

The logo for KYC360, with 'KYC' in white and '360' in orange, set against a dark background of a waterfall and foliage.

KYC360

/ Technical Guide v 1.0

KYB Search Automation

Prepared by
Applies to
Date

Onboard Team
Onboarding
August 2023



Contents

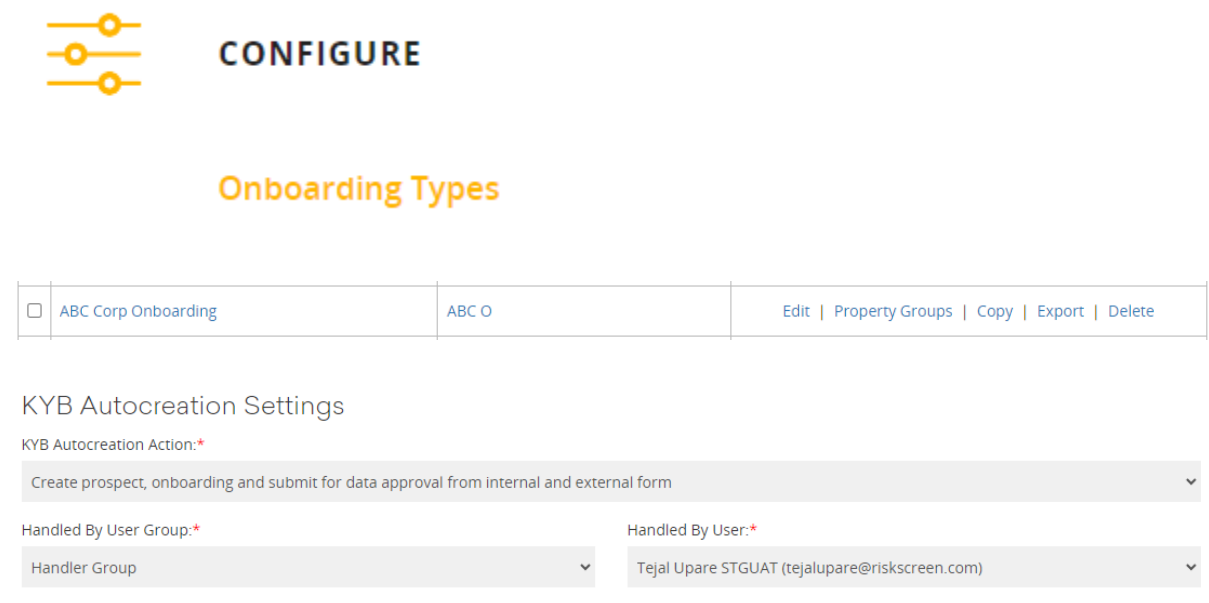
- 1. Introduction 3
- 2. Configuring the Settings 3
 - a. KYB Autocreation Action 3
 - b. Handled by User and User Group 4
- 3. Using KYB Automation..... 5
 - a. KYB in the external Prospect form 8

1. Introduction

The automation functionality for Know Your Business (KYB) search will allow a check for your client's business against the government, or state, held registries in the relevant country to be performed. This will fetch results from that registry, pick a true-match based on name of incorporation and/or registration number and populate the retrieved information into the group within Onboarding. The related parties held by the registry, if available, will also be fetched and populated for the relative risk of those parties to be assessed.

2. Configuring the Settings

In the Configure Section, under OnBoarding Types, in the data collection stage of any OnBoarding Type you will now see the KYB automation settings.

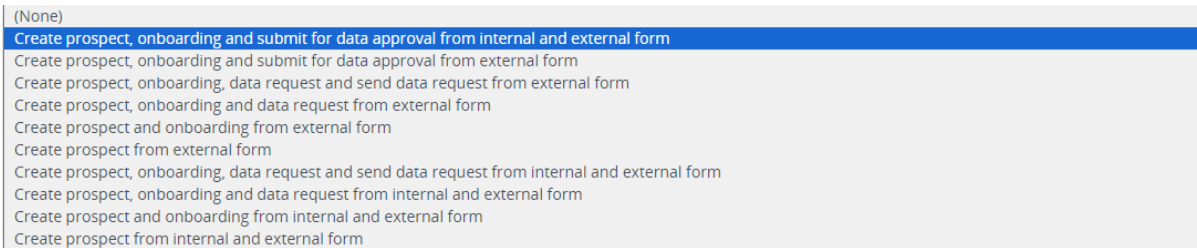


The screenshot shows a 'CONFIGURE' interface. At the top, there is a 'CONFIGURE' header with a gear icon. Below it, the 'Onboarding Types' section is visible, containing a table with one entry: 'ABC Corp Onboarding' with a checkbox, 'ABC O' as a label, and actions 'Edit | Property Groups | Copy | Export | Delete'. Below the table, the 'KYB Autocreation Settings' section is shown. It includes a dropdown for 'KYB Autocreation Action:*' set to 'Create prospect, onboarding and submit for data approval from internal and external form'. There are also two dropdowns for 'Handled By User Group:*' (set to 'Handler Group') and 'Handled By User:*' (set to 'Tejal Upare STGUAT (tejalupare@riskscreen.com)').

These settings need to be configured so that the automation features have instructions on how the results, or the related persons and companies, that are returned by the KYB search will be treated.

a. KYB Autocreation Action

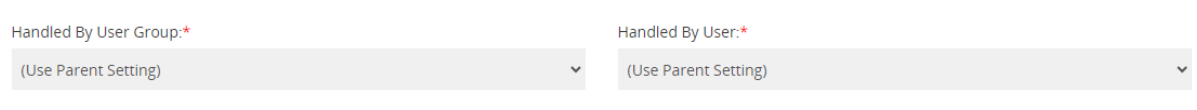
This is the action that will be performed for all related parties returned by a search using this Onboarding Type. The options are:



The option highlighted is the most often used selection as this will allow the related party prospect to be pushed through to screening stage automatically, allowing the relative risk to be calculated without sending anything to that prospect.

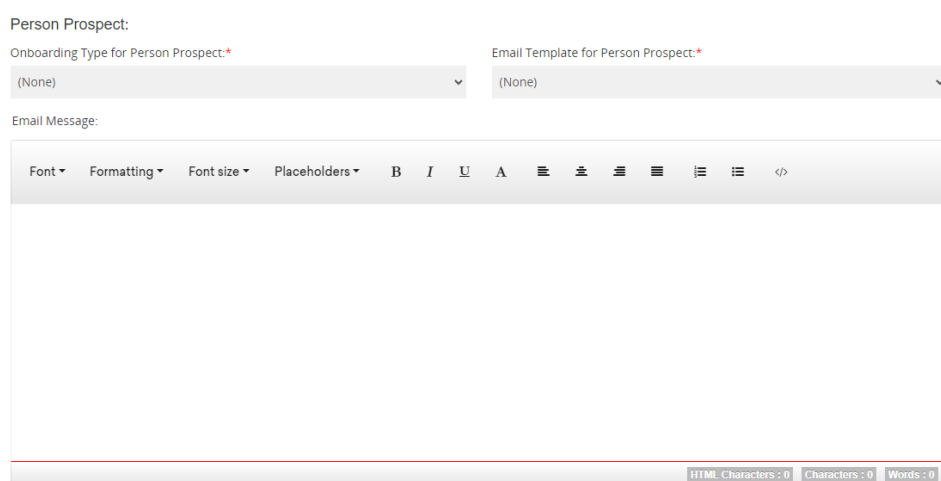
b. Handled by User and User Group

This can be defaulted to use the User and User Group assigned to the parent, or lead prospect, in a prospect group. As shown below. Alternatively, this setting can be selected to be assigned to a particular User and User Group.



For each of the types of related party (Person or Corporate Entity) there are separate settings, as the Onboarding Type will be necessarily different, due to the need to screen those parties against the different datasets held by Dow Jones.

The setting configuration for each are the same, however, each requiring an Onboarding Type and offering the option for an email template to be assigned.



Corporate Prospect:

Onboarding Type for Corporate Prospect* Email Template for Corporate Prospect*

(None) (None)

Email Message:

Font Formatting Font size Placeholders B I U A [List Icons] </>

HTML Characters : 0 Characters : 0 Words : 0

3. Using KYB Automation

The KYB automation can be utilised internally (in the Onboarding platform) or externally (by the client/prospect being Onboarded). To access internally, first create a Prospect and a Prospect Group.



PROSPECT DATA

- Manage Prospects
- Manage Prospect Groups
- Bulk Upload
- [Add Prospect](#)
- Initiate Corporate Onboarding

You will now see a new option in the Add Prospect screen called 'Allow KYB Lookup', this controls whether the external element is shown to the Prospect being Onboarded. You will also need to add this Prospect into a Group.

When you have created the Prospect and the Onboarding you will see the new KYB option appear within the Onboarding itself.

Onboarding: 301101 ◀ Go back

Data Collection
Data Approval
Identity Verification
Identity Approval
Screening
Compliance Approval

Prospect

Name:	a5	ID:	451111 Edit Delete
Onboarding Type:	Test OT	Date Added:	05 Dec 2022
Mobile:		Email:	a55
Handler Group:	Admin Group	Prospect Status:	Active
Handler User:	Tejal Upare STGUAT	Prospect Ref:	
Prospect Group(s):	XYZ		

View Onboarding Report
Download Onboarding Report
Data Collection Audit Report
KYB Lookup

Clicking on the KYB Lookup button will take you to the new search screen, shown below.

As Handler you will still need to enter the company name, and/or registration number, and country selection for the search to proceed.

KYB Lookup - Onboarding: 301101 for Prospect: a5 ◀ Go back

Prospect Group: XYZ Identifier: 228 [View Structure](#) | [Details](#)

Company Name:
 Registration Number:
 Country: *

Initiate KYB Lookup
Delete
Go Back
[View onboarding](#)
[View prospect](#)

KYB Fetch Status / Message:
Not Started

If you have both name and number information then the results will only have one option. If you only have the name you may see more than one option. Click search for the true-match option you intend to return.

KYB Lookup Results

Company Name	Registration Number	Last Update	View	KYB Fetch Status / Action
BMWV GmbH & Co. KG	HRA6436 WÜRZBURG	01-Aug-2023 09:13:31		Select
BMWV Verwaltungs-GmbH	HRB10438 WÜRZBURG	26-Jul-2023 13:47:21		Select
BMW - Club Weisweiler	VR315 AACHEN (EX: ESCHWEILER)	26-Jul-2023 13:48:28		Select

The below screen with green success banner will be shown with a status of pending.

NB. The search has an optional functionality to always choose the highest level of available search in a selected country. I.e. Pro, Standard or Cache (Pro being the highest) If this function is not enabled (at client level) the search performed will be Cache.

The screenshot displays a web interface for KYB Lookup. At the top, a green banner indicates 'KYB lookup request submitted successfully.' Below this, a yellow header shows 'KYB Lookup - Onboarding: 301101 for Prospect: a5' with a 'Go back' link. The main content area includes:

- Prospect Group: XYZ, Identifier: 228, with links for 'View Structure' and 'Details'.
- Form fields for 'Company Name' (ABCD CORPORATION PTY LTD), 'Registration Number' (133338682), and 'Country' (Australia (AU)).
- Buttons for 'Go Back', 'View onboarding', and 'View prospect'.
- A section for 'KYB Fetch Status / Message' showing 'Pending'.
- A 'KYB Lookup Results' section containing a table with one entry for 'ABCD CORPORATION PTY LTD' with registration number '133338682' and a status of 'Pending (Refresh)'.

Company Name	Registration Number	Last Update	View	KYB Fetch Status / Action
ABCD CORPORATION PTY LTD	133338682			Pending (Refresh)

The job of fetching and saving the results will run every 5 mins, so there may be a slight delay whilst your KYB searches are pending.

NB. Link Existing functionality happens automatically which means any new KYB prospect fetched from KYB Lookup will get linked to existing prospect in the group if there is a Full Name Match

Once the search is returned the KYB fetch status message will display any issues with the process that have been encountered. It may be that the search was completed, and the platform was able to complete the action to save the results, but that something was incorrectly set up in the Onboarding Type configuration (such as mandatory fields required in a straight through process flow). This situation would cause the result to be saved but the auto-onboarding process to be incomplete.

A message like the below might appear in this circumstance:

KYB Fetch Status / Message:

Failed

KYB Lookup completed but some errors were encountered. Please review if some of these errors are related to onboarding type setup configuration:

- MUA GAS LIMITED: Failed to submit onboarding 488394 for data approval. Onboarding data is incomplete or invalid
- John Patrick MURPHY: Failed to submit onboarding 488395 for data approval. Onboarding data is incomplete or invalid
- Joseph John LEDWIDGE: Failed to submit onboarding 488396 for data approval. Onboarding data is incomplete or invalid
- Marcus Keith HUNT: Failed to submit onboarding 488397 for data approval. Onboarding data is incomplete or invalid

KYB Lookup Results

Company Name	Registration Number	Last Update	View	KYB Fetch Status / Action
MUA GAS LIMITED	10622244		View	Failed

In this example, all the prospects were created they were just not able to proceed to the data approval stage as the action assigned to this Onboarding Type dictates due to errors in the configuration.

a. KYB in the external Prospect form

If you select the option to Allow KYB Lookup when adding/creating a new Prospect, the Prospect will be able to perform a similar process as the internal one described above. In the external-access portal, containing the data collection form, the option is available by showing a button. Shown below.

Allow KYB Lookup:*

Yes

Yes

No

Personal Details:

Personal Details

Full Name:

last name:

Email:

Prospect Relationship (Role):

Parent Prospect:

UBO Ownership Percentage:

Direct Ownership Percentage:

Save Save And Continue

Manage Nominees **KYB Lookup**

The external Prospect will be shown the same options to select their business from the available results given a particular set of search terms.

KYB Lookup: a Go back

Company Name: ABCD
Registration Number: Enter registration number
Country: * Australia (AU)

Initiate KYB Lookup Delete Go back

The difference for the Prospect experience is that they will not see the status box or any error messages displayed. Once they have selected and clicked search, the submission is complete and will show a green success banner and the search details below.

This action submits the result to the Onboarding platform, allowing the handler to view and oversee the latter parts of the process, where necessary.

KYB lookup request submitted successfully. ×

KYB Lookup: a Go back

Company Name: ABCD TEST INC.
Registration Number: 605612066
Country: * Australia (AU)

Go back

KYB Lookup Results

Company Name	Registration Number
ABCD TEST INC.	605612066

Email alerts for the Handler are available for any failure in the designed process, either that the Prospect has not completed their search or that the functionality has failed as described above. This is defaulted to be on but can be turned off in the Onboarding Type configuration for KYB Autocreation.

KYB Email Alert Disabled: *

No ▼

No

Yes

KYC360

Contact

[/ sales@kyc360.com](mailto:sales@kyc360.com)

[/ www.kyc360.com](http://www.kyc360.com)

