

AML HUB

App Manual

Version 1.1



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AML **HUB**

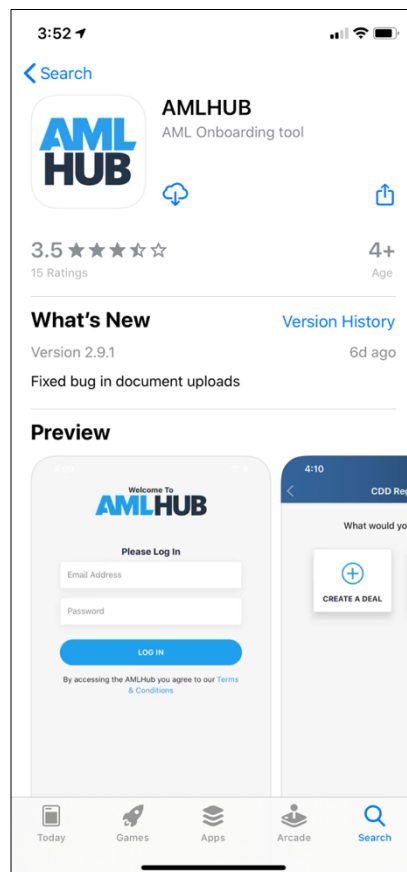
Introduction to the
App Manual

Download

The AMLHub app can be downloaded from both the App Store (iPhone) and Google Play Store (Android).

App Store

1. Open the App Store from the home screen of your iPhone.
2. Search for 'amlhub'.
3. The following application will appear as a search result.

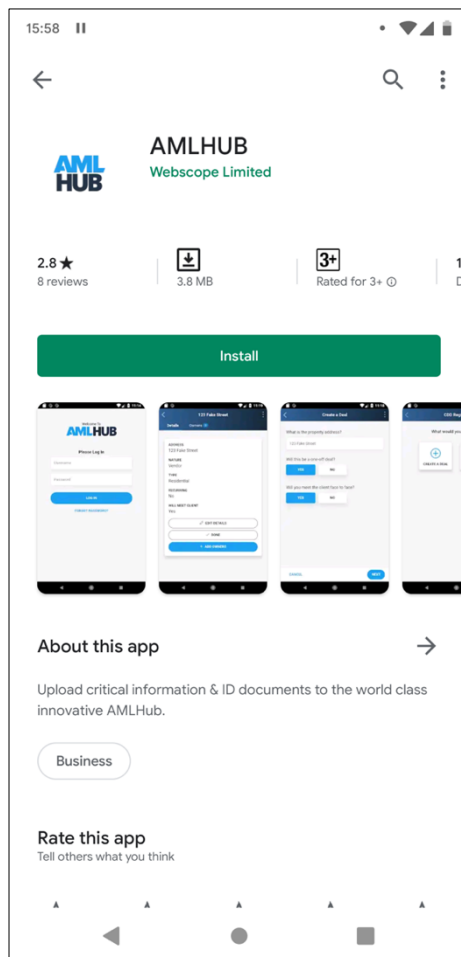


4. Tap 'get' (or tap the cloud icon if this app has been previously downloaded).

Please note: your iPhone must have iOS 11 or higher software in order to download the app. Additionally, your phone region must be set to New Zealand in order to be able to search for the app in the App Store.

Google Play Store

1. Open the Google Play Store from the home screen of your Android device.
2. Search for 'amlhub'.
3. The following application will appear as a search result.



4. Tap 'install'.

Please note: your Android device must have Version 5 or higher software in order to download the app. Additionally, your phone region must be set to New Zealand in order to be able to search for the app in the Google Play Store.

Email Verification

Following the creation of your user account, you will be sent a verification email from the AMLHub. If you cannot find this email in your primary inbox, it may be in your junk mail or spam folder.

1. Ensure the email is in your primary inbox, this may mean it has to be moved from your junk mail or spam folder.
2. Click 'verify email'.
3. Set your password (minimum of 8 characters).

Your user account is now verified; you can log in to the AMLHub app with your email address and password.


Login

1. Open the AMLHub app from the home screen of your device.
2. Log in using the following credentials:
 - email address; and
 - password – as you created it through the verification email, unless you have reset it since then.
3. You will be directed to the homepage of the app, where it will display two options: 'create a deal' and 'update a deal'.

Navigation

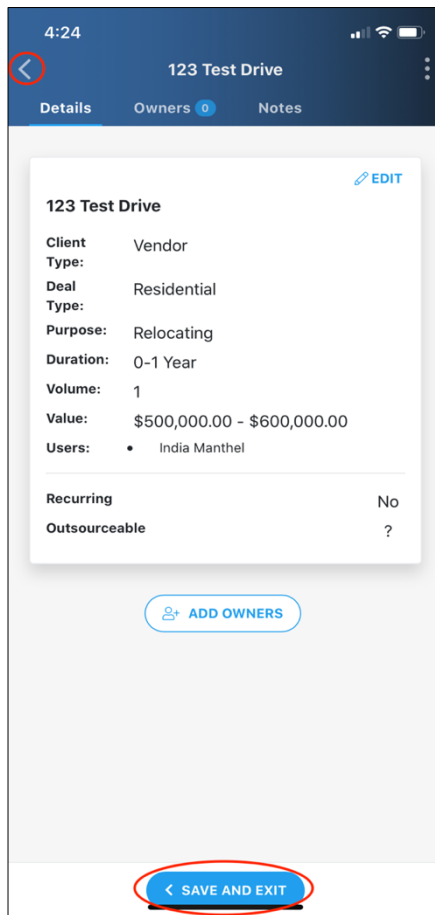
Exiting a Deal

Exiting a deal can be done two ways:

- tap this  arrow, found in the top left-hand corner of the screen;

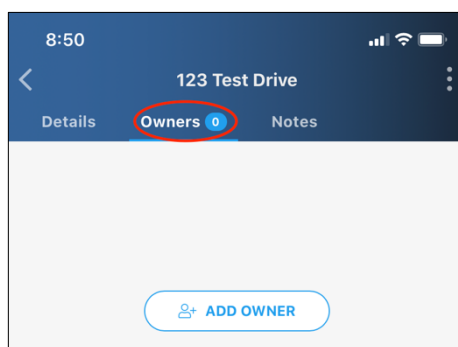
OR

- tap 'save and exit', found at the bottom of the screen.



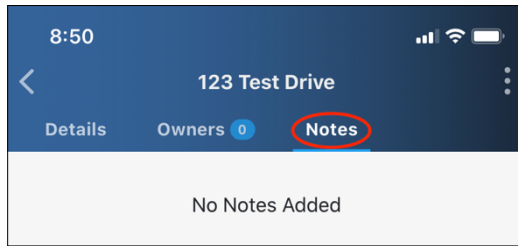
Viewing Owners

Navigating to the owners page can be done by tapping on the 'Owners' tab, found underneath the deal name/address.



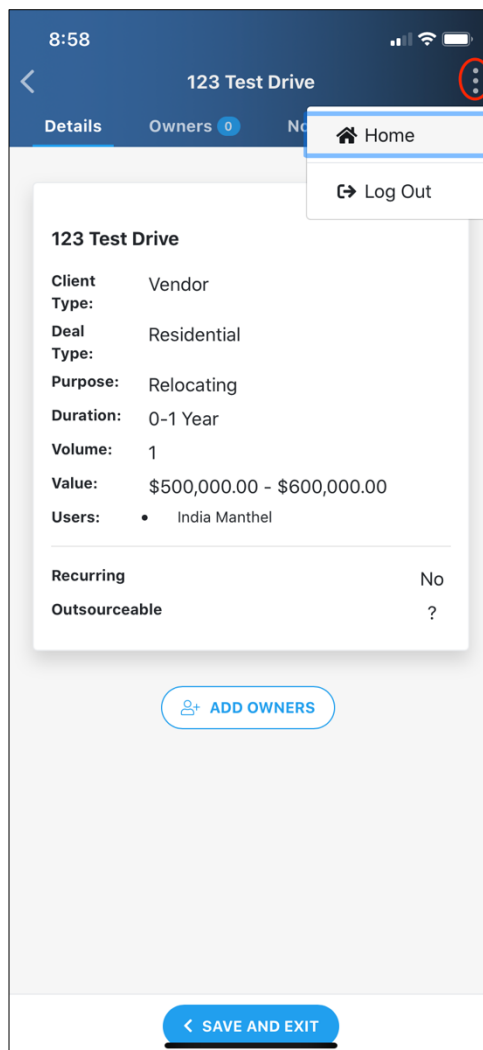
Notes Page

Navigating to the notes page can be done by tapping on the 'Notes' tab, found underneath the deal name/address.



Logout

To log out of your account, tap on the three grey dots in the top right-hand corner of the screen. Tap 'log out'.



AML **HUB**

Creating &
Updating Deals

Creating a Deal


Creating a deal can be done from the homepage of the app, where it will display two options: 'create a deal' and 'update a deal'.

1. Tap 'create a deal'.
2. Enter a deal name/the address of the property being sold. If a deal name or address is not recognised in the drop-down menu of the database, this can be entered manually. Select either 'yes' or 'no' to whether this will be a one-off deal. Tap 'next'.
3. Select the type of deal from the list displayed. Tap 'next'.
4. Select the purpose of the deal. Tap 'next'.
5. Select whether you are acting for the purchaser or vendor. Tap 'next'.
6. Select the expected duration of the deal. Tap 'next'.
7. Select the deal's volume. Please note: this field must be completed before one can proceed to verify the deal at a later stage. Tap 'next'.
8. Enter the estimated low-end and high-end values. Please note: these fields must be completed before one can proceed to verify the deal at a later stage. Tap 'next'.
9. Select either 'yes' or 'no' to whether you would like the CDD for this deal to be outsourced. If unsure upon creation as to what to select, this field can be left unselected and filled in at a later stage if need be. Tap 'next'.
10. Select which branch you would like this deal to be created under. The branch(es) you are assigned to will be displayed in a list. Tap 'next'.
11. Tap on the name of every user you would like to assign to this deal. Sales agents will only be able to view and edit deals in the CDD register of the AMLHub desktop and/or their 'Update a Deal' section of the AMLHub app that they have been assigned to. Senior staff members such as the AMLCO, SO, AML ADMIN etc. are able to view all deals in the CDD register of the AMLHub desktop, however, must be assigned to the deal if they want to be able to view and edit the deal through the app. Tap 'next'.
12. A summary of the deal's details will be displayed on the following page. Tap 'save'.
13. You will be directed to the 'Details' tab of the deal that has just been created.

Updating a Deal


From the Homepage

Updating a deal can be done from the homepage of the app, where it will display two options: 'create a deal' and 'update a deal'

1. Tap 'update a deal'.
2. Select from the drop-down menu the branch where the deal is located.
3. Search for the deal in the 'Search By Name' field.
4. Tap on the deal name/address displayed as a result of the search in the drop-down menu.
5. You will be directed to the 'Details' tab of the deal that has just been created.
6. Tap on the  EDIT icon to make any changes to the details of the deal.
7. Navigate through the successive pages by tapping 'next' and make amendments to these details where necessary.
8. A summary of the deal's details will be displayed on the following page. Tap 'save'.
9. You will be directed to the 'Details' tab of the deal that has just been edited.

From the 'Details' tab of the Deal

If already at the 'Details' tab of the deal, follow the process below.

1. Tap on the  EDIT icon to make any changes to the details of the deal.
2. Navigate through the successive pages by tapping 'next' and make amendments to these details where necessary.
3. A summary of the deal's details will be displayed on the following page. Tap 'save'.
4. You will be directed to the 'Details' tab of the deal that has just been edited.

AML **HUB**

Onboarding
Owners

Onboarding an Individual

Onboarding an Individual – Client

A client is the person or entity that you are acting for i.e. the vendor. When an individual is onboarded as a client to the AMLHub, they will be displayed in the first tier underneath the property address in the AMLHub desktop.

Onboarding an individual (client) can be done through the 'Owners' tab, found underneath the deal name/address.

1. Tap 'add owner'.
2. Select their type as 'individual'.
3. Enter the individual's title, first name and last name; the middle name field is optional. Tap 'next'.
4. Select the individual's date of birth from the calendar that appears when tapping on the field. Tap 'next'.
5. The next page will provide you with the option to enter the individual's email and phone number. Completing these fields is especially important if you are looking to outsource the CDD and this individual will be listed as the key contact. Tap 'next' either after entering the individual's contact details or deciding to skip this section.
6. Select either 'yes' or 'no' to whether you will meet them face to face. Please note: this field must be completed before one can proceed to verify the individual at a later stage. Tap 'next'.
7. Enter the individual's residential address – this may not be the property being sold. If a deal name or address is not recognised in the drop-down menu of the database, this can be entered manually. Tap 'next'.
8. Select the individual's country of residence. Tap 'next'.
9. Select either 'yes' or 'no' to whether the individual is a New Zealand resident. Please note: this field must be completed before one can proceed to verify the individual at a later stage. Tap 'next'.
10. Select an ownership type for the individual. Tap 'next'.
 - **25%+ Ownership**
This is where someone owns more than 25% of the asset, meaning they are a beneficial owner.
 - **Trustee**
Trustee of the trust. These are the named trustees in a Trust Deed. For example, for a family trust this would typically be the husband and wife, and their lawyer.

- **Settlor**
Settlor of the trust; this is the named Settlor in a Trust Deed.
 - **Effective Controller**
Someone who is in effective control of the asset i.e. Managing Director, who may also be a 25%+ shareholder.
 - **Acting on Behalf**
Someone who is instructing you on behalf of the owner. This may be a lawyer or power of attorney.
 - **Executor**
The executor of the will.
11. Select either 'yes' or 'no' to whether you think the individual is considered high risk. Please note: this field must be completed before one can proceed to verify the individual at a later stage. Tap 'next'.
 12. Select either 'yes' or 'no' to whether you think there is any risk that the individual is a Politically Exposed Person (PEP). Please note: this field must be completed before one can proceed to verify the individual at a later stage. Tap 'next'.
 13. A summary of the individual's details will be displayed on the following page. If you would like to immediately upload documents to the individual, select 'yes' to whether you would like to upload documents. If you would like to upload documents to this individual at a later stage, select 'no'. Tap 'save'.
 14. The individual will appear created as a client, under the 'Owners' tab of the deal itself.

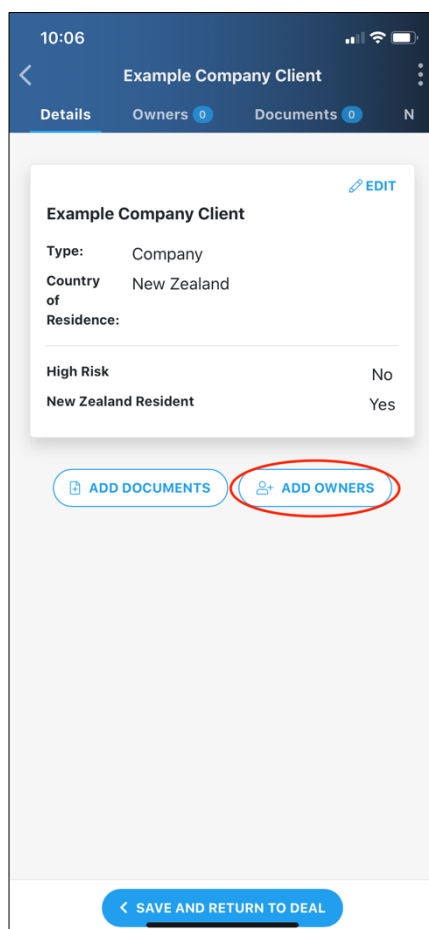
Onboarding an Individual – Beneficial Owner


A beneficial owner is any individual (natural person) who satisfies one or more of the below elements:

- the individual has effective control of the client;
- the individual is a person on whose behalf a transaction is conducted; and/or
- the individual owns more than 25% of the client or person on whose behalf a transaction is conducted i.e. direct/indirect shareholders.

There may be more than one beneficial owner associated with the client. There must always be at least one beneficial owner identified when dealing with entity type clients. When an individual is onboarded as a beneficial owner to the AMLHub, they will be displayed in successive tiers (after the first) underneath the property address in the AMLHub desktop.

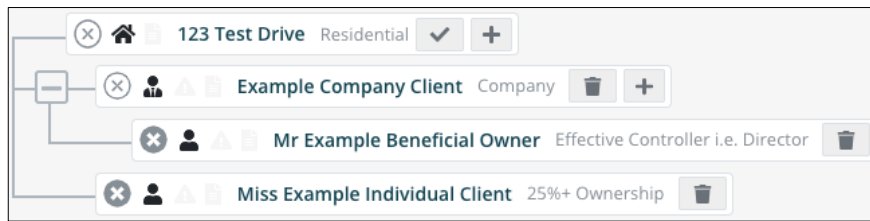
Onboarding an individual (beneficial owner) can be done from the 'Details' or 'Owners' tabs of a party-type client. If you are not onboarding a beneficial owner from a page similar to this, they will be onboarded incorrectly.



1. Tap .
2. Select their type as 'individual'.
3. Enter the individual's title, first name and last name; the middle name field is optional. Tap 'next'.
4. Select the individual's date of birth from the calendar that appears when tapping on the field. Tap 'next'.
5. The next page will provide you with the option to enter the individual's email and phone number. Completing these fields is especially important if you are looking to outsource the CDD and this individual will be listed as the key contact. Tap 'next' either after entering the individual's contact details or deciding to skip this section.
6. Select either 'yes' or 'no' to whether you will meet them face to face. Please note: this field must be completed before one can proceed to verify the individual at a later stage. Tap 'next'.
7. Enter the individual's residential address – this may not be the property being sold. If a deal name or address is not recognised in the drop-down menu of the database, this can be entered manually. Tap 'next'.
8. Select the individual's country of residence. Tap 'next'.

9. Select either 'yes' or 'no' to whether the individual is a New Zealand resident. Please note: this field must be completed before one can proceed to verify the individual at a later stage. Tap 'next'.
10. Select an ownership type for the individual. Tap 'next'.
- **25%+ Ownership**
This is where someone owns more than 25% of the asset, meaning they are a beneficial owner.
 - **Trustee**
Trustee of the trust. These are the named trustees in a Trust Deed. For example, for a family trust this would typically be the husband and wife, and their lawyer.
 - **Settlor**
Settlor of the trust; this is the named Settlor in a Trust Deed.
 - **Effective Controller**
Someone who is in effective control of the asset i.e. Managing Director, who may also be a 25%+ shareholder.
 - **Acting on Behalf**
Someone who is instructing you on behalf of the owner. This may be a lawyer or power of attorney.
 - **Executor**
The executor of the will.
11. Select either 'yes' or 'no' to whether you think the individual is considered high risk. Please note: this field must be completed before one can proceed to verify the individual at a later stage. Tap 'next'.
12. Select either 'yes' or 'no' to whether you think there is any risk that the individual is a Politically Exposed Person (PEP). Please note: this field must be completed before one can proceed to verify the individual at a later stage. Tap 'next'.
13. A summary of the individual's details will be displayed on the following page. If you would like to immediately upload documents to the individual, select 'yes' to whether you would like to upload documents. If you would like to upload documents to this individual at a later stage, select 'no'. Tap 'save'.
14. The individual will appear created as a beneficial owner, under the 'Owners' tab of the party-type client.

If onboarded correctly, the beneficial owner will be displayed as below in the AMLHub desktop. Note that the beneficial owner should be in a successive tier, under the party-type client; if the beneficial owner is displayed in the first tier, they have been onboarded incorrectly.




Onboarding a Company

Onboarding a Company – Client

A client is the person or entity that you are acting for i.e. the vendor. When a company is onboarded as a client to the AMLHub, they will be displayed in the first tier underneath the property address in the AMLHub desktop.

Onboarding a company (client) can be done through the 'Owners' tab, found underneath the deal name/address.

1. Tap .
2. Select their type as 'party'.
3. Type the company name into the field. Tap 'next'.
4. Select the type of owner as 'company'. Tap 'next'.
5. Select either 'yes' or 'no' to whether you think the party is considered high risk. Please note: this field must be completed before one can proceed to verify the party at a later stage. Tap 'next'.
6. Select the company's country of residence. Tap 'next'.
7. Select either 'yes' or 'no' to whether they are a New Zealand resident. Please note: this field must be completed before one can proceed to verify the party at a later stage.
8. A summary of the company's details will be displayed on the following page. If you would like to immediately upload documents to the company, select 'yes' to whether you would like to upload documents. If you would like to upload documents to the company at a later stage, select 'no'. Tap 'save'.
9. The company will appear created as a client, under the 'Owners' tab of the deal itself.


Onboarding a Company – Non-Client

A client is the person or entity that you are acting for i.e. the vendor. Onboarding a company (non-client) can be done from the 'Details' or 'Owners' tabs of a party-type client. If you are not onboarding the company from a page similar to this, they will be onboarded incorrectly.

The screenshot shows a mobile application interface for onboarding a client. The screen displays a form for 'Example Trust Client' with the following fields and values:

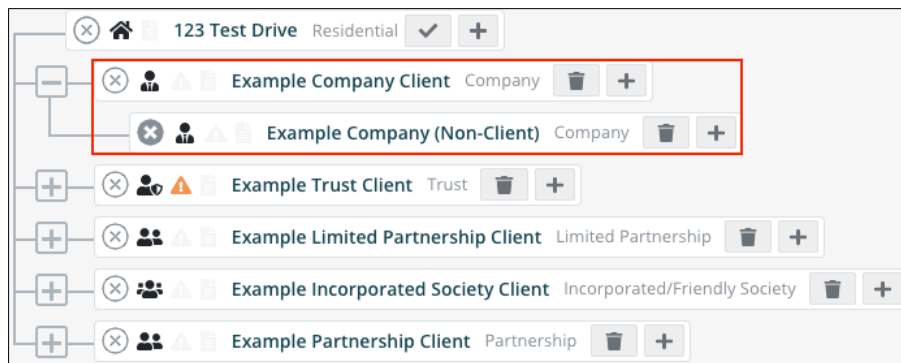
- Type: Trust
- Country of Residence: New Zealand
- High Risk: Yes
- New Zealand Resident: Yes

At the bottom of the form, there are two buttons: 'ADD DOCUMENTS' and 'ADD OWNERS'. The 'ADD OWNERS' button is circled in red. At the very bottom of the screen, there is a blue button labeled '< SAVE AND RETURN TO DEAL'.

1. Tap .
2. Select their type as 'party'.
3. Type the company name into the field. Tap 'next'.
4. Select the type of owner as 'company'. Tap 'next'.
5. Select either 'yes' or 'no' to whether you think the party is considered high risk. Please note: this field must be completed before one can proceed to verify the party at a later stage. Tap 'next'.
6. Select the company's country of residence. Tap 'next'.
7. Select either 'yes' or 'no' to whether they are a New Zealand resident. Please note: this field must be completed before one can proceed to verify the party at a later stage.

8. A summary of the company's details will be displayed on the following page. If you would like to immediately upload documents to the company, select 'yes' to whether you would like to upload documents. If you would like to upload documents to the company at a later stage, select 'no'. Tap 'save'.
9. The company will appear created as a non-client entity, found under the 'Owners' tab of the party-type client.

If onboarded correctly, the company will be displayed as below in the AMLHub desktop. Note that the company should be in a successive tier, under the party-type client; if the company is displayed in the first tier, they have been onboarded incorrectly.




Onboarding a Trust

Onboarding a Trust – Client

A client is the person or entity you are acting for i.e. the vendor. When a trust is onboarded as a client to the AMLHub, they will be displayed in the first tier underneath the property address in the AMLHub desktop.

Onboarding a trust (client) can be done through the 'Owners' tab, found underneath the deal name/address.

1. Tap .
2. Select their type as 'party'
3. Type the trust's name into the field. Tap 'next'.
4. Select the type of owner as 'trust'. Tap 'next'.
5. The following page will display a question regarding whether you think the party is considered high risk. For trusts, this is automatically selected as 'yes' and cannot be changed. Tap 'next'.
6. Select the trust's country of residence. Tap 'next'.

7. Select either 'yes' or 'no' to whether they are a New Zealand resident. Please note: this field must be completed before one can proceed to verify the party at a later stage.
8. A summary of the trust's details will be displayed on the following page. If you would like to immediately upload documents to the trust, select 'yes' to whether you would like to upload documents. If you would like to upload documents to the trust at a later stage, select 'no'. Tap 'save'.
9. The trust will appear created as a client, under the 'Owners' tab of the deal itself.

Onboarding a Trust – Non-Client

A client is the person or entity that you are acting for i.e. the vendor. Onboarding a trust (non-client) can be done from the 'Details' or 'Owners' tabs of a party-type client. If you are not onboarding the trust from a page similar to this, they will be onboarded incorrectly.

The screenshot shows a mobile application interface for onboarding a client. The screen is titled 'Example Company Client' and has a navigation bar with tabs for 'Details', 'Owners' (with a '1' indicator), and 'Documents' (with a '0' indicator). Below the navigation bar, there is a form for 'Example Company Client' with an 'EDIT' button. The form contains the following fields:

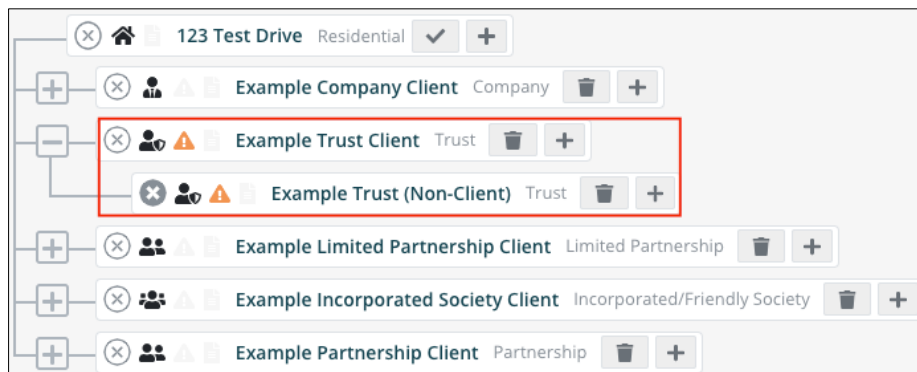
- Type: Company
- Country of Residence: New Zealand
- High Risk: No
- New Zealand Resident: Yes

Below the form, there are two buttons: 'ADD DOCUMENTS' and 'ADD OWNERS'. The 'ADD OWNERS' button is circled in red. At the bottom of the screen, there is a button labeled '< SAVE AND RETURN TO DEAL'.

1. Tap .
2. Select their type as 'party'
3. Type the trust's name into the field. Tap 'next'.

4. Select the type of owner as 'trust'. Tap 'next'.
5. The following page will display a question regarding whether you think the party is considered high risk. For trusts, this is automatically selected as 'yes' and cannot be changed. Tap 'next'.
6. Select the trust's country of residence. Tap 'next'.
7. Select either 'yes' or 'no' to whether they are a New Zealand resident. Please note: this field must be completed before one can proceed to verify the party at a later stage.
8. A summary of the trust's details will be displayed on the following page. If you would like to immediately upload documents to the trust, select 'yes' to whether you would like to upload documents. If you would like to upload documents to the trust at a later stage, select 'no'. Tap 'save'.
9. The trust will appear created as a non-client party, found under the 'Owners' tab of the party-type client.

If onboarded correctly, the trust will be displayed as below in the AMLHub desktop. Note that the trust should be in a successive tier, under the party-type client; if the trust is displayed in the first tier, they have been onboarded incorrectly.



Onboarding a Limited Partnership

Onboarding a Limited Partnership – Client

A client is the person or entity you are acting for i.e. the vendor. When a limited partnership is onboarded as a client to the AMLHub, they will be displayed in the first tier underneath the property address in the AMLHub desktop.

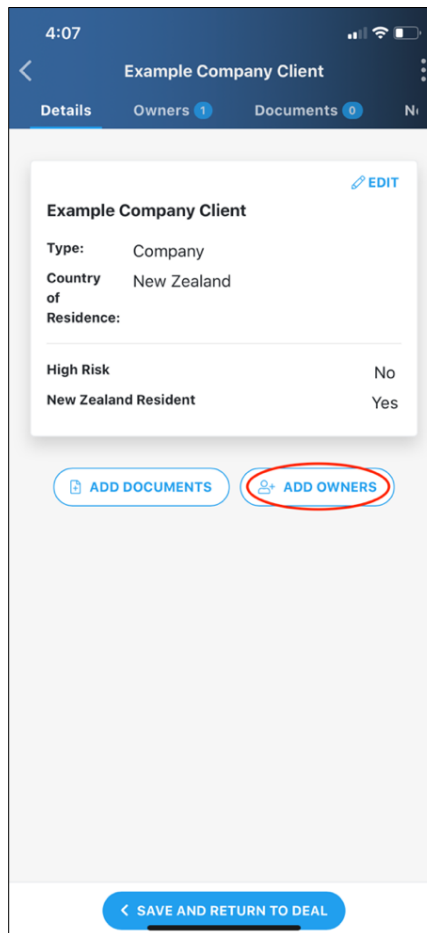
Onboarding a limited partnership (client) can be done through the 'Owners' tab, found underneath the deal name/address.


1. Tap .

2. Select their type as 'party'
3. Type the limited partnership's name into the field. Tap 'next'.
4. Select the type of owner as 'limited partnership'. Tap 'next'.
5. Select either 'yes' or 'no' to whether you think the party is considered high risk. Please note: this field must be completed before one can proceed to verify the party at a later stage. Tap 'next'.
6. Select the limited partnership's country of residence. Tap 'next'.
7. Select either 'yes' or 'no' to whether they are a New Zealand resident. Please note: this field must be completed before one can proceed to verify the party at a later stage.
8. A summary of the limited partnership's details will be displayed on the following page. If you would like to immediately upload documents to the limited partnership, select 'yes' to whether you would like to upload documents. If you would like to upload documents to the limited partnership at a later stage, select 'no'. Tap 'save'.
9. The limited partnership will appear created as a client, under the 'Owners' tab of the deal itself.

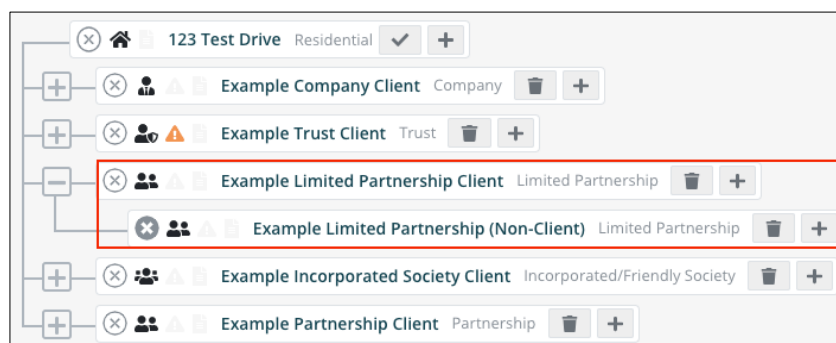
Onboarding a Limited Partnership – Non-Client

A client is the person or entity that you are acting for i.e. the vendor. Onboarding a limited partnership (non-client) can be done from the 'Details' or 'Owners' tabs of a party-type client. If you are not onboarding the limited partnership from a page similar to this, they will be onboarded incorrectly.



1. Tap .
2. Select their type as 'party'
3. Type the limited partnership's name into the field. Tap 'next'.
4. Select the type of owner as 'limited partnership'. Tap 'next'.
5. Select either 'yes' or 'no' to whether you think the party is considered high risk. Please note: this field must be completed before one can proceed to verify the party at a later stage. Tap 'next'.
6. Select the limited partnership's country of residence. Tap 'next'.
7. Select either 'yes' or 'no' to whether they are a New Zealand resident. Please note: this field must be completed before one can proceed to verify the party at a later stage.
8. A summary of the limited partnership's details will be displayed on the following page. If you would like to immediately upload documents to the limited partnership, select 'yes' to whether you would like to upload documents. If you would like to upload documents to the limited partnership at a later stage, select 'no'. Tap 'save'.
9. The limited partnership will appear created as a non-client party, found under the 'Owners' tab of the party-type client.

If onboarded correctly, the limited partnership will be displayed as below in the AMLHub desktop. Note that the limited partnership should be in a successive tier, under the party-type client; if the limited partnership is displayed in the first tier, they have been onboarded incorrectly.




Onboarding a Partnership

Onboarding a Partnership – Client

A client is the person or entity you are acting for i.e. the vendor. When a partnership is onboarded as a client to the AMLHub, they will be displayed in the first tier underneath the property address in the AMLHub desktop.

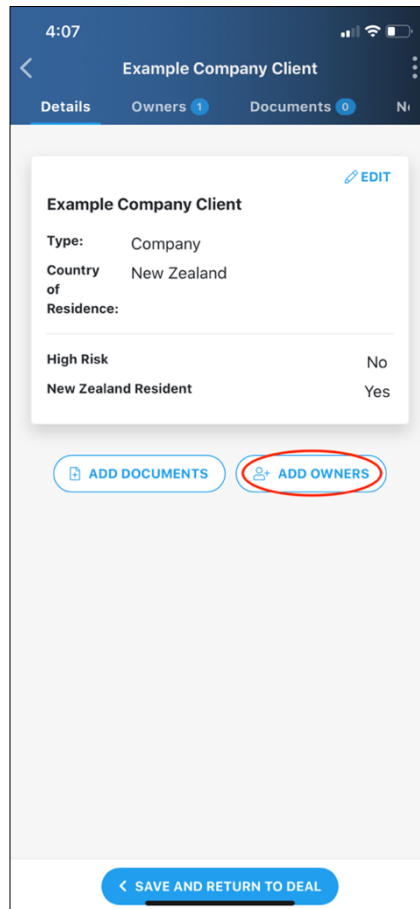
Onboarding a partnership (client) can be done through the 'Owners' tab, found underneath the deal name/address.


1. Tap .
2. Select their type as 'party'
3. Type the partnership's name into the field. Tap 'next'.
4. Select the type of owner as 'partnership'. Tap 'next'.
5. Select either 'yes' or 'no' to whether you think the party is considered high risk. Please note: this field must be completed before one can proceed to verify the party at a later stage. Tap 'next'.
6. Select the partnership's country of residence. Tap 'next'.
7. Select either 'yes' or 'no' to whether they are a New Zealand resident. Please note: this field must be completed before one can proceed to verify the party at a later stage.
8. A summary of the partnership's details will be displayed on the following page. If you would like to immediately upload documents to the partnership, select 'yes' to whether you would like to upload documents. If you would like to upload documents to the partnership at a later stage, select 'no'. Tap 'save'.

9. The partnership will appear created as a client, under the 'Owners' tab of the deal itself.

Onboarding a Partnership – Non-Client

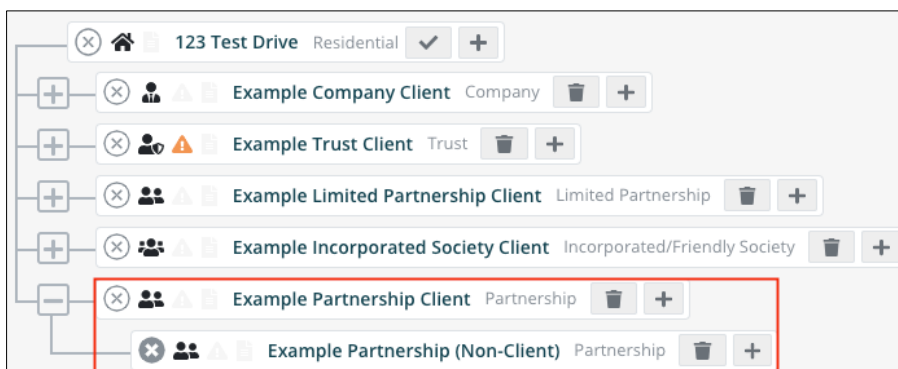
A client is the person or entity that you are acting for i.e. the vendor. Onboarding a partnership (non-client) can be done from the 'Details' or 'Owners' tabs of a party-type client. If you are not onboarding the partnership from a page similar to this, they will be onboarded incorrectly.



1. Tap .
2. Select their type as 'party'
3. Type the partnership's name into the field. Tap 'next'.
4. Select the type of owner as 'partnership'. Tap 'next'.
5. Select either 'yes' or 'no' to whether you think the party is considered high risk. Please note: this field must be completed before one can proceed to verify the party at a later stage. Tap 'next'.
6. Select the partnership's country of residence. Tap 'next'.

7. Select either 'yes' or 'no' to whether they are a New Zealand resident. Please note: this field must be completed before one can proceed to verify the party at a later stage.
8. A summary of the partnership's details will be displayed on the following page. If you would like to immediately upload documents to the partnership, select 'yes' to whether you would like to upload documents. If you would like to upload documents to the partnership at a later stage, select 'no'. Tap 'save'.
9. The partnership will appear created as a non-client party, found under the 'Owners' tab of the party-type client.

If onboarded correctly, the partnership will be displayed as below in the AMLHub desktop. Note that the partnership should be in a successive tier, under the party-type client; if the partnership is displayed in the first tier, they have been onboarded incorrectly.




Onboarding an Incorporated Society

Onboarding an Incorporated Society – Client

A client is the person or entity you are acting for i.e. the vendor. When an incorporated society is onboarded as a client to the AMLHub, they will be displayed in the first tier underneath the property address in the AMLHub desktop.

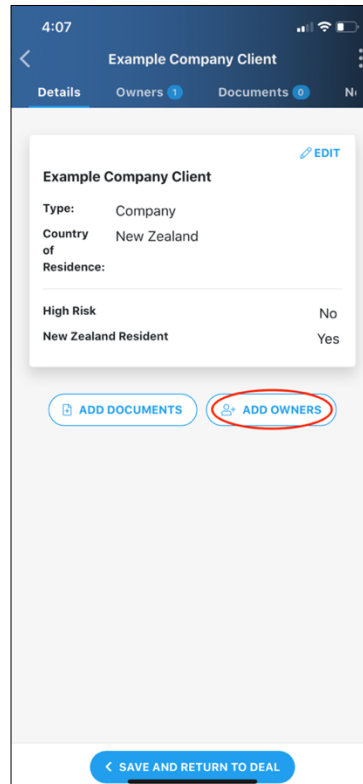
Onboarding an incorporated society (client) can be done through the 'Owners' tab, found underneath the deal name/address.

1. Tap .
2. Select their type as 'party'
3. Type the incorporated society's name into the field. Tap 'next'.
4. Select the type of owner as 'incorporated society'. Tap 'next'.

5. Select either 'yes' or 'no' to whether you think the party is considered high risk. Please note: this field must be completed before one can proceed to verify the party at a later stage. Tap 'next'.
6. Select the incorporated society's country of residence. Tap 'next'.
7. Select either 'yes' or 'no' to whether they are a New Zealand resident. Please note: this field must be completed before one can proceed to verify the party at a later stage.
8. A summary of the incorporated society's details will be displayed on the following page. If you would like to immediately upload documents to the incorporated society, select 'yes' to whether you would like to upload documents. If you would like to upload documents to the incorporated society at a later stage, select 'no'. Tap 'save'.
9. The incorporated society will appear created as a non-client party, found under the 'Owners' tab of the party-type client.

Onboarding an Incorporated Society – Non-Client

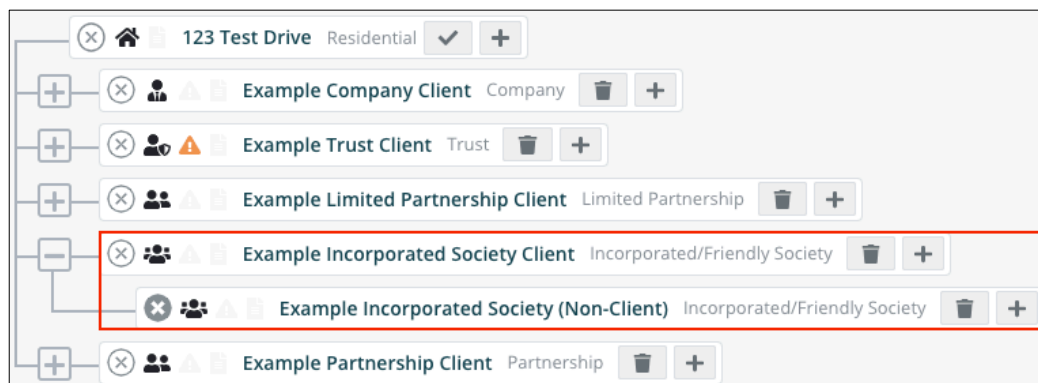
A client is the person or entity that you are acting for i.e. the vendor. Onboarding an incorporated society (non-client) can be done from the 'Details' or 'Owners' tabs of a party-type client. If you are not onboarding the incorporated society from a page similar to this, they will be onboarded incorrectly.



1. Tap .

2. Select their type as 'party'
3. Type the incorporated society's name into the field. Tap 'next'.
4. Select the type of owner as 'incorporated society'. Tap 'next'.
5. Select either 'yes' or 'no' to whether you think the party is considered high risk. Please note: this field must be completed before one can proceed to verify the party at a later stage. Tap 'next'.
6. Select the incorporated society's country of residence. Tap 'next'.
7. Select either 'yes' or 'no' to whether they are a New Zealand resident. Please note: this field must be completed before one can proceed to verify the party at a later stage.
8. A summary of the incorporated society's details will be displayed on the following page. If you would like to immediately upload documents to the incorporated society, select 'yes' to whether you would like to upload documents. If you would like to upload documents to the incorporated society at a later stage, select 'no'. Tap 'save'.
9. The incorporated society will appear created as a non-client party, found under the 'Owners' tab of the party-type client.

If onboarded correctly, the incorporated society will be displayed as below in the AMLHub desktop. Note that the incorporated society should be in a successive tier, under the party-type client; if the incorporated society is displayed in the first tier, they have been onboarded incorrectly.




AML **HUB**

Updating Owners


Updating an Individual

Updating an individual can be done by navigating to the 'Owners' tab, either under the deal itself (if the individual is a client) or under a party-type client (if the individual is a beneficial owner).

1. Tap on the individual's name. You will be directed to the 'Details' tab for the individual.
2. Tap on the  **EDIT** icon to make any changes to the details of the individual.
3. Navigate through the successive pages by tapping 'next' and make amendments to these details where necessary.
4. A summary of the individual's details will be displayed on the following page. Tap 'save'.
5. You will be directed to the 'Details' tab of the individual that has just been edited.

Updating a Party

Updating a party can be done by navigating to the 'Owners' tab, either under the deal itself (if the party is a client) or under a party-type client (if the party is not a client).


1. Tap on the party's name. You will be directed to the 'Details' tab for the party.
2. Tap on the  **EDIT** icon to make any changes to the details of the individual.
3. Navigate through the successive pages by tapping 'next' and make amendments to these details where necessary.
4. A summary of the party's details will be displayed on the following page. Tap 'save'.
5. You will be directed to the 'Details' tab of the individual that has just been edited.

AML HUB

Document Upload

Uploading Documents to an Individual


Uploading documents to an individual can be done either through the 'Details' or 'Documents' tabs of the individual.

1. Tap .
2. You will be directed to the 'Create Owner Document' page, where you will be provided with the option to either take a photograph or upload an image from your device's library.
 - If **taking a photograph**: tap 'take a photo'.
 - ⇒ Capture the image and select 'use photo' if you are satisfied with its quality.
 - ⇒ Enter a name for the document.
 - ⇒ Select document type. Tap 'save'.
 - ⇒ If it has been successfully uploaded, the document will appear under the 'Documents' tab of the individual.
 - If **selecting from library**: tap 'browse'.
 - ⇒ From your device's photo or file library, select the document you would like to use.
 - ⇒ Enter a name for the document.
 - ⇒ Select document type. Tap 'save'.
 - ⇒ If it has been successfully uploaded, the document will appear under the 'Documents' tab of the individual.

App users will not be able to view these documents once they have been uploaded to the AMLHub. These documents can be viewed by those with access to the CDD register of the AMLHub desktop.

Uploading Documents to a Party

Uploading documents to a party can be done either through the 'Details' or 'Documents' tabs of the party.

1. Tap .
2. You will be directed to the 'Create Owner Document' page, where you will be provided with the option to either take a photograph or upload an image from your device's library.
 - If **taking a photograph**: tap 'take a photo'.
 - ⇒ Capture the image and select 'use photo' if you are satisfied with its quality.
 - ⇒ Enter a name for the document.
 - ⇒ Select document type. Tap 'save'.

- ⇒ If it has been successfully uploaded, the document will appear under the 'Documents' tab of the party.
- If **selecting from library**: tap 'browse'.
 - ⇒ From your device's photo or file library, select the document you would like to use.
 - ⇒ Enter a name for the document.
 - ⇒ Select document type. Tap 'save'.
 - ⇒ If it has been successfully uploaded, the document will appear under the 'Documents' tab of the party.

App users will not be able to view these documents once they have been uploaded to the AMLHub. These documents can only be viewed by those with access to the CDD register of the AMLHub desktop.