

TROPTIONS · INSTITUTIONAL DOCUMENT SYSTEM

# Smart Contract and Document Onboarding Playbook

Simple Flow for Clients, Brokers, Owners, and Project Teams

**For: Project teams, brokers, owners, legal/compliance coordinators**

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## Executive Summary

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This playbook explains how to onboard project documents and map them into smart-contract-ready deal logic in plain language. It focuses on simple stage controls: who signs, what triggers release, and what evidence is required.

## Who This Document Is For

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Teams that need one easy flow for multiple project types (properties, hotels, portfolios) while maintaining legal and compliance controls.

## Required Information

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- Parties and legal entities
- Deal milestones and release triggers
- Required documents per milestone
- Settlement conditions and fallback rules
- Dispute and amendment procedures

## Required Documents

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- & Master term sheet
- & Milestone schedule and trigger matrix
- & Document index with version control
- & Signature authority matrix
- & Escrow/settlement instructions
- & Compliance attestations (KYC/KYB, source-of-funds)

## Step-by-Step Process

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### Step 1: Document Intake

Collect and index all deal docs with owner, version, and approval status.

### Step 2: Milestone Mapping

Translate business terms into clear triggers: deposit, due diligence completion, title clearance, closing release.

### Step 3: Rule Definition

Define simple if/then conditions and exception handling for each release event.

### Step 4: Contract Readiness Review

Legal and compliance review confirms document-to-trigger mapping is accurate and enforceable.

### Step 5: Controlled Activation

Activate only approved stages; keep all non-approved stages blocked until gate clearance.

### Step 6: Audit and Reporting

Maintain an immutable event log of docs, approvals, trigger checks, and release outcomes.

## Approval Gates

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- & Legal review complete
- & Compliance review complete
- & Signature authority confirmed
- & Milestone trigger matrix approved

- & Settlement instruction approval

## Readiness Checklist

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- & Document index complete
- & Trigger matrix drafted
- & Exception paths defined
- & Approval owners assigned
- & Audit logging enabled

## What Stays Blocked

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- No autonomous live execution without approvals
- No bypass of legal/compliance gates
- No release on missing or contradictory evidence

## Common Blockers

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- Ambiguous milestone definitions
- Missing signatory authority docs
- Unclear dispute process
- Inconsistent document versions

## TROPTIONS System Handling

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TROPTIONS provides a governance-gated orchestration layer for document readiness and trigger-based settlement planning. Execution controls remain approval-gated and simulation-first until policy gates clear.

## Final Checklist Before Submission

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- & All docs indexed and versioned
- & Triggers approved
- & Approvals recorded
- & Settlement path verified
- & Audit log reviewed

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