

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



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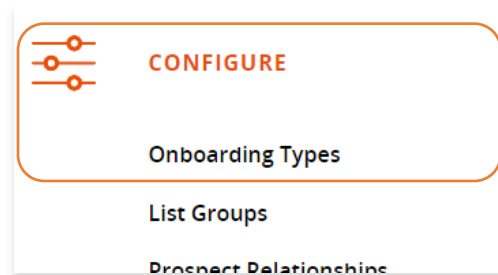
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1. Introduction

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

There are two areas under 'Configure >> Onboarding Types' which requires configurations 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.



- Homepage >> Configure >> Onboarding Types >> Select Onboarding Type >> Set 'Use KYB' to Yes

A screenshot of a dropdown menu. The label 'Use KYB*' is at the top. The dropdown is open, showing the option 'Yes' selected. A small downward arrow is visible on the right side of the dropdown box.

- Homepage >> Configure >> Onboarding Types >> Select Onboarding Type >> Manage Stages >> Data Collection >> KYB Autocreation Settings

KYB Autocreation Settings

KYB Autocreation Action:*

(None) [dropdown arrow]

KYB Email Alert Disabled:*

No [dropdown arrow]

Handled By User Group:*

(Use Parent Setting) [dropdown arrow]

Handled By User:*

(Use Parent Setting) [dropdown arrow]

Person Prospect:

Onboarding Type for Person Prospect:*

(None) [dropdown arrow]

Email Template for Person Prospect:*

(None) [dropdown arrow]

Email Message:

Rich text editor toolbar: Font, Formatting, Font size, Placeholders, B, I, U, A, [bulleted list], [numbered list], [link], [unlink], [code].

[HTML Characters : 0] [Characters : 0] [Words : 0]

Corporate Prospect:

Onboarding Type for Corporate Prospect:*

(None) [dropdown arrow]

Email Template for Corporate Prospect:*

(None) [dropdown arrow]

Email Message:

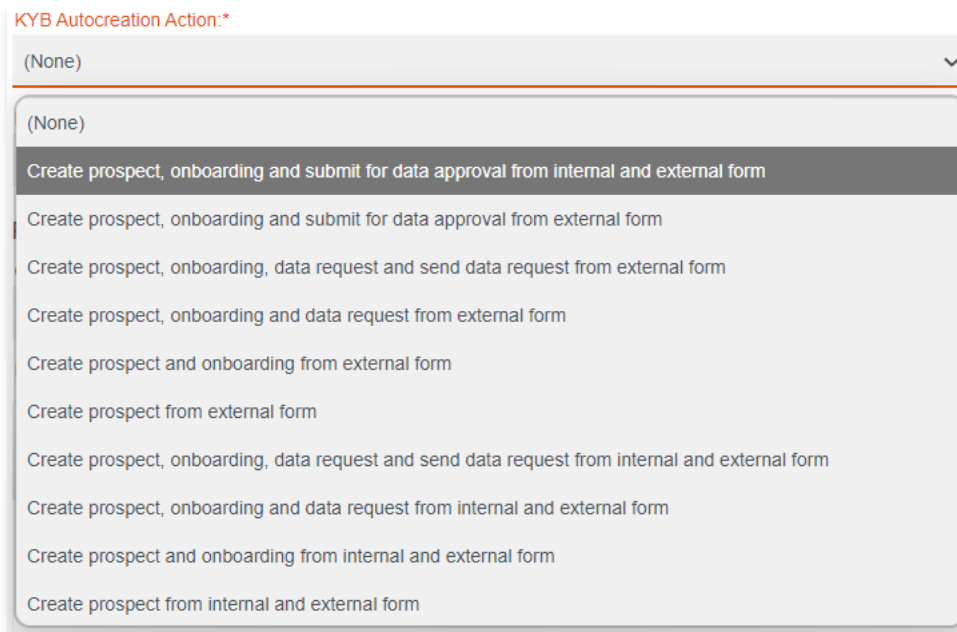
Rich text editor toolbar: Font, Formatting, Font size, Placeholders, B, I, U, A, [bulleted list], [numbered list], [link], [unlink], [code].

[HTML Characters : 0] [Characters : 0] [Words : 0]

[Update](#) [Go back](#)

a. KYB Autocreation Action

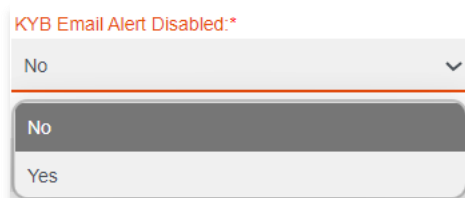
This is the action that will be performed for all related parties returned by a search using this Onboarding Type. The options are:



The screenshot shows a dropdown menu titled "KYB Autocreation Action:*". The current selection is "(None)". The dropdown is open, showing a list of options. The first option, "Create prospect, onboarding and submit for data approval from internal and external form", is highlighted in a dark grey bar. Other options include "Create prospect, onboarding and submit for data approval from external form", "Create prospect, onboarding, data request and send data request from external form", "Create prospect, onboarding and data request from external form", "Create prospect and onboarding from external form", "Create prospect from external form", "Create prospect, onboarding, data request and send data request from internal and external form", "Create prospect, onboarding and data request from internal and external form", "Create prospect and onboarding from internal and external form", and "Create prospect from internal and external form".

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. KYB Email Alert Disabled



The screenshot shows a dropdown menu titled "KYB Email Alert Disabled:*". The current selection is "No". The dropdown is open, showing a list of options: "No" and "Yes". The "No" option is highlighted in a dark grey bar.

KYB 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 search has failed. This is defaulted to be off but can be turned on in the Onboarding Type configuration for KYB Autocreation.

c. 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.

Handled By User Group:* (Use Parent Setting) [v]
Handled By User:* (Use Parent Setting) [v]

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.

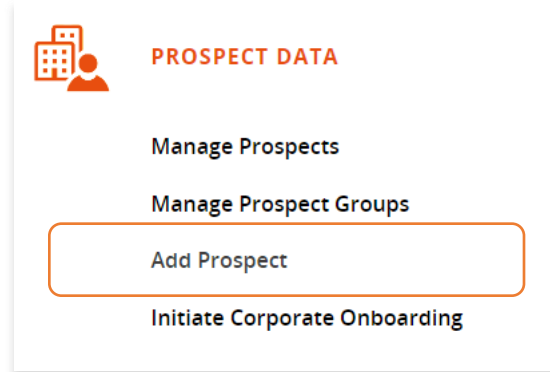
Person Prospect:
Onboarding Type for Person Prospect:* (None) [v]
Email Template for Person Prospect:* (None) [v]
Email Message:
[Rich text editor toolbar with options: Font, Formatting, Font size, Placeholders, B, I, U, A, and alignment icons]
[HTML Characters : 0 | Characters : 0 | Words : 0]

Corporate Prospect:
Onboarding Type for Corporate Prospect:* (None) [v]
Email Template for Corporate Prospect:* (None) [v]
Email Message:
[Rich text editor toolbar with options: Font, Formatting, Font size, Placeholders, B, I, U, A, and alignment icons]
[HTML Characters : 0 | Characters : 0 | Words : 0]

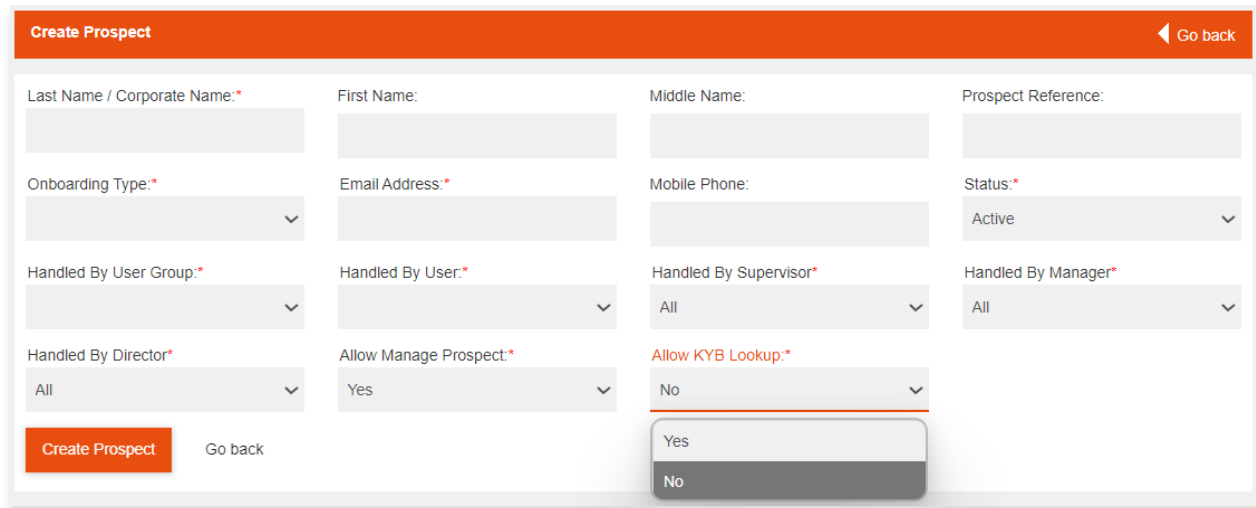
3. Using KYB Automation

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.

 The functionality will not work if the Prospect has not been added to a Prospect Group



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.

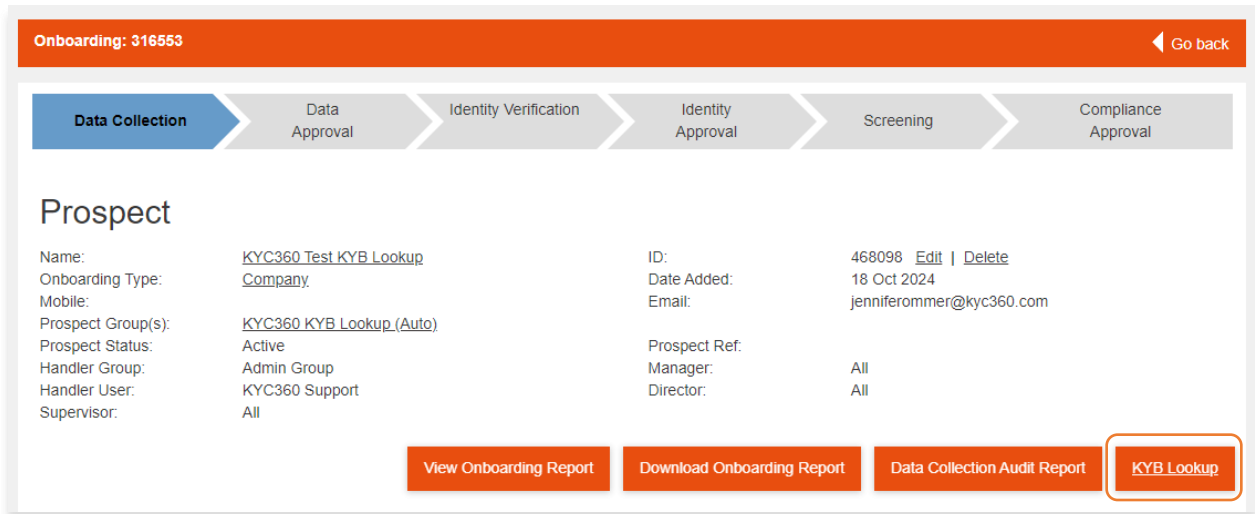


The image shows a 'Create Prospect' form with an orange header bar containing the title and a 'Go back' link. The form is divided into four columns. The 'Allow KYB Lookup' dropdown menu is open, showing 'Yes' and 'No' options. The 'No' option is currently selected.

Last Name / Corporate Name*	First Name:	Middle Name:	Prospect Reference:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Onboarding Type* <input type="text"/>	Email Address* <input type="text"/>	Mobile Phone: <input type="text"/>	Status* Active <input type="text"/>
Handled By User Group* <input type="text"/>	Handled By User* <input type="text"/>	Handled By Supervisor* All <input type="text"/>	Handled By Manager* All <input type="text"/>
Handled By Director* All <input type="text"/>	Allow Manage Prospect* Yes <input type="text"/>	Allow KYB Lookup* No <input type="text"/>	

Buttons:

When you have created the Prospect and the Onboarding you will note the new KYB Lookup button appear within the Onboarding itself.



Onboarding: 316553 Go back

Data Collection
Data Approval
Identity Verification
Identity Approval
Screening
Compliance Approval

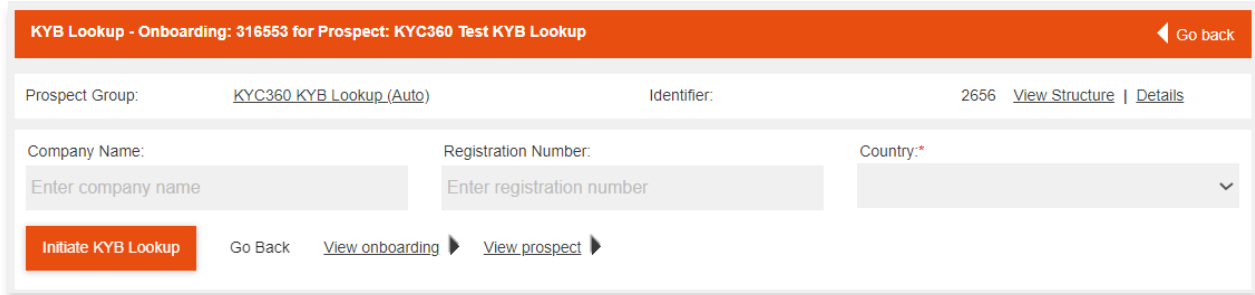
Prospect

Name:	KYC360 Test KYB Lookup	ID:	468098 Edit Delete
Onboarding Type:	Company	Date Added:	18 Oct 2024
Mobile:		Email:	jenniferommer@kyc360.com
Prospect Group(s):	KYC360 KYB Lookup (Auto)	Prospect Ref:	
Prospect Status:	Active	Manager:	All
Handler Group:	Admin Group	Director:	All
Handler User:	KYC360 Support		
Supervisor:	All		

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 to enable you to initiate a KYB Lookup.



KYB Lookup - Onboarding: 316553 for Prospect: KYC360 Test KYB Lookup Go back

Prospect Group: [KYC360 KYB Lookup \(Auto\)](#) Identifier: 2656 [View Structure](#) | [Details](#)

Company Name: Registration Number: Country:

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

Entering both Company Name and Registration Number will result in only one KYB Lookup Result. Entering only the Company Name could result in multiple KYB Lookup Results. Click 'Select' for the true-match option you intend to return.



A Handler/Prospect can initiate a KYB Lookup for KYB results multiple times but will only be able to fetch (Select) a result once.

When fetching a result, they do not have view of the number of tokens available or the amount that will be used (Standard/Pro)

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.

KYB Lookup - Onboarding: 316553 for Prospect: KYC360 Test KYB Lookup
◀ Go back

Prospect Group: [KYC360 KYB Lookup \(Auto\)](#) Identifier: 2656 [View Structure](#) | [Details](#)

Company Name: Registration Number: Country:

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

KYB Fetch Status / Message:

Not Started

KYB Lookup Results

Company Name	Registration Number	Last Update	View	KYB Fetch Status / Action
EQUIFAX LIMITED	02425920	12-Sep-2024 13:34:09		Select
EQUIFAX EUA LIMITED	07171199	03-Sep-2024 13:17:35		Select
EQUIFAX UK AH LIMITED	08826552	10-Oct-2024 07:18:56		Select
EQUIFAX SECURE LIMITED	03900346	07-Apr-2021 15:19:00		Select
EQUIFAX TOUCHSTONE LIMITED	SC113401	06-May-2019 22:58:53		Select
CERTEGY AUSTRALIA LIMITED	02126271	22-Jun-2021 13:25:19		Select
FIS BANKING SOLUTIONS UK LIMITED	03517639	09-Sep-2024 15:44:10		Select

The below screen with green success banner indicating that a KYB lookup request has been submitted successfully will be shown with a status of Pending.

KYB lookup request submitted successfully.
✕

KYB Lookup - Onboarding: 316553 for Prospect: KYC360 Test KYB Lookup
◀ Go back

Prospect Group: [KYC360 KYB Lookup \(Auto\)](#) Identifier: 2656 [View Structure](#) | [Details](#)

Company Name: Registration Number: Country:

Go Back
[View onboarding](#)
[View prospect](#)

KYB Fetch Status / Message:

Pending

KYB Lookup Results

Company Name	Registration Number	Last Update	View	KYB Fetch Status / Action
EQUIFAX LIMITED	02425920			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.

Link Existing functionality happens automatically which means any new KYB Prospect fetched from KYB Lookup will get linked to the existing Prospect in the Prospect 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 Lookup - Onboarding: 316553 for Prospect: KYC360 Test KYB Lookup
◀ Go back

Prospect Group: [KYC360 KYB Lookup \(Auto\)](#) Identifier: 2656 [View Structure](#) | [Details](#)

Company Name: Registration Number: Country:

Delete
Go Back
[View onboarding ▶](#)
[View prospect ▶](#)

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:

- EQUIFAX LIMITED: Failed to submit onboarding 316554 for data approval. Onboarding data is incomplete or invalid
- James ATKIN: Failed to submit onboarding 316555 for data approval. Onboarding data is incomplete or invalid
- Patricio REMON: Failed to submit onboarding 316556 for data approval. Onboarding data is incomplete or invalid
- Paul HEYWOOD: Failed to submit onboarding 316557 for data approval. Onboarding data is incomplete or invalid

KYB Lookup Results

Company Name	Registration Number	Last Update	View	KYB Fetch Status / Action
EQUIFAX LIMITED	02425920		View	Failed

In the above 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.

The screenshot shows the 'Create Prospect' form with the following fields and options:

- Last Name / Corporate Name:*
- First Name:
- Middle Name:
- Prospect Reference:
- Onboarding Type:*
- Email Address:*
- Mobile Phone:
- Status:*
- Handled By User Group:*
- Handled By User:*
- Handled By Supervisor:*
- Handled By Manager:*
- Handled By Director:*
- Allow Manage Prospect:*
- Allow KYB Lookup:*

The 'Allow KYB Lookup' dropdown menu is open, showing 'Yes' and 'No' options. The 'Create Prospect' button is highlighted in orange, and a 'Go back' link is visible in the top right corner.

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

The screenshot shows the 'Onboarding Data' form with the following fields and options:

- Company Name: Equifax
- Registration Number: Enter registration number
- Country:*
- United Kingdom (UK)

The 'Data Collection Progress : Not Started' status is displayed at the top. The 'Save And Continue' button is highlighted in orange, and the 'Continue Without Saving' button is in grey.

Onboarding Data

Company Name: Registration Number: Country: ▼

KYB Lookup Results

Company Name	Registration Number	Action
EQUIFAX LIMITED	02425920 //	<input type="button" value="Select"/>
EQUIFAX EUA LIMITED	07171199 //	<input type="button" value="Select"/>
EQUIFAX UKAH LIMITED	08826552 //	<input type="button" value="Select"/>
EQUIFAX SECURE LIMITED	03900346 //	<input type="button" value="Select"/>
EQUIFAX TOUCHSTONE LIMITED	SC113401 //	<input type="button" value="Select"/>
CERTEGY AUSTRALIA LIMITED	02126271 //	<input type="button" value="Select"/>
FIS BANKING SOLUTIONS UK LIMITED	03517639 //	<input type="button" value="Select"/>

The difference for the Prospect experience is that they will not see the KYB Fetch Status/Action table or any error messages displayed. Once they have clicked on 'Select'.

Prospect Group: KYC360 KYB Automation Go back

Add New Prospect Add an existing prospect

```

graph TD
    A[KYC360 KYB Automation] --> B[KYC360 KYB Automation]
    A --> C[EQUIFAX LIMITED]
    C --> D[James ATKIN]
    C --> E[Patricio REMON]
    C --> F[Paul HEYWOOD]
            
```

Orientation

Subtree Alignment

Horizontal Spacing ▼ ▲

Vertical Spacing ▼ ▲

Prospect	First Name	Middle Name	Last Name	Email Address	Relationship	Action
EQUIFAX LIMITED			EQUIFAX LIMITED	jenniferommer@kyc360.com		View
KYC360 KYB Automation			KYC360 KYB Automation	jenniferommer@kyc360.com		View
James ATKIN	James		ATKIN	jenniferommer@kyc360.com		View
Patricio REMON	Patricio		REMON	jenniferommer@kyc360.com		View
Paul HEYWOOD	Paul		HEYWOOD	jenniferommer@kyc360.com		View
Sara Philippa BENNISON	Sara	Phillippa	BENNISON	jenniferommer@kyc360.com		View
Stephane DUBOIS	Stephane		DUBOIS	jenniferommer@kyc360.com		View

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 - Onboarding: 316560 for Prospect: KYC360 KYB Automation Go back

Prospect Group: [KYC360 KYB Automation](#) Identifier: 2658 [View Structure](#) | [Details](#)

Company Name: Registration Number: Country:

[Go Back](#) [View onboarding](#) ▶ [View prospect](#) ▶

KYB Fetch Status / Message:
Pending

KYB Lookup Results

Company Name	Registration Number	Last Update	View	KYB Fetch Status / Action
EQUIFAX LIMITED	02425920			Pending (Refresh)

Once the search has completed the Prospect will be able to view and manage the results visible when clicking on the 'Manage Prospects' button in the external form:

Prospect Group: KYC360 KYB Automation
Go back

Add New Prospect
Add an existing prospect

```

graph TD
    Root[KYC360 KYB Automation] --> Child1[KYC360 KYB Automation]
    Root --> Child2[EQUIFAX LIMITED]
    Child1 --> James[James ATKIN]
    Child1 --> Patricio[Patricio REMON]
    Child2 --> Paul[Paul HEYWOOD]
    
```

Orientation

Subtree Alignment

Horizontal Spacing 30 v ^

Vertical Spacing 30 v ^

Prospect	First Name	Middle Name	Last Name	Email Address	Relationship	Action
EQUIFAX LIMITED			EQUIFAX LIMITED	jenniferommer@kyc360.com		View
KYC360 KYB Automation			KYC360 KYB Automation	jenniferommer@kyc360.com		View
James ATKIN	James		ATKIN	jenniferommer@kyc360.com		View
Patricio REMON	Patricio		REMON	jenniferommer@kyc360.com		View
Paul HEYWOOD	Paul		HEYWOOD	jenniferommer@kyc360.com		View
Sara Philippa BENNISON	Sara	Philippa	BENNISON	jenniferommer@kyc360.com		View
Stephane DUBOIS	Stephane		DUBOIS	jenniferommer@kyc360.com		View

KYC360

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