

IDR Group - User Guide



**The trusted investor
onboarding hub**

IDR (Guernsey) Limited is authorised by the Guernsey Financial Services Commission to undertake Controlled Investment Business under licence number 2693008. IDR is a trading name of IDR group of companies. IDR (Guernsey) Limited is registered in Guernsey with company number 68116. IDR (Holdings) Limited is registered in Guernsey with company number 68115. IDR (Guernsey) Limited is registered in Guernsey with company number and 60966. IDR (Services) Limited is registered in Guernsey with company number 68794. The registered office for each company is 5th Floor, Market Building, Fountain Street, St Peter Port, Guernsey, GY1 1BX. TIDR (Mauritius) Limited is registered in Mauritius with company number 178690 and registered office at 8th Floor NeXTeracom Tower 1 Cybercity, Ebène. TIDR (UK) Limited is registered in the United Kingdom with company number 14039454 and registered office at 10, Buckingham Street, London, WC2N 6DF. IDR (South Africa) Pty Limited is registered in South Africa with registered number 2022/477764/07 and registered office at Old Warehouse Building, 1st Floor, Black River Park, Observatory, Cape Town, Western Cape, 7925.

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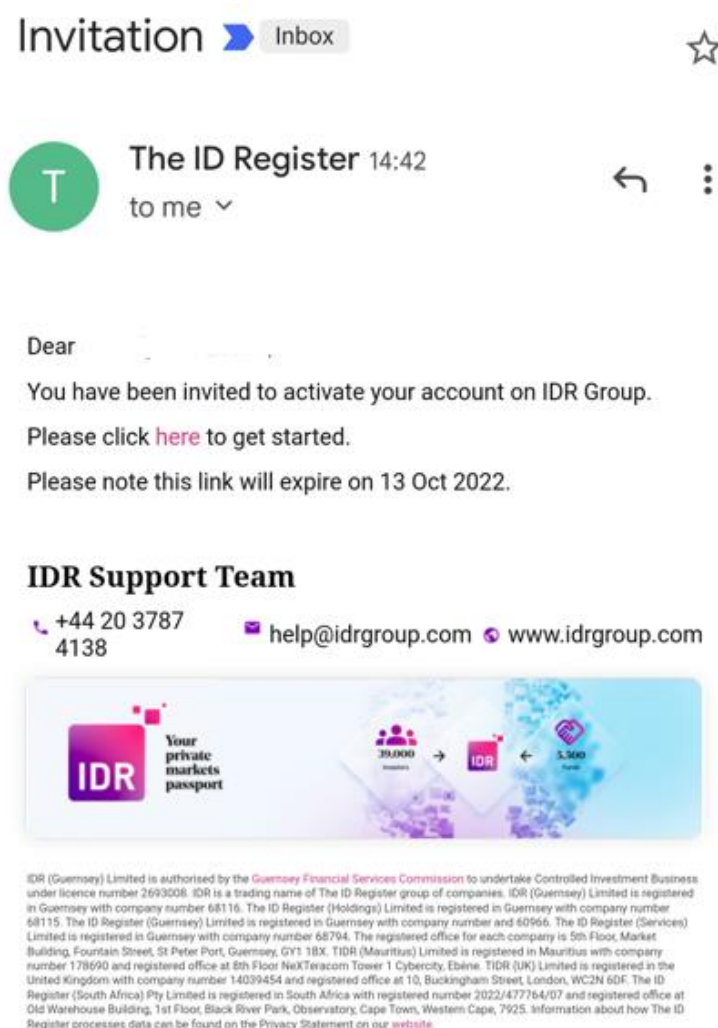
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New User Activation

E-mail for User Activation

You will have already received or will shortly receive a registration email from onboarding@idrgroup.com to activate your user account on IDR. This link is specific to the email address that received the message:



- 1) To complete your user activation, please click on 'here' to begin.
- 2) Your web browser will open a new window to activate your account

New User Registration

Activate Account

[Help?](#)

Your Public Details

Forename	<input type="text"/>
Surname	<input type="text"/>
Job Title	<input type="text"/>
Employer	<input type="text"/>

Passport Picture



Your Private Details

Email	<input type="text"/>
Password	<input type="password"/>
Confirm password	<input type="password"/>
Mobile Telephone	<input type="text" value="07400 123456"/>

Password Strength: **Very Weak**

Security Questions

Question 1	<input type="text" value="Please select..."/>
Answer 1	<input type="text"/>
Question 2	<input type="text" value="Please select..."/>
Answer 2	<input type="text"/>

☐ I have read the [Terms & Conditions](#)

☐ I accept the [Privacy Policy](#)

1. Your forename, surname and email address will be populated automatically for you.
2. Please enter and confirm your password. Minimum of 8 Characters, including 1 upper case letter and 1 number.
3. Please enter your phone number and ensure that the flag next to the number is set to the correct country.
4. Choose and answer your security questions, these are very important, if you ever need to reset your password you will be asked to answer one of your security questions.
5. Read and accept the Terms & Conditions and Privacy Policy.
6. Complete the reCAPTCHA
7. Click Activate (cannot be clicked unless all compulsory fields have been completed).

My Account

Upon completing your user activation, the first page you will be directed to is the **'My Account'** page. Before proceeding, please verify your email address.

Users • My Account

My Account

1 Details

2 Notification Settings

Please verify your email address.
If the email address entered is valid, you will receive further instructions via email. If you would like the email sent again, please click [here](#).

Public Details

Forename

Surname

Job Title

Employer

Private Details

Email

Mobile Telephone

Passport Picture

! Not verified. Click here to verify

! Not verified. Click here to verify.

Change Password

Change Security Questions

Setup Google Authenticator

Save

To do this please click **'here'** to verify your email address. You will then receive a pop-up to confirm an email has been sent to you

Confirm Email

×

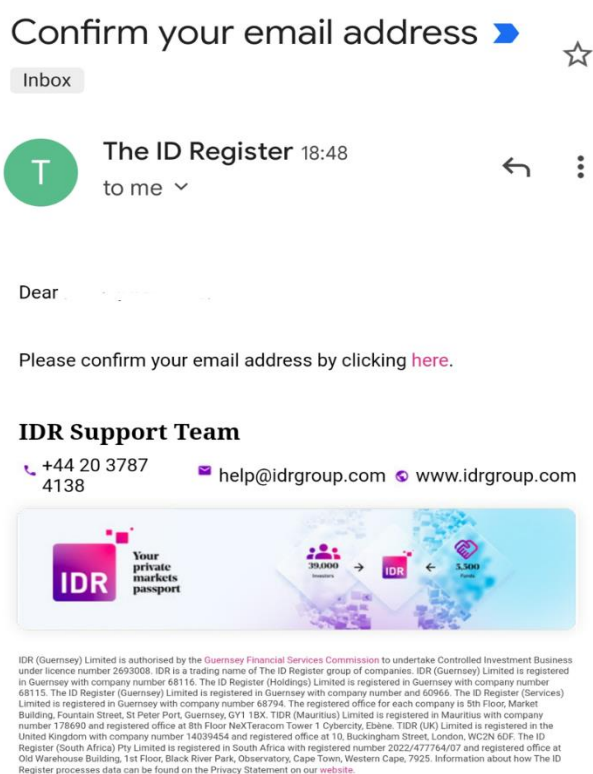
Thank you for confirming your email. A message has been sent to your email address.

Click on the link in the email body to verify the email address.

Close

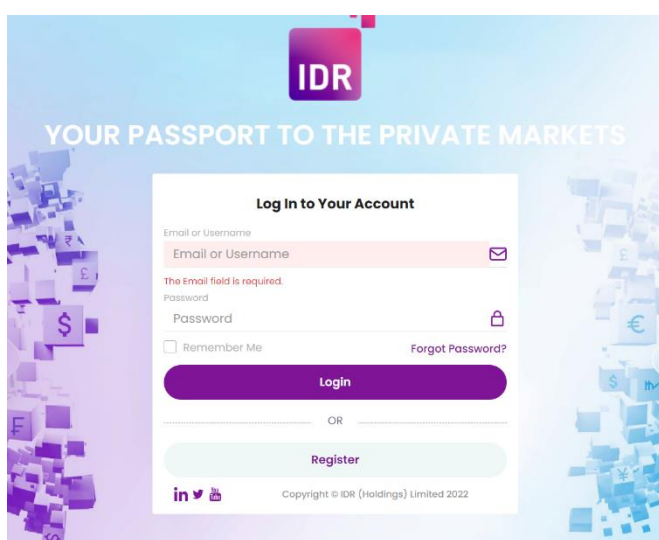
Email Verification

Please ensure you check your junk/spam folders if you do not receive the email verification to ensure it has not been automatically diverted from your inbox.



Please click 'here' in the body of the email text to verify your email address.

Clicking 'here' will open a new window in your browser directing you to log in to IDR. Once you have logged in, your email address is then verified, and you can proceed.

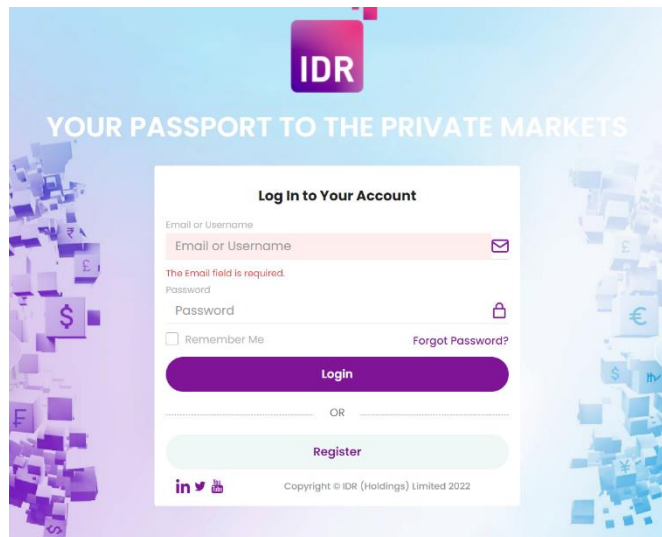


The screenshot shows the IDR website's login and registration page. The header features the IDR logo and the tagline "YOUR PASSPORT TO THE PRIVATE MARKETS". The main content area is titled "Log In to Your Account" and contains a login form with fields for "Email or Username" and "Password". Below the password field are checkboxes for "Remember Me" and a link for "Forgot Password?". A large purple "Login" button is positioned below the form. Below the login button is a section for "Register" with a green button. At the bottom, there are social media icons for LinkedIn, Twitter, and Facebook, followed by the copyright notice "Copyright © IDR (Holdings) Limited 2022". The background of the page is decorated with various currency symbols like \$, £, €, and ¥.

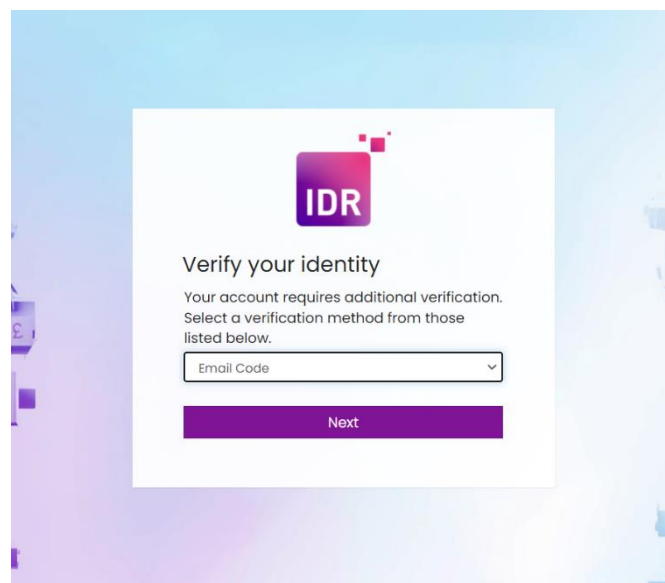
Your Profile

Logging In

IDR works with two-factor authentication. You will log in with your email and then if you have verified your email and mobile you can select the option you wish the verification code to go to.

The login form is titled 'Log In to Your Account' and is set against a background with the IDR logo and the tagline 'YOUR PASSPORT TO THE PRIVATE MARKETS'. It features input fields for 'Email or Username' and 'Password'. The 'Email or Username' field has a red error message: 'The Email field is required.' Below the password field are links for 'Remember Me' and 'Forgot Password?'. A purple 'Login' button is prominent, with an 'OR' separator and a light green 'Register' button below it. Social media icons for LinkedIn, Twitter, and Facebook are at the bottom left, and the copyright notice 'Copyright © IDR (Holdings) Limited 2022' is at the bottom center.

If you have only verified one option, you will only be able to select that option

The verification form is titled 'Verify your identity' and states 'Your account requires additional verification. Select a verification method from those listed below.' It features a dropdown menu currently showing 'Email Code'. A purple 'Next' button is located at the bottom of the form.

Once you have selected your option, select **“next”** and the verification code will be sent to the option you chose.

IDR Group – Verification Code



The ID Register <onboarding@theIDRegister.co>
To

Reply Reply All Forward

Thu 9/15/2022 7:07 PM

CAUTION: This email originated from outside of The ID Register. Do not click on any links or open any attachments unless you know the sender and you are expecting to receive them.

Your verification code is **294518**.

IDR Support Team

+44 20 3787 4138

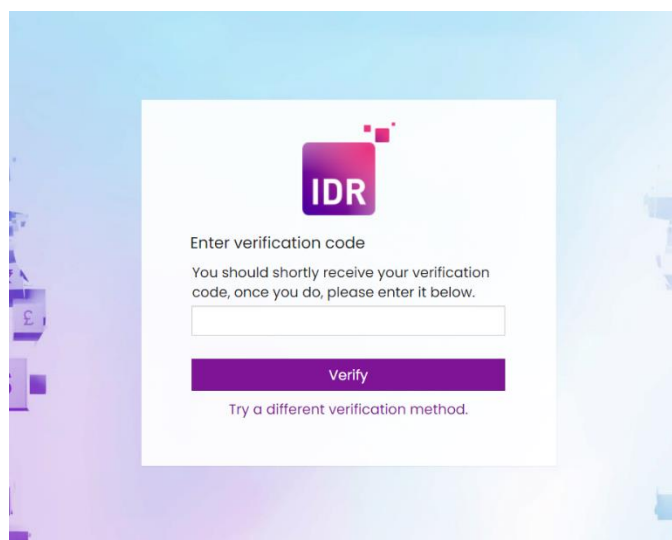
help@idrgroup.com

www.idrgroup.com



IDR (Guernsey) Limited is authorised by the [Guernsey Financial Services Commission](#) to undertake Controlled Investment Business under licence number 2693008. IDR is a trading name of The ID Register group of companies. IDR (Guernsey) Limited is registered in Guernsey with company number 68116. The ID Register (Holdings) Limited is registered in Guernsey with company number 68115. The ID Register (Guernsey) Limited is registered in Guernsey with company number and 60966. The ID Register (Services) Limited is registered in Guernsey with company number 68794. The registered office for each company is 5th Floor, Market Building, Fountain Street, St Peter Port, Guernsey, GY1 1BX. TIDR (Mauritius) Limited is registered in Mauritius with company number 178890 and registered office at 18th Floor NeXTeracom Tower 1 Cybercity, Ebene. TIDR (UK) Limited is registered in the United Kingdom with company number 14039454 and registered office at 10, Buckingham Street, London, WC2N 6DF. The ID Register (South Africa) Pty Limited is registered in South Africa with registered number 2022/477764/07 and registered office at Old Warehouse Building, 1st Floor, Black River Park, Observatory, Cape Town, Western Cape, 7925. Information about how The ID Register processes data can be found on the [Privacy Statement](#) on our [website](#).

Input your code and click verify, this will then log you into your profile



IDR

Enter verification code

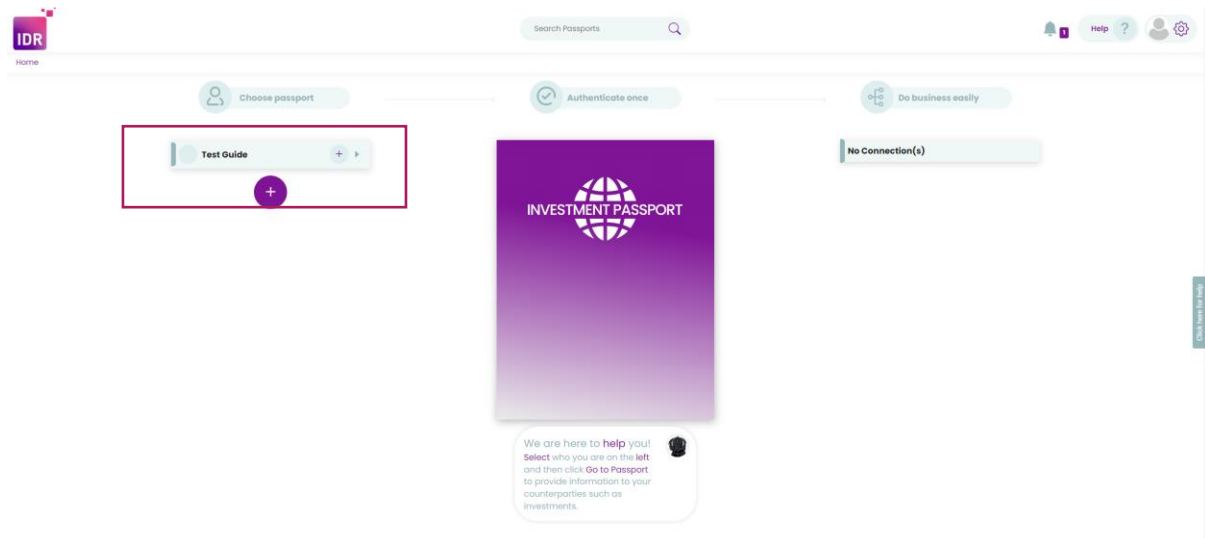
You should shortly receive your verification code, once you do, please enter it below.

Verify

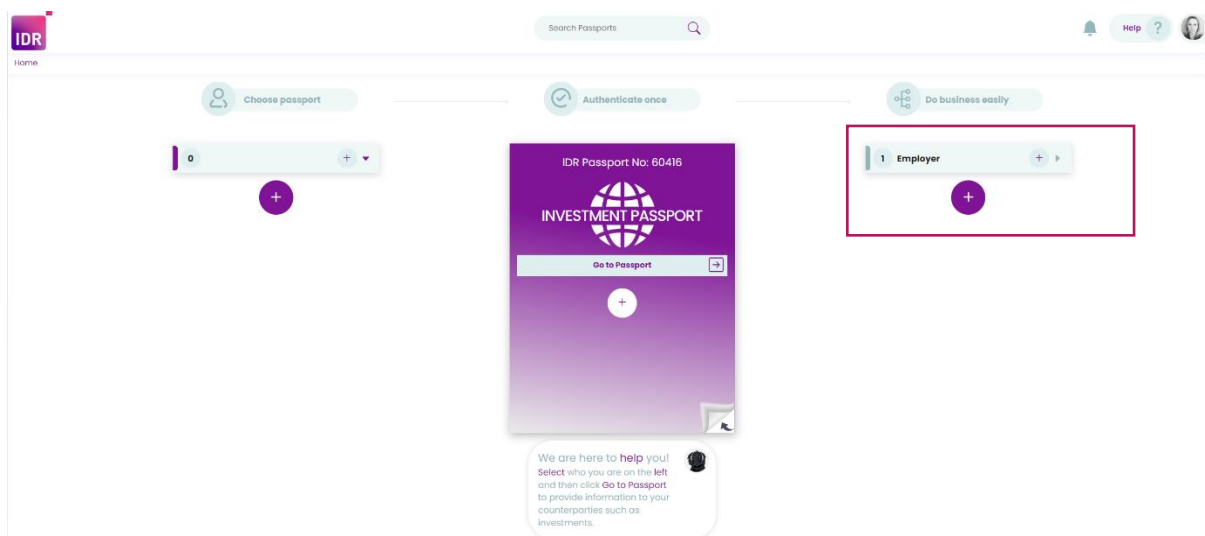
Try a different verification method.

Home Page

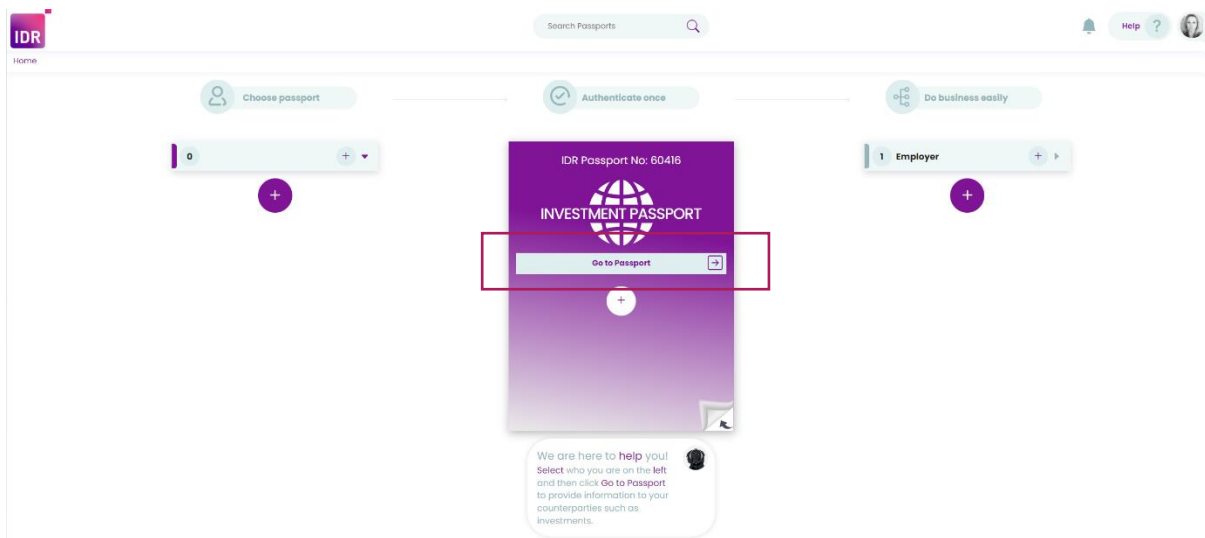
Once logged in you will be taken to the home page. The profiles that you are connected to as a user will appear on the left side of the screen, as shown below. You will need to select which passport you would like to enter by clicking on it. The number of options presented on the left will depend on the number of profiles you are connected to.



Once you have selected the profile on the left on the far right of the screen you will see all connections to the chosen profile, for example, employers or counterparties.



To enter the passport you will select the **“go to passport”** option that will appear in the middle of the page once you have made your selection on the left.



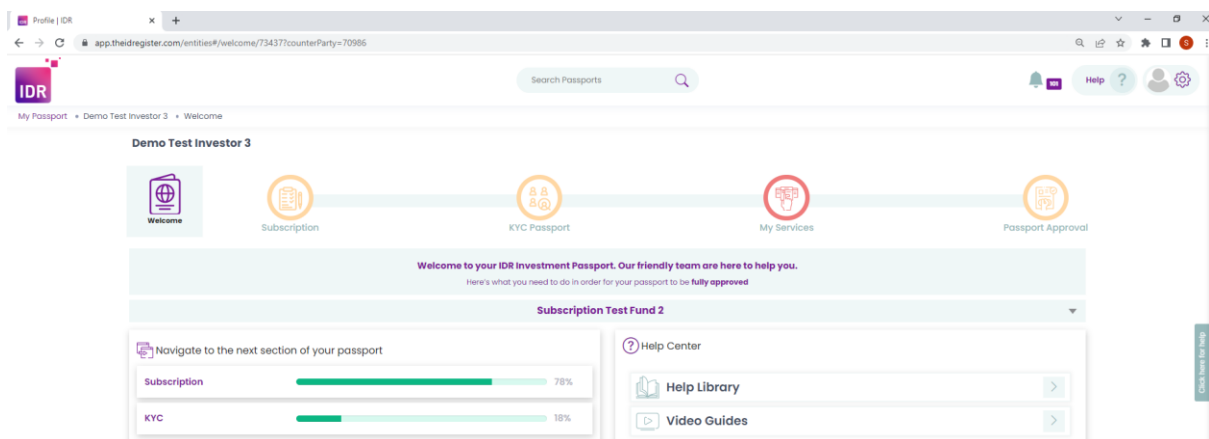
On the very far right of the page, you will see a **‘click here for help’** button. This section contains various guides that will walk you through different sections of the profile.

Click here for help

Completing your Subscription Questionnaire and Agreement

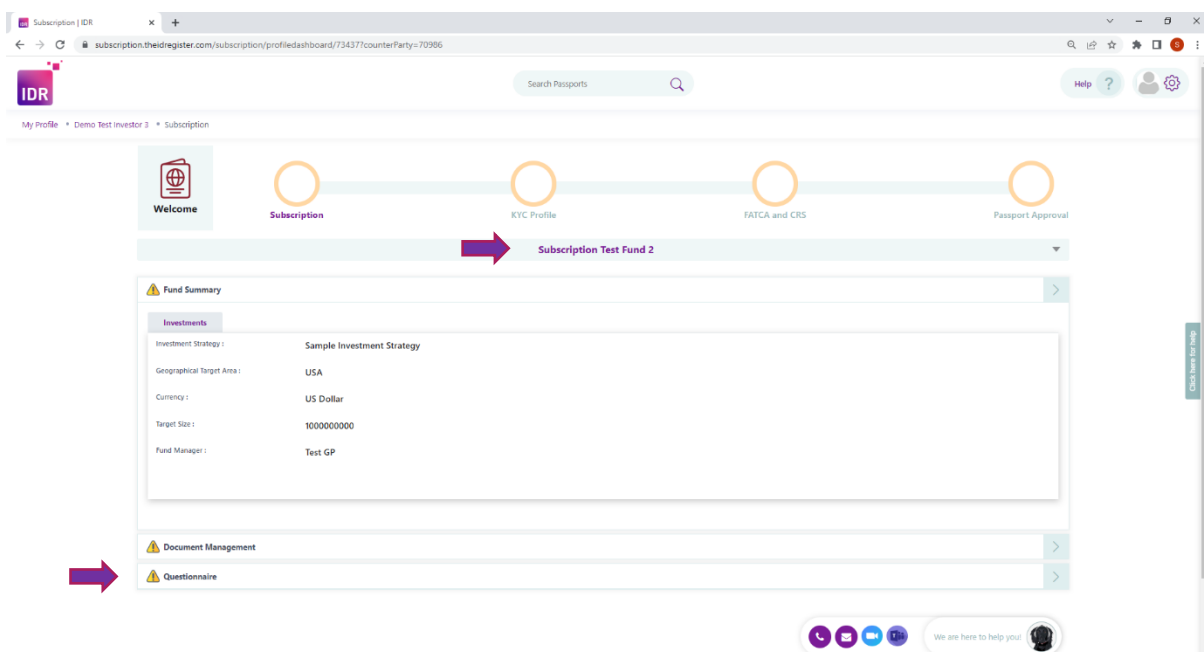
Note: if the Subscription icon does not appear on your screen, your investment may not be subscribed to the subscription service. If so, please click [here](#) to proceed to the KYC Passport.

- ◆ **Option A:** Click on the subscription icon at the top of the screen.
- ◆ **Option B:** Click on the subscription hyperlink in 'Navigate to the next section of your passport'.



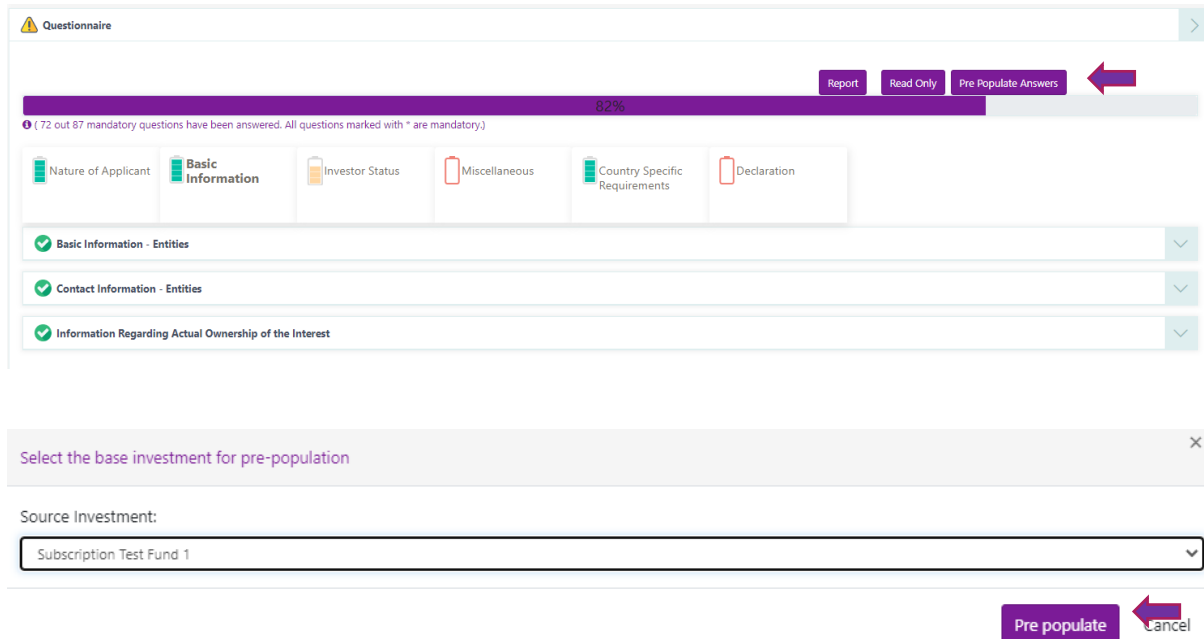
The subscription page has three sections as seen in the above screenshot:

- ◆ **Fund Summary:** key details about your investment
- ◆ **Document Management:** download and sign subscription agreements
- ◆ **Questionnaire:** complete the questionnaire required to invest in the fund
- ◆ The most recent fund you have connected with has been auto-selected at the top of the page – if you wish to change the fund, simply click on the fund name.



Pre-populating the subscription questionnaire

- ◆ Click on 'Questionnaire'
- ◆ If you have completed a questionnaire previously, click 'pre-populate' and select your previous investment – this will fill in answers from your previous questionnaire – make sure and double check the responses are correct for your current questionnaire
- ◆ You will then need to fill in any fund-specific questions, for example: the bank details you wish to use for this investment.



The screenshot shows the 'Questionnaire' section of the IDR platform. At the top, there's a progress bar indicating 82% completion (72 out of 87 mandatory questions answered). Below the progress bar, there are tabs for 'Nature of Applicant', 'Basic Information', 'Investor Status', 'Miscellaneous', 'Country Specific Requirements', and 'Declaration'. The 'Basic Information' tab is selected, showing sections for 'Basic Information - Entities', 'Contact Information - Entities', and 'Information Regarding Actual Ownership of the Interest'. On the right side, there are buttons for 'Report', 'Read Only', and 'Pre Populate Answers'. A red arrow points to the 'Pre Populate Answers' button.

Select the base investment for pre-population

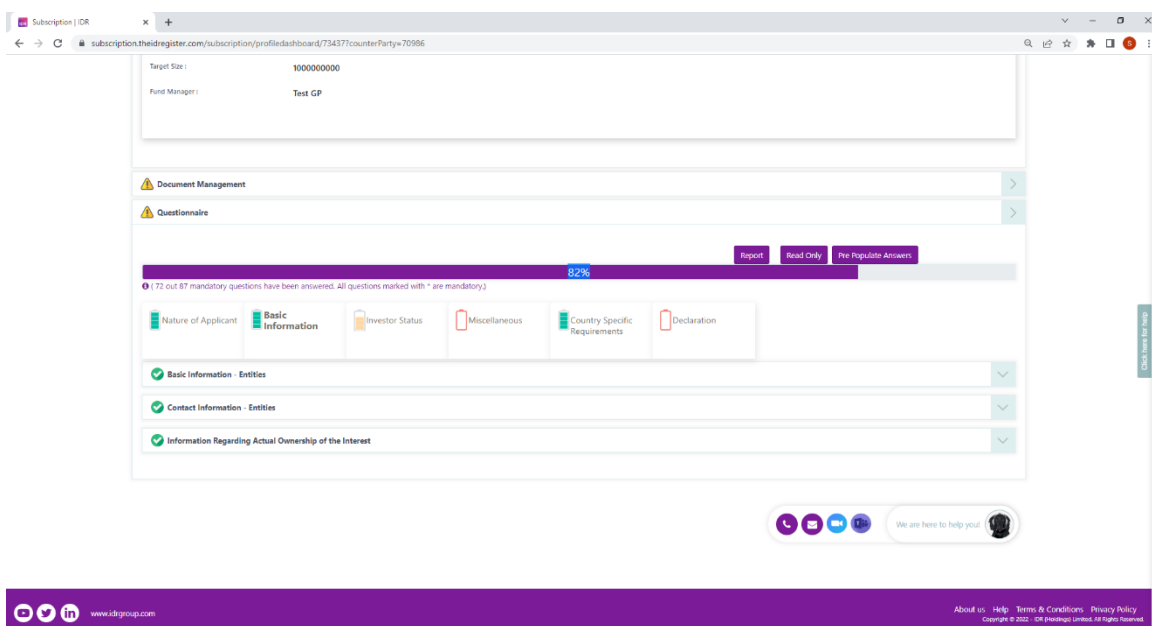
Source Investment:

Subscription Test Fund 1

Pre populate Cancel

Completing the subscription questionnaire

- ◆ After clicking on 'Questionnaire', you can view the percentage of completion in the progress bar:



The screenshot shows the 'Questionnaire' section of the IDR platform. At the top, there's a progress bar indicating 82% completion (72 out of 87 mandatory questions answered). Below the progress bar, there are tabs for 'Nature of Applicant', 'Basic Information', 'Investor Status', 'Miscellaneous', 'Country Specific Requirements', and 'Declaration'. The 'Basic Information' tab is selected, showing sections for 'Basic Information - Entities', 'Contact Information - Entities', and 'Information Regarding Actual Ownership of the Interest'. On the right side, there are buttons for 'Report', 'Read Only', and 'Pre Populate Answers'. A red arrow points to the 'Pre Populate Answers' button.

Target Size: 1000000000

Fund Manager: Test GP

Document Management

Questionnaire

82%

Report Read Only Pre Populate Answers

72 out of 87 mandatory questions have been answered. All questions marked with * are mandatory.

Nature of Applicant Basic Information Investor Status Miscellaneous Country Specific Requirements Declaration

Basic Information - Entities

Contact Information - Entities

Information Regarding Actual Ownership of the Interest

Click here for help

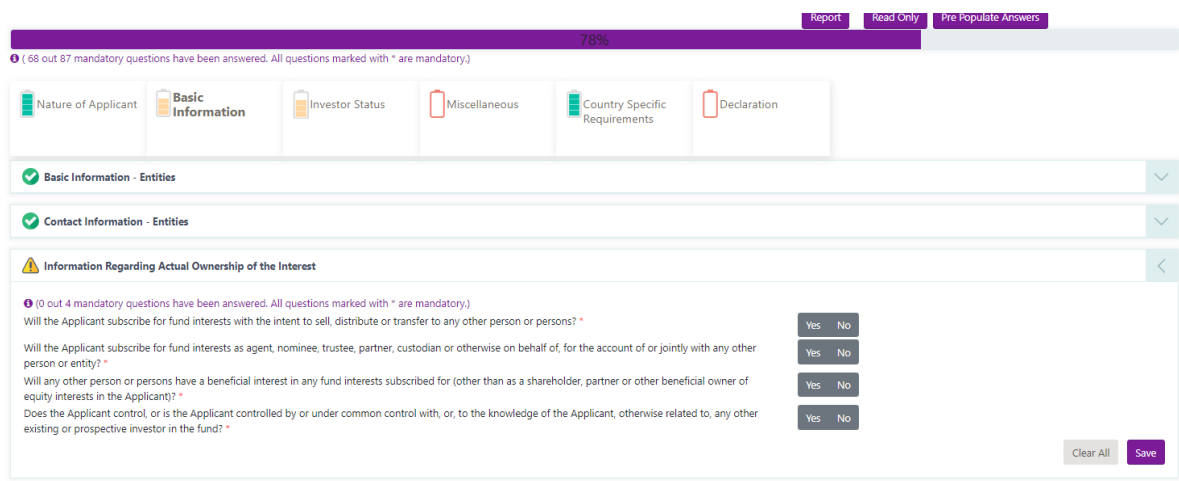
We are here to help you

www.idrgroup.com

About us Help Terms & Conditions Privacy Policy

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The questionnaire has tabs at the top which contain various sections, for example, here is the 'Basic Information' section which has three sections within it: 'Basic Information; Contact Information; and Information Regarding Actual Ownership of the Interest



Report Read Only Pre Populate Answers

78%

(68 out of 87 mandatory questions have been answered. All questions marked with * are mandatory.)

Nature of Applicant Basic Information Investor Status Miscellaneous Country Specific Requirements Declaration

Basic Information - Entities

Contact Information - Entities

Information Regarding Actual Ownership of the Interest

(0 out of 4 mandatory questions have been answered. All questions marked with * are mandatory.)

Will the Applicant subscribe for fund interests with the intent to sell, distribute or transfer to any other person or persons? *

Will the Applicant subscribe for fund interests as agent, nominee, trustee, partner, custodian or otherwise on behalf of, for the account of or jointly with any other person or entity? *

Will any other person or persons have a beneficial interest in any fund interests subscribed for (other than as a shareholder, partner or other beneficial owner of equity interests in the Applicant)? *

Does the Applicant control, or is the Applicant controlled by or under common control with, or, to the knowledge of the Applicant, otherwise related to, any other existing or prospective investor in the fund? *

Yes No

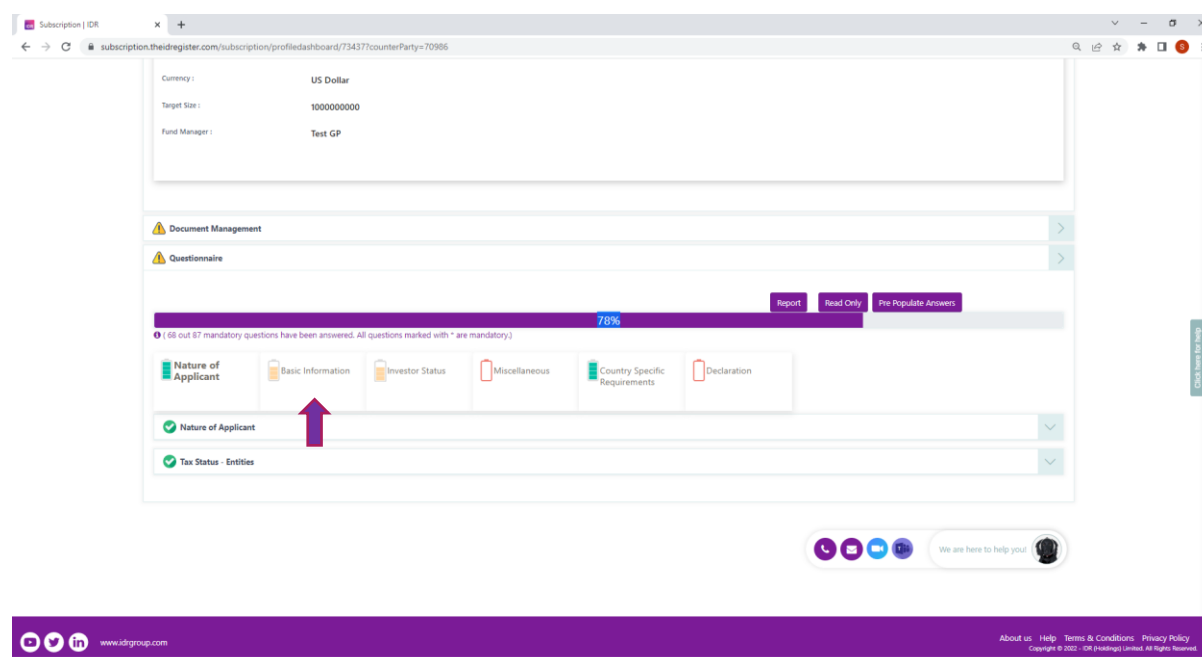
Yes No

Yes No

Yes No

Clear All Save

If the power bar next to each tab is not green, it is an indicator that some information is still outstanding and requires completion.



Subscription | IDR

subscription.theidregister.com/subscription/profiledashboard/73437?counterParty=70986

Currency : US Dollar

Target Size : 1000000000

Fund Manager : Test GP

Document Management

Questionnaire

Report Read Only Pre Populate Answers

78%

(68 out of 87 mandatory questions have been answered. All questions marked with * are mandatory.)

Nature of Applicant Basic Information Investor Status Miscellaneous Country Specific Requirements Declaration

Nature of Applicant

Tax Status - Entities

Check here for help

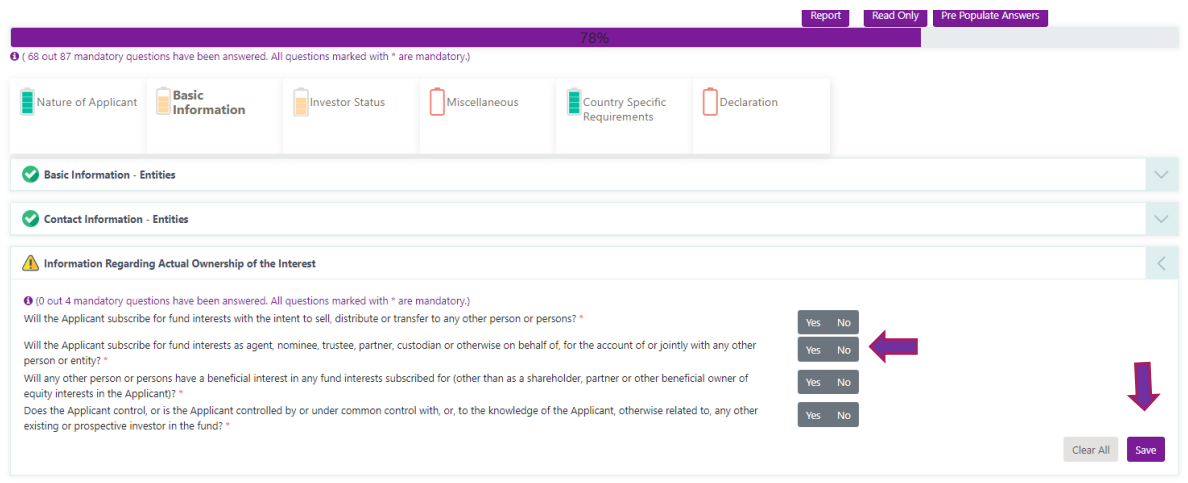
We are here to help you!

www.idrgroup.com

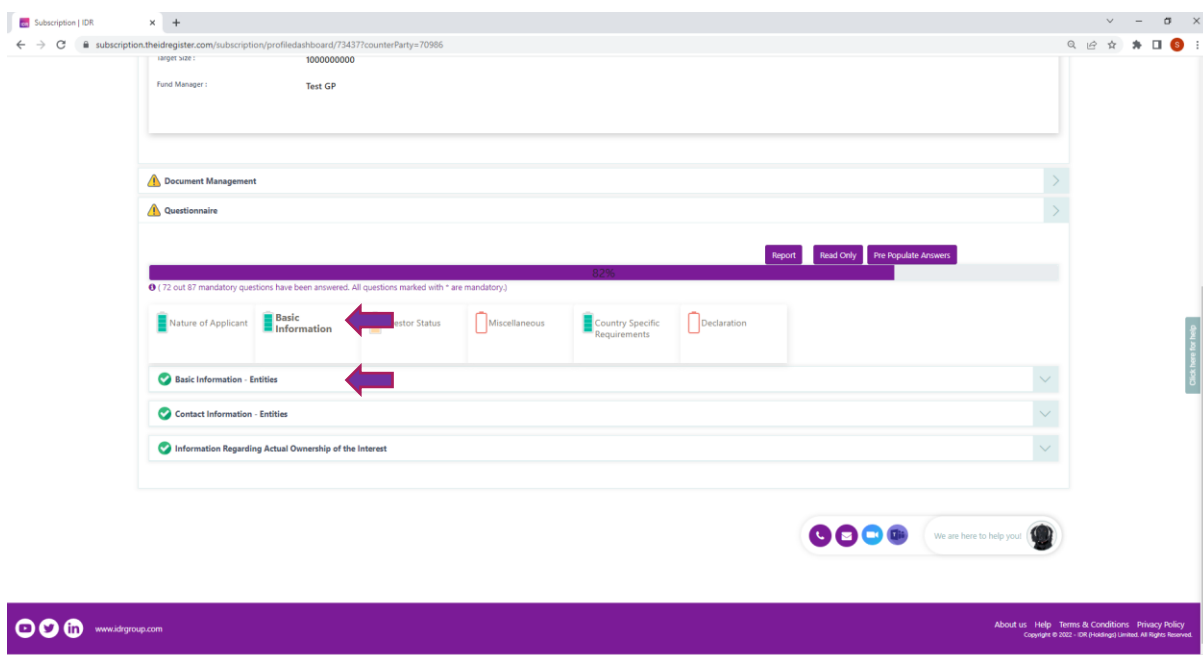
About us Help Terms & Conditions Privacy Policy

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- ◆ Please click on each tab at the top of the questionnaire, ex: 'Basic Information'
- ◆ Then answer all questions in each section and **click 'save'**:



- ◆ When a section is complete the banner will turn green, likewise when a whole tab is complete the battery icon will be green.
- ◆ Work from left to right, click on each tab and complete all questions in each section
- ◆ Example below: all sections in the Basic Information tab are now complete and so each section banner and the overall battery icon are green.



After completing all the questions in each group, you will receive a pop-up notification as an indicator that all the questions have been completed and the final step will be to complete the Declaration

Declaration Prompt

Congratulations!!

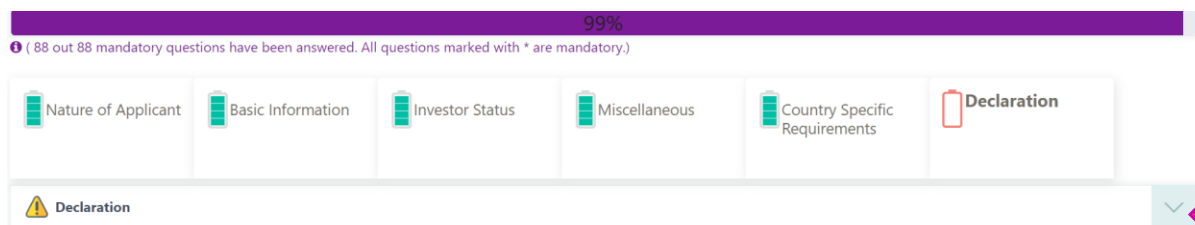
You have answered all mandatory questions.

Now you can sign the declaration.

Take Me to the Declaration!

Cancel

- ◆ Click on the button that reads: "Take me to the Declaration"
- ◆ Click on the arrow next to the Declaration section as seen below:



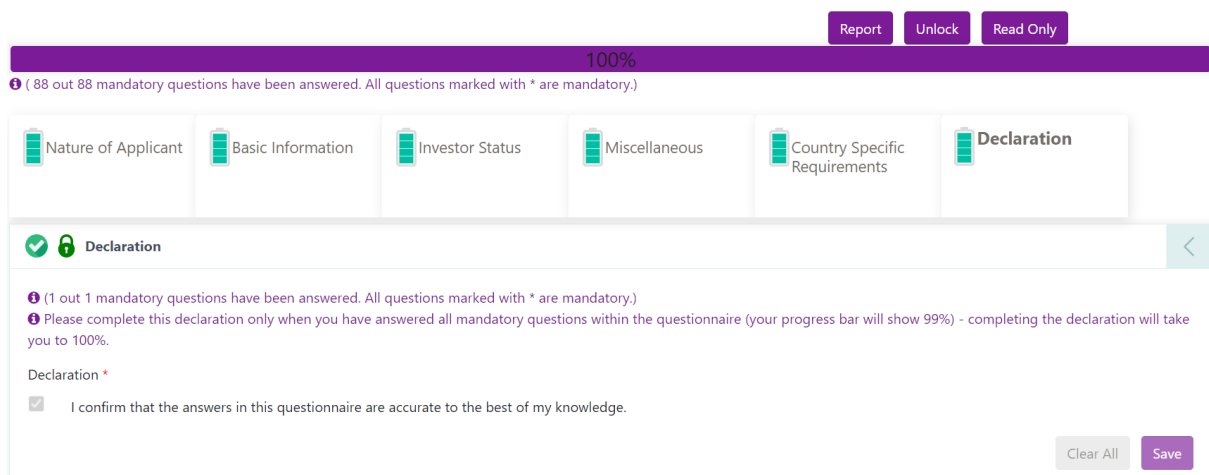
99%

(88 out of 88 mandatory questions have been answered. All questions marked with * are mandatory.)

Nature of Applicant Basic Information Investor Status Miscellaneous Country Specific Requirements Declaration

Declaration

After completing the Declaration section the power bar icon next to the Declaration group will turn green and the questionnaire will be locked for further editing as seen below.



Report Unlock Read Only

100%

(88 out of 88 mandatory questions have been answered. All questions marked with * are mandatory.)

Nature of Applicant Basic Information Investor Status Miscellaneous Country Specific Requirements Declaration

Declaration

(1 out of 1 mandatory questions have been answered. All questions marked with * are mandatory.)

Please complete this declaration only when you have answered all mandatory questions within the questionnaire (your progress bar will show 99%) - completing the declaration will take you to 100%.

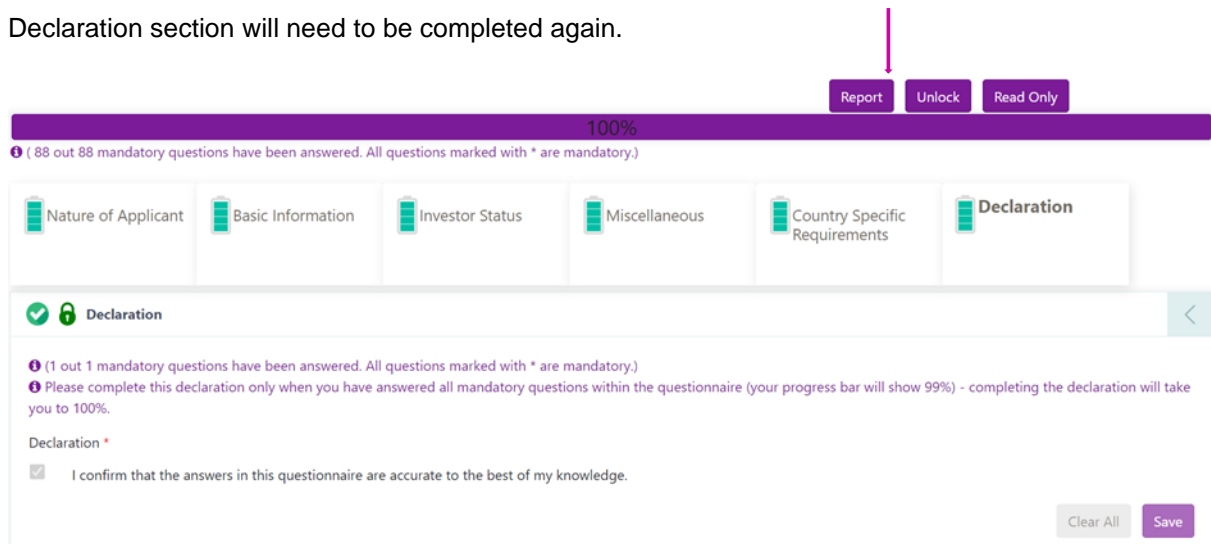
Declaration *

☒ I confirm that the answers in this questionnaire are accurate to the best of my knowledge.

Clear All Save

Amending a completed subscription questionnaire

- ◆ If a change needs to be made to an answer, please click on the Unlock button above the completed questionnaire as seen in the screenshot below.
- ◆ By clicking the Unlock tab it will be possible to edit answers in the questionnaire after which the Declaration section will need to be completed again.



Report Unlock Read Only

100%

(88 out of 88 mandatory questions have been answered. All questions marked with * are mandatory.)

Nature of Applicant Basic Information Investor Status Miscellaneous Country Specific Requirements Declaration

✓ Declaration

(1 out of 1 mandatory questions have been answered. All questions marked with * are mandatory.)

Please complete this declaration only when you have answered all mandatory questions within the questionnaire (your progress bar will show 99%) - completing the declaration will take you to 100%.

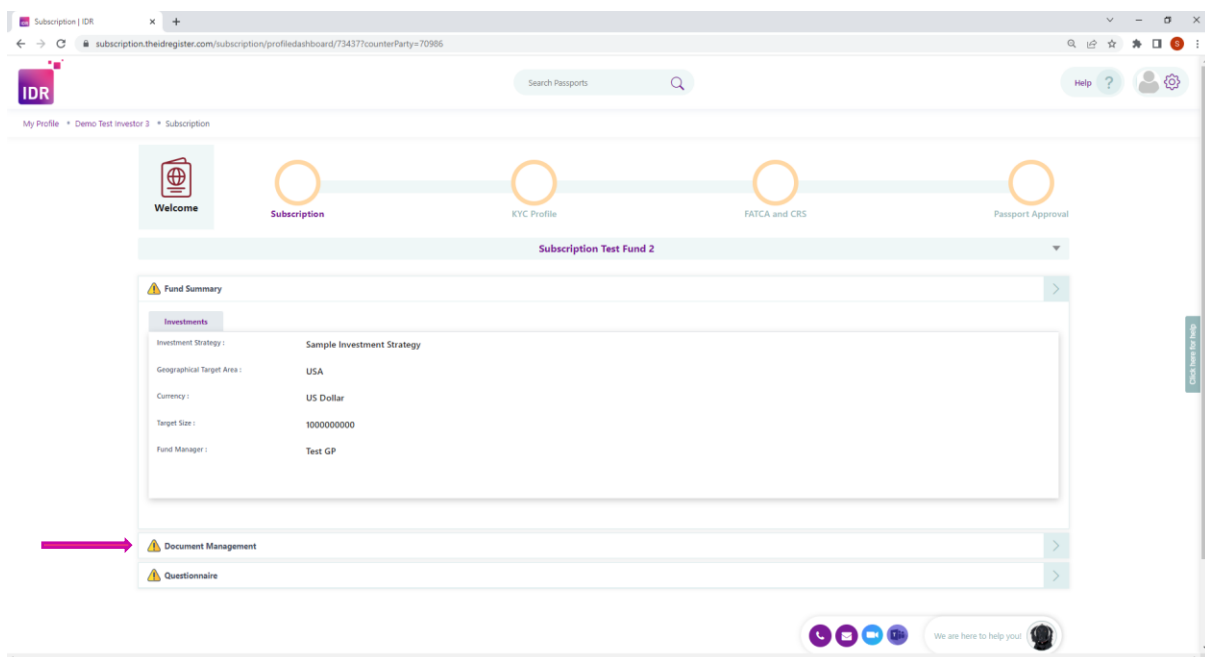
Declaration *

☒ I confirm that the answers in this questionnaire are accurate to the best of my knowledge.

Clear All Save

Completing the Subscription Agreement via DocuSign

Navigate to the Document Management section on the Subscription page as seen in the screenshot below:



Subscription | IDR

subscription.theidregister.com/subscription/profiledashboard/73437?counterParty=70986

Search Passports

Help ?

My Profile Demo Test investor 3 Subscription

Welcome Subscription KYC Profile FATCA and CRS Passport Approval

Subscription Test Fund 2

Fund Summary

Investments

Investment Strategy : Sample Investment Strategy

Geographical Target Area : USA

Currency : US Dollar

Target Size : 1000000000

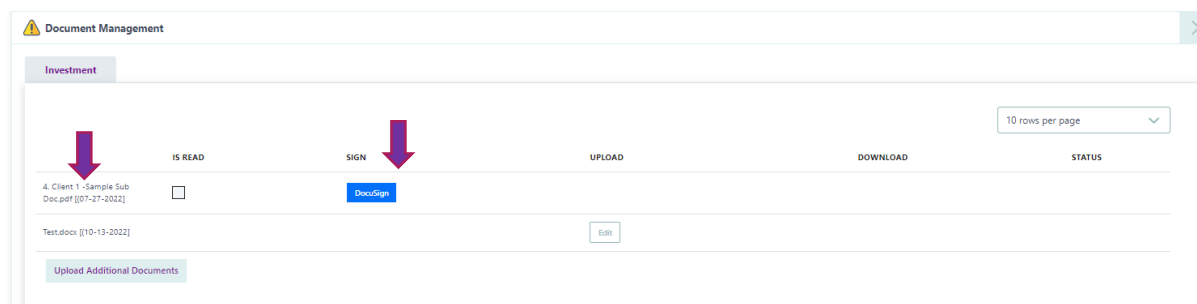
Fund Manager : Test GP

Document Management

Questionnaire

We are here to help you!

- ◆ A section containing the Subscription Agreement will appear as seen below.
- ◆ You can click on the name of the subscription agreement on the far left to download it in PDF and review.
- ◆ When you are ready to sign, click on 'DocuSign'



Document Management

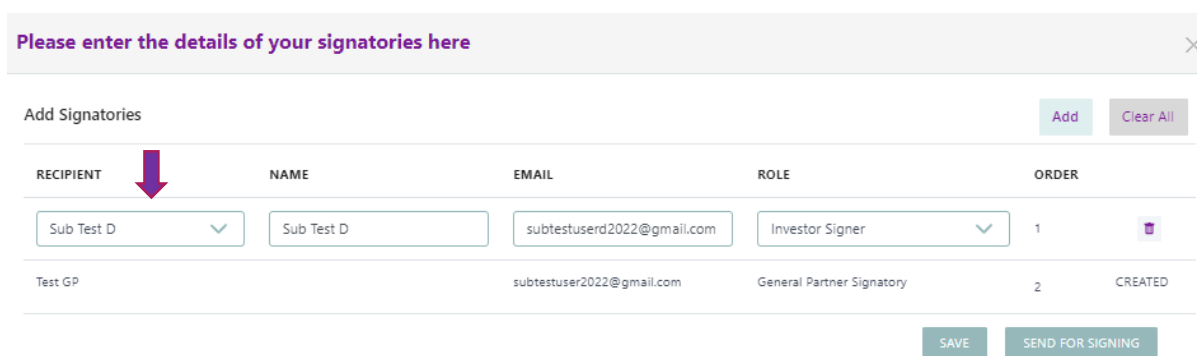
Investment

10 rows per page

	IS READ	SIGN	UPLOAD	DOWNLOAD	STATUS
4. Client 1 - Sample Sub Doc.pdf [07-27-2022]	<input type="checkbox"/>	DocuSign			
Test.docx [10-13-2022]			Edit		

[Upload Additional Documents](#)

- ◆ A window will appear which requires you to provide the name and email address of the person who will sign the subscription agreement.
- ◆ If this person is a user on your IDR profile (for example, yourself), you can select the user in the 'recipient column below – name and email address will then pre-populate and you can then select 'Investor Signatory' or similar in the 'Role' dropdown



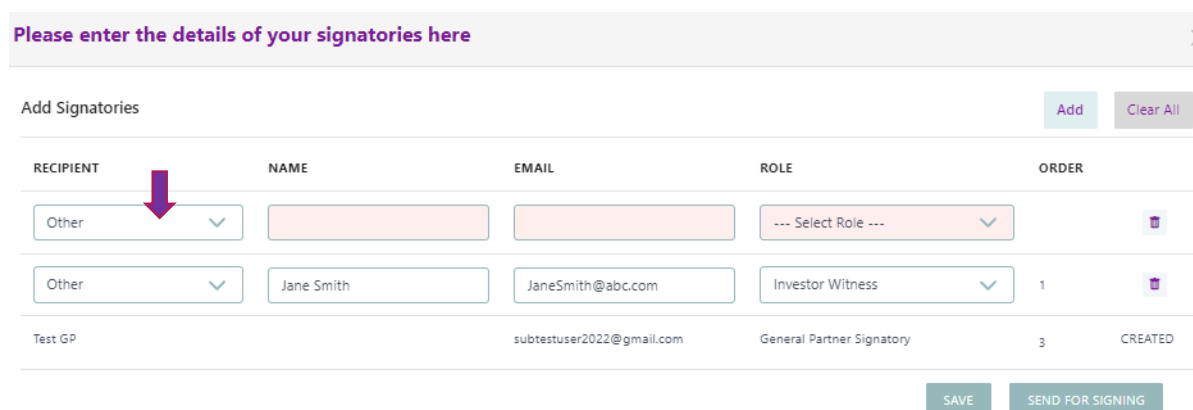
Please enter the details of your signatories here

Add Signatories [Add](#) [Clear All](#)

RECIPIENT	NAME	EMAIL	ROLE	ORDER	
Sub Test D	Sub Test D	subtestuser2022@gmail.com	Investor Signer	1	Delete
Test GP		subtestuser2022@gmail.com	General Partner Signatory	2	CREATED

[SAVE](#) [SEND FOR SIGNING](#)

- ◆ If this person is not a user on the IDR profile, you can select 'other' in the 'Recipient' column and enter the name and email address. Then select 'Investor Signatory' or similar in the 'Role' dropdown.



Please enter the details of your signatories here

Add Signatories [Add](#) [Clear All](#)



RECIPIENT	NAME	EMAIL	ROLE	ORDER	
Other			--- Select Role ---		Delete
Other	Jane Smith	JaneSmith@abc.com	Investor Witness	1	Delete
Test GP		subtestuser2022@gmail.com	General Partner Signatory	3	CREATED

[SAVE](#) [SEND FOR SIGNING](#)

If your subscription agreement requires a witness (you will see this on the signature page of the subscription agreement), then please enter the witness details following the same steps as above and select 'Investor Witness' or similar in the role drop-down – if there is no such role in the drop-down, then a witness is not required.

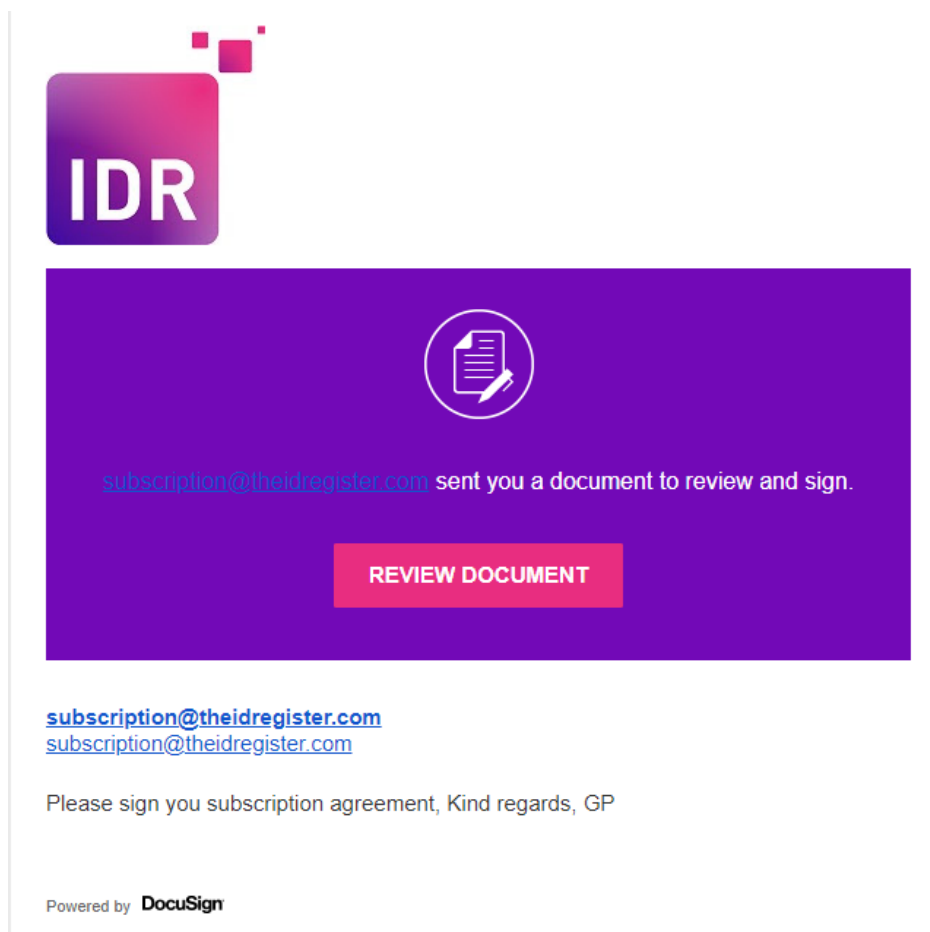
Please enter the details of your signatories here ✕

Add Signatories Add Clear All

RECIPIENT	NAME	EMAIL	ROLE	ORDER	
Subscription Test ▼	Subscription Test	subtestuser2022@gmail.com	Investor Signatory ▼	1	
Other ▼	Jane Smith	JaneSmith@abc.com	Investor Witness ▼	1	
Test GP		subtestuser2022@gmail.com	General Partner Signatory	3	CREATED


SAVE SEND FOR SIGNING

- ◆ Then click '**send for signing**' on the far right, bottom of the screen.
- ◆ An email will be sent to the selected email address to enable the signatory to complete and sign the subscription agreement via DocuSign as seen in the below screenshot.



Select the “Review Document” button as seen in the above screenshot, which will take you to the following window:

Please sign your subscription agreement. Kind regards, GP


Please read the Electronic Record and Signature Disclosure.
☐ I agree to use electronic records and signatures.

CONTINUE
OTHER ACTIONS ▾


The undersigned (sometimes referred to herein as “Subscriber”) hereby subscribes to purchase the number of shares of Common Stock (the “Shares”) of Unicorn Real Estate Holding, Inc. a Delaware Corporation (the “Company”) indicated below. The undersigned understands that, if accepted, its subscription is irrevocable, but that it may be rejected in the sole discretion of the Company, for any reason.

In consideration for the acceptance by the Company of this Subscription Agreement, the Subscriber hereby agrees, represents and warrants as follows:

- Acceptance or Rejection of Subscription.** The Company shall have the right to accept or reject this subscription in whole or in part. If rejected, the Subscriber’s check and Subscription Documents (as defined below) shall be promptly returned to the Subscriber. If accepted, the Subscriber’s check will be forwarded directly to the Company, and the Subscriber’s Investor Questionnaire and Subscription Agreement (collectively referred to herein as the “Subscription Documents”) will be retained by the Company.
- Closing.** If the Company has not received and accepted subscriptions and the closing date of _____ is not extended in the sole discretion of the Company for up to an additional ninety (90) days from the “Closing Date”, the Offering will terminate and any unaccepted investments in the possession of the Company and Subscription Documents shall be promptly returned to the Subscriber.
- Agreement to Indemnify.** The Subscriber hereby agrees to indemnify and hold harmless the Company and all of its directors, officers, agents and employees from any and all damages, losses, costs and expenses (including reasonable attorney’s fees) which they may incur (i) by reason of the Subscriber’s failure to fulfill any of the terms and conditions of this Agreement, (ii) by reason of the Subscriber’s breach of any of the Subscriber’s representations, warranties or agreements contained herein or in the Investor Questionnaire, and (iii) with respect to any and all claims made by or involving any person, other than the Subscriber, claiming any interest, right, title, power or authority regarding the Subscriber’s purchase of Shares. The Subscriber further agrees and acknowledges that this indemnification agreement shall survive any sale or transfer, or attempted sale or transfer, of any portion of the Subscriber’s Shares or upon the Subscriber’s death.

Select the checkbox in the left top corner of the screen (as seen in the screenshot below) and click ‘continue’ in the right top corner, then click ‘start’.

Please sign your subscription agreement. Kind regards, GP


Please read the Electronic Record and Signature Disclosure.
☒ I agree to use electronic records and signatures.

CONTINUE
OTHER ACTIONS ▾

The undersigned (sometimes referred to herein as “Subscriber”) hereby subscribes to purchase the number of shares of Common Stock (the “Shares”) of Unicorn Real Estate Holding, Inc. a Delaware Corporation (the “Company”) indicated below. The undersigned understands that, if accepted, its subscription is irrevocable, but that it may be rejected in the sole discretion of the Company, for any reason.

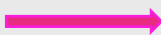
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Please review the documents below.

SEARCH
VIEW
DOWNLOAD
PRINT
SHARE

FINISH
OTHER ACTIONS ▾


START

DocuSign Envelope ID: BF80E6B2-9127-4EA1-BEED-4EF53239DA7E

EX1A-4 SUBS AGMT 3 flaoffering_4.htm SUBSCRIPTION AGREEMENT

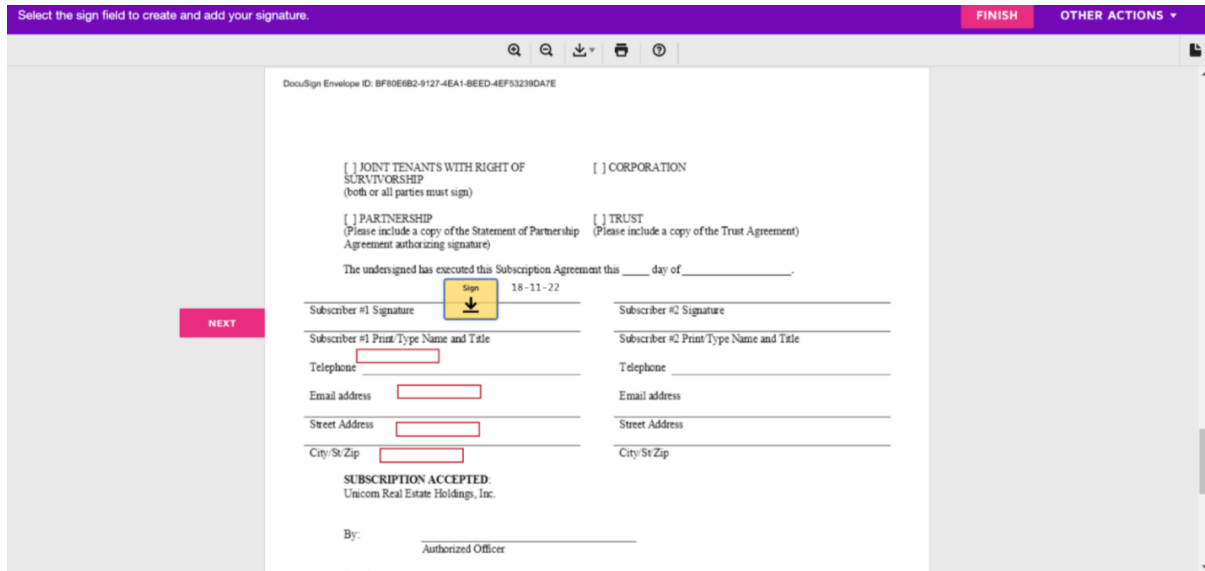
SUBSCRIPTION AGREEMENT
Unicorn Real Estate Holdings, Inc.
A Delaware Corporation

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- Agreement to Indemnify.** The Subscriber hereby agrees to indemnify and hold harmless the Company and all of its directors, officers, agents and employees from any and all damages, losses, costs and expenses (including reasonable attorney’s fees) which they may incur (i) by reason of the Subscriber’s failure to fulfill any of the terms and conditions of this Agreement, (ii) by reason of the Subscriber’s breach of any of the Subscriber’s representations, warranties or agreements contained herein or in the Investor Questionnaire, and (iii) with respect to any and all claims made by or involving any person, other than the Subscriber, claiming any interest, right, title, power or authority regarding the Subscriber’s purchase of Shares. The Subscriber further agrees and acknowledges that this indemnification agreement shall survive any sale or transfer, or attempted sale or transfer, of any portion of the Subscriber’s Shares or upon the Subscriber’s death.

- ◆ The document will guide you to fields that are mandatory to complete as illustrated below.
- ◆ However, please read the whole agreement in case there are optional fields applicable to you, for example and an additional signature may be required for certain investor types such as disregarded entities.



Select the sign field to create and add your signature. **FINISH** **OTHER ACTIONS**

DocuSign Envelope ID: BF0E6B2-9127-4EA1-BEED-4EF53239DA7E

☐ JOINT TENANTS WITH RIGHT OF SURVIVORSHIP (both or all parties must sign) ☐ CORPORATION

☐ PARTNERSHIP (Please include a copy of the Statement of Partnership Agreement authorizing signature) ☐ TRUST (Please include a copy of the Trust Agreement)

The undersigned has executed this Subscription Agreement this ____ day of ____.

Subscriber #1

Signature: (with a "Sign" button and a date field "18-11-22")

Print Type Name and Title:

Telephone:

Email address:

Street Address:

City/St/Zip:

Subscriber #2

Signature:

Print Type Name and Title:

Telephone:

Email address:

Street Address:

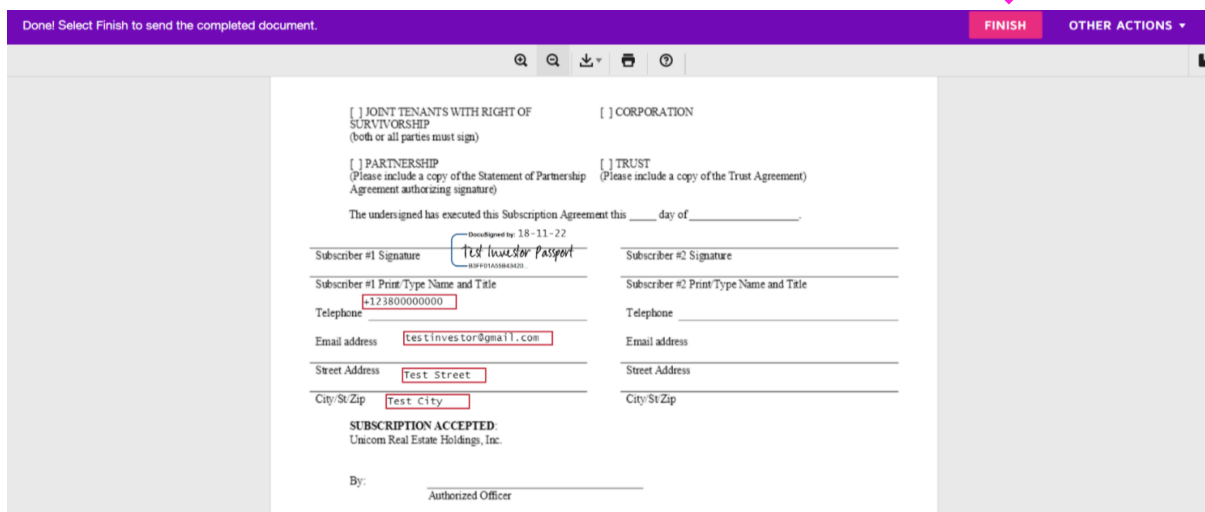
City/St/Zip:

SUBSCRIPTION ACCEPTED:
Unicom Real Estate Holdings, Inc.

By: Authorized Officer

NEXT

- ◆ Continue to complete all mandatory sections as seen in the example below.
- ◆ After all mandatory sections have been completed, please select the “Finish” tab in the right to corner as indicated by the arrow in the screenshot below.



Done! Select Finish to send the completed document. **FINISH** **OTHER ACTIONS**

DocuSign Envelope ID: BF0E6B2-9127-4EA1-BEED-4EF53239DA7E

☐ JOINT TENANTS WITH RIGHT OF SURVIVORSHIP (both or all parties must sign) ☐ CORPORATION

☐ PARTNERSHIP (Please include a copy of the Statement of Partnership Agreement authorizing signature) ☐ TRUST (Please include a copy of the Trust Agreement)

The undersigned has executed this Subscription Agreement this ____ day of ____.

Subscriber #1

Signature: (with a "Sign" button and a date field "18-11-22")

Print Type Name and Title:

Telephone:

Email address:

Street Address:

City/St/Zip:

Subscriber #2

Signature:

Print Type Name and Title:

Telephone:

Email address:

Street Address:

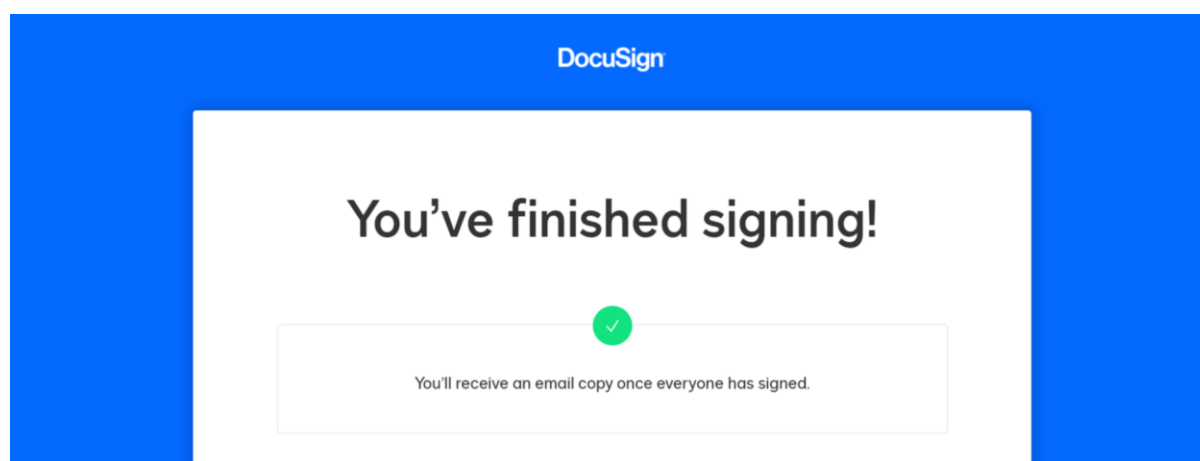
City/St/Zip:

SUBSCRIPTION ACCEPTED:
Unicom Real Estate Holdings, Inc.

By: Authorized Officer

FINISH

The next person who is required to sign will then get an email prompting them to sign.



You have now successfully completed the subscription section and please navigate to the KYC profile.

Correcting a Mistake

- ❖ If you have made a mistake and need to amend the subscription agreement, you will be able to discard the DocuSign envelope up until it has been signed by all parties.
- ❖ Click on the DocuSign button in document management and then click 'discard envelope'
- ❖ Refresh the page, you should then be able to start the signing process again
- ❖ It can sometimes take a few minutes for the information to update from DocuSign so please check back a few minutes later if this does not work immediately

Please enter the details of your signatories here					
View Signatories					
RECIPIENT	NAME	EMAIL	ROLE	ORDER	
Test GP		subtestuser2022@gmail.com	General Partner Signatory	2	COMPLETED
Test Investor		subtestuserd2022@gmail.com	Investor Signer	1	COMPLETED
					DISCARD ENVELOPE

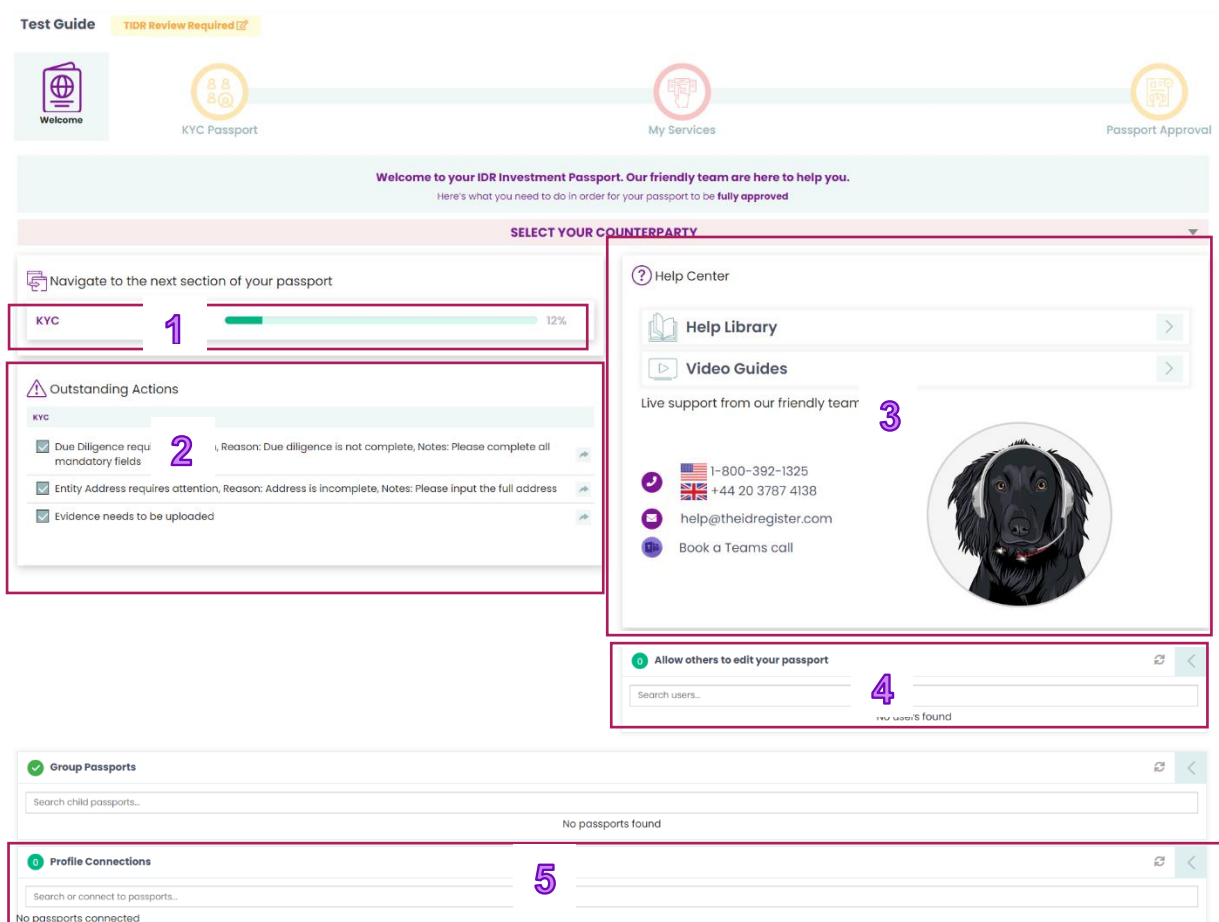
Completing Your KYC Profile

Now that you have opened your profile you will need to ensure each section is completed correctly. IDR will have pre-populated your profile with as much information as we had available at the point of onboarding.

Where information/evidence has been pre-populated, please review it to confirm it is accurate and correct.

Landing Page

The first page you will see is indicated below. This page gives an overview of your profile:



The screenshot shows the IDR Investment Passport landing page. At the top, there is a navigation bar with icons for Welcome, KYC Passport, My Services, and Passport Approval. Below this is a welcome message: "Welcome to your IDR Investment Passport. Our friendly team are here to help you. Here's what you need to do in order for your passport to be fully approved". The main section is titled "SELECT YOUR COUNTERPARTY". On the left, there is a progress bar for the KYC section, labeled "1", showing 12% completion. Below this is a section titled "Outstanding Actions" labeled "2", listing three items: "Due Diligence required mandatory fields", "Entity Address requires attention, Reason: Address is incomplete, Notes: Please input the full address", and "Evidence needs to be uploaded". On the right, there is a "Help Center" section labeled "3" with links to "Help Library", "Video Guides", and "Live support from our friendly team". Below this is a section titled "Allow others to edit your passport" labeled "4", with a search bar and a list of users. At the bottom, there is a section titled "Profile Connections" labeled "5", with a search bar and a list of connections.

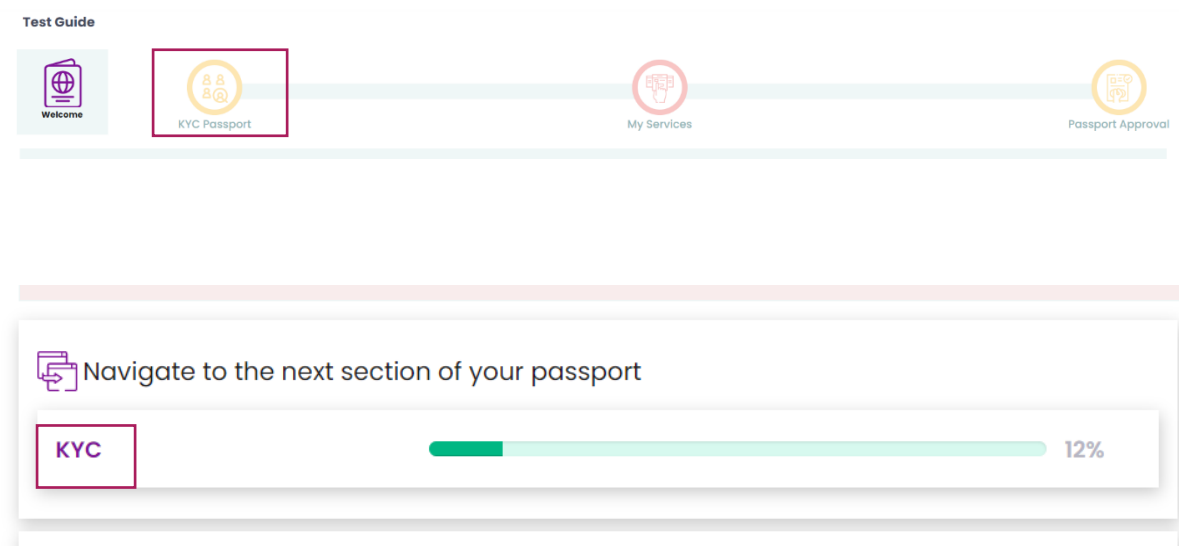
Please refer to the numbers indicated in the image above:

1. This is the completion percentage of your profile. When this is 100% your profile is complete.
2. This gives you an overview of what is outstanding on your profile, by selecting the arrows on the right of the text it will take you to the section that the text relates to.

3. This is the help centre which contains videos and live guides. From here you can also book a Teams call to have a live demonstration of how the system works. It also gives the email and phone number of our help centre.
4. This section shows you if there is anyone connected to your profile and the level of access they have. It will be set to 'full control', 'read' or 'write'. You can at any time add, remove or change the permission of a user on your profile.
5. This shows you any other profiles that may be connected to you, for example, an employer profile.

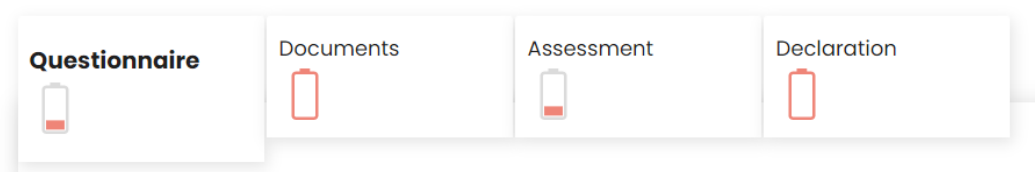
How to get to KYC

To enter the KYC Section, either select the yellow **KYC Passport** button at the top or click on the word **KYC** on the left of the percentage bar.



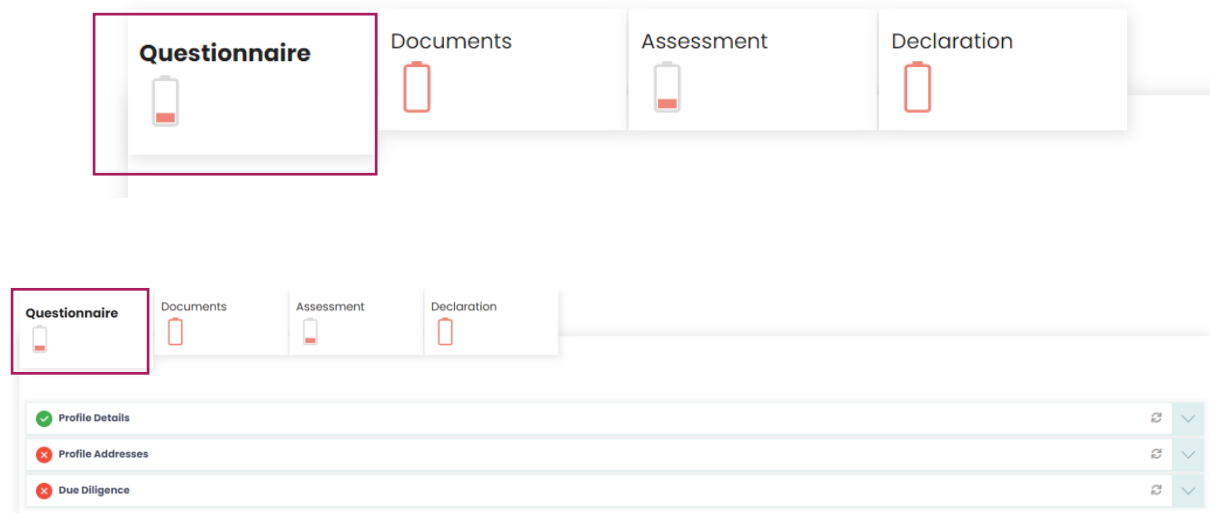
Natural Persons - KYC Completion

There are 4 tabs in the KYC section that need completion, IDR's team will be responsible for the Assessment tab. The other 3 need to be completed. Clicking on a section will take you to the information required in that tab.



Questionnaire

On the first Tab, the Questionnaire, there are 3 sections. You need to complete all 3 sections, simply click on a section to expand it or click the light blue down arrow on the far right.

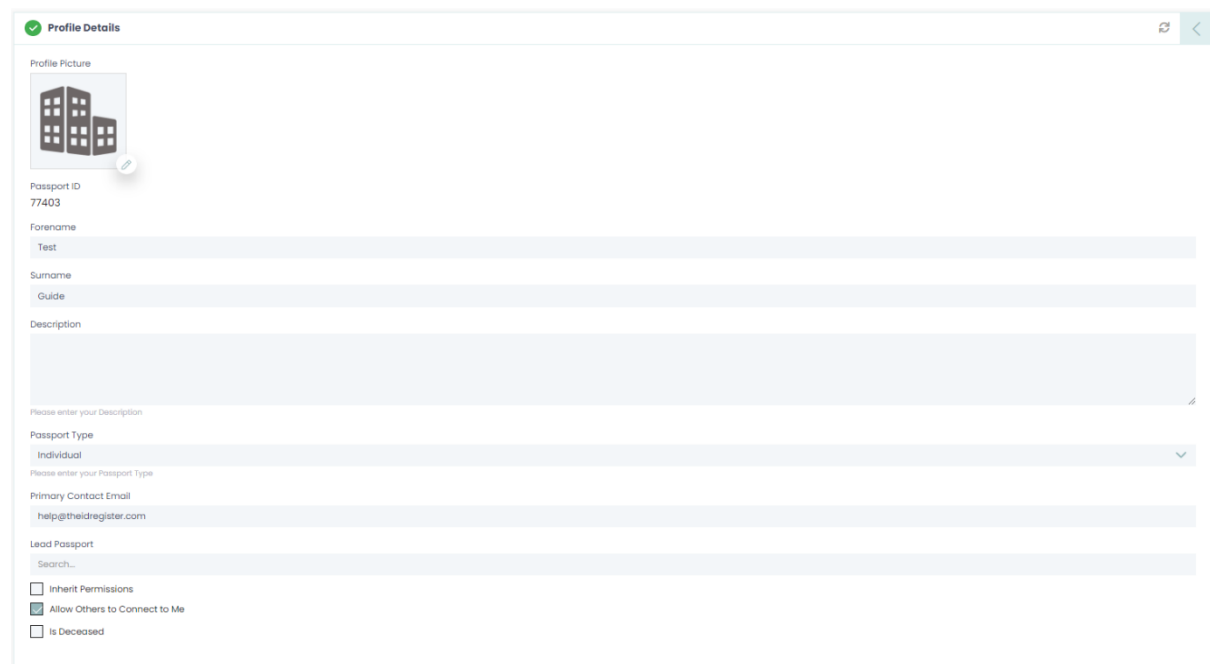


The screenshot shows the 'Questionnaire' tab selected, with three sub-sections: 'Documents', 'Assessment', and 'Declaration'. Below these, a list of sections is displayed with status icons and expand/collapse arrows:

Section	Status	Action
Profile Details	Complete (Green checkmark)	Expand/Collapse
Profile Addresses	Incomplete (Red X)	Expand/Collapse
Due Diligence	Incomplete (Red X)	Expand/Collapse

Please ensure that if information has already been filled in on your behalf, you should check to see that it is correct.

Profile Details

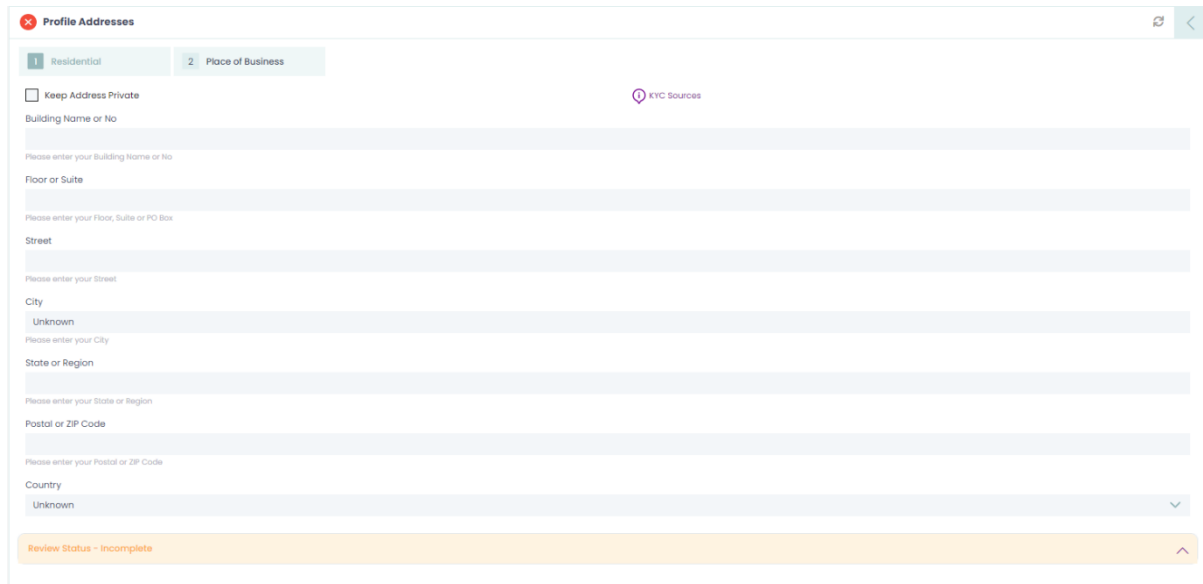


The screenshot shows the 'Profile Details' form with the following fields and options:

- Profile Picture:** A placeholder image of a building.
- Passport ID:** 77403
- Forename:** Test
- Surname:** Guide
- Description:** A large text area with a placeholder 'Please enter your Description'.
- Passport Type:** Individual (with a dropdown arrow)
- Primary Contact Email:** help@theidregister.com
- Lead Passport:** Search...
- Permissions:**
 - ☐ Inherit Permissions
 - ☒ Allow Others to Connect to Me
 - ☐ Is Deceased

- ◆ Please ensure that at a minimum you double-check to confirm your forename and surname have been entered correctly.
- ◆ Please enter your primary contact email address.

Profile Addresses



The screenshot shows a web form titled "Profile Addresses" with a red close button in the top left and a refresh button in the top right. Below the title are two tabs: "1 Residential" (active) and "2 Place of Business". A checkbox labeled "Keep Address Private" is on the left, and a purple "KYC Sources" icon is on the right. The form contains several input fields with placeholder text: "Building Name or No" (placeholder: "Please enter your Building Name or No"), "Floor or Suite" (placeholder: "Please enter your Floor, Suite or PO Box"), "Street" (placeholder: "Please enter your Street"), "City" (placeholder: "Please enter your City"), "State or Region" (placeholder: "Please enter your State or Region"), "Postal or ZIP Code" (placeholder: "Please enter your Postal or ZIP Code"), and "Country" (placeholder: "Unknown" with a dropdown arrow). At the bottom, an orange banner reads "Review Status - Incomplete" with an upward arrow icon.

- ◆ Your address may have been pre-populated by The IDR team. Please review your residential address and make any changes if necessary. If it has not been inserted, please fill in the necessary information.

Due Diligence

The Due Diligence section is comprised of your basic details, several Yes/No questions along with some free text answer boxes. An important thing to note is when you input your answers, you can save them at any time by pressing the purple tick in the far-right corner.

The tick looks like this:



Basic Details

Due Diligence

KYC Sources

Industry Regulators

Basic Details

Title

Please enter your Title

Full Legal Name

Test Guide

Please enter your Full Legal Name

Former or Maiden Names

Please enter Former or Maiden Names

Gender

Date of Birth

Country of Birth

In the **Basic Details** section, please enter:

- ◆ Title;
- ◆ Full legal name (including middle names)
- ◆ Former or Maiden names (if applicable)
- ◆ Date of Birth
- ◆ Country of birth

Current Citizenships

Current Citizenships

Add

Please list here all countries of which you are a national, citizen or hold a passport.

Nationality	ID No		Delete

Tax Residences

Add

Country	Taxable Status	Taxable ID		Delete
Unknown				

In the **Current Citizenships** Section, please enter

- ◆ Nationality and ID No as seen on your proof of identity (Passport).
- ◆ Please ensure your tax residence is correct and enter a valid Tax ID. Please enter all tax residences.

Occupation, Business or Profession

Occupation, Business or Profession

- ◆ Please enter a description of your Occupation, Business or Profession. The description needs to inform us what you currently do, for how long, and your position in each company. We need to fully understand what it is that you do.

Your Environment and Counterparties

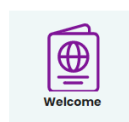
Your Environment and Counterparties

Where are you most economically active?	Unknown	▼
Are you investing money or financial assets on behalf of a third party? Examples of this include but are not limited to nominee/custodian/trust/intermediary arrangements	Yes	No
Have you granted a Power of Attorney to act on your behalf?	Yes	No
Are you undertaking any activities in a sanctioned jurisdiction?	Yes	No
Are you, a family member or close associate engaged in political activity, public policy, the judiciary or military, civil service or a government corporation at a senior level?	Yes	No
Are you a senior executive of a state owned corporation?	Yes	No
Do you undertake sensitive activities?	Yes	No
Are either of your parents an American citizen?	Yes	No

- ◆ All questions require an answer.
- ◆ If you are investing money on behalf of a third party please create and complete a profile for the individual/entity you are investing on behalf of. A pop-up will appear with the following when you select yes:

Are you investing money or financial assets on behalf of a third party? Examples of this include but are not limited to nominee/custodian/trust/intermediary arrangements	Yes	No
Where investing on behalf of a third party, a separate passport with appropriate documentation will be required for this party	Search my connections...	

- ◆ If you have searched and the profile does not exist, you will need to create one for the abovementioned person/entity. To do this you need to:
 - Scroll to the top and click the **Welcome** icon on the top left.



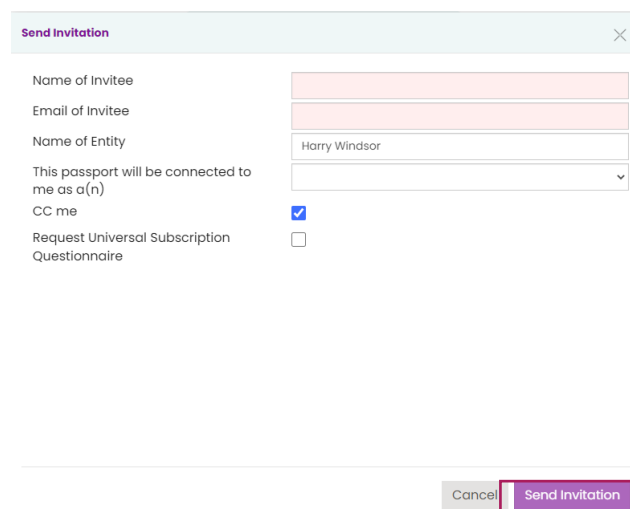
- It will take you back to the landing page where you need to scroll to the bottom of the page to where it says **Profile Connections**

Profile Connections	↻	<
Search or connect to passports...		
No passports connected		

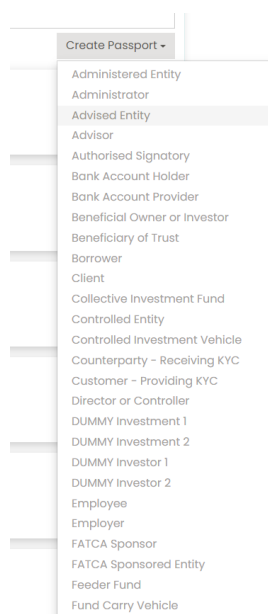
- Type in the name of the person you wish to add and select **Create Passport** or you can invite them by selecting **Send Invitation**. Should you invite them, they would need to create their own profile, or you could select create passport and create one for them.



- For **Send Invitation** you will receive this pop-up window where you need to input all the relevant details and then **Send Invitation**. The person will then receive an invitation to create their profile.



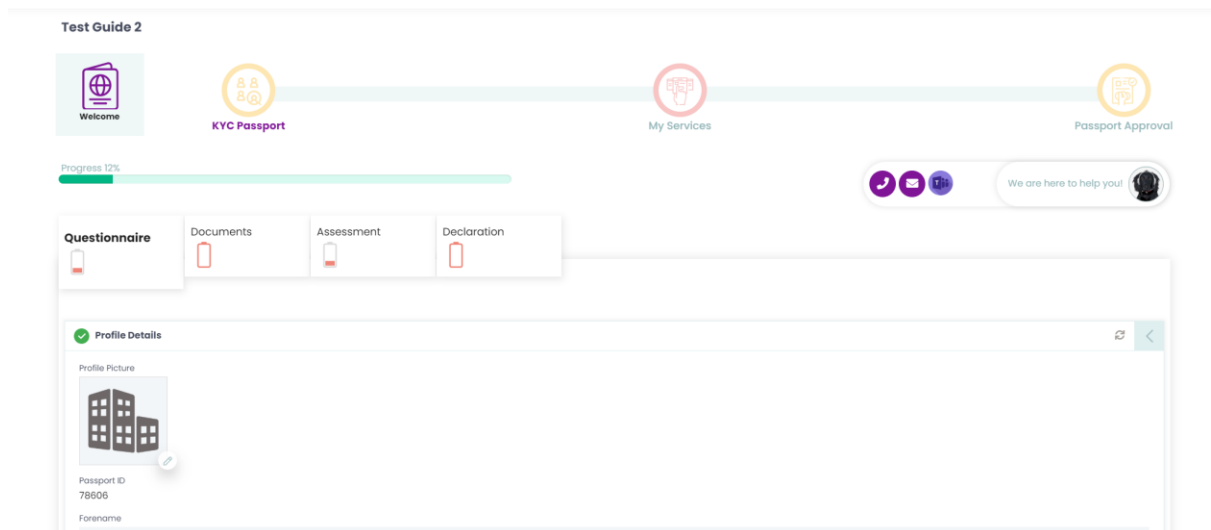
- If you select create passport you will need to select the capacity in which they will be added from the drop-down list.



- Once selected a pop-up will appear, you will then need to fill in all the relevant information and select **Create Profile**

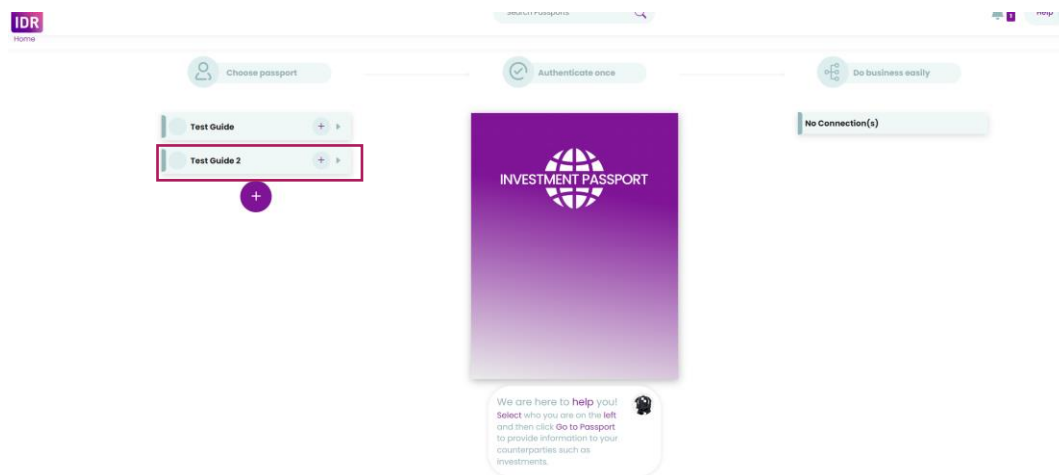


- You will automatically be taken to the new profile where you will fill in all the relevant information for that person. It will require the same steps that you have gone through for your profile.



- You will be listed as a user for this profile and it will now also appear on your home screen when you press the **Home** button

○



- ◆ If you have granted a power of attorney please create and complete a profile for the individual or entity you have granted power of attorney. This will be done in the same manner as above for creating a connection.

What is the source of your wealth?

Source of Wealth is how you have generated your total wealth.

Source of Funds is related to the origin of the funds for this investment

What is the source of your wealth? ⓘ

Source of Wealth

None selected ▼

What is the source of your funds? ⓘ

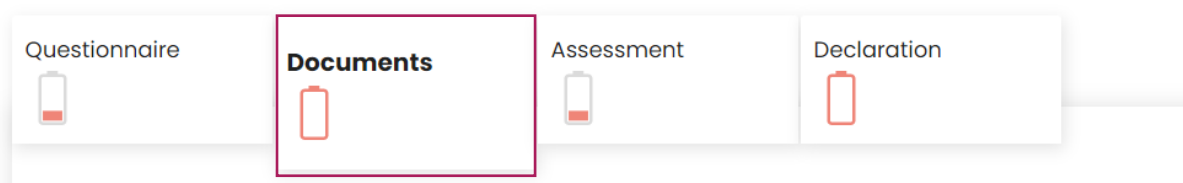
Source of Funds

None selected ▼

Please select an option from the drop-down and in the block that pops up please provide a description. The description is very important, please try to give some background and any relevant facts.

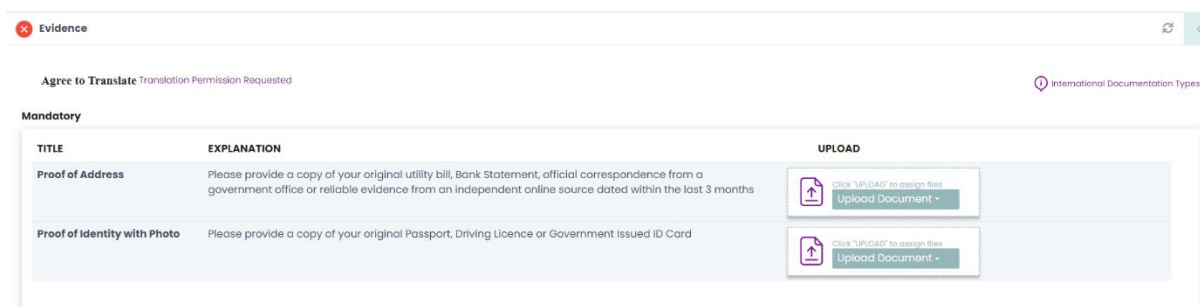
Documents

To navigate to the documents section, select the **“Documents”** tab situated next to the Questionnaire tab.



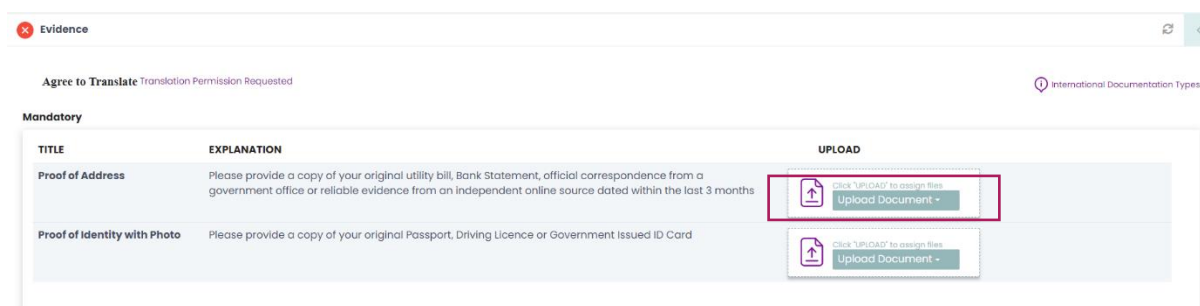
Evidence

Please ensure that all mandatory evidence documents have been uploaded and digitally certified. Please note that once a document is uploaded it is automatically saved and you do not need to push any buttons to save it.

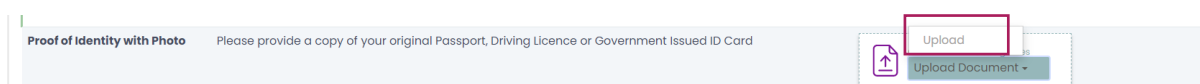


TITLE	EXPLANATION	UPLOAD
Proof of Address	Please provide a copy of your original utility bill, Bank Statement, official correspondence from a government office or reliable evidence from an independent online source dated within the last 3 months	Click "UPLOAD" to assign files Upload Document -
Proof of Identity with Photo	Please provide a copy of your original Passport, Driving Licence or Government Issued ID Card	Click "UPLOAD" to assign files Upload Document -

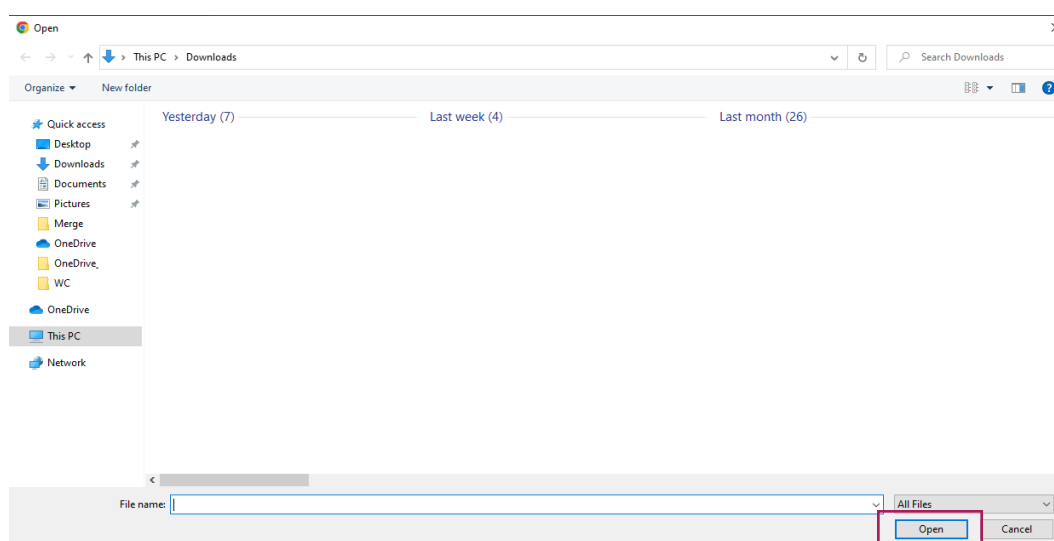
To upload a document click on the **“upload document”** button next to the evidence you want to submit and select upload, then choose the document from the pop-up that appears and click open.



TITLE	EXPLANATION	UPLOAD
Proof of Address	Please provide a copy of your original utility bill, Bank Statement, official correspondence from a government office or reliable evidence from an independent online source dated within the last 3 months	Click "UPLOAD" to assign files Upload Document -
Proof of Identity with Photo	Please provide a copy of your original Passport, Driving Licence or Government Issued ID Card	Click "UPLOAD" to assign files Upload Document -



TITLE	EXPLANATION	UPLOAD
Proof of Identity with Photo	Please provide a copy of your original Passport, Driving Licence or Government Issued ID Card	Click "UPLOAD" to assign files Upload Document -



Once the document has been uploaded it takes a bit of time to finalise. Please note that you will only be able to select the document for certification once the finalisation has been completed. Refreshing the page can make it go a bit faster.

If you uploaded the incorrect document by mistake, simply **click on the cog** on the right of the document and select **Delete** from the menu.



If your documents are not in English, please ensure a translation of the document has been provided ensuring the details of the translator are visible.

The mandatory documents required are determined using the profile type and risk. Under the mandatory heading within the evidence section, you will see all documents required with a brief explanation of the document and what is acceptable.

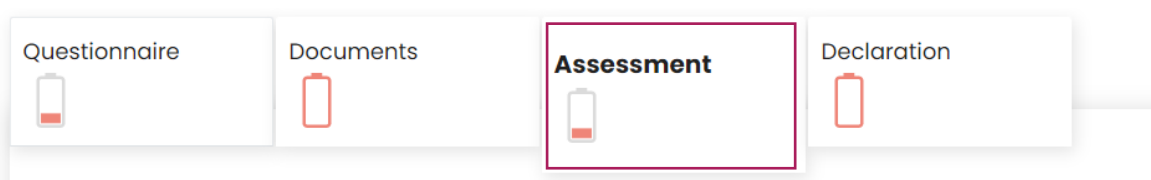
For additional information regarding the standard evidence requirements, please see Appendix A of this guide.

If Source of Funds and Source of Wealth are listed as Mandatory documents on your profile, please see Appendix B of this guide for further information on what is acceptable.

In some situations a W8 and CRS will need to be uploaded although it won't be marked mandatory, it will be found in the other documents.

All mandatory documentation needs to be digitally certified, please see the heading below:
Evidence certification – Applies to all investor types

Assessment



This section will be completed by a Senior Analyst at the IDR.

Declaration

Questionnaire

Documents

Assessment

Declaration

Screening status:
This passport has not been sent ...

OPEN REVIEW DETAILS

PASSPORT CHANGES

Declaration

☐ I confirm that I have reviewed the passport, documents and the owner and controller passports with whom I am connected (where applicable) and declare that to the best of my knowledge the information is true and accurate as of 19 Sep 2022.

or

☒ This passport is being updated.

In this section, you confirm that you have reviewed the passport, documents and any controller passports that you may be connected to and declare that to the best of your knowledge the information is true and accurate as of the date.

You select the first option and then save your declaration by selecting the purple tick in the far right corner.



Legal Persons - KYC Completion

Questionnaire

- ◆ The Profile Details
- ◆ Profile Address
- ◆ Due Diligence

These fields are filled out in the same way as for a natural person, but in the name of the Legal Person, with all the Legal Person's details. In addition to the above, you now have a new section called Ownership and Control.

Ownership and Control

Ownership and Control

Your Ownership and Control

☐ Hide my owners and controllers from my investments

Please connect and complete passports for at least 3 managing members/directors or equivalent and any member with a beneficial interest or voting control of 10% or more of the entity. If no beneficial owner holds 10% or more, please connect and complete a passport for the senior managing official, for example, CEO or equivalent.

☐ None of my related parties have an ownership interest greater than 10%.

☐ None of my related parties have an ownership interest greater than 25%.

Table:

PASSPORT NAME	RELATIONSHIP TYPE	OWNERSHIP %
No relationships found		

Buttons: Add Remove

Depending on your fund jurisdiction we are required to identify beneficial owners with an ownership interest of at least 10% or 25%. We will guide you through this process. We are also required to identify the controlling parties of the investing entity, usually the directors/authorised signatories of the investing entity or its General Partner.

We will be required to identify 3 authorised signatories and 3 directors (if different to the signatories).

To add and remove parties use these buttons. Profiles of connected parties need to be completed.

Add

Remove

Documents

Evidence

Documentary evidence varies by legal entity type – please refer to Appendix A for specific requirements per entity type

Assessment

This section will be completed by a Senior Analyst at the IDR.

Declaration

This is completed the same as for a natural person

Evidence certification – Applies to all investor types

IDR is an online platform where all KYC checks are conducted remotely, and digital copies of original documentation are uploaded to identify and verify the customer including beneficial owners and controllers where applicable.

IDR utilises digital certification by sending a request to a suitable certifier via a system-generated email. The chosen certifier will receive an email containing a link to the document where they can view and choose the certification wording.

Suitable certifiers

IDR's list of suitable certifiers is as follows:

- ◆ A director, officer or manager of a regulated financial institution in a well-regulated jurisdiction such as one listed in Appendix C of the Guernsey AML Handbook;
- ◆ An Accountant who is a member of a recognised professional body;
- ◆ A Company Secretary who is a member of the Institute of Chartered Secretaries and Administrators;
- ◆ A Lawyer or Notary Public
- ◆ An Actuary
- ◆ An Embassy, Consulate or High Commission of the country of issue of the document; &
- ◆ A member of the Judiciary, a Senior Civil Servant, or a serving Police or Customs Officer.

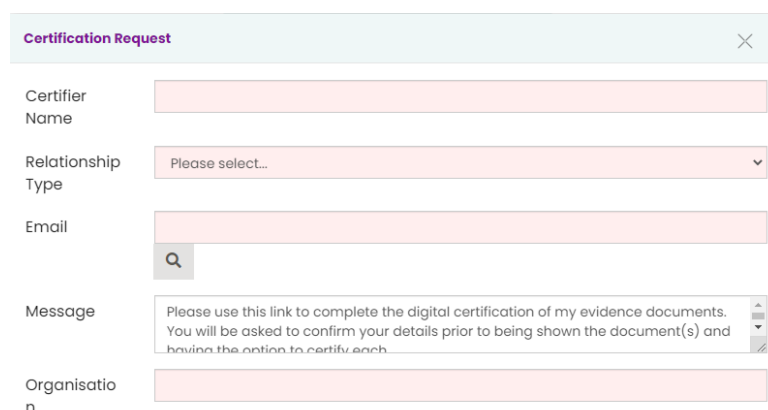
Please note that documents cannot be certified by family members or relatives of the customer

How to send a certification request

1. Select the documents you wish to send to your chosen certifier by clicking on the tick box on the left of the screen, this can only be done once the document is finalised.

2. Scroll down and click on the green box labelled 'Certify selected items' followed by 'Send a certification request'

3. Fill in the Certifier's details in the fields at the top of the pop-up.



4. Please select the appropriate wording option for each of the documents. In most circumstances, you will be required to select option one.

The following certification options will be sent to the certifier – you can deselect one of the options to be sent if it is not applicable to this certifier.

Proof of
Address.docx.pdf

☒ I certify that this is a true electronic copy of the original document which I have seen.

Note: This is the preferred option and should be selected in all cases where you have seen the original document

☒ (Only for use by a Financial Services Business regulated in the following *jurisdictions*)

This is a true electronic copy of a certified copy of the original document which I have seen

Note: This option should only be selected where:
(1) You have not seen the original document; (2) You are employed by a regulated financial services business; & (3) you have seen this certified copy of the original document.

5. When all the fields have been populated and the certification wording selected, please click 'Request certification' at the bottom of the pop-up

Request Certification

Cancel

6. The status of the document will change from **Requires Certification** to **Awaiting Certification** and then once your certifier has completed the certification it will change to **Awaiting Approval**. Once the documents are certified and the certifier is verified, the IDR team will approve the certification and it will change to **Certification Approved**.

Certification approved

Expires:

26 Oct 2015

Completion

Once you have completed everything it will be reviewed by the IDR team and they will get in touch with you if anything additional is required or if any clarification is needed.

Appendix A

Individual Profiles

Document	Explanation	Example
Proof of address	A document proving the residential address of an individual dated within the last 3 months	Utility bill (service to an address, not a mobile) <ul style="list-style-type: none"> • Bank statement • Official correspondence from a Government department • Property Deed or Tenancy Agreement
Proof of Identity	An unexpired document proving an individual is who they say they are	Passport details page with photo <ul style="list-style-type: none"> • Photo driving licence • Government issued photo ID

Private Company Profiles

Document	Explanation	Example
Authorised Signatory List	Document detailing the names of individuals and their authority to act on behalf of the legal entity/arrangement, for example, issuing payment instructions or signing contracts. Signature samples are not required.	<ul style="list-style-type: none"> • Board Resolution • Internal Document • Trust Deed
Certificate of Incorporation	Document proving that the legal entity or arrangement has been properly formed in accordance with the legal requirements in its country. The form will vary depending on the entity type, however, it is usually an official document from a state authority or an extract from the official registry such as Companies House.	<ul style="list-style-type: none"> • Certificate of Incorporation • Registry extract from official website • Certificate of Good Standing • Letter from a state body confirming formation and official formation number
Register of Directors	A document recording the list of current directors	<ul style="list-style-type: none"> • Register of Directors • Extract from official register of entities detailing directors, for example, KVK • Extract from website of public authority listing directors
Register of Shareholders	A document recording the list of current shareholders i.e. beneficial owners	<ul style="list-style-type: none"> • Register of Shareholders • Audited financial statements detailing ownership • Extract from official register detailing shareholders

Limited Partnership Profiles

Document	Explanation	Example
Authorised Signatory List	Document detailing the names of individuals and their authority to act on behalf of the legal entity/arrangement, for example, issuing payment instructions or signing contracts. Signature samples are not required.	<ul style="list-style-type: none"> • Board Resolution • Internal Document • Trust Deed
Certificate of Registration	Document proving that the legal entity or arrangement has been properly formed in accordance with the legal requirements in its country. The form will vary depending on the entity type, however, it is usually an official document from a state authority or an extract from the official registry such as Companies House.	<ul style="list-style-type: none"> • Certificate of Incorporation • Registry extract from official website • Certificate of Good Standing • Letter from a state body confirming formation and official formation number
Register of Limited Partners	A document or extract detailing the current limited partners	<ul style="list-style-type: none"> • Register held by General Partner or Administrator

Regulated Entity Profiles

Document	Explanation	Example
Authorised Signatory List	Document detailing the names of individuals and their authority to act on behalf of the legal entity/arrangement, for example, issuing payment instructions or signing contracts. Signature samples are not required.	<ul style="list-style-type: none"> • Board Resolution • Internal Document • Trust Deed
Proof of Regulated Status	Extract from the exchange evidencing that shares of the entity are traded on the exchange	<ul style="list-style-type: none"> • Extract from the exchange website

Appendix B

Source of Funds/Wealth	Illustrative Proofs
Employment	<ul style="list-style-type: none"> • Pay slips, bank statements showing monthly salary, employer confirmation of salary, tax returns if self employed
Savings / Deposit	<ul style="list-style-type: none"> • Bank statements and enquiry of the source of wealth
Property Sale	<ul style="list-style-type: none"> • Bill of sale with value
Sale of shares or other investments	<ul style="list-style-type: none"> • Statement of account from agent
Loan	<ul style="list-style-type: none"> • Loan agreement with details
Company Sale	<ul style="list-style-type: none"> • Company history (ownership length & percentage held, business sector, etc.), Media coverage if applicable • Copy of the contract of sale - Internet research of Company Registry
Company Profiles / Dividends	<ul style="list-style-type: none"> • Copy of latest audited financial statements/accounts • Dividend distribution evidence - Tax declaration form
Inheritance	<ul style="list-style-type: none"> • Letter from suitable person such as family lawyer confirming the details of the inheritance
Gift	<ul style="list-style-type: none"> • Letter from suitable person such as family lawyer confirming the details of the gift • May be necessary to confirm SOW of donor
Other Income Sources	<ul style="list-style-type: none"> • Nature of income, amount, date received and from who • Appropriate supporting documentation

Contacting IDR

If you have any questions, our experienced team are here to help. Please do not hesitate to reach out to us at help@idrgroup.com or call us on:

US: 1-800-392-1328

Europe: +44 20 3787 4138