



**GLOBAL
COMPLIANCE
INSTITUTE**

KYCS

KNOW YOUR CUSTOMER SPECIALIST

SYLLABUS

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Competencies

➤ Identification of Individual Accounts

- Personal Affirmation Document
- Address
- Work and Income Information
- Purpose of Account Opening
- Authorised Signatories
- Queries

Knowing all the Requirements for Individual Accounts

➤ Requirements for Identification of Corporate Accounts

Knowing all the Requirements for Corporate Accounts

➤ Charities and Non-Profit Organisations

- Account Opening for Companies Under Registration
- Embassies and Government Agency Accounts
- Accounts of Minors
- Accounts by Power of Attorney or Bank Authorisations

Knowing all the Requirements for Different Account Types

Competencies

How to Identify
the Real
Beneficiary of
an Account



How to Create a
KYC Individual
Customer
Identification
Form



- Identifying the Real Beneficiary of the Account

- KYC Customer Identification Form
 - First: Customer Information
 - Second: Address (Residence Indicator)
 - Third: Work and Income Information
 - Fourth: Account Management Information
 - Fifth: Inquire About Politically Exposed Persons PEP
 - Sixth: Telephone Number
 - Seventh: Inquiry about (FATCA)
 - Eighth: Customer Signature
 - Design for a KYC form (Individuals)

Competencies

- Know Your Customer Entity Form (Companies)
 - Identifying Owners and Natural Shareholders
 - Identifying the Authorised Signatories of the Company
 - FATCA information on the KYC Form
- KYC Form Design for Companies

How to create a KYC Companies Customer Identification Form



- General Terms and Conditions
- European Data Protection Act (General Data Protection Regulation - GDPR)

Knowing the General Terms and Conditions for Account Opening



What You Need to Know about GDPR



- Accepting Instructions by Fax or Email

How to Accept Instructions by Fax or Email



- Summary of Account Opening Requirements – Individuals
- Summary of Account Opening Requirements - Entities
- Summary of Account Opening Requirements - Non-Profit Organisations

Knowledge of All Account Requirements



Competencies

➤ FATCA Procedures When Opening an Account

- W-9 Form
- W-8BEN Form
- W-8BEN-E Form

FATCA
Procedures
When Opening
an Account



➤ Opening (Non-Face-to-Face) Accounts

- Incomplete Accounts
- Modifying the Customer Data

Special Cases
When Opening
an Account



➤ Customer Risk Rating

- First: Customer Type
- Second: Geographical Factor
- Third: Products, Services, and Delivery Channels Factors

Customer Risk
Rating Factors



➤ KYC Update

- Online KYC Update

How to Update
Accounts
(KYC Update)



➤ Dormant Accounts

How to Deal
with Dormant
Accounts



➤ Closure of Accounts

How to Close an
Account



Competencies

- Account Opening Procedures
 - Opening Accounts, and Activating Them through Branches
 - Activating Accounts through Central Management
 - Best Practices for Account Opening Mechanisms

Knowing the Account Opening Procedures



- Digital Identity and Electronic Know Your Customer (EKYC)
- Digital Identity Highlights
- Digital ID Challenges
- A Proposed Mechanism for Implementing Digital ID
 - ID Verification
 - KYC Information (Identifiers)
 - Name Screening
 - Applicant ML Risk Rating
 - Address Verification
 - Work Verification
 - Signature
 - Periodically Updating the Customer Profile
 - Monitoring Account Transactions

Knowing the Digital Identity Procedures and EKYC



Competency Types:

