

USDPROP Admin Operations Guide

Document type: Operational reference

Scope: KYC Admin App and Admin DApp

Audience: Fund operators and administrators

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Overview

USDPROP fund operations are managed through two administrative interfaces:

- **KYC Admin App**, investor identity management and on-chain claim issuance.
- **Admin DApp**, on-chain fund operations, treasury governance and compliance configuration.

Both interfaces connect to the deployed contract stack on Polygon mainnet. Critical governance operations route through the SafeMultisig and require threshold approval before execution.

1. KYC Admin App

Purpose: Manage investor identities, issue and revoke KYC/AML claims, update NAV and distribute dividends.

Authentication: No wallet required. The interface sends signed requests to the backend API, which executes on-chain operations through the authorized KYC issuer path.

A. Full Investor Onboarding

Registers a new investor identity on-chain and issues required compliance claims in a single operation.

Parameter	Input type	Description
Wallet address	Text	Investor public wallet address, 0x... Required.
Country, ISO-3166	Dropdown	Numeric country code, for example 32 Argentina, 840 USA, 76 Brazil.
External KYC ID	Text	Reference ID from the external KYC provider, for example kyc_abc123. Optional.
Expiration date	Date	Claim validity expiry. Optional.
KYC Approved	Toggle	Issues T1: KYC_VERIFIED certificate.
AML Approved	Toggle	Issues T4: AML_CLEARED certificate.
Accredited Investor, USA	Toggle	Visible only when country is 840. Issues T2: ACCREDITED_USA. Required for Reg D 506(c).
Non-US Person	Toggle	Visible only when country is not 840. Issues T6: NON_US_PERSON. Required for Reg S.

B. Issue Claims Only

Issues or re-issues compliance claims to a wallet that already has a registered ONCHAINID identity. This action does not create a new identity. Parameters are identical to Full Investor Onboarding.

C. Update Investor Claims

Updates the compliance status of an existing investor. The app compares current on-chain state against form values and re-issues only claims that changed.

Parameter	Input type	Description
Wallet address	Text	Investor wallet. Auto-filled when selected from the investor table.
Country, ISO-3166	Dropdown	Updated country code if the investor has relocated.
New expiration date	Date	Updates the validity window for issued claims.
Status toggles	Toggles	Updates KYC T1, AML T4, US Accreditation T2 or Non-US T6 status.

D. Revoke Claims

Revoke all: Fully deregisters the investor. Marks identity as inactive and blocks fund operations for that wallet. Select the investor from the list and confirm the warning before execution.

Revoke individual claim:

Parameter	Input type	Description
Wallet address	Text	Auto-filled from investor selection.
Claim topic	Dropdown	Select the claim to revoke: 1 KYC_VERIFIED, 2 ACCREDITED_USA, 3 COUNTRY, 4 AML_CLEARED, 6 NON_US_PERSON.

E. Renew Claims

Extends the validity window of all active claims for the selected investor to prevent expiry. No additional parameters are required.

F. Update NAV

Updates the Net Asset Value reference used for subscription pricing.

Parameter	Input type	Description
New NAV	Text	Numeric value with 6 decimal places, for example 1.050000.

NAV updates are subject to on-chain delta limits: +/-10% per update and +/-20% cumulative in 24 hours. Updates outside these bounds revert.

G. Distribute Dividends

Distributes USDC to eligible investors proportionally based on token balances.

Parameter	Input type	Description
USDC amount	Number	Total USDC to distribute, for example 10000.
Description	Text	Optional memo for the distribution record, for example Q1 2026 Distribution.

2. Admin DApp

Purpose: On-chain fund governance, treasury operations, compliance configuration and role management.

Authentication: Requires MetaMask wallet connection. The connected wallet must hold the appropriate role for each operation.

Governance model: Critical operations do not execute directly. They are proposed as SafeMultisig transactions and require threshold approval from Safe owners before execution.

Tab A, Operational Dashboard

Update NAV

- Direct call to the NAVOracle contract. Updates the official subscription price.
- New NAV: numeric value, for example 1.052500, processed on-chain with 6 decimal places.
- Requirement: connected wallet must hold the NAV_UPDATER role.

Distribute Dividends

- Two-step sequential process to distribute earnings to active investors.
- USDC amount: amount to distribute.
- Description: optional text describing the dividend source.
- Step 1, Approve: calls USDC.approve(DividendDistributor, amount).
- Step 2, Deposit: calls DividendDistributor.depositAndDistribute(amount, description).

Freeze / Unfreeze Account, multisig

- Proposes a preventive asset freeze for a specific wallet.
- Wallet address: target wallet, 0x...
- Mode: Freeze or Unfreeze.
- Creates a Safe proposal for Token.setAddressFrozen(wallet, bool).

Pause / Resume Token, multisig

- Emergency global transfer halt.
- Proposes Token.pause() or Token.unpause() through the Safe.
- All minting, burning and transfers are blocked while the token is paused.

Tab B, Vault / Multisig

Propose USDC Transfer

- Creates a proposal to send funds from the treasury to an external address.
- Destination: recipient wallet or contract, 0x...
- USDC amount: amount to transfer, 6 decimal precision.
- Reason / Description: explanatory note for the transfer record.

Custom Transaction, advanced

- Executes arbitrary calldata against any contract.
- Destination: target contract address.
- Native value: gas token amount to send, typically 0.

- Data: hex-encoded function payload, 0x...
- Reason / Description: descriptive text for the operation.

Pending Transaction Actions

- Confirm and Sign: signs a pending Safe proposal with MetaMask. Signatures accumulate until the quorum threshold is reached and the transaction executes.

Tab C, Fund Configuration, multisig

Investment Limits

- Minimum investment: minimum USDC required per subscription transaction.
- Maximum investment: maximum USDC accepted per individual subscription transaction.

Lock-up Period

- Seconds: holding period in seconds during which investors cannot transfer tokens after their initial subscription.
- Examples: 31536000 for 365 days under Reg D, 3456000 for 40 days under Reg S.

Country Caps

- Country code: ISO-3166 numeric country code, for example 840 for USA.
- USDC limit: maximum cumulative capital accepted from investors resident in that country.

Tab D, Multisig Governance, multisig

Owner Management

- Propose new owner: wallet address to add to the multisig council.
- Propose remove owner: wallet address to remove from the multisig council.

Quorum Threshold

- Threshold: number of signatures required to execute transactions, for example 2 for 2-of-3.
- The threshold cannot exceed the current number of owners.

Tab E, KYC Issuance, direct

Register Investor

- Requirement: connected wallet must hold the KYC_ISSUER role.
- Wallet: investor address, 0x...
- Country ISO: numeric country code.
- Calls IdentityRegistry.registerIdentity directly on-chain.

Revoke Identity

- Wallet: investor address to revoke.
- Calls IdentityRegistry.revokeIdentity directly on-chain.

Tab F, Roles and Agents, multisig

Delegate Operational Role, Agent

- Wallet: address to add or remove from the AGENT role.
- Propose Add: proposes adding the wallet as AGENT on the token.

- Propose Remove: proposes removing the AGENT role from the wallet on the token.

Operational Notes

- **Safe approval required:** all operations marked multisig create proposals that require threshold signatures from Safe owners before execution. Single-wallet execution is not possible for these operations by design.
- **NAV delta limits:** NAV updates are bounded on-chain at +/-10% per update and +/-20% cumulative in 24 hours. Emergency NAV updates outside these limits require Safe governance approval.
- **Claim revocation:** revoking a KYC or AML claim takes effect immediately on-chain. The affected investor is blocked from token operations until claims are reinstated.
- **Lock-up enforcement:** lock-up periods are enforced at the contract level. Transfers during an active lock-up revert regardless of administrative instruction.

This document covers operational procedures only. It does not constitute legal, financial or investment advice. All fund operations must be conducted in accordance with applicable securities regulations and the fund's legal documentation.