# **KYC**360

# Adverse Media Screening

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#### Introduction

Adverse media screening (also known as media monitoring or negative news screening) is one important part of customer due diligence (CDD). At its most simple, adverse media screening is the process through which a customer, or prospective customer, is compared to ("screened against") negative news and data sources. Adverse media screening allows firms to spot a potential problem before the institution becomes associated with it or allows its reputation to suffer as a result.

### **AVM Screening**

#### Adding new searches

There are two ways to add and screen new customers. The first is by uploading the new customer data to Screening using the import file (or exporting the current data and re-importing with the new data) via the upload function in the customer data section.





Manage Customers

Upload Customers

Add Customer

Upload Internal Watchlist

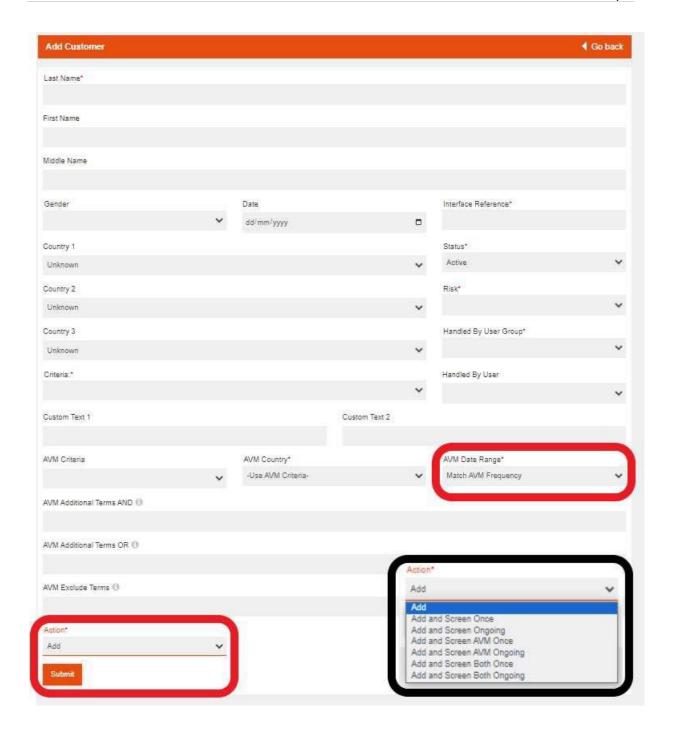
Audit History

**Export Data** 

The second method is via "Add Customer" where you can add customers individually and screen for AVM matches using the variety of "Add and Screen AVM" options, once you have input the data below which is explained in more detail on page 8.

Note the additional drop-down option of 'Match AVM Frequency' within the AVM Date Range dropdown which enables the user to match the frequency of screening chosen during the creation of the criteria. e.g., if the user chooses 756 days in Criteria>AVM Frequency in Days and they chose the 'Match AVM Frequency' in Add Customer. The AVM Date Range will automatically be set to 756 days.

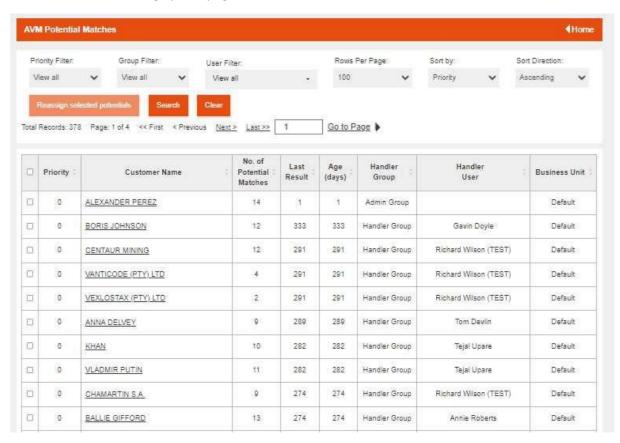






#### **Potential Matches**

Navigate to AVM potential matches under AVM screening to see results for individual/entity searches which will bring up this page:



#### **Filtering Options**

- Priority Filter Filter the results in priority order (ascending), the drop-down will only show the numbers 0-9 which are visible.
- Group Filter Filter results into User Groups.
- User Filter Filter results into specific Users.
- Rows Per Page how many results are shown per page.
- Sort By Various filtering/ordering of results settings.
- Sort Direction Ascending/Descending ordering.

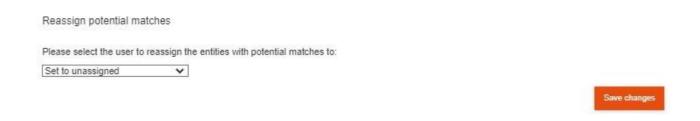
#### Columns

- Priority Directly linked to 'Risk' applied.
- Customer Name Name of customer.
- No. of Potential Matches Volume of potentials returned from search.
- Last Result is the sum of [today's date] minus [date last MP returned for CE] shown in days.
- Age (days) is the sum of [today's date] minus [date first MP returned for CE] shown in days.
- Handler Group User Group the potential is assigned to.
- Handler User User the potential is assigned to.
- Business Unit Name of the Business Unit the potential is assigned to.

You can sort each column by clicking on the headers, for example clicking on date so sort by date.

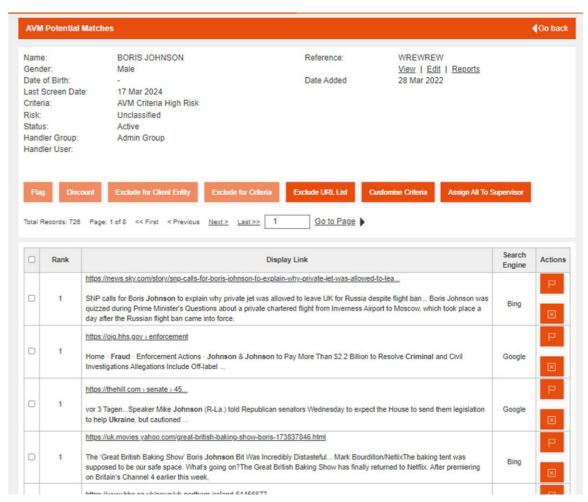


You can also assign the potential matches by selecting the tick box to the far left and selecting reassign selected potentials to other users.



#### **Viewing Matches**

To investigate the potential matches, select the hyperlink on the full name which will provide the details of the search and display a list of matches and the hyperlinks for each match:

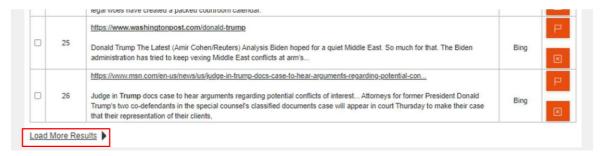


The first field will show 'name' for individuals and 'entity name' for companies.



#### **Load More Results**

'Load More Results' clickable link at the end of the results. This gives the user the ability to view additional matches, if required. The user can press this up to 6 times, each time 5 additional results will appear. Note: This will only appear if there are more matches available and only on the last page of results.



When the user has exhausted the Load More option 'No more matches' will appear at the bottom of the screen.



#### **Excluding URLs**

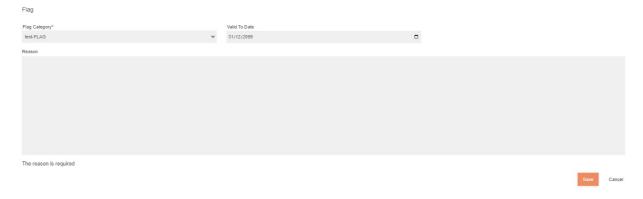
The "exclude URL list" is useful to remove websites (e.g., Wikipedia) that you may not want to see results from. To add a website simply type in the URL and select "add". These websites will not show up in results for future searches:

Exclusion URLs	
Selected Exclusion URL	
	Add Update selected Remove selected
	*
	w-
Update AVM Criteria Refresh	



#### Flagging & Discounting

In the action's column, you have the flag and discount options. Flagging will bring up a window where you need to choose a (customisable) flag category, set the valid to date and can add reasoning to your choice. The text that's input in the "reason" field will show on the customer details page when looking at the AVM flagged matches. The valid to date can be used to set a designated period that the match is flagged/discounted for.



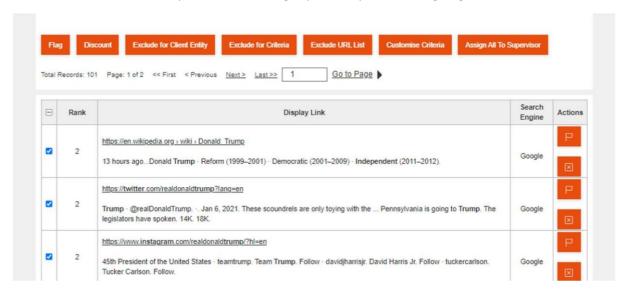
Choosing the discount option will bring up an almost identical window, but with the discount category drop down options instead. These drop-down boxes are both customisable and will be detailed in the configuration section.





#### **Bulk Actions**

You can select potential matches to bulk flag/discount and exclude specific URLs for the client entity or for the entire criteria (dependant on having supervisor permission) going forward:



Bulk flagging & discounting will bring up the same windows as individually flagging/discounting, where you will select the flag/discount category and can provide reasons for your choice.

The exclude options will bulk exclude the websites either for the individual/entity you're searching (exclude for client entity), or for the specific criteria (exclude for criteria) e.g., Higher risk customer criteria. This means that the next time you search for that particular entity or use those criteria, the excluded websites will not show up in your results.

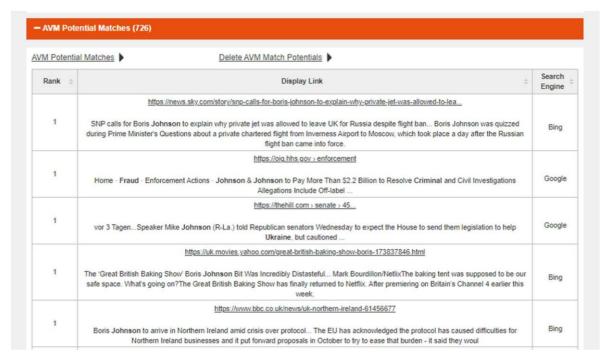
#### Viewing customer details and deleting potential matches

You can navigate to the customer details page and delete the potential matches found for a customer by going to "view" when looking at potential matches:

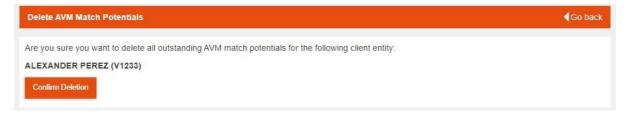




This will take you to the customer details page, where if you scroll down, you can see the AVM potential matches, the flagged/discounted matches and you have the option to delete the matches:



This will delete all outstanding potential AVM matches:



#### Navigating to AVM matches from the customer details page

It is possible to see the AVM potential matches for a customer via their customer details page instead of going through the AVM potential matches button on the home page.

In the customer details at the very top you can find an AVM matches option which will take you to the customers AVM matches.



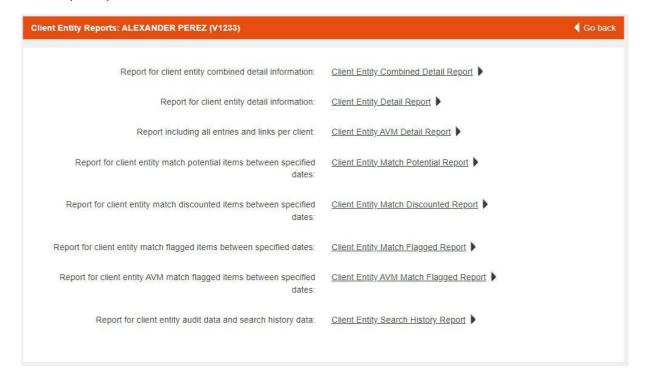


#### Reports

When viewing AVM potential matches, there are 8 reports available that can be navigated to via "reports" at the top of the potential matches' screen:



#### The 8 report options are:



Client Entity Combined Detail Report – if the user has Live AVM enabled and there are matches from both Dow Jones and Live AVM these will both appear in the report categories by discounted flagged, potentials.

Client Entity Detail Report – Shows a report of the detail of the criteria used for the client

Client Entity Adverse Media Detail Report – Shows a report of the potential matches, discounted matches and flagged matches of the client

Client Entity Match Potential Report – Shows a report of the potential matches, filtered by date for the client



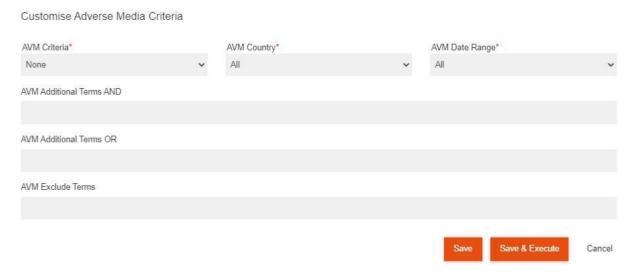
**Client Entity Match Flagged Report -** Shows a report of the flagged matches, filtered by date for the client

**Client Entity AVM Match Flagged Report –** Shows a report for the client entity AVM match flagged items between specified dates.

Client Entity Search History Report – Shows a report of the audit history for the client

#### **Customise AVM Criteria**

Selecting this option allows you to amend which criteria is used, the country searched, the date range of the search as well as adding/excluding additional terms:



The AVM drop-down options are populated with the different criteria created in configuration which is detailed below. AVM Country is a simple country list (with an **all** option as well) to define the country searched (e.g., google.fr for France rather than google.co.uk for the UK). The AVM date range has the following options for the different periods of time you can search against:





# Configuration

#### Criteria

Under the AVM configure section you can select criteria where you can add, edit, and delete adverse media screening criteria:

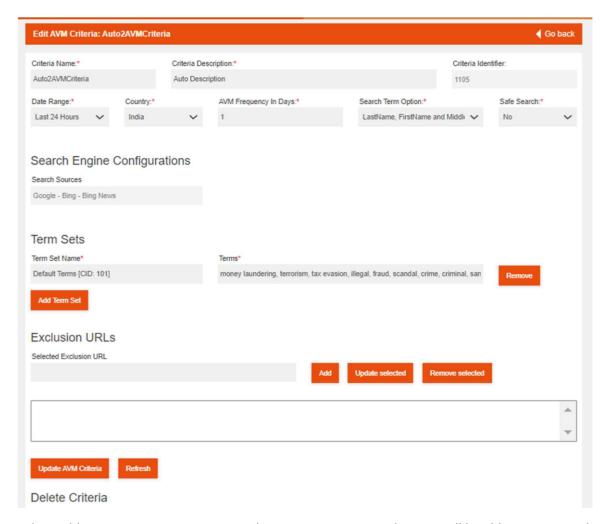


You can add the name, description, date range, set a country and the frequency of the screening, select the search term option (first name only, first name + last), customise term sets and customise the exclusion URLS's. There is also the search engine configuration (API), which needs to be input for each of the search engines sets being used and is explained in detail in the Google, Bing Web, and Bing News API section from page 12.

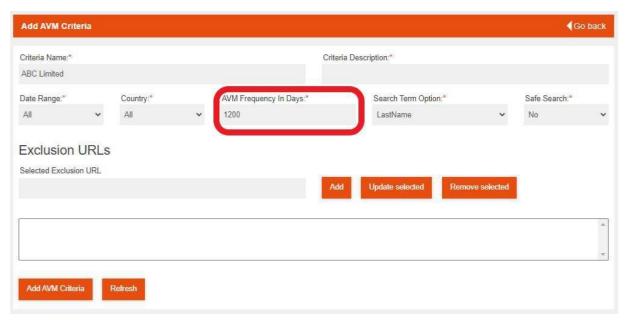
The Frequency in Days allows you to define how many days this Criteria set will run against your entities. For example, if you set it to 5, the client entity records will be screened for AVM on the next batch run, and after that it will run every 5 days. It is against when the client entity record was last screened, not last time the criteria set ran.





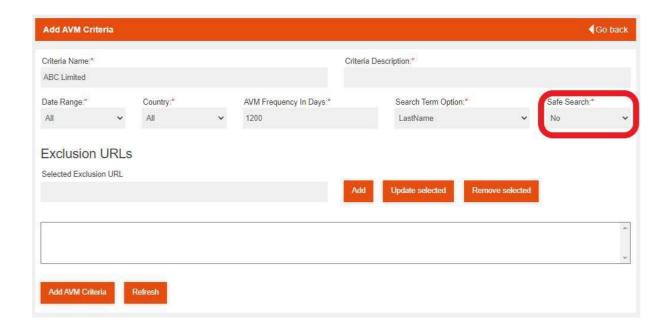


When adding a new AVM Criteria or updating an existing one, the user will be able to increase the 'AVM Frequency in Days'. This can go up to 1200 days.



Safe search has also been included, which will remove explicit and potential offensive content from the search results.





Term sets: Are a collection of terms used in the search. You can create and use multiple term sets, because there is a limit to the number of terms in each term set (approx. 30 terms). To have more than 30 limited by a term set, simply create another term set for the additional terms.

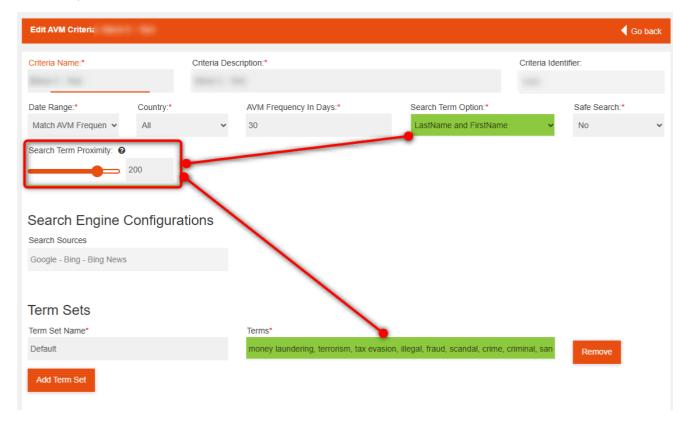
Note: You can use a maximum of 32 in a Term set; And you will need to create a new Term set for additional terms, this will count as a separate search credit with your Google / Bing APIs.

Defaults Screening term set: money laundering, terrorism, tax evasion, illegal, fraud, scandal, crime, criminal, sanctions, laundered, laundering, corruption, bribe, bribery, bribed, prosecution, prosecuted, prosecution, sanctioned, OFAC, elected, investigation, investigated, minister, defendant, blacklist, leader, arms, bearer share, drug.

Geographical Locale Setting: The ability to optimise your search results by configuring the geographical locale setting, per Criteria, to better match your localisation requirements. For example, you may have different operational locations and therefore want to set these to have different Geolocale settings this can be changed to any region – e.g. 'google.com' 'google.de' etc. This is to be requested through KYC360 for the changing of locale. IMPORTANT: This is in addition to the AVM Country drop down, which can also assist with your location requirements.



#### **Proximity**



**Search Term Proximity:** Within the Live AVM Criteria configuration, there is now a new option available called 'Proximity', this is an adjustable field that controls how close a Term Set keyword needs to be compared to the Search Name. If the proximity value is set to 10 then the Term Set keyword would need to be within 10 words of the Search Name within the article in order for it to be returned as a potential match.

- The 'Proximity will be set to 0 by default, which means no proximity restriction is being applied to your results.
- When this is set between 1 and 250 (for example) this will determine the word distance between the Search Name and the adverse term within the article.

If the Term Set keywords do not appear within the proximity of the Search Name, then the article is not returned as an adverse media potential match.



#### Flag Categories

Here you can add, edit, and delete the flag categories which show when flagging matches:





- Grouping Allows you to group the match flag categories (1= Relevant acceptable, 2= Relevant Not acceptable)
- **Scrape** If this is set to yes, it will take a PDF copy of the page when using this category.
  - o The user can choose whether the pdf report of the match is collected immediately or whether it is created in background.
  - o If you require more details within the report, then you will need to choose 'Yes' from the required scrape drop down and then you are able to choose between 'foreground' (scrapes immediately), or 'background' (scrapes in the background).
  - o The recommended option is to choose the scrape in background as then this enables the user to continue with their work and the report will be generated on a periodic polling basis.
  - o If the background scraping option is chosen whilst the report is generated the link will be disabled.



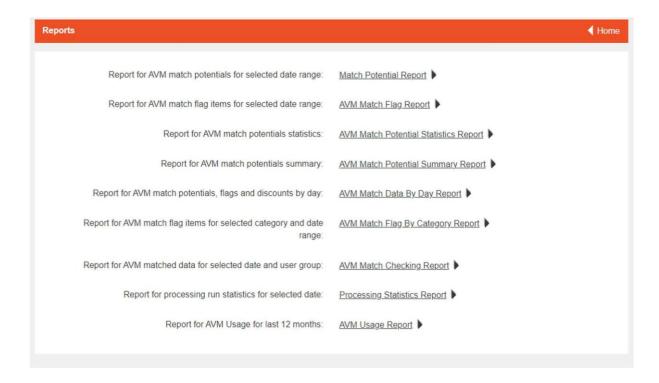
#### **Discount Categories**

In AVM discount categories you can add, edit, and delete the discount categories which show when discounting matches (grouping option is not relevant for discount categories):





# **AVM Reports**

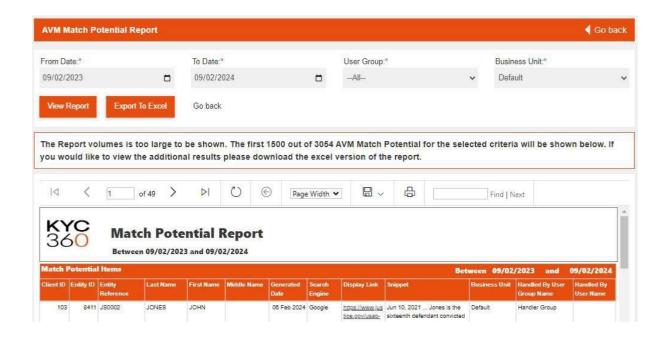


#### **AVM Match Potential Report**

The AVM match potentials report shows all the client entities that have Match Potentials still outstanding with the Adverse Media they have matched against.

- From Date
- To Date
- **User Group**
- **Business Unit**



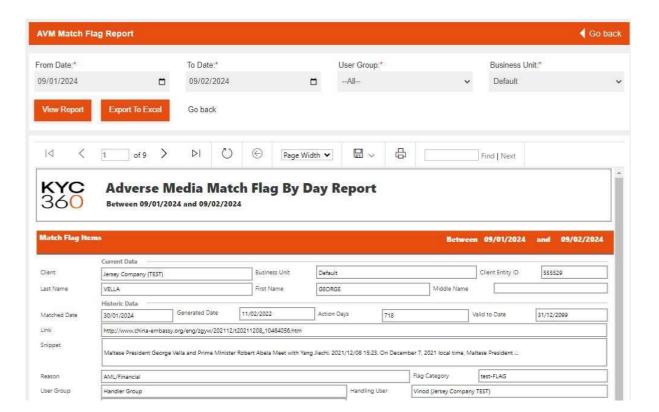


#### **AVM Match Flag Report**

The match flag report shows all AVM match potentials that were flagged in the date range selected with some additional information. You also have the option to export this data to excel to create summary metrics.

- From Date
- To Date
- **User Group**
- **Business Unit**





#### **AVM Match Potential Statistics Report**

The match potential statistics report shows the outstanding AVM match potentials in a bar chart format. This includes options to export to excel.

- Business Unit
- User Group
- Client Entity Risk



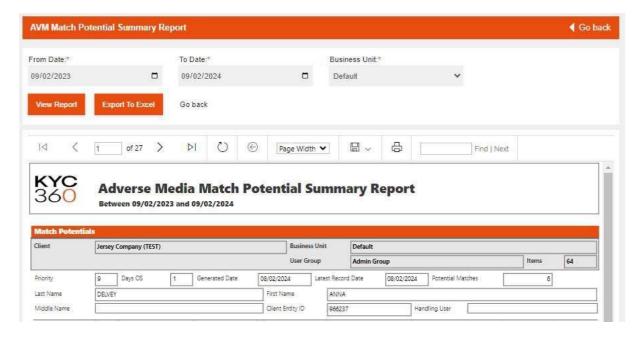


#### **AVM Match Potential Summary Report**

The AVM match potential summary report shows summary information for each of the outstanding AVM match potentials based on the user group they are assigned to.

#### Parameters:

- From Date
- To Date
- **Business Unit**

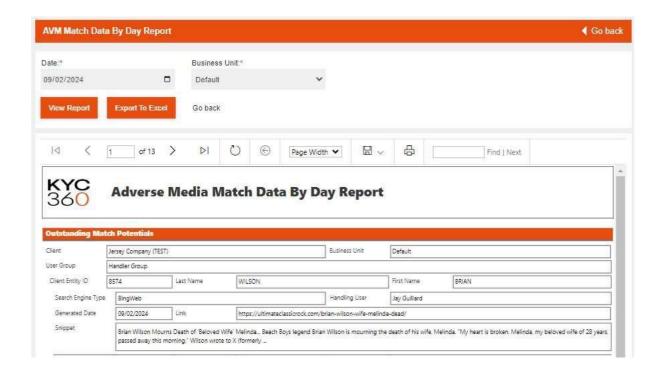


#### AVM Match Data by Day Report

The AVM match data by day report shows all AVM match potentials generated on a specific day.

- Data
- **Business Unit**



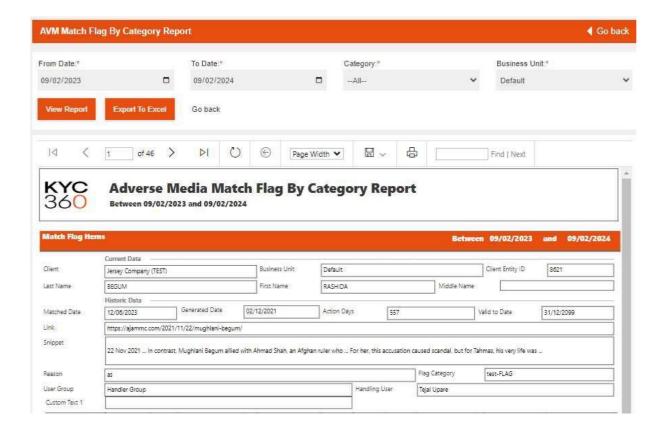


#### AVM Match Flag by Category Report

The AVM match flag by category report shows information for each flagged AVM match potential for the selected category between the dates supplied.

- From Date
- To Date
- Category
- **Business Unit**



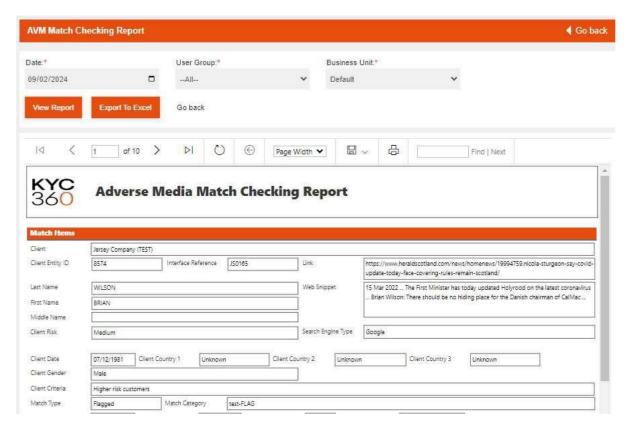


#### **AVM Match Checking Report**

The AVM match checking report shows all AVM matches that were made on the date and user group selected with some additional information on each of the matches.

- Date
- **User Group**
- **Business Unit**



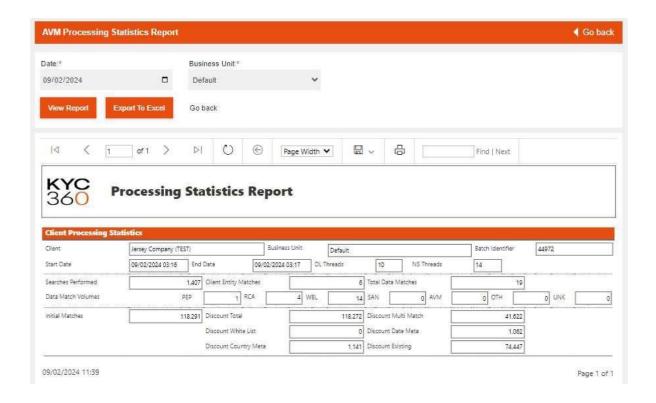


#### **Processing Statistics Report**

The processing run statistics report will show summary statistics for any processing runs for a client on the date selected.

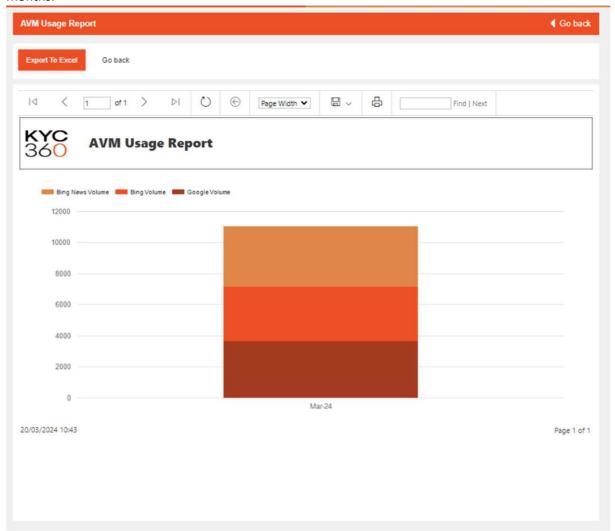
- Date •
- **Business Unit**





#### **AVM Usage Report**

The AVM Usage Report provides comprehensive information on your AVM activity for the last 12 months.



# Search Engine APIs

You have the option to utilise the following 3 search engines:

- Google
- Bing
- **Bing News**

You are able to pick and choose any combination of these, again per Criteria. These will be managed centrally via KYC360 routing searches to all providers through a single API. So, you just need to decide what search engines you require on implementation.

Billing for the use of Live AVM is based on volume of searches and will be undertaken on an annual retrospective basis at the point of your renewal.

