

TROPTIONS · INSTITUTIONAL DOCUMENT SYSTEM

Bryan Stone KYC Appendix Template

Redaction-Safe Field-Only Appendix for KYC Data Handling

For: Compliance coordinators, KYC analysts, and institutional administrators handling Bryan Stone materials

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Executive Summary

This template provides a redaction-safe, field-only format for deriving and sharing KYC-relevant data points from the Bryan Stone master KYC/CIS file. Raw source documents stay sovereign; this sheet carries only designated, reviewed fields.

Who This Document Is For

Compliance teams that need to transmit KYC field data to counterparties, legal reviewers, or onboarding processors without exposing original documents.

Required Information

- Full legal name (as verified)
- Entity name and jurisdiction
- Source of funds — category designation only
- XRPL wallet address (primary)
- Signatory authority confirmation
- Identity verification method and issuing authority
- KYC review date and reviewer ID

Required Documents

- & Bryan Stone KYC/CIS Master File (source)
- & Identity verification record
- & Entity formation documentation
- & Source of funds classification memo
- & Signatory authorization record

Step-by-Step Process

Step 1: Pull Fields From Master File

Compliance coordinator extracts only approved KYC fields from the master file. No raw documents are copied.

Step 2: Apply Redaction Review

Each field is checked against the approved disclosure list. Unapproved fields are suppressed before population.

Step 3: Populate Appendix Template

Approved fields are entered into this structured template format for clean transmission.

Step 4: Reviewer Sign-Off

Named compliance reviewer confirms field accuracy and redaction compliance before any distribution.

Step 5: Controlled Distribution

Appendix is transmitted only to approved parties via controlled secure channels. No open email.

Approval Gates

- & Master file review complete
- & Disclosure scope approved
- & Reviewer sign-off obtained
- & Distribution channel confirmed

Readiness Checklist

- & Fields extracted from verified master file
- & Redaction review applied
- & Template populated by compliance coordinator
- & Reviewer ID and date recorded

What Stays Blocked

- No raw document transmission in place of this template
- No unapproved field disclosure
- No distribution without reviewer sign-off

Common Blockers

- Master file not complete or not verified
- Disclosure scope not approved
- Missing reviewer authorization

TROPTIONS System Handling

This appendix is a controlled derivative of the Bryan Stone KYC/CIS master file. It exists to enable redaction-safe field sharing while keeping source documents sovereign and protected.

Final Checklist Before Submission

- & Master file verified and complete
- & Only approved fields included
- & Redaction review recorded
- & Reviewer name and date on file
- & Distribution log entry created

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