

AML HUB


Adding Individuals to
the CDD PEPs Register

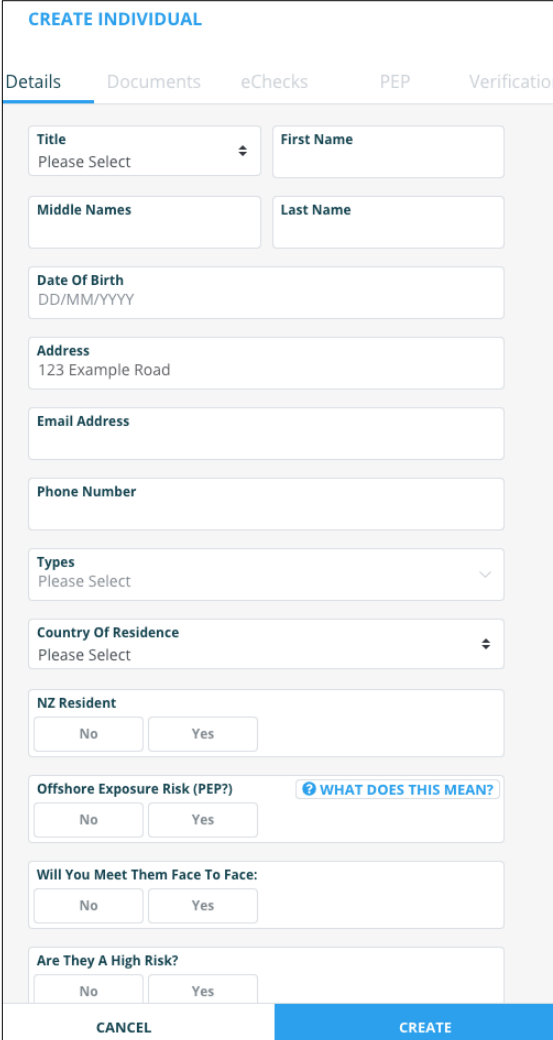


Adding Individuals to the CDD PEPs Register

Adding an individual to the CDD PEPs Register can be done when either creating or updating an individual through the CDD Register of the AMLHub desktop.

When creating an individual

1. Add the individual by clicking on the  button, found directly adjacent to either the deal name or party name (depending on where you want to onboard the individual under in the structure).
2. The following pop-up window will appear.



CREATE INDIVIDUAL

Details Documents eChecks PEP Verification

Title
Please Select

First Name

Middle Names

Last Name

Date Of Birth
DD/MM/YYYY

Address
123 Example Road

Email Address

Phone Number

Types
Please Select

Country Of Residence
Please Select

NZ Resident
No Yes

Offshore Exposure Risk (PEP?) [WHAT DOES THIS MEAN?](#)
No Yes

Will You Meet Them Face To Face:
No Yes

Are They A High Risk?
No Yes

CANCEL CREATE

3. Select yes to the 'Offshore Exposure Risk (PEP?)' field.

Offshore Exposure Risk (PEP?) [WHAT DOES THIS MEAN?](#)

No Yes

4. Click 'create'.
5. The 'PEP' tab of the 'Update Individual' page will now become available for access.
6. Navigate to the 'eChecks' tab of the 'Update Individual' page.
7. Under the 'PEP Check' field, click **NEW CHECK**
8. Select 'run check'.
9. If the PEP check fails, the following will be displayed in the 'PEP Check' field.

PEP Check **NEW CHECK**

Dec 10 2019 **Failed** ▶

10. A further investigation will need to be conducted through the available databases to confirm whether the individual is a PEP.
11. If the individual is a PEP, navigate to the 'PEP' tab of the 'Update Individual' page.
12. Select 'yes' to the field 'Are They A PEP?'.
13. Add any notes you may think relevant for record keeping purposes.
14. Click 'confirm'.
15. The following message will be displayed under the 'PEP' tab.

UPDATE INDIVIDUAL
Mrs Mary Owner

Details Documents eChecks **PEP** Verification

Mrs Mary Owner had their PEP status confirmed on Dec 10 2019 by India Manthel.

Mrs Mary Owner **is** an offshore exposure risk.

16. Navigate to the CDD PEPs Register using the left-hand sidebar.

17. The individual will be displayed in the CDD PEPs Register if this process has been completed correctly.

PEPs Register					
Confirmed PEPs					
NOTES	NAME	DEAL	CONFIRMED BY	CONFIRMED AT	GO TO DEAL
>	Mrs Mary Owner	54B QUEEN STREET	India Manthel	Dec 10 2019	→

When updating an individual

1. Locate the deal containing the individual you would like to update by typing the address of the deal in the 'Search Deals' field.
2. Click on the deal name/address; you will be redirected to the structure of the deal.
3. Under the deal's structure, click on the name of the individual you would like to update.
4. A pop-up window of the 'Update Individual' page will appear on the right-hand side of the screen.

UPDATE INDIVIDUAL

Mr Individual Test

Details Documents eChecks PEP Verification

Title
Mr

First Name
Individual

Middle Names

Last Name
Test

Date Of Birth
DD/MM/YYYY

Address
123 Test Drive

Email Address

Phone Number

Types
Please Select

Country Of Residence
Please Select

NZ Resident
 No Yes

Offshore Exposure Risk (PEP?) [? WHAT DOES THIS MEAN?](#)
 No Yes

Will You Meet Them Face To Face:
 No Yes

Are They A High Risk?
 No Yes

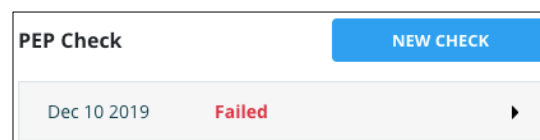
5. Select yes to the 'Offshore Exposure Risk (PEP?)' field.



Offshore Exposure Risk (PEP?) [WHAT DOES THIS MEAN?](#)

No Yes

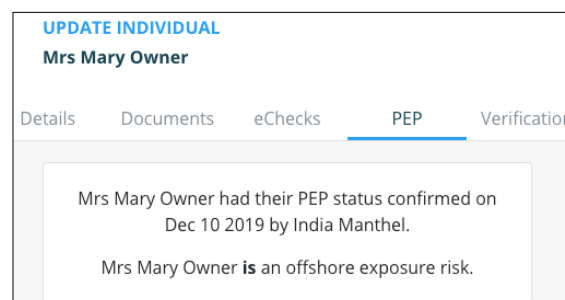
6. Click 'create'.
7. The 'PEP' tab of the 'Update Individual' page will now become available for access.
8. Navigate to the 'eChecks' tab of the 'Update Individual' page.
9. Under the 'PEP Check' field, click **NEW CHECK**
10. Select 'run check'.
11. If the PEP check fails, the following will be displayed in the 'PEP Check' field.



PEP Check **NEW CHECK**

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PEPs Register					
Confirmed PEPs					
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