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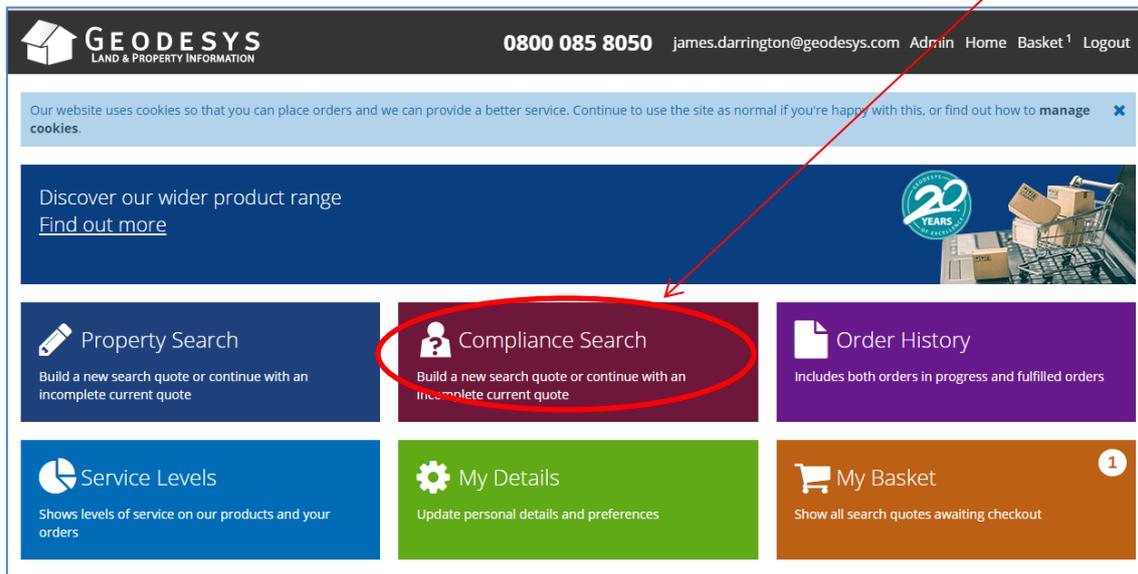
- 6.1 Check the details
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- 6.9 Close

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1. Getting started

1.1 The Geodesys Ecommerce page (*once you have securely logged in*) shows a **“Compliance Search”** section:



1.2 Clicking on this **“Compliance Search”** section brings up our current Compliance products:

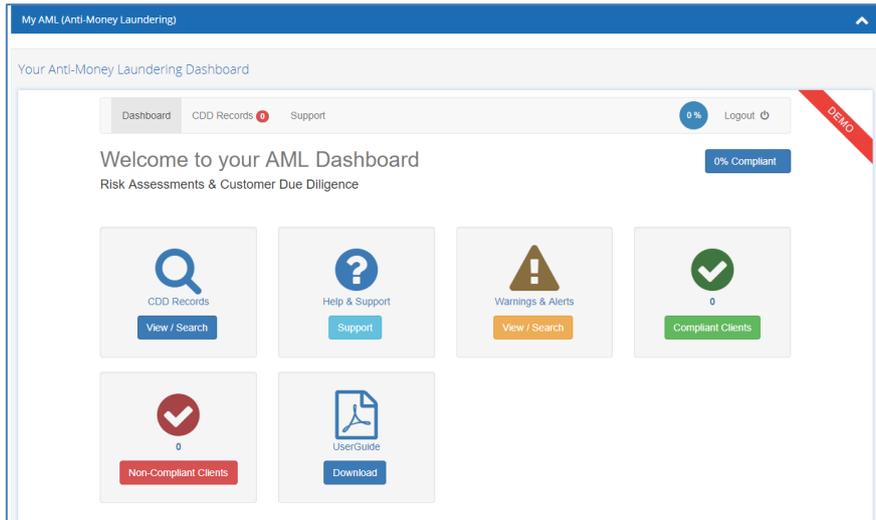
Compliance			
Lawyer Checker	Lawyer Checker	£12.00	Order
Anti-Money Laundering	Searches Group	From £3.00	Order

1.3 To be registered, your company needs to have been initially registered for AML by your Money Laundering Officer (MLO). Details on how to do this can be found here:

<http://www.geodesys.com/media/115173/Quick-User-Guide-to-registering-for-AML.docx>

1.4 Clicking on **“Order”** will take you through to the AML product screens.

NOTE: An easy way to see if you are registered for AML is to look within the **“My Details”** section, where the AML Dashboard will show, like this:



2. Ordering

2.1 In terms of ordering, the first screen appears like this....split over a single but 'scrollable' page.

Anti-Money Laundering Search

Personal Risk Assessment

AML Customer Due Diligence

[Risk Assessment User Guide](#)

Compliance

I confirm that the Client has been informed that their personal data will be processed only for the purpose of preventing money laundering or terrorist financing in accordance with the Data Protection Act 1998 and the Money Laundering Regulations 2017.

Please confirm Your reference / matter number

Identification

Title/Prefix Forename Surname

Middle/other name: Suffix (e.g. Jr.) Gender

Was/is the client known by another name e.g. an alias or a maiden name?

Date of Birth

Please enter the Client's Date of Birth as it appears on a identity document

Day Month Year

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The screenshot shows a web form with three main sections:

- Nationality & Residency:** Includes a heading with a blue link icon, a sub-heading "Please confirm the Client's Nationality & Country of Residence", and two dropdown menus labeled "Nationality" and "Country of Residence", both with "Select" as the current value.
- Customer Relationship and type of Interview:** Includes a heading with a blue link icon, a sub-heading "Please confirm your Organisation's relationship with the Client and the type of interview with the Client", and two dropdown menus labeled "Relationship" and "Interview type", both with "Select" as the current value.
- Risk Assessment:** Includes a heading with a blue link icon, a sub-heading "Please select the Risk Assessment that best suits the type of business you will transact with this Client", and a single dropdown menu labeled "Risk Assessment" with "Select" as the current value.

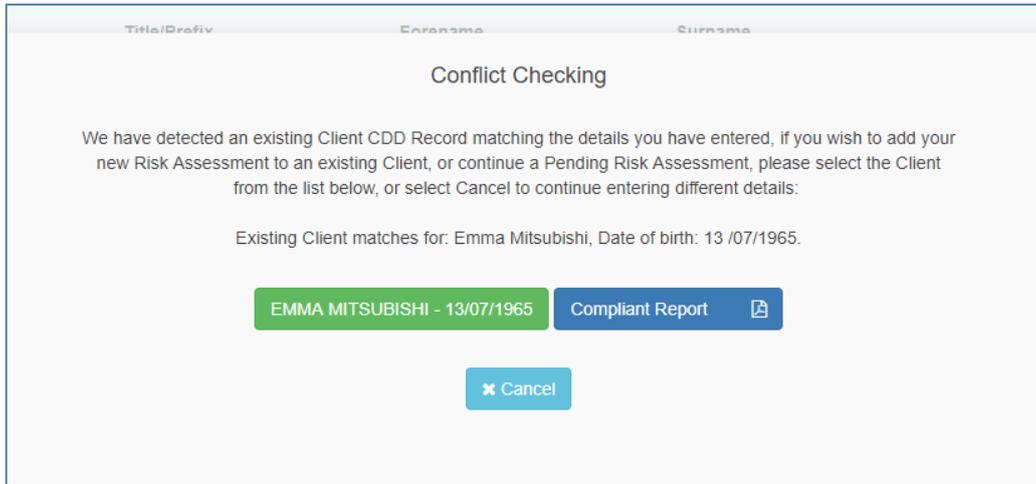
At the bottom of the form, there is a "Cancel" button with a close icon, the AML Search logo, and a footer containing "AML Search © Searches Group Ltd 2007-2017 Terms of Use Privacy Policy".

2.2 Initial fields to input are:

- Confirm that you have told your client you are running an AML Search against them by choosing **“YES”** from the very first drop down (*remember that this does NOT affect their credit rating, but instead puts a “soft footprint” on their records that the search has been requested*)
- Your **reference number** for this search
- **Title, Forename, Surname, Middle name, Suffix and Gender**
- If the client was previously known by another name, please select **“YES”** and enter the additional information requested.
- Enter their **Date of Birth**
- Select their **Nationality** and **Country of Residence**

2.3 If an existing client matches the data you are inputting, then the system will advise you of that (*perhaps it is a client who you have run an AML check on before or one you started but did not complete*)

2.4 You can accept this match, which will save you time otherwise spent inputting details again, or you can ignore the match and carry on adding fresh information against the client (*see screen shot below*)



2.5 Enter the client's **Address** using a **House No./Name** and a **Postcode** and clicking on **“Look Up Address”**

2.6 Hitting **“Look Up Address”** will give you any choices that the house number and postcode present to you...

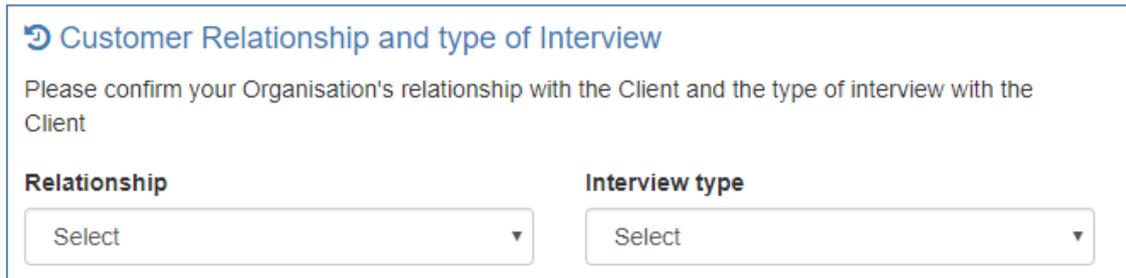


2.7 Choose the correct address by clicking directly on it and the process will continue.

2.8 If they have lived at that address for less than 12 months, select **“YES”** and adding the additional information requested.

3 Customer Relationships

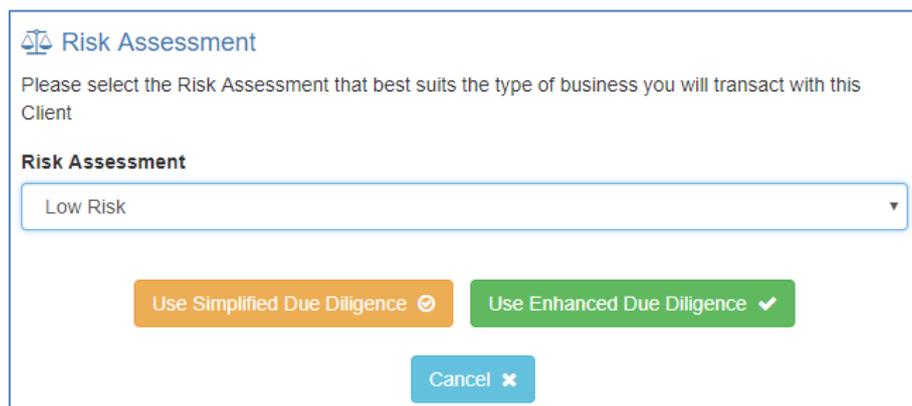
- 3.1 At this point, confirming your relationship with the client and the type or interview that is occurring or has occurred will help the system understand certain risks around the search and consider them accordingly. The drop down lists give you various options. Choose the options that are the best match.



The screenshot shows a form titled "Customer Relationship and type of Interview". Below the title is the instruction: "Please confirm your Organisation's relationship with the Client and the type of interview with the Client". There are two dropdown menus: "Relationship" and "Interview type", both currently showing "Select".

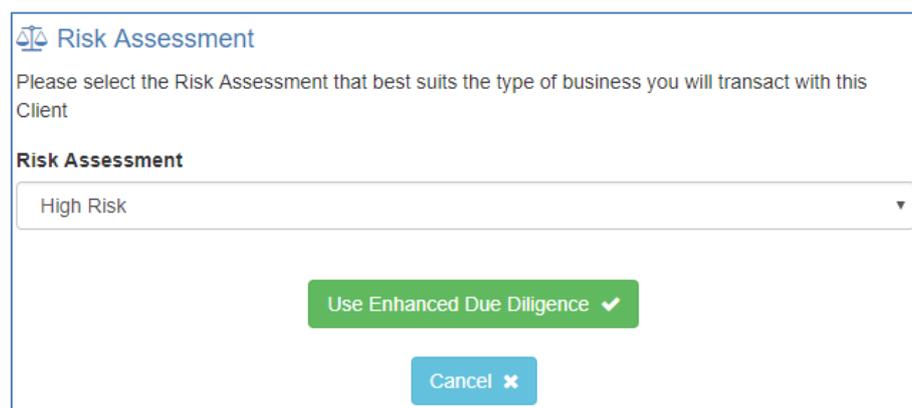
- 3.2 You now need to indicate your Risk Assessment approach to this client by choosing a Low, Medium or High Risk stance.

- 3.3 If Low Risk is chosen, both the £3 Simplified and £6 Enhanced Product is available.



The screenshot shows a form titled "Risk Assessment". Below the title is the instruction: "Please select the Risk Assessment that best suits the type of business you will transact with this Client". The "Risk Assessment" dropdown menu is set to "Low Risk". Below the dropdown are three buttons: "Use Simplified Due Diligence" (orange), "Use Enhanced Due Diligence" (green), and "Cancel" (blue).

- 3.4 If Medium or High risk is chosen, only the £6 Enhanced Product shows as a choice.



The screenshot shows a form titled "Risk Assessment". Below the title is the instruction: "Please select the Risk Assessment that best suits the type of business you will transact with this Client". The "Risk Assessment" dropdown menu is set to "High Risk". Below the dropdown is one button: "Use Enhanced Due Diligence" (green). A "Cancel" button (blue) is also present at the bottom.

- 3.5 The relevant level of ID Documents are then required (*less ID and Address requirements for 'Low Risk' and 'Simple' combination and more ID and Address checks for a 'Medium' and 'High Risk' and the 'Enhanced' combinations*)

4. Uploading documentation

Documentary Evidence

Your Risk Assessment requires the following Documentary Evidence

Client Identity

Note: For documentation that does not have an explicit expiry date, record the expiry date as three months from the date of issue of the document.

Document Identity # 1

Select Document 1 Type (* electronic verification)

Select ▼

Document 1 Reference/Number

Document 1 Expiry Date

Day	Month	Year
<div style="border: 1px solid gray; padding: 2px; width: 100%; text-align: center;">Select ▼</div>	<div style="border: 1px solid gray; padding: 2px; width: 100%; text-align: center;">Select ▼</div>	<div style="border: 1px solid gray; padding: 2px; width: 100%; text-align: center;">Select ▼</div>

Upload a Document Scan/Image

Select... ▼

- 4.1 The range of Identification Documents suitable for use is wide and varied and gives every opportunity that someone will have at least ONE of these documents.
- 4.2 Those examples (see below) with an asterix against them indicates items that will return an instant result – other items used as ID documents may result in a slight delay in the results being returned.
- 4.3 If you Upload a Document, then you must confirm that the document you are uploading matches the document that the client has shown or given you.

Documentary Evidence

Your Risk Assessment requires the following Documentary Evidence

Client Identity

Note: For documentation that does not have an explicit expiry date, record the expiry date as three months from the date of issue of the document.

Document Identity # 1

Select Document 1 Type (* electronic verification)

Select

- Select
- UK Passport *
- Paper Driving Licence *
- Firearms/Shotgun Certificate *
- National Insurance Card and P60 *
- Inland Revenue Document *
- Current Bank Statement *
- Current Credit/Debit Card Statement *
- State ID Card (EU Only) *
- Council Tax Demand Letter or Statement *
- Photo Driving Licence *
- Tax Credit *
- State Pension *
- Housing Benefit *
- National ID Card Non-UK Nationals (e.g. International Passport) *
- ID Card Issued by Electoral Roll Office for NI *
- Educational or Other Grant *
- Instrument of a Court Appointment *
- Travel Document
- Identity Certificate Number

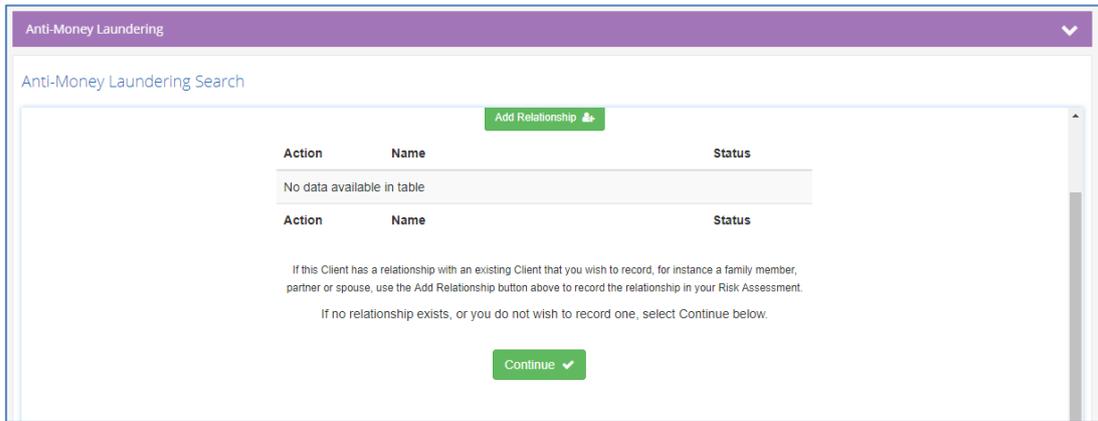
Note: For documentation that does not have an explicit expiry date, record the expiry date as three months from the date of issue of the document.

- 4.4 There is a simple “drag and drop” or “Browse” functionality to add a scanned in document should you wish to allow the AML system to store images of this documentation for you.
- 4.5 Once a document is in place, the “**UPLOAD**” button must be pressed to attach it.
- 4.6 Note that documents do not HAVE to be uploaded – but you have to handle that decision locally *(including storing and disposing of any documents in line with the new legislation)*

Note: For documentation that does not have an explicit expiry date, record the expiry date as three months from the date of issue of the document.

5. Linking Clients

5.1 Finally, there is the opportunity to link separate clients to each other by describing the relationship between subjects. Potential “linked” people will appear here for you to link to.



The screenshot shows a web interface for 'Anti-Money Laundering Search'. At the top, there is a purple header with the text 'Anti-Money Laundering' and a dropdown arrow. Below the header, the page title is 'Anti-Money Laundering Search'. A green button labeled 'Add Relationship' with a plus icon is positioned above a table. The table has three columns: 'Action', 'Name', and 'Status'. The table content is 'No data available in table'. Below the table, there is explanatory text: 'If this Client has a relationship with an existing Client that you wish to record, for instance a family member, partner or spouse, use the Add Relationship button above to record the relationship in your Risk Assessment. If no relationship exists, or you do not wish to record one, select Continue below.' At the bottom of the form area, there is a green button labeled 'Continue' with a checkmark icon.

5.2 This feature can be useful for identifying a link between clients that could be important but had not been raised by those clients.

5.3 In addition more than one person involved in a transaction or service you are carrying out can be linked for ease of reference at a later date (*Mr and Mrs Smith buying a house together for example*)

6. Finishing and Exiting

- 6.1 All details entered are now presented to you for checking – hitting “**Cancel**” (if something is incorrect or the search is no longer required) will start the process again and store what you have created so far as a “**Pending**” search.
- 6.2 In this context, “**Pending**” does not mean the search has been carried out and the result is not back yet. It means the data is in the system but you have not yet run a search.

Simplified Due Diligence

Please review the Risk Assessment Data you have provided below

Compliance

Matter Number or Search Reference: **Final Test**

Identity

Title: Miss	Forename: Emma	Surname: Mitsubishi
Other Names: None Provided	Suffix: None Provided	Gender: Female
Date of Birth: 13 July 1965	Nationality: United Kingdom	Residency: United Kingdom

Address

39
Top Gear Lane
Test Town
X9 9LF

Documentary Evidence

Doc 1: UK_passport, asrgasfdgadfgadfgadfg, 02/03/2022	Doc 2: Mortgage_statement, AFwetrqw4444gasdfg, 03/05/2024
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Relationships

There are no relationships recorded

By pressing continue below this Risk Assessment will be processed.

- 6.3 At this point, clicking on “**Continue**” will run the search and you will be charged.
- 6.4 Clicking on “**Close**” will end the process, store the details of the client as a “**Pending**” search in your AML Dashboard for you to pick up at a later date should you wish.
- 6.5 Also, if you start to enter this clients details again (*the client you exited at this stage*) the system will recognise the key data and give you the opportunity to use whatever data and documentation you had put in at this point on a future search for that person.

By pressing continue below this Risk Assessment will be processed.

The charge for this Risk Assessment is £ 3.00

Continue ✓ Close ✕

6.6 The result is shown on screen including a downloadable copy at this stage.

AML Search - Risk Assessment

CDD Risk Assessment Results

Result: Compliant

Risk Assessment Name: **Low Risk**

Assessment Information

Date of Assessment: **16 November 2017**
 Assessment Type: **Simplified**
 Your Reference: **6uw6yuwyuw6yuw**
 Our Assessment Reference: **17790**

Identity

Name: **Miss Emma Mitsubishi**
 Date of Birth: **13 July 1965**
 Gender: **Female**
 Nationality: **GB**
 Country of residence: **United Kingdom**

Customer Due Diligence

Type of Due Diligence: **Simplified**
 UK Financial Sanctions: **NOT FOUND ✓**
 EU Financial Sanctions: **NOT FOUND ✓**
 Specially Designated Nationals (SDN): **NOT FOUND ✓**
 Politically Exposed Persons (PEP): **NOT FOUND ✓**
 Fraudulent Passport Database: **NOT FOUND ✓**

Interpol Red Warning List: **NOT FOUND ✓**
 Client Identified: **IDENTIFIED ✓**

Downloads



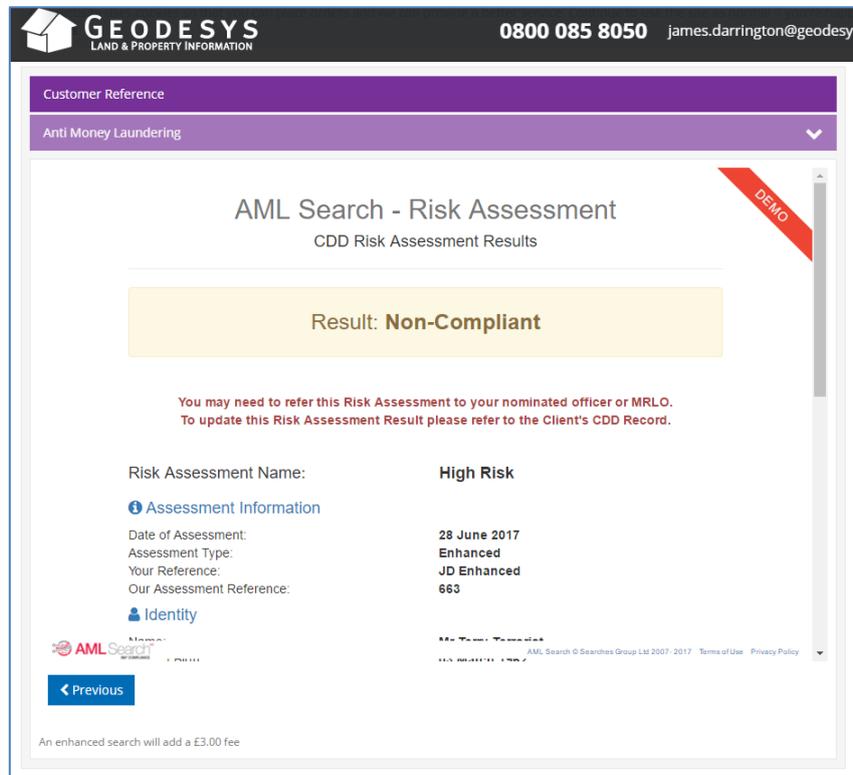
Risk Assessment & CDD

Download ⬇

Close ✕

6.7 You can also at this point download the result for your own use (printing, saving elsewhere, sending to your client, placing in a file etc.)

6.8 The result is now shown to you before the process ends.



6.9 Closing the window at this point returns you to your basket showing your order.

6.10 You can now check out and although you may have downloaded a copy of the search when it appeared on the relevant page above, our system will still deliver an Order Confirmation email containing the returned results as a PDF as normal, plus - it will also be available for you to view and download via your AML Dashboard.

PROCESS ENDS.