



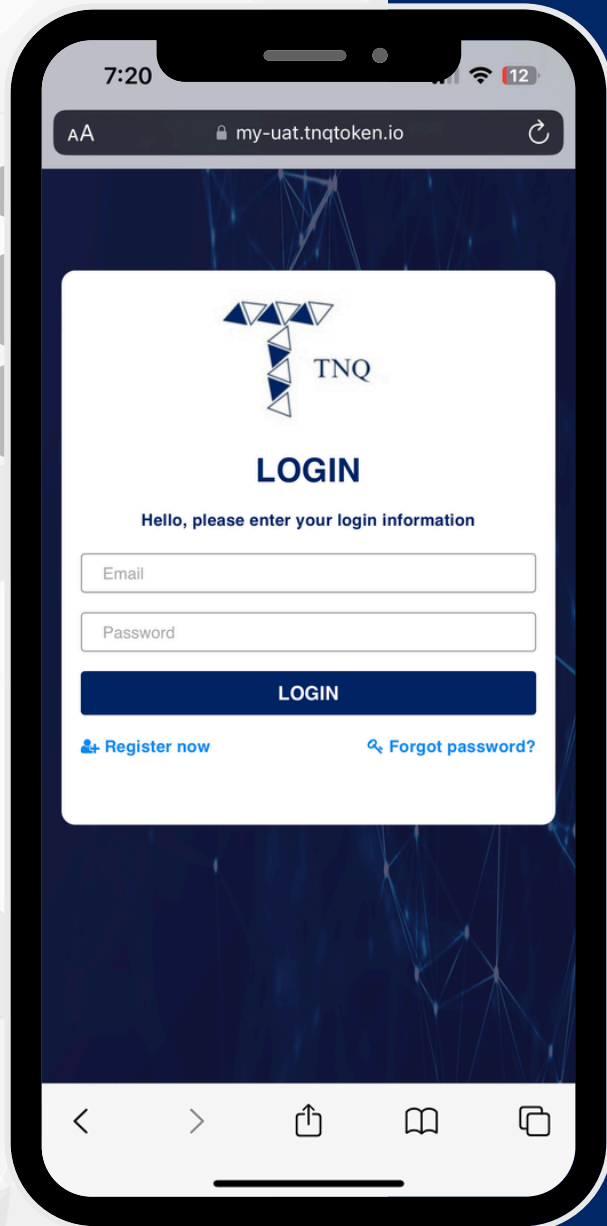
# How to:

**Complete KYC for  
an individual  
client**



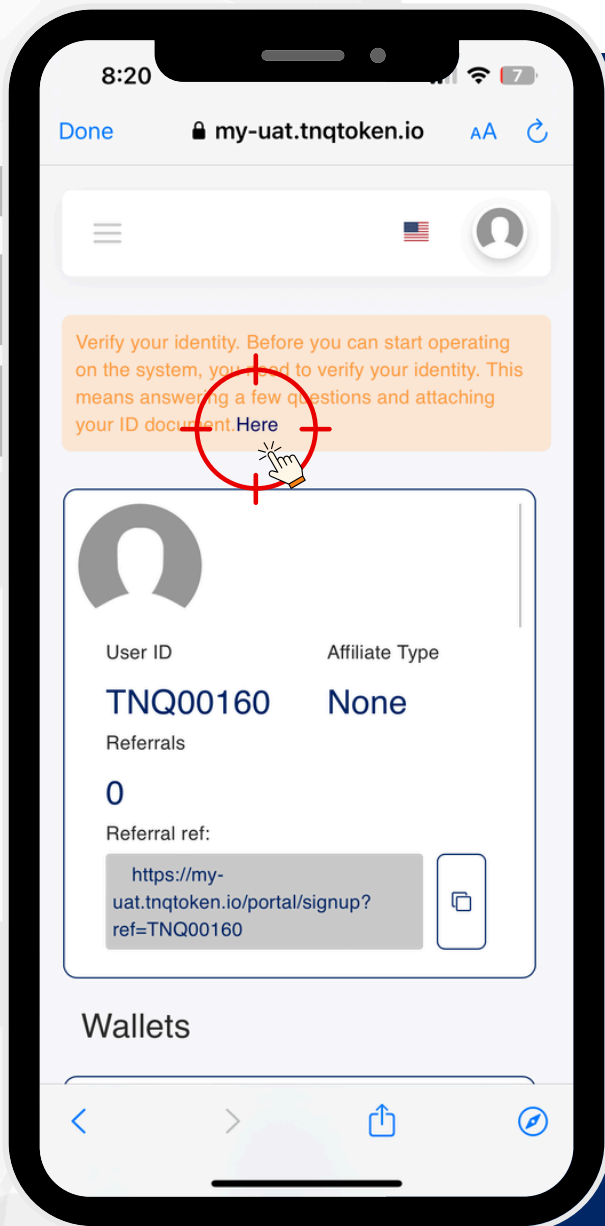
### **KYC documents required:**

- **Front of ID Card/Passport**
- **Back of ID Card**
- **Selfie with ID Card/Passport**



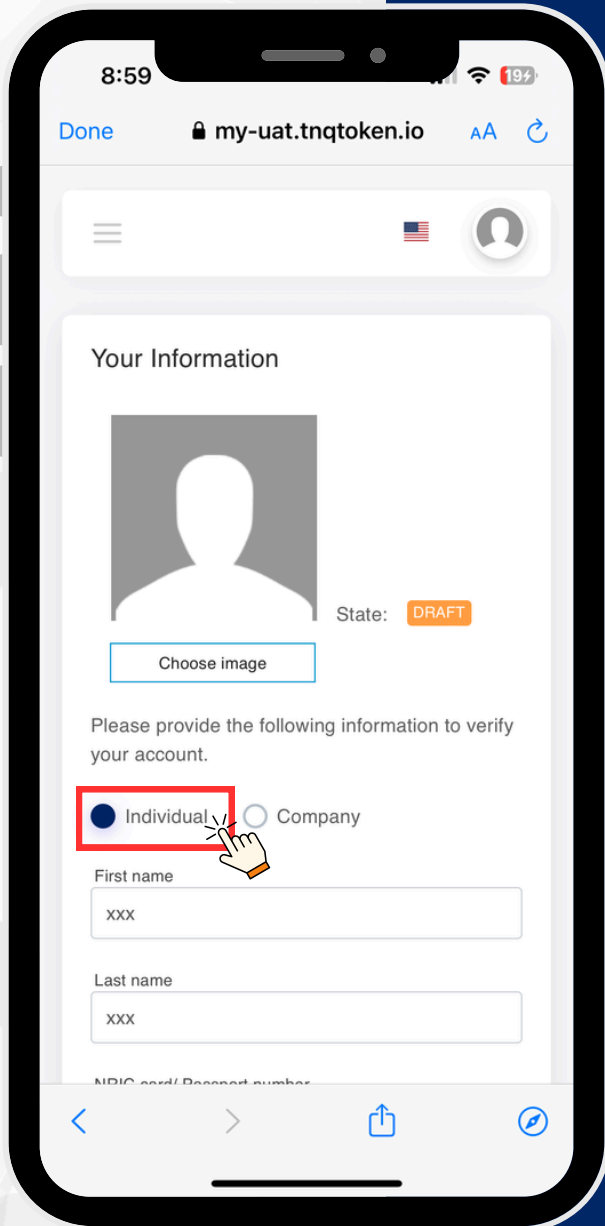
# Step 1:

## Login to the TNQ account



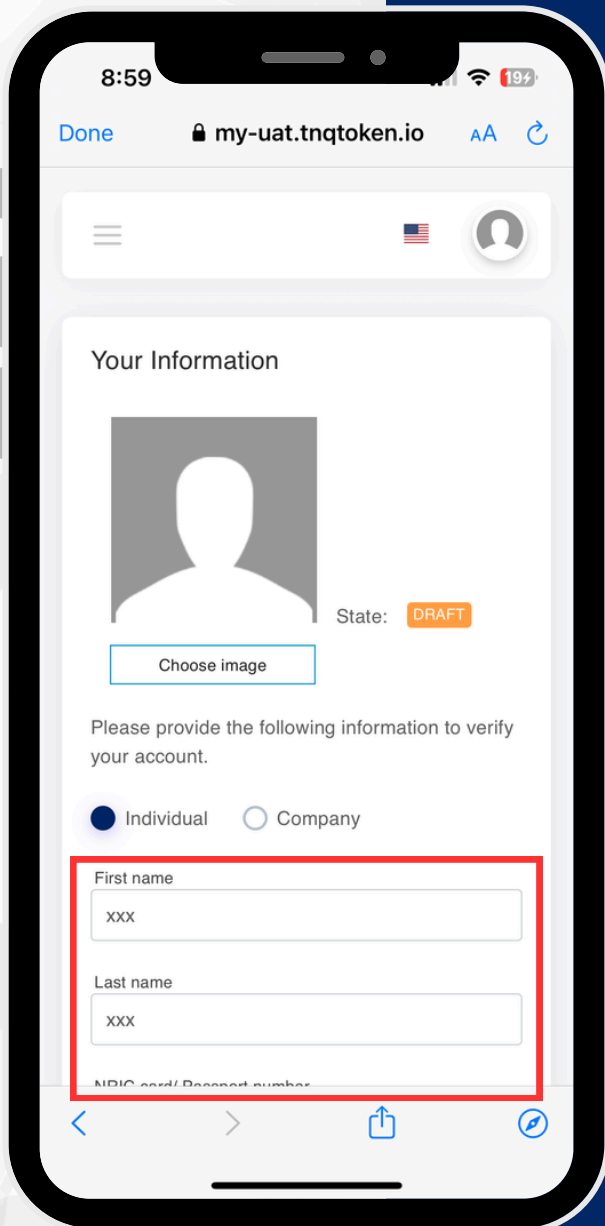
## Step 2:

On the home page,  
click on "Here"



# Step 3:

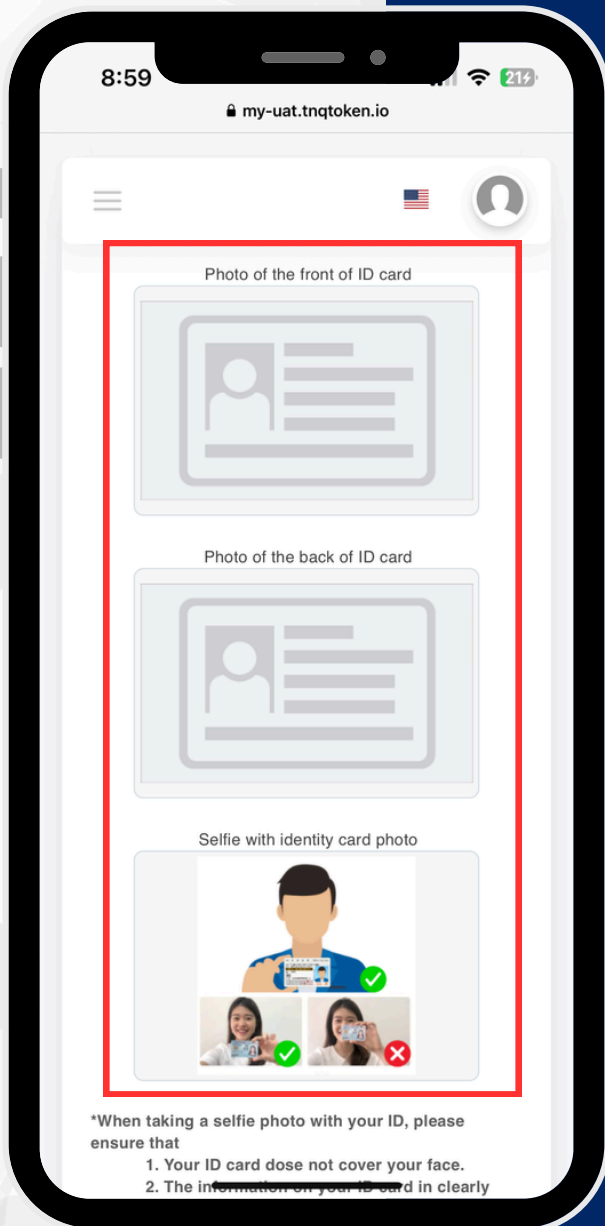
## Select “Individual”



# Step 4:

## Fill in the required information

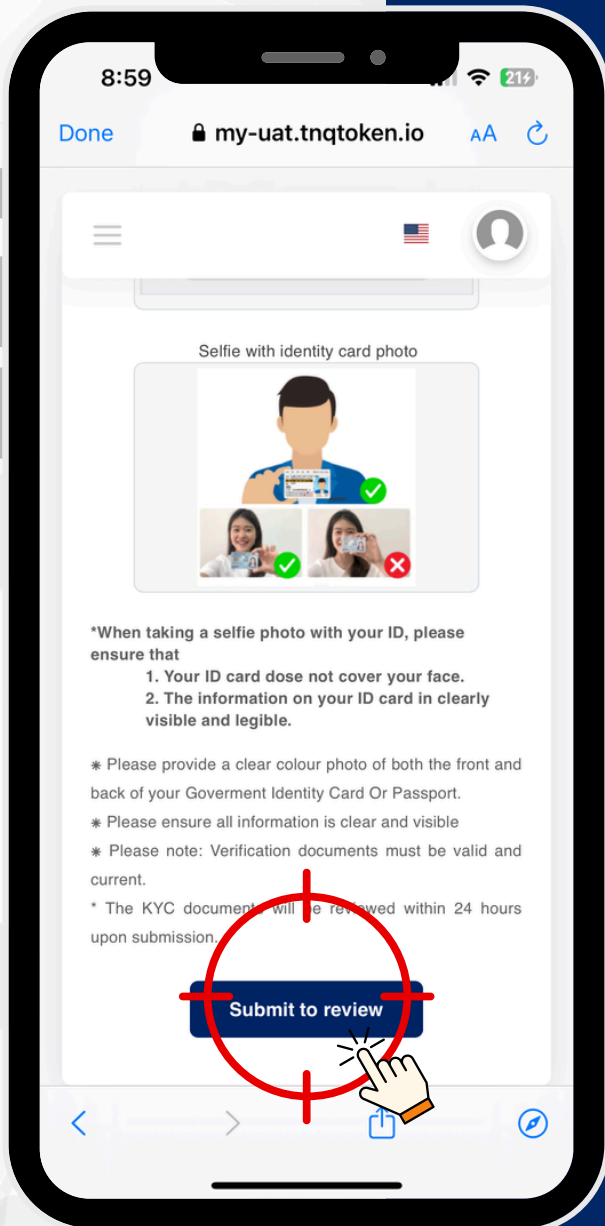
- **First name and last name**
- **ID number**
- **Email address**
- **Phone number**
- **Address**



# Step 5:

## Upload verification documents

**The uploaded image should be clear, in color, without any blur or glare, and with all corners visible.**



# Step 6:

Click on the  
“Submit to review”  
button

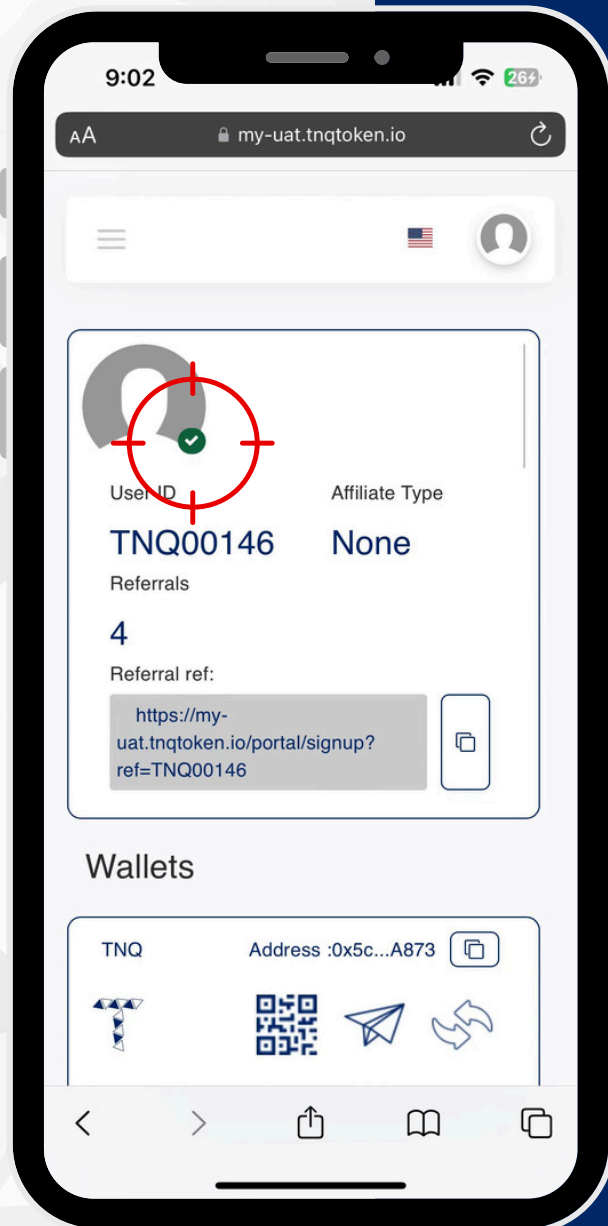
Upon submission of the KYC documents, the support team will complete the review within 24 hours.






# Step 7:

**An email notification will be sent once the KYC is approved**



## Step 8:

The  on the profile signifies the successful completion of the KYC process