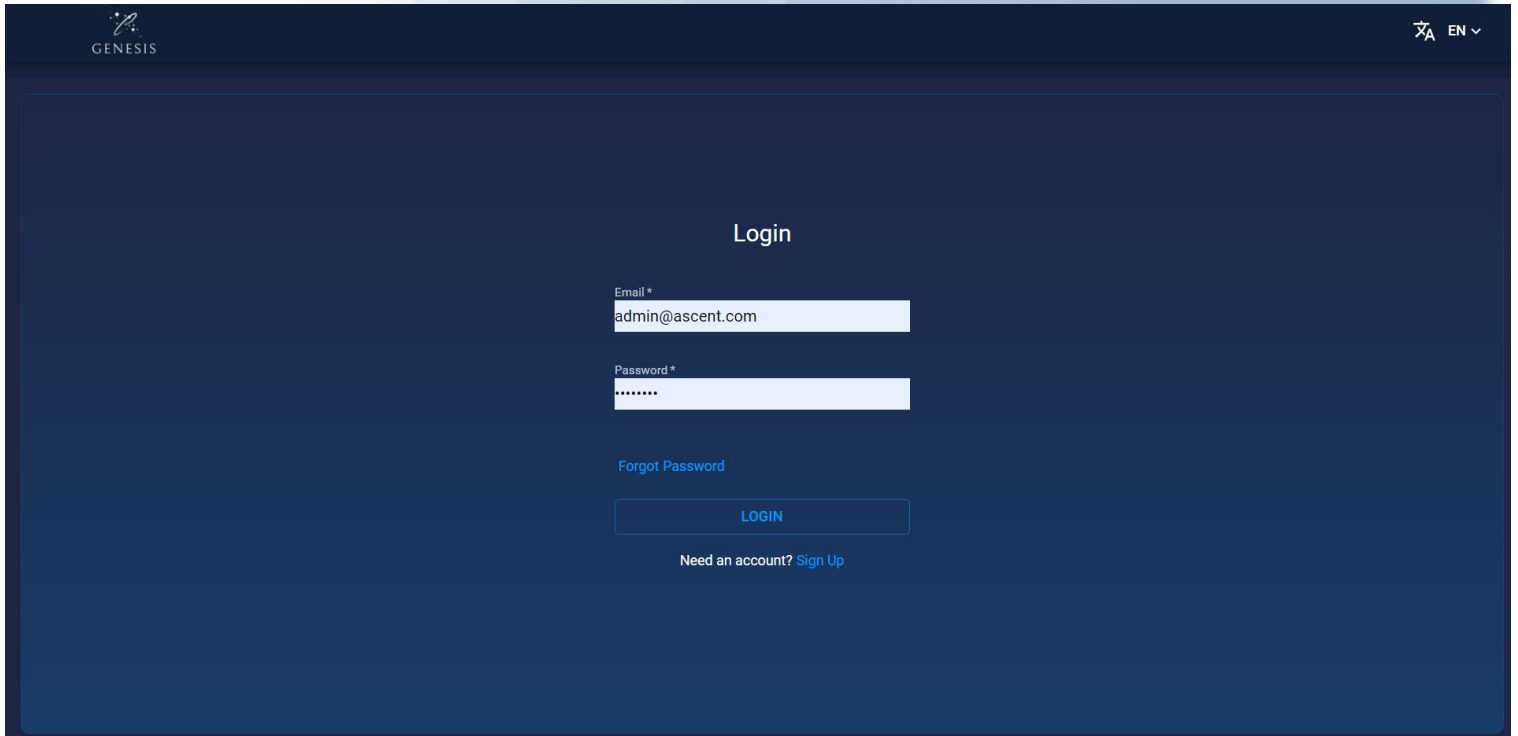
SINGAPORE | MALAYSIA- KUALA LUMPUR | HONG KONG | CHINA- BEIJING | CHINA- SHANGHAI | TAIWAN | JAPAN-TOKYO | AUSTRALIA-MELBOURNE, SYDNEY|MAURITUS|UAE-ABU-DHABI|INDIA-PUNE, BANGLORE, MUMBAI & GIFT CITY|

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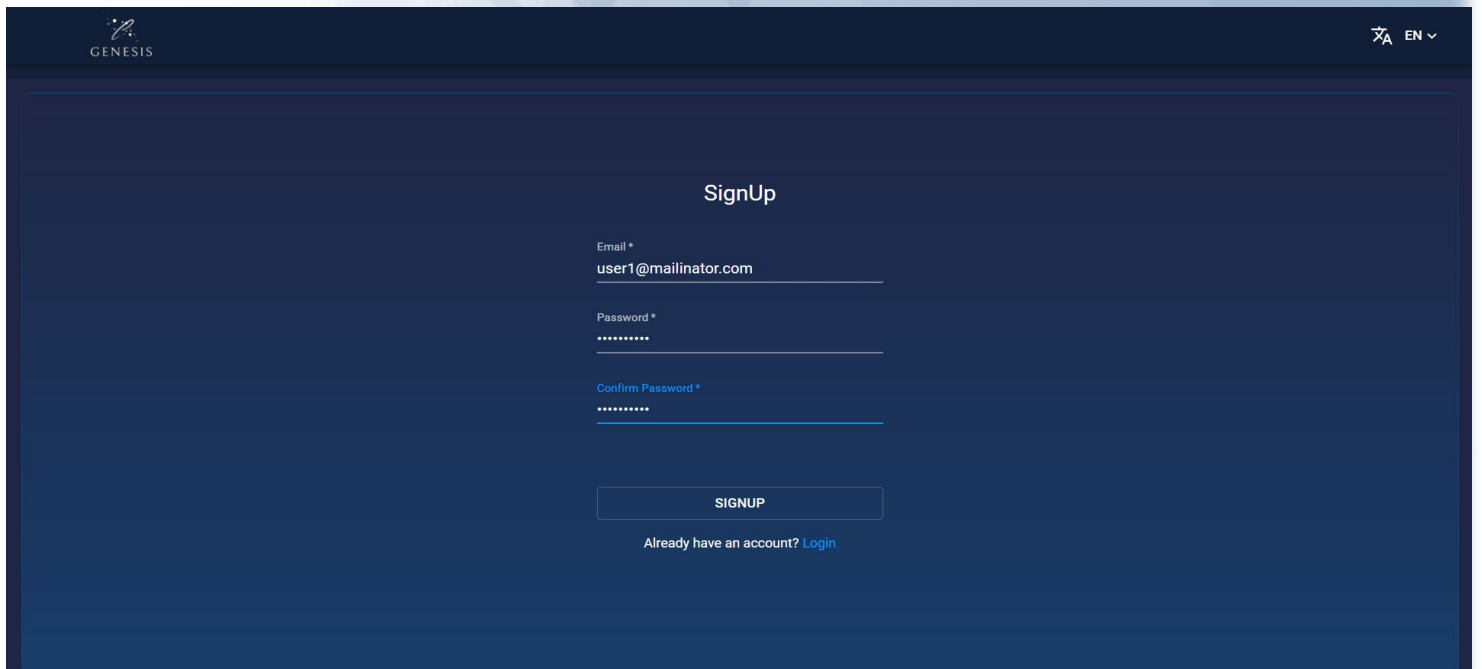
SIGN UP

1. An email link is sent to the user via email.
2. The link would navigate the user to the login screen.



The screenshot shows the 'Login' page of the Genesis platform. The page has a dark blue background. At the top left is the 'GENESIS' logo, and at the top right is a language selector showing 'EN'. The main heading is 'Login'. Below it are two input fields: 'Email *' with the value 'admin@ascent.com' and 'Password *' with masked characters. A link for 'Forgot Password' is positioned below the password field. A 'LOGIN' button is centered below the fields. At the bottom, there is a link: 'Need an account? Sign Up'.

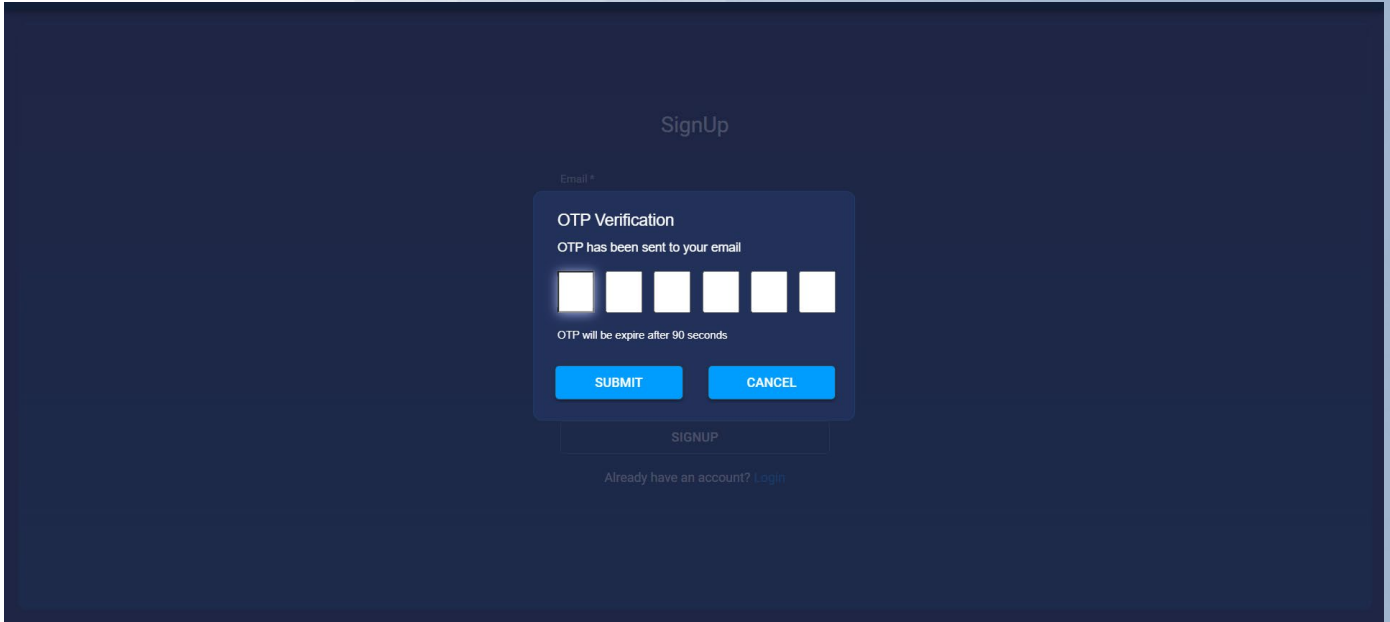
3. Please click on the [Sign Up] link, to register onto the platform
4. Please enter the required fields and click on the [Sign Up] button.



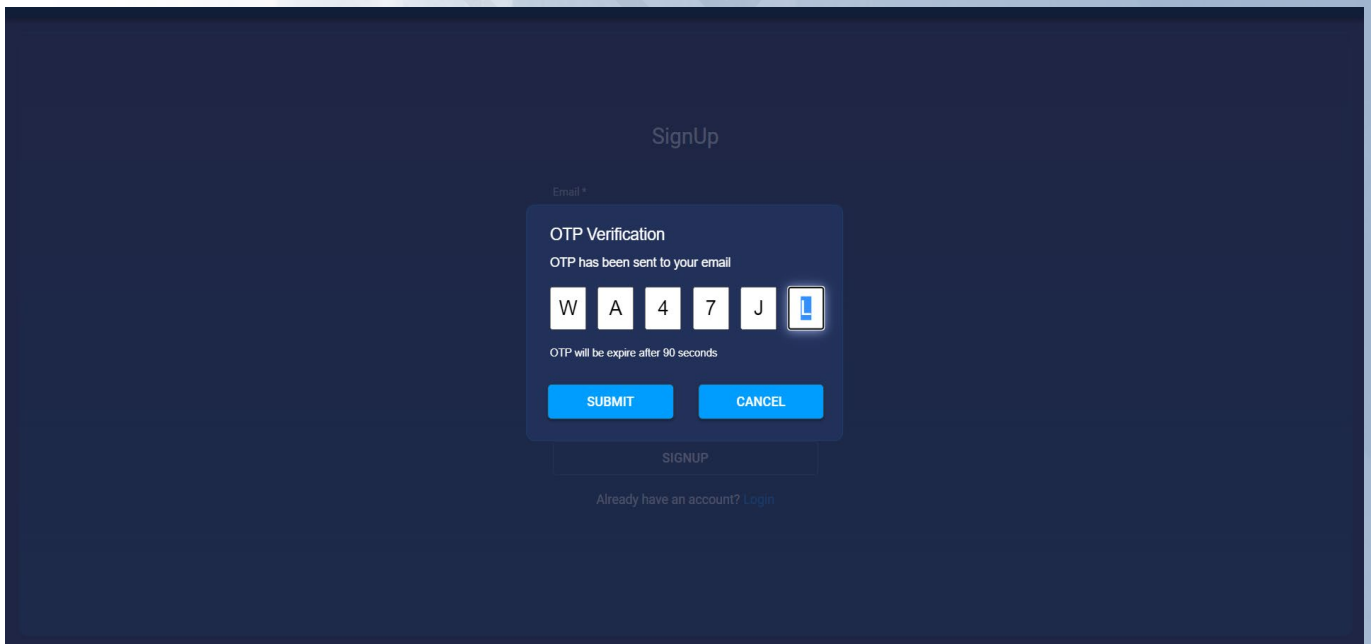
The screenshot shows the 'SignUp' page of the Genesis platform. The page has a dark blue background. At the top left is the 'GENESIS' logo, and at the top right is a language selector showing 'EN'. The main heading is 'SignUp'. Below it are three input fields: 'Email *' with the value 'user1@mailinator.com', 'Password *' with masked characters, and 'Confirm Password *' with masked characters. A 'SIGNUP' button is centered below the fields. At the bottom, there is a link: 'Already have an account? Login'.

5. The user will be prompted to enter a verification code.
6. The verification code is sent to the given email address.

** If the user have not received the verification email, please do check your junk/spam inbox.*

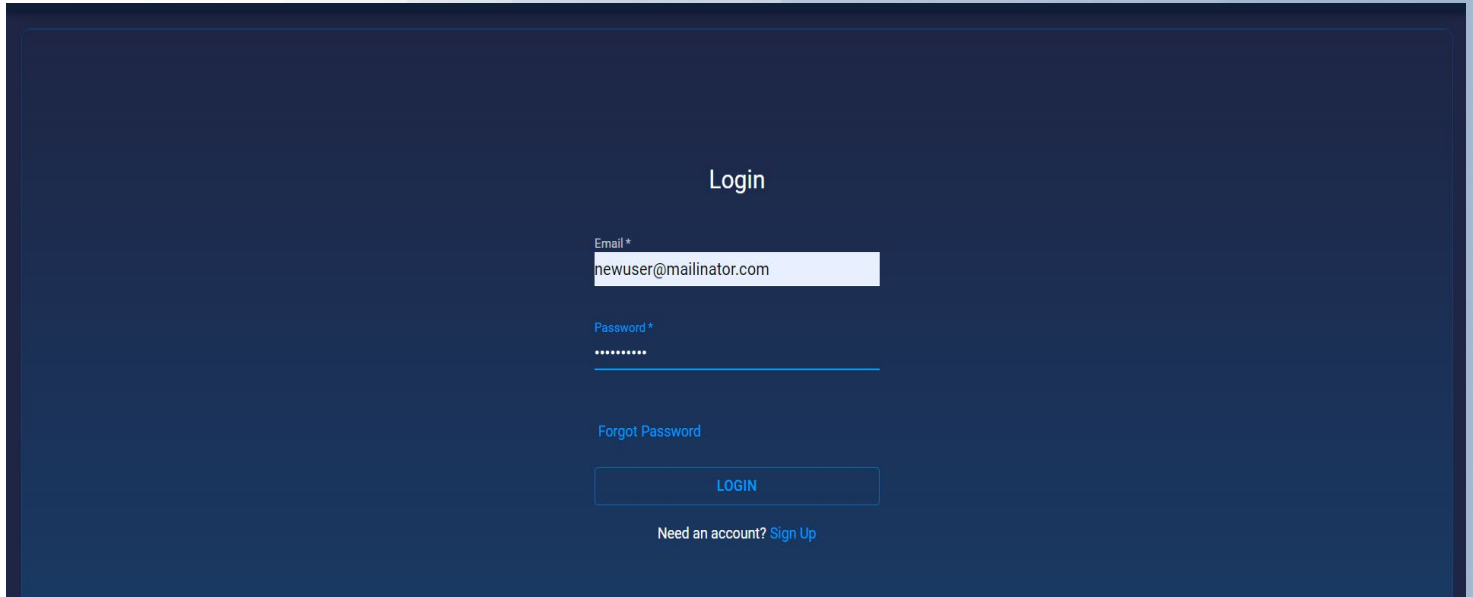


7. Enter the verification code and click on the [Submit] button, to confirm the registration process.



LOGIN

8. Please enter your credentials to login to the portal.



Login

Email *
newuser@mailinator.com

Password *

[Forgot Password](#)

[LOGIN](#)

Need an account? [Sign Up](#)

USER PARTICULARS – INDIVIDUAL

9. If you are submitting as an individual.

10. Please enter the require fields under the [Individual] tab and click on the [Save & Continue] button.

The screenshot shows the ASCENT user registration interface. At the top left is the GENESIS logo, and at the top center is the ASCENT logo. On the top right, there are language and user icons. Below the logo is a navigation bar with two tabs: 'INDIVIDUAL' (selected) and 'CORPORATE'. The form fields are as follows:

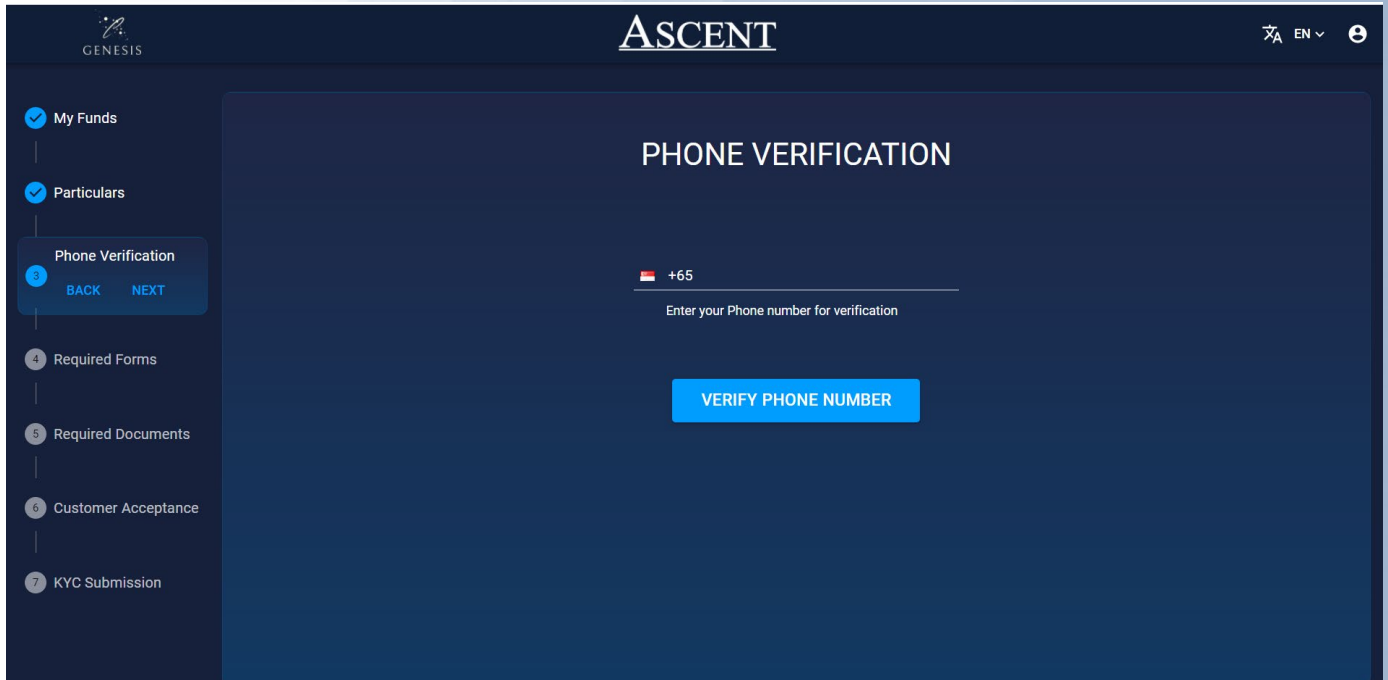
- Title ***: A dropdown menu with 'Mr' selected.
- First Name ***: A text input field with the note 'As per Government ID' below it.
- Middle Name**: A text input field with the note 'As per Government ID' below it.
- Last Name ***: A text input field with the note 'As per Government ID' below it.
- Country of Residence ***: A dropdown menu.
- Nationality ***: A dropdown menu with the note 'As per Government ID' below it.
- Date Of Birth**: A date input field showing '08/03/2022' with a calendar icon and the format 'DD/MM/YYYY' below it.
- Gender**: Radio buttons for 'Male', 'Female', and 'Other', with 'Other' selected.
- Are you subscribing via digital currency ?**: Radio buttons for 'YES' and 'NO', with 'NO' selected.

a.

PHONE VERIFICATION

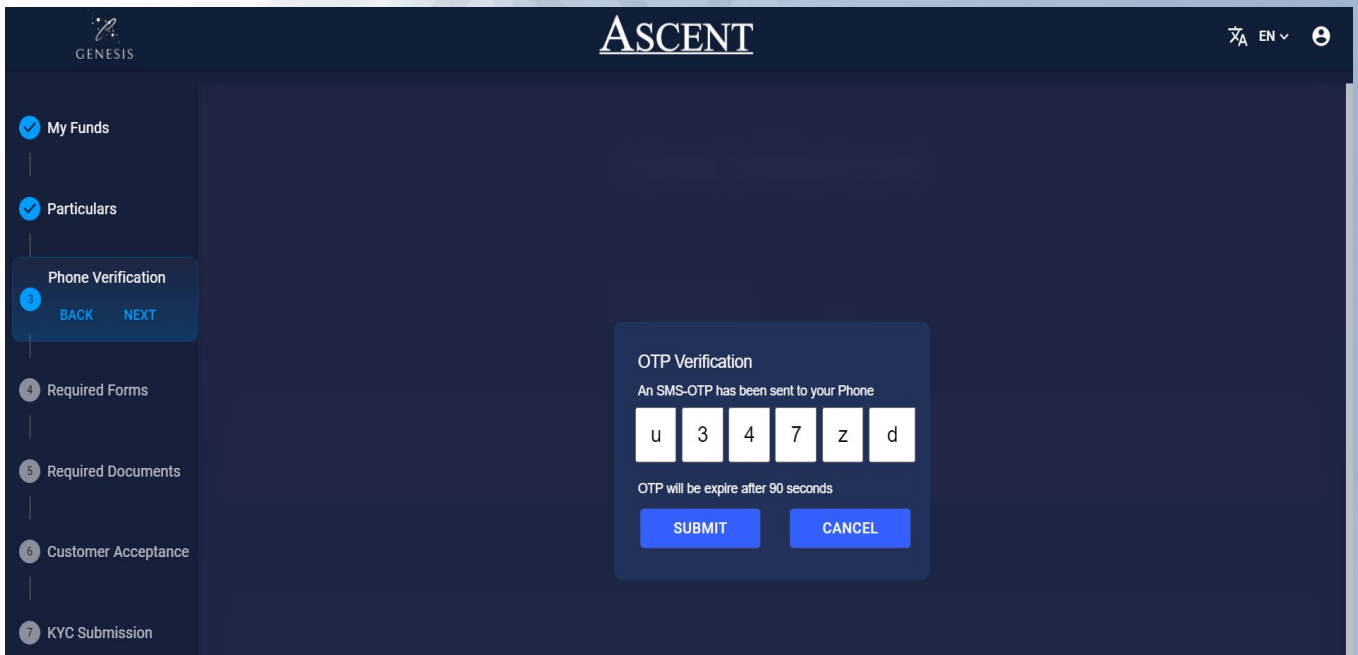
11. The user is required to enter the phone number for verification

12. Upon clicking the [Verify Phone Number] button, the user will receive a 2FA code on the mobile device



The screenshot shows the ASCENT website interface. The top navigation bar includes the GENESIS logo, the ASCENT brand name, and a language selector set to EN. A left-hand navigation menu lists several steps: My Funds, Particulars, Phone Verification (highlighted with a blue circle and '3'), Required Forms, Required Documents, Customer Acceptance, and KYC Submission. The main content area is titled 'PHONE VERIFICATION' and features a form with a country code dropdown set to '+65' and a text input field labeled 'Enter your Phone number for verification'. A prominent blue button labeled 'VERIFY PHONE NUMBER' is positioned below the input field.

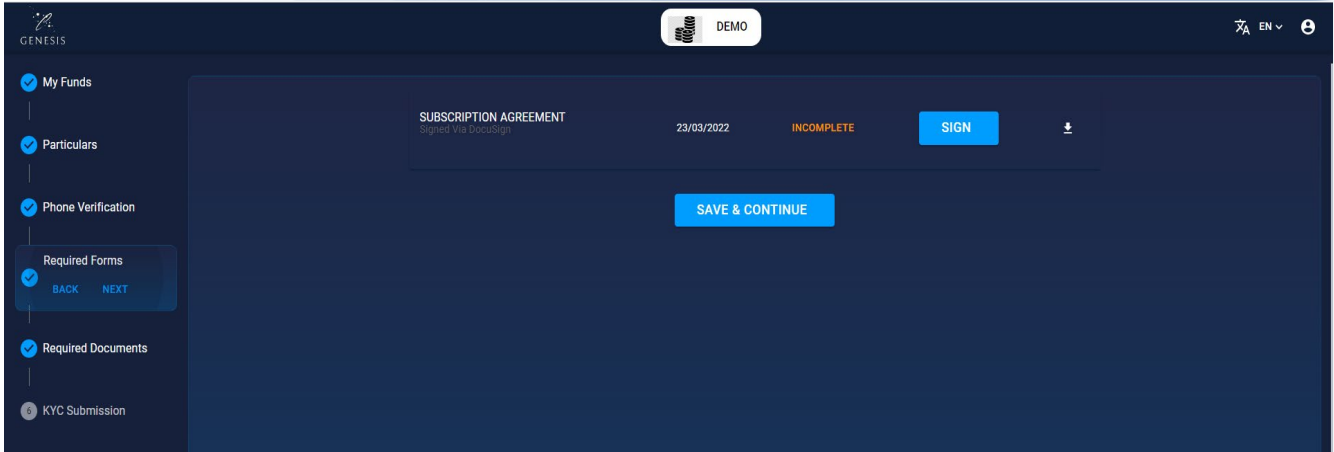
13. Enter the 6 digit 2FA code and click on the [Submit] button to complete the phone verification process.



The screenshot shows the ASCENT website interface during the OTP verification step. The left-hand navigation menu remains the same, with 'Phone Verification' highlighted. The main content area displays a modal window titled 'OTP Verification'. The modal contains the text 'An SMS-OTP has been sent to your Phone' and a six-digit code 'u 3 4 7 z d' displayed in individual boxes. Below the code, it states 'OTP will be expire after 90 seconds'. At the bottom of the modal are two buttons: 'SUBMIT' and 'CANCEL'.

REQUIRED FORMS

14. The user can click on the [Digital Signature] to sign the subscription from via DocuSign



Please Review & Act on These Documents

DocuSign

Genesis E-KYC Portal
DocuSign

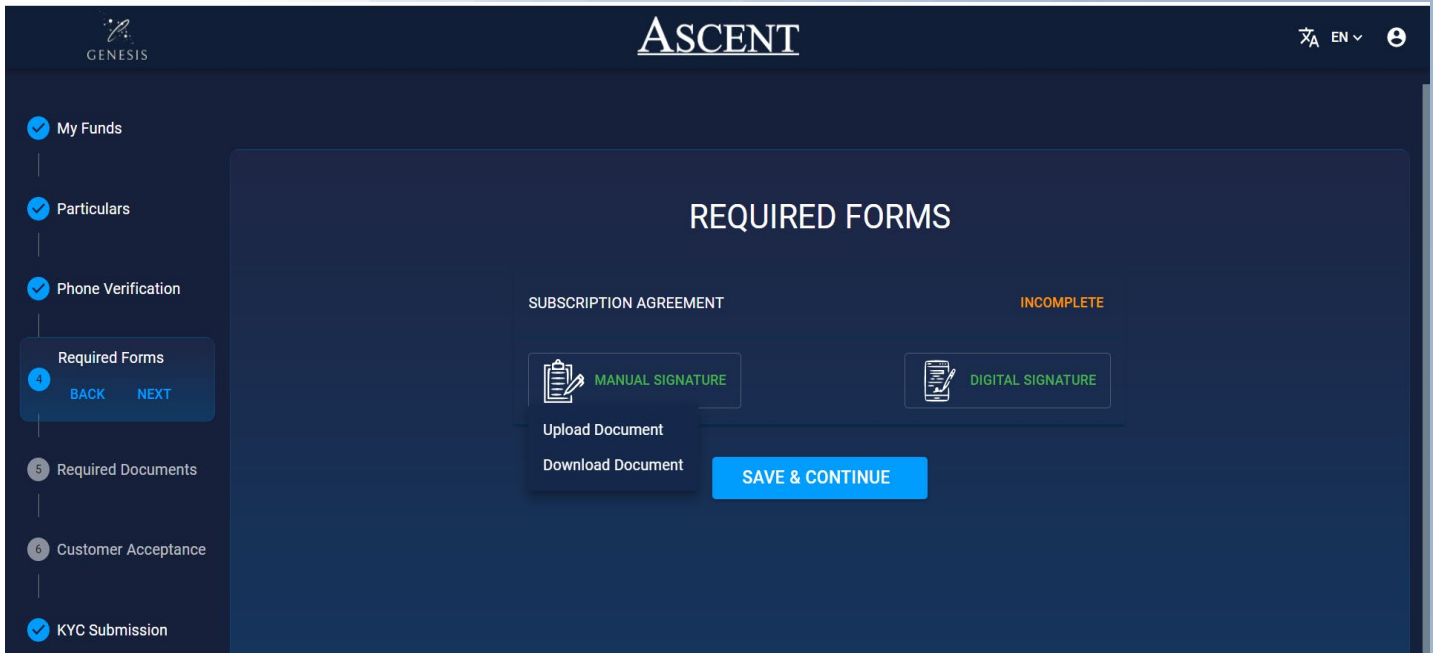
Please review the documents below.

		CONTINUE	OTHER ACTIONS ▾
	<ul style="list-style-type: none">- Please complete the particulars and read the terms and conditions. To be signed on page 15.		
PAYMENT DETAILS	16		
<ul style="list-style-type: none">- Please provide the relevant payment details.			
SUBSCRIBER DETAILS	17		
<ul style="list-style-type: none">- Please complete your particulars and provide bank details.			
ANNEX A – DOCUMENTATION CHECKLIST	21		
<ul style="list-style-type: none">- Please provide copies of documents stated herein based on your investor category.			
ANNEX B – INDIVIDUAL SELF-CERTIFICATION FORM FOR TAX PURPOSES ..	35		
<ul style="list-style-type: none">- Please complete this if you are an individual subscriber.			
ANNEX C – ENTITY SELF-CERTIFICATION FORM FOR TAX PURPOSES	37		
<ul style="list-style-type: none">- Please complete this if you are a subscriber that is an entity.			
ANNEX D – SINGAPORE DESIGNATED TAX OFFENCES QUESTIONNAIRE	57		
<ul style="list-style-type: none">- Please complete the questionnaire.			
ANNEX E – IRS FORMS	59		
<ul style="list-style-type: none">- Please complete the relevant forms.			
ANNEX F – SINGAPORE TAX CHECKLIST	60		
<ul style="list-style-type: none">- Please complete the checklist.			
ANNEX G – SUBSCRIPTION FORM	68		
<ul style="list-style-type: none">- Please complete this form for additional subscriptions.			
ANNEX H – FEES	70		

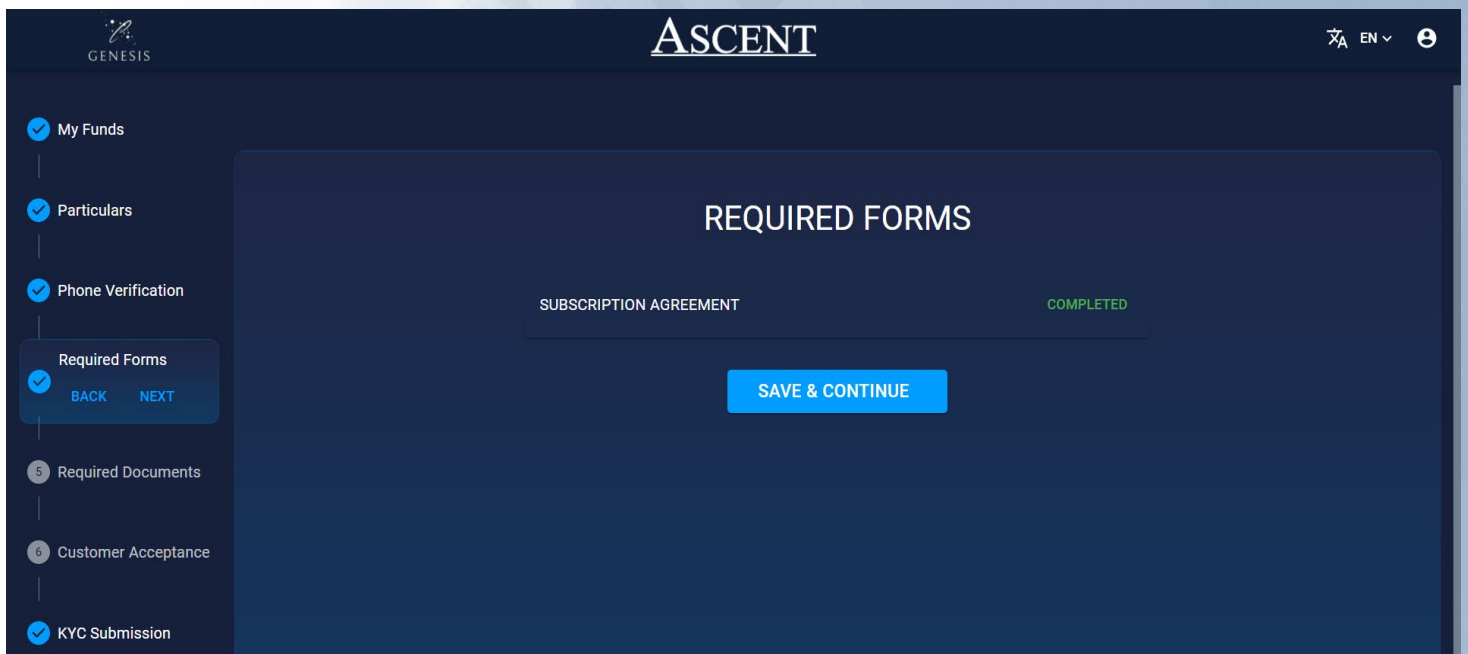
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15. The user can also choose to [Manual Signature] option.

16. For Manual Signature, the user will be able to download the subscription document and sign it. Upload the document.



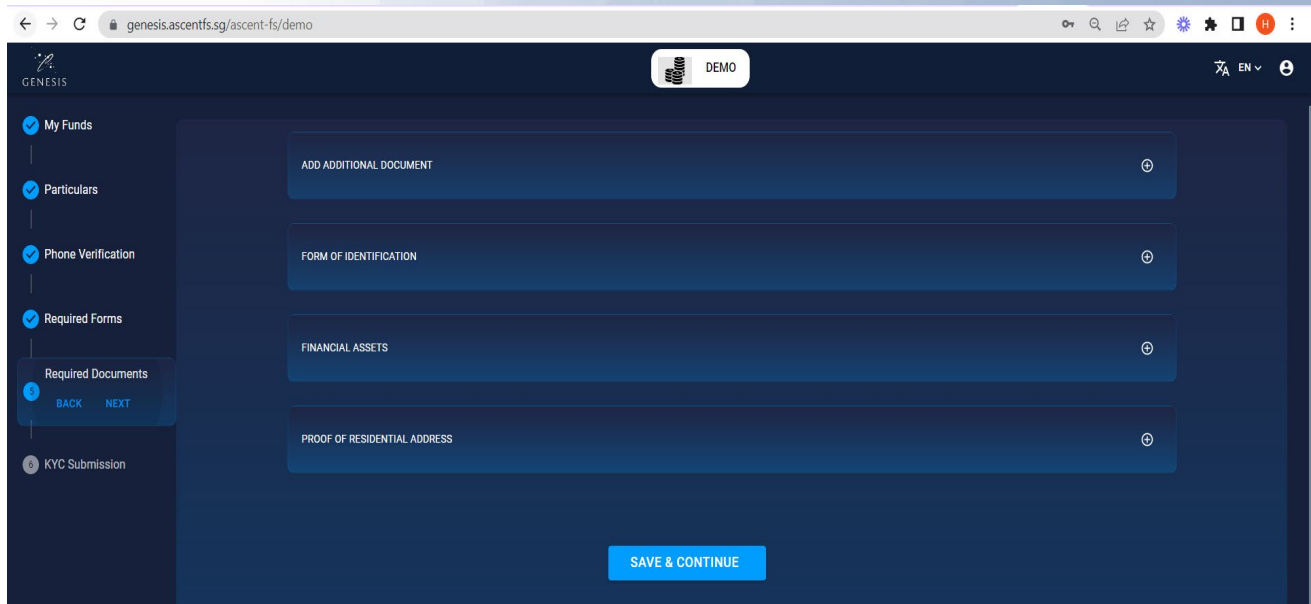
17. Click on the [Save & Continue] button to proceed to the next step.



REQUIRED DOCUMENTS

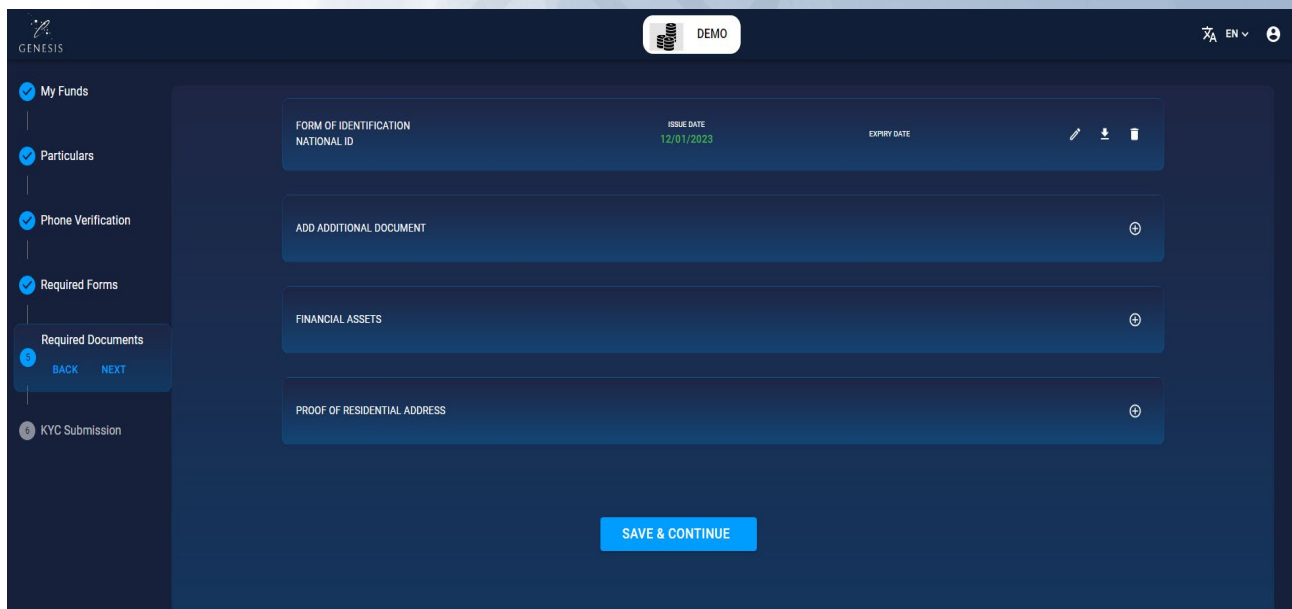
18. Upload the required documentation for screening.

Note: User is required to upload at least National ID or Passport.



The screenshot shows a web browser window with the URL genesis.ascentfs.sg/ascent-fs/demo. The page is titled "GENESIS" and has a "DEMO" label. On the left sidebar, the navigation menu includes: My Funds, Particulars, Phone Verification, Required Forms, Required Documents (highlighted with a blue circle and '3'), and KYC Submission. The main content area displays four document upload slots, each with a plus icon in the top right corner: "ADD ADDITIONAL DOCUMENT", "FORM OF IDENTIFICATION", "FINANCIAL ASSETS", and "PROOF OF RESIDENTIAL ADDRESS". At the bottom center, there is a blue button labeled "SAVE & CONTINUE".

19. Click on the [Save & Continue] button, to proceed with the next step.



The screenshot shows the same web browser window as in step 18. The "Required Documents" page now displays the "FORM OF IDENTIFICATION" slot with the following details: "FORM OF IDENTIFICATION", "NATIONAL ID", "ISSUE DATE" 12/01/2023, and "EXPIRY DATE". The "ADD ADDITIONAL DOCUMENT" slot is now empty. The "FINANCIAL ASSETS" and "PROOF OF RESIDENTIAL ADDRESS" slots remain empty. The "SAVE & CONTINUE" button is still present at the bottom center.

20. The user will be prompted to confirm if the documents uploaded are CTC certified.

Note: Please contact us if there is any uncertainty on the Certification of the uploaded documents.

The screenshot displays the GENESIS application interface. On the left, a navigation menu includes: My Funds, Particulars, Phone Verification, Required Forms, Required Documents (with BACK and NEXT buttons), and KYC Submission. The main content area shows a 'FORM OF IDENTIFICATION NATIONAL ID' with fields for 'ISSUE DATE' (12/01/2023) and 'EXPIRY DATE'. Below this is an 'ADD ADDITIONAL DOCUMENT' section with a plus icon. A modal window titled 'Certified True Copy (CTC) Verification' is centered on the screen. The modal contains the question 'Are the submitted documents CTC Certified?' and three radio button options: YES, NO, and Skip. A 'SAVE & CONTINUE' button is located at the bottom of the modal. Another 'SAVE & CONTINUE' button is visible on the page below the modal.

E-KYC APPLICATION SUBMISSION

21. Click on the [Submit], to complete E-KYC application process.

The screenshot displays the E-KYC application submission interface. On the left, a navigation menu includes: My Funds, Particulars, Phone Verification, Required Forms, Required Documents, and KYC Submission. The main content area features a large green circular progress indicator showing 100%. Below this, a message states: "Your profile is in DRAFT Submit to change the status of your profile". To the right, a list of application sections is shown, all marked as "COMPLETED": BASIC INFO, Required Document, Required Forms, and CTC Data. At the bottom of the main area, there are two buttons: "GO BACK TO MY FUNDS PAGE" and "SUBMIT". The footer contains the text "Support Email: Demo@ascentgfs.com".

USER PARTICULARS – CORPORATE

1. If you are submitting as a Corporate.
2. Please enter the require fields under the [Corporate] tab and click on the [Save & Continue] button.

Note: wallet address is only applicable for users subscribing in crypto

INDIVIDUAL CORPORATE

25/02/2022
DD/MM/YYYY

Do you have cryptocurrency account?

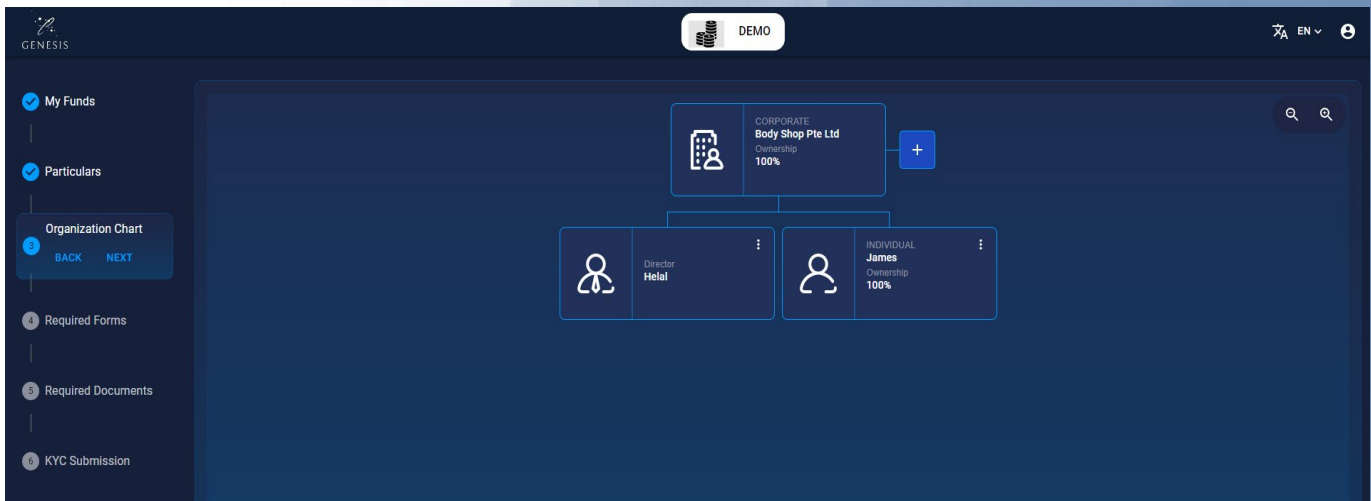
YES NO

123413434333

by clicking the continue you agreeing to our [Privacy Policy](#) and [Terms of Service](#)

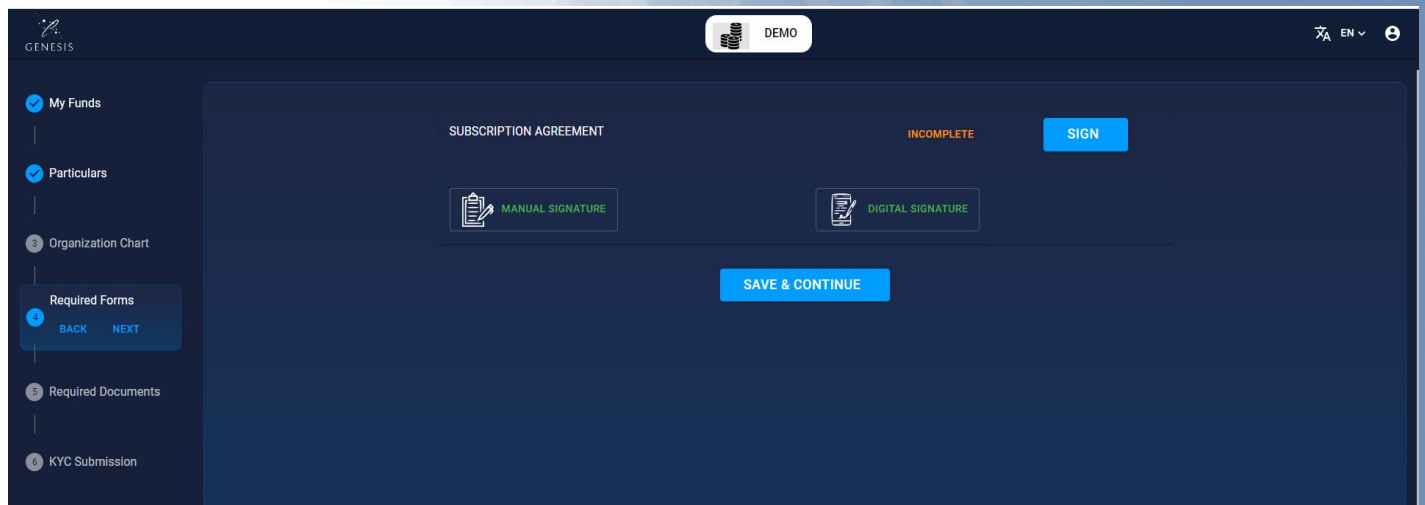
CORPORATE ORGANISATION CHART

3. You will be required to provide the details of the entity



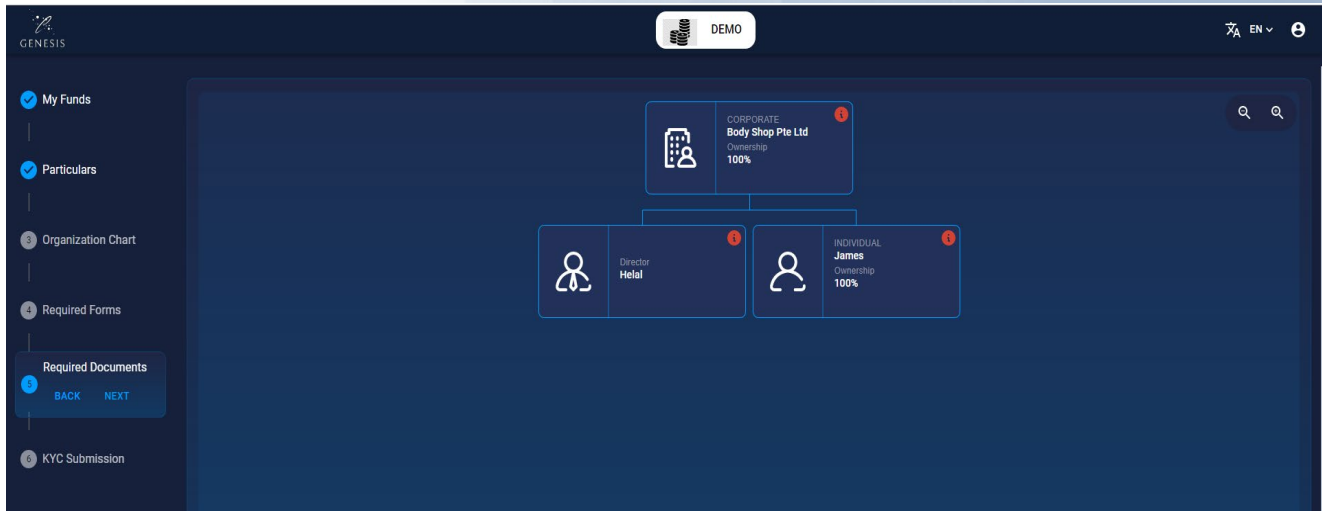
CORPORATE REQUIRED FORMS

4. The user is required to sign the subscription document.



CORPORATE REQUIRED DOCUMENTS

5. You will be required to provide the relevant KYC documents of each individual party or entity.
6. Click on the [i] red icon next for each individual party or entity to upload the required documents.



CORPORATE SUBMIT APPLICATION

7. Click on the [Submit] button to submit the application.

