

CCH Entities: AML, CDD and Electronic ID Verification

This guide will help you to understand the full range of AML and CDD features including manual and Electronic ID verification.

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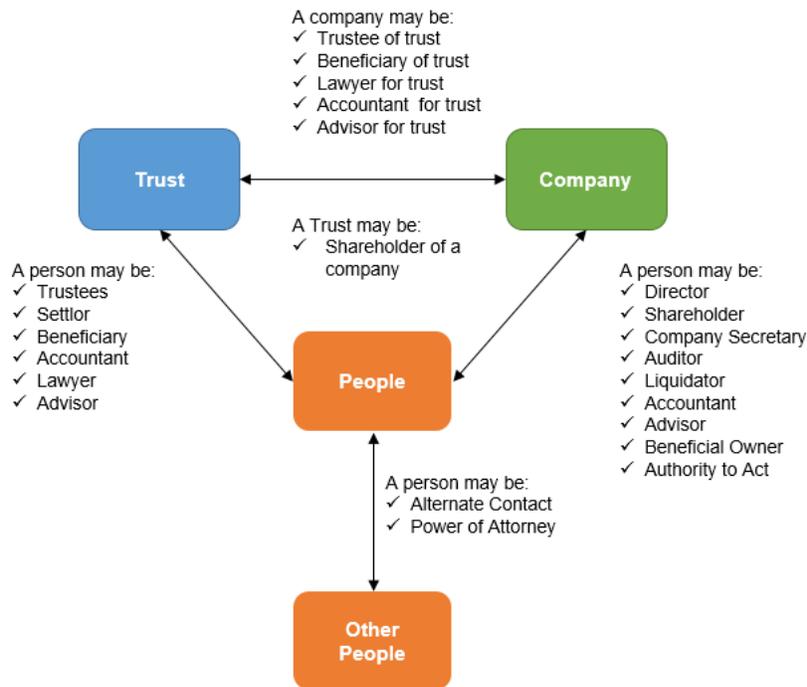
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AML/CDD Features

- Record AML information about a person, trust or company.
- Record CDD information about a person, trust or company.
- Complete a manual AML/CDD check for a person, trust or company.
- Complete an electronic ID check for a person via the Cloudcheck interface.
- Report on all AML and CDD information for a person, trust or company.
- Create customized Checklists to document your firms specific AML/CDD procedures.
- Create customized documents and letters to support your firms specific AML/CDD procedures.

A quick note on relationships

There are many ways that a person, trust and company can be linked in the software. When AML/CDD checks are completed against a person, trust or company the information will also be included for all other linked entities.



AML/CDD Trust

Open the trust and select AML/CDD from the left hand screen menu.



Trust AML Information

- AML Status can be set to Completed, To Do or Not Required. This information will filter into your AML reports.
- Select a Last Review Date and Next Review Date. This will filter into your AML reports.

Trust AML Documents

- Select Open (next to Trust Documents).
- Here you can add and upload a document you have checked manually.
- Documents include Bank Statements, Proof of IRD Number and Trust Deeds.
- Notes: All individual/personal AML document are loaded against a person.



AML Status: Completed ▼ Last Review Date: 14/08/2019 31 Next Review Date: 15/08/2020 31

Trust Documents: Open

Trust AML Documents ?

Check Date	Expiry Date	Type of Check	Reference	
14/08/2019		Proof of IRD Number	346w3466	New Modify Delete

Close

Trust Linked People

- Anyone who has a relationship to the trust will be shown in the Linked People list with their role in brackets.
- Select Open Person to view the person AML/CDD screen and to complete individual ID checks.
- See [People AML/CDD](#) for more information on individual checks.
- Once a check has been completed for a person and you select Save and Close you will return to the Trust AML/CDD screen.

Linked People

Name	
Katie Bice (Beneficiary/Settlor/Trustee)	<input type="button" value="Open Person"/>
Mary Horn (Beneficiary/Settlor/Trustee)	
Max Key (Beneficiary)	
Eva Janine Rofee (Trustee (Independent))	
Jayden Edgerton (Adviser)	
Jane Smith (Lawyer)	

Trust CDD Information

- Select the CDD Level; Simple, Standard or Enhanced.
- The appropriate fields for each level will be displayed once the level is set.
- Select a Last Review Date and Next Review Date. This will filter into your AML reports.
- Once all boxes have been completed the Completed Check will automatically appear. You can also check this one manually if required (eg if a specific piece of information is not required in this case).

CDD Level: Last Review Date: Next Review Date: Completed

Trading Name:

Nature & Purpose of Business:

- Class & type of beneficiary recorded (if required)
- Objects of trust recorded (if required)
- Names and dates of birth of each beneficiary recorded (if required)
- Name and DOB of anyone acting on behalf of trust verified
- Name and trading name verified (if trading trust)
- Name, DOB and residential address of beneficial owner verified
- Principle Business Address & Registered Office verified (if trading trust)
- Residential address of any person acting on behalf of client verified
- Source of fund or wealth verified

Trust AML/CDD Notes

- Any additional information can be added to Notes.

Notes

Trust AML/CDD Reports

The **TRUST SUMMARY** Report will include all AML/CDD information for the trust and people or companies linked to it.

ABC Trust 1

AML

AML Status : Completed

Last Review Date : 14/08/2019

Next Review Date : 15/08/2020

Notes :

20/08/2019	Katie Bice	Beneficiary, Settlor, Trustee	Bank Statement
08/08/2019	Katie Bice	Beneficiary, Settlor, Trustee	Certified copy of passport
14/08/2019	Katie Bice	Beneficiary, Settlor, Trustee	Certified copy of drivers licence
08/08/2019	Mary Horn	Beneficiary, Settlor, Trustee	Bank Statement
14/08/2019	Mary Horn	Beneficiary, Settlor, Trustee	Certified copy of passport
08/08/2019	Eva Janine Rofee	Trustee (Independent)	Certified copy of drivers licence
14/08/2019	Eva Janine Rofee	Trustee (Independent)	Certified copy of firearms licence
19/08/2019	Jayden Edgerton	Adviser	
08/08/2019	Jayden Edgerton	Adviser	Marriage Certificate
14/08/2019	Jayden Edgerton	Adviser	Certified copy of passport
08/08/2019	Jane Smith	Lawyer	Bank Statement
14/08/2019	Jane Smith	Lawyer	Certified copy of drivers licence
08/08/2019	Steve Smith	Accountant	18+ card
14/08/2019	Steve Smith	Accountant	Certified copy of drivers licence

ABC Trust 1

CDD

CDD Level : Enhanced Completed

Last Review Date : 14/08/2019

Next Review Date : 15/08/2020

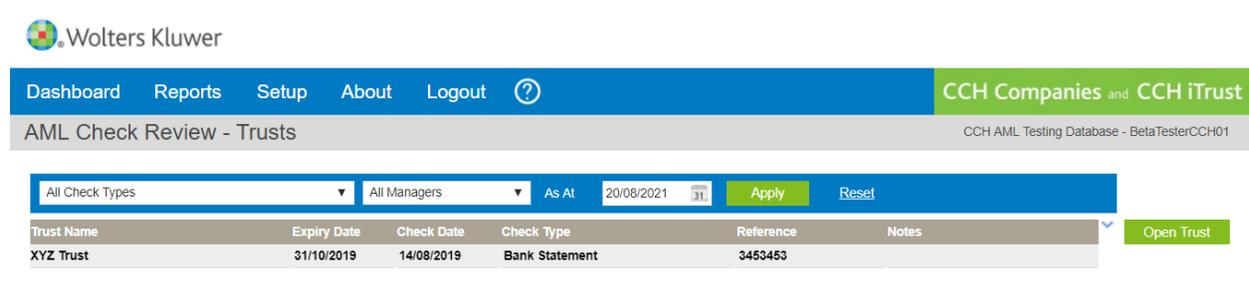
Trading Name : ABC Training Ltd

Nature & Purpose of Business : Training Services

- Class & type of beneficiary recorded (if required)
- Objects of trust recorded (if required)
- Names and dates of birth of each beneficiary recorded (if required)
- Name and DOB of anyone acting on behalf of trust verified
- Name and trading name verified (if trading trust)
- Name, DOB and residential address of beneficial owner verified
- Principle Business Address & Registered Office verified (if trading trust)
- Residential address of any person acting on behalf of client verified
- Source of fund or wealth verified

The **AML CHECK REVIEW - TRUSTS** Report will show all individual items that have been checked across all trusts.

- You can filter by Check Type.
- You can filter by Manager.
- You can filter by Expiry Date of individual documents.
- You can Open a trust from the list.
- You can print this report by clicking on the small blue arrow in the top right of the list.



Wolters Kluwer

Dashboard Reports Setup About Logout ? CCH Companies and CCH iTrust

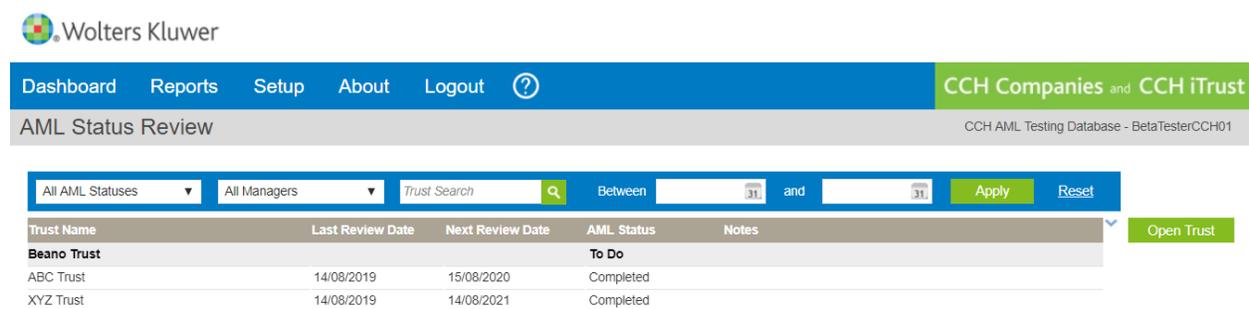
AML Check Review - Trusts CCH AML Testing Database - BetaTesterCCH01

All Check Types All Managers As At 20/08/2021 Apply Reset

Trust Name	Expiry Date	Check Date	Check Type	Reference	Notes	
XYZ Trust	31/10/2019	14/08/2019	Bank Statement	3453453		Open Trust

The **AML STATUS REVIEW** will show all trusts by the status you selected in the AML page and includes the last and next review date.

- You can filter by Status.
- You can filter by Manager.
- You can search for a specific trust by name.
- You can filter by Next Review Date.
- You can Open a trust from the list.
- You can print this report by clicking on the small blue arrow in the top right of the list.



Wolters Kluwer

Dashboard Reports Setup About Logout ? CCH Companies and CCH iTrust

AML Status Review CCH AML Testing Database - BetaTesterCCH01

All AML Statuses All Managers Trust Search Between and Apply Reset

Trust Name	Last Review Date	Next Review Date	AML Status	Notes	
Beano Trust			To Do		Open Trust
ABC Trust	14/08/2019	15/08/2020	Completed		
XYZ Trust	14/08/2019	14/08/2021	Completed		

The **CDD STATUS REVIEW** will show all trusts by the status you selected in the AML page and includes the last and next review date.

- You can filter by CDD Level; Simple, Standard or Enhanced.
- You can filter by Completed, Not Completed or All.
- You can search for a specific trust by name.
- You can filter by Next Review Date.
- You can see details of which parts of the CDD checks have been completed or are outstanding by selecting CDD Details.
- You can Open a trust from the list.
- You can print this report by clicking on the small blue arrow in the top right of the list.

Dashboard Reports Setup About Logout ?
CCH Companies and CCH iTrust

CDD Status Review - Trusts
CCH AML Testing Database - BetaTesterCCH01

All CDD Levels ▾
All ▾

Between and
Apply
Reset

Trust Name	Last Review Date	Next Review Date	CDD Level	Completed	Notes	
ABC Trust	14/08/2019	15/08/2020	Enhanced	<input checked="" type="checkbox"/>		CDD Details Open Trust

CDD Details

- Class & type of beneficiary recorded (if required)
- Objects of trust recorded (if required)
- Names and dates of birth of each beneficiary recorded (if required)
- Name and DOB of anyone acting on behalf of trust verified
- Name and trading name verified (if trading trust)
- Name, DOB and residential address of beneficial owner verified
- Principle Business Address & Registered Office verified (if trading trust)
- Residential address of any person acting on behalf of client verified
- Source of fund or wealth verified

Close

AML/CDD Company

Open the company and select AML/CDD from the left hand screen menu.

- Company AML/CDD
- General
- Directors (3)
- AML/CDD

Company AML Information

- AML Status can be set to Completed, To Do or Not Required. This information will filter into your AML reports.
- Select a Last Review Date and Next Review Date. This will filter into your AML reports.

Company AML Documents

- Select Open (next to Company Documents).
- Here you can add and upload a document you have checked manually.
- Documents include Bank Statements, Proof of IRD Number, Certificate of Incorporation, Credit Check, Proof of Address and Utility Bill.
- Notes: All individual/personal AML document are loaded against a person.

CCH Companies and CCH iTrust

ABC Trading Limited CCH AML Testing Database - BetaTesterCCH01

AML Status: Completed ▼ Last Review Date: 19/08/2019 31 Next Review Date: 29/08/2023 31

Company Documents: Open

Company AML Documents ?

Check Date	Expiry Date	Type of Check	Reference	
14/08/2019	14/08/2020	Credit Check	w5636w6	New
15/08/2019	15/08/2019	Proof of Address		Modify
				Delete

Close

Company Linked People

- Shareholders and directors are automatically imported and will appear on the list of Linked People. Go to Relationships on the left hand menu in the company to add further relationships like Company Secretary, Beneficial Owner, or Authorised to Act.
- Select Open Person to view the person AML/CDD screen and to complete individual ID checks.
- See [People AML/CDD](#) for more information on individual checks.
- Once a check has been completed for a person and you select Save and Close you will return to the Company AML/CDD screen.

Linked People

Name	
Cooper John Down (Director & Shareholder)	
John Rutledge (Director & Shareholder)	Open Person
Katie Bice (Director)	
Dennis The Menace (Beneficial Owner)	
Eva Janine Rofee (Authorised to Act)	

Company CDD Information

- Select the CDD Level; Simple, Standard or Enhanced
- The appropriate fields for each level will be displayed once the level is set.
- Select a Last Review Date and Next Review Date. This will filter into your AML reports.
- Once all boxes have been completed the Completed Check will automatically appear. You can also check this one manually if required (eg if a specific piece of information is not required in this case).

CDD Level: Enhanced Last Review Date: 20/08/2019 31 Next Review Date: 20/08/2021 31 Completed

Nature & Purpose of Business: Training Services

- Name and trading name verified
- Name and DOB of anyone acting on behalf of company verified
- Name, DOB and residential address of beneficial owner verified
- Principle Business Address & Registered Office verified
- Residential address of any person acting on behalf of client verified
- Source of fund or wealth verified (more info here)

Company AML/CDD Notes

- Any additional information can be added to Notes.

Notes

Note on historic information

In earlier versions of CCH Entities you were able to upload an individual document, for example a driving license or passport, against a company. This is no longer allowed.

Personal documents that have been loaded against a company are still visible in the Company Documents screens. These will apply only to the company they are loaded against and will not show in the Person Checks screen.

Personal documents that have been loaded against a company will also appear in all company AML reports.

Over time these documents should be moved to the correct location, in the People AML/CDD screen. Once they are in the Person AML/CDD screen they will be visible for all companies and trusts that the person is involved in.

Company AML/CDD Reports

The **COMPANY SUMMARY** Report will include all AML/CDD information for the company and any trusts, people or companies linked to it.

ABC Trading Limited

AML

AML Status : To Do

Last Review Date : 19/08/2019

Next Review Date : 29/08/2023

Checks :	15/08/2019	15/08/2019	Proof of Address	
	14/08/2019	14/08/2020	Credit Check	w5636w6

Notes :

20/08/2019	Cooper John Down	Director & Shareholder	
20/08/2019	Cooper John Down	Director & Shareholder	Certified copy of drivers licence
20/08/2019	Katie Bice	Director	Bank Statement
08/08/2019	Katie Bice	Director	Certified copy of passport
14/08/2019	Katie Bice	Director	Certified copy of drivers licence
08/08/2019	Dennis The Menace	Beneficial Owner	Certified copy of drivers licence
14/08/2019	Dennis The Menace	Beneficial Owner	Bank Statement
08/08/2019	Eva Janine Rofee	Authorised to Act	Certified copy of drivers licence
14/08/2019	Eva Janine Rofee	Authorised to Act	Certified copy of firearms licence

CDD

CDD Level : Enhanced Completed

Last Review Date : 20/08/2019

Next Review Date : 20/08/2021

Nature & Purpose of Business :

Training Services

- Name and trading name verified
- Name and DOB of anyone acting on behalf of
- Name, DOB and residential address of beneficial
- Principle Business Address & Registered Office
- Residential address of any person acting on
- Source of fund or wealth verified

The **AML CHECK REVIEW - COMPANIES** Report will show all individual items that have been checked across all companies.

- You can filter by Check Type.
- You can filter by Manager.
- You can filter by Expiry Date of individual documents.
- You can Open a company from the list.
- You can print this report by clicking on the small blue arrow in the top right of the list.



Company Name	Check Date	Expiry Date	Check Type	Reference	Notes
ABC Trading Limited	14/08/2019	14/08/2020	Credit Check	w5636w6	Valid for 12 months
ABC Trading Limited	15/08/2019	15/08/2019	Proof of Address		
CCH Hurstmere Limited	14/08/2019		Credit Check	q45q4q	Checked 19/08/19
CCH Hurstmere Limited	14/08/2019		Proof of IRD Number	6757454	
XYZ Trading Ltd	08/08/2019		Certificate of incorporation	ABC 123	
XYZ Trading Ltd	08/08/2019		Bank Statement	123456	

The **AML STATUS REVIEW** will show all companies by the status you selected in the AML page and includes the last and next review date.

- You can filter by Status.
- You can filter by Manager.
- You can search for a specific company by name.
- You can filter by Next Review Date.
- You can Open a company from the list.
- You can print this report by clicking on the small blue arrow in the top right of the list.



Company Name	Last Review Date	Next Review Date	AML Status	Notes
XYZ Trading Ltd	14/08/2019	28/08/2021	Completed	
ABC Trading Limited	19/08/2019	29/08/2023	To Do	
CCH Hurstmere Limited	20/08/2019	29/08/2023	To Do	

The **CDD STATUS REVIEW** will show all trusts by the status you selected in the AML page and includes the last and next review date.

- You can filter by CDD Level; Simple, Standard or Enhanced.
- You can filter by Completed, Not Completed or All.
- You can search for a specific Company by name.
- You can filter by Next Review Date.
- You can see details of which parts of the CDD checks have been completed or are outstanding by selecting CDD Details.
- You can Open a company from the list.
- You can print this report by clicking on the small blue arrow in the top right of the list.

Dashboard Reports Setup About Logout ?
CCH Companies and CCH iTrust

CDD Status Review - Companies CCH AML Testing Database - BetaTesterCCH01

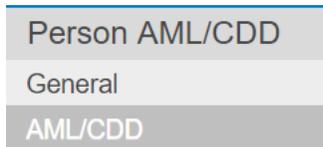
All CDD Levels All Company Search Between 31 and 31 Apply Reset

Company Name	Last Review Date	Next Review Date	CDD Level	Completed	Notes
XYZ Trading Ltd			Simple	<input type="checkbox"/>	
CCH Hurstmere Limited			Enhanced	<input type="checkbox"/>	
ABC Trading Limited	20/08/2019	20/08/2021	Enhanced	<input checked="" type="checkbox"/>	

CDD Details
Open Company

AML/CDD Person

Open the person and select AML/CDD from the left hand screen menu.



You can also get to this screen by selecting Open Person in the Linked Person list of a trust or company.

Person AML Information

- AML Status can be set to Completed, To Do or Not Required. This information will filter into your AML reports.
- Select a Last Review Date and Next Review Date. This will filter into your AML reports.



Arnold Schwarzenegger CCH Companies and CCH iTrust
CCH AML Testing Database - BetaTesterCCH01

AML Status: Completed Last Review Date: 29/07/2019 Next Review Date: 29/07/2021

Person AML Checks Manual

- Select New the Manual AML Check.
- Here you can add and upload a document you have checked manually.

Checks

Check Date	Expiry Date	Type of Check	Check Status
08/08/2019	08/08/2022	Certified copy of passport	YTq3o487q084
14/08/2019	30/08/2021	Certified copy of drivers licence	4646775
20/08/2019	20/08/2021	Cloudcheck	Pass

New
Modify
Delete
Open

AML Check

Check Date: 20/08/2019

Document Checked: Please Select

Reference:

Expiry Date: 31

Notes:

Document Link: Upload

Save Cancel

Person AML Checks Electronic (via Cloudcheck interface)

- Select New then Cloudcheck AML Verification.
- Complete the information as required.
- Use the Consent Form links (top right) to gain your customers consent for checks to take place.
- Add the information in this screen carefully *as any checks that fail due to misspelling or typing errors will still be charged.*
- Use the address lookup to ensure accuracy.
- Select 2 documents to check + vehicle registration (if required).
- Details for Watchlists/PEP checks are not essential but will help with accuracy.
- Check Consent on the bottom of this screen to confirm you have obtained your consent from your customer.

Cloudcheck AML Verification ?

Reference

Basic Customer Consent Form
Detailed Customer Consent Form

Name

Date of Birth

Address

Suburb

Ensure all names and spelling are exactly as per the documents to be checked

For Passport, Birth certificate and NZ Citizenship Certificate checks you must include all middle names

<input checked="" type="checkbox"/> Driver's Licence	Drivers Licence No	<input type="text"/>	Version	<input type="text"/>
<input checked="" type="checkbox"/> NZ Passport	Passport No	<input type="text"/>	Expiry	<input type="text" value="31"/>
<input checked="" type="checkbox"/> NZ Birth Certificate	Birth Certificate No	<input type="text"/>		
<input checked="" type="checkbox"/> NZ Citizenship	Citizenship No	<input type="text"/>	Country of Birth	<input type="text"/>
<input checked="" type="checkbox"/> Australian Driver's Licence	Drivers Licence No	<input type="text"/>	State of Issue	<input type="text" value="Please Select"/>
<input checked="" type="checkbox"/> Australian Passport	Passport No	<input type="text"/>	Gender	<input type="text" value="Please Select"/>
<input checked="" type="checkbox"/> Vehicle Registration	Registration No	<input type="text"/>		

Complete details for at least 2 documents in this section

Vehicle registration can be completed as an option in addition to the 2 other documents selected above

Watchlist

This section is optional but will improve the accuracy of PEP searches

I confirm that I am authorised to provide the personal details presented and have obtained the consent of the individuals to which the personal details relate for this information to be passed to and checked with the document issuer, official record holder, a credit bureau and authorised third parties for the purpose of verifying my identity and address. I also confirm that if required, evidence of this consent can be produced.

Check
Cancel

- Information is returned as a PDF. Select Open next to the Cloudcheck entry to view the PDF.



Verification Result - **PASS**

Reference

Request Date 20 August 2019 09:15

Response

Name Verified
Address Verified
Date of Birth Verified
Watchlist Verified

Sources

Status	Source	Checked	Notes
PASS	Test Source (Simple Address)	Name, Address	
PASS	Dow Jones Watchlist	Watchlist	
PASS	Test Source (Driver's Licence)	Name, Date of Birth	

Details

Name Arnold Schwarzenegger
Address 5 Strong Street, Saint Johns, Auckland 1072
Date of Birth 30 July 1947

Watchlist – Country of Residency New Zealand
Watchlist – Country of Citizenship New Zealand

Driver's Licence – Licence Number AB123456
Driver's Licence – Licence Version 111

Verification

Verification Date 20 August 2019 09:15
Verification Reference 82e77316-2e3e-4602-8670-2acb5d6bfae7

Consent Given YES

Watchlist Matches

0 hits

- You must have Cloudcheck enabled and an account in place to use this feature.

Person CDD Information

- Select the CDD Level; Simple, Standard or Enhanced
- The appropriate fields for each level will be displayed once the level is set
- Select a Last Review Date and Next Review Date. This will filter into your AML reports.
- Once all boxes have been completed the Completed Check will automatically appear. You can also check this one manually if required (eg if a specific piece of information is not required in this case).

CDD Level Last Review Date Next Review Date Completed

Full name verified

DOB verified

Residential address verified

Source of fund or wealth verified

Politically exposed person

Person AML/CDD Notes

- Any additional information can be added to Notes.

Notes

Person AML/CDD Reports

The **PERSON SUMMARY** Report will include all AML/CDD information for the person. The Person Summary also includes a list of all trusts and companies that this person is linked to.

Arnold Schwarzenegger

AML

AML Status : Completed

Last Review Date : 29/07/2019

Next Review Date : 29/07/2021

Checks :	20/08/2019	20/08/2021		
	08/08/2019	08/08/2022	Certified copy of passport	YTq3o487q084
	14/08/2019	30/08/2021	Certified copy of drivers licence	4646775

Notes :

CDD

CDD Level : Enhanced Completed

Last Review Date : 20/08/2019

Next Review Date : 21/08/2021

- Full name verified
- DOB verified
- Residential address verified
- Source of fund or wealth verified
- Politically exposed person

Trusts

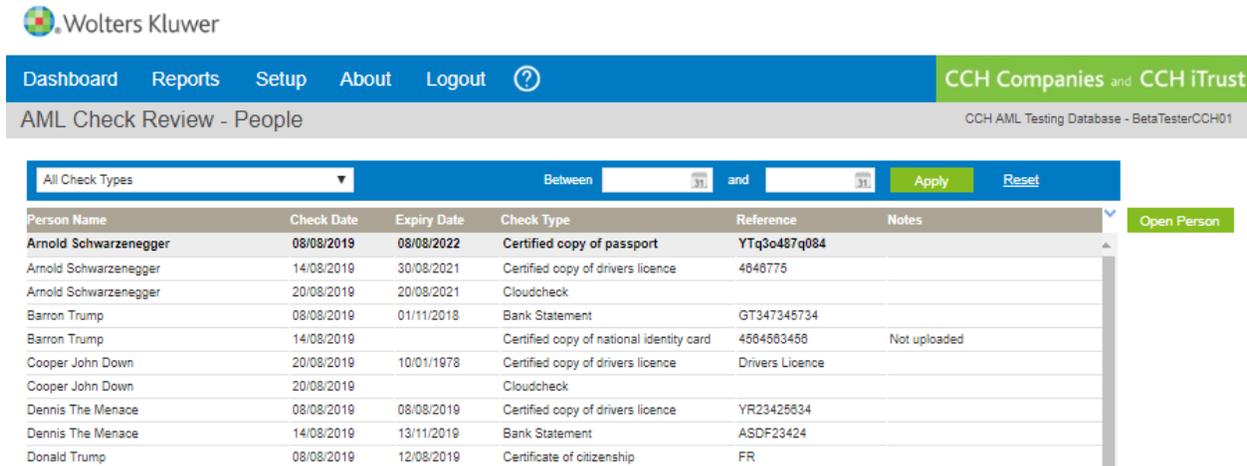
Beano Trust Authorised to Act

Companies

ABC Trading Limited Director

The **AML CHECK REVIEW - PEOPLE** Report will show all individual items that have been checked across all people.

- You can filter by Check Type.
- You can filter by Expiry Date of individual documents.
- You can Open a person from the list.
- You can print this report by clicking on the small blue arrow in the top right of the list.

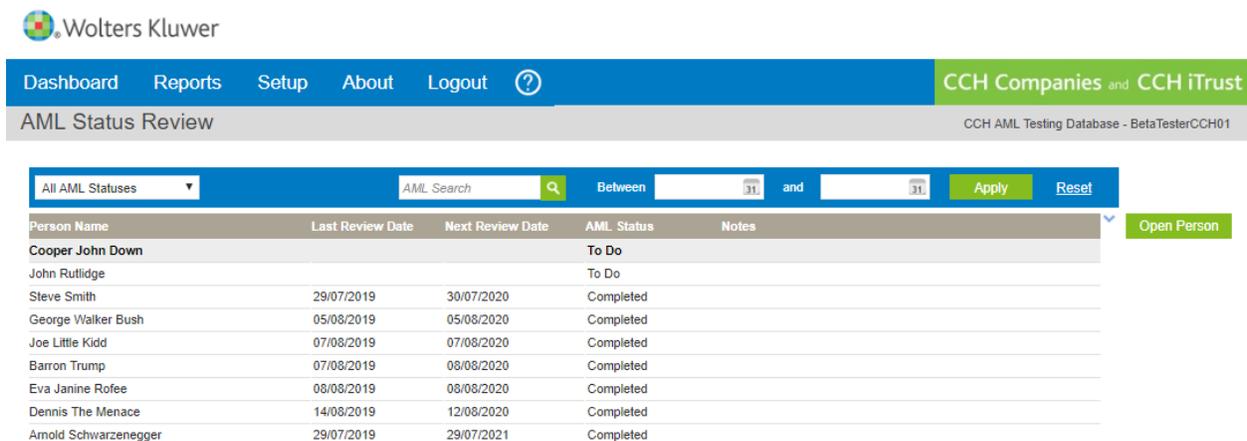


The screenshot shows the 'AML Check Review - People' report. At the top, there is a navigation bar with 'Dashboard', 'Reports', 'Setup', 'About', and 'Logout'. The main header includes 'CCH Companies and CCH iTrust' and 'CCH AML Testing Database - BetaTesterCCH01'. Below the header, there is a filter section with a dropdown for 'All Check Types', date pickers for 'Between' and 'and', and 'Apply' and 'Reset' buttons. The main content is a table with columns: Person Name, Check Date, Expiry Date, Check Type, Reference, and Notes. A green 'Open Person' button is visible on the right side of the table.

Person Name	Check Date	Expiry Date	Check Type	Reference	Notes
Arnold Schwarzenegger	08/08/2019	08/08/2022	Certified copy of passport	YTq3o487q084	
Arnold Schwarzenegger	14/08/2019	30/08/2021	Certified copy of drivers licence	4646775	
Arnold Schwarzenegger	20/08/2019	20/08/2021	Cloudcheck		
Barron Trump	08/08/2019	01/11/2018	Bank Statement	GT347345734	
Barron Trump	14/08/2019		Certified copy of national identity card	4664663456	Not uploaded
Cooper John Down	20/08/2019	10/01/1978	Certified copy of drivers licence	Drivers Licence	
Cooper John Down	20/08/2019		Cloudcheck		
Dennis The Menace	08/08/2019	08/08/2019	Certified copy of drivers licence	YR23425634	
Dennis The Menace	14/08/2019	13/11/2019	Bank Statement	ASDF23424	
Donald Trump	08/08/2019	12/08/2019	Certificate of citizenship	FR	

The **AML STATUS REVIEW** will show all people by the status you selected in the AML page and includes the last and next review date.

- You can filter by Status.
- You can search for a specific person by name.
- You can filter by Next Review Date.
- You can Open a person from the list.
- You can print this report by clicking on the small blue arrow in the top right of the list.



The screenshot shows the 'AML Status Review' report. The navigation bar is identical to the previous report. The main header includes 'CCH Companies and CCH iTrust' and 'CCH AML Testing Database - BetaTesterCCH01'. Below the header, there is a filter section with a dropdown for 'All AML Statuses', an 'AML Search' input field with a magnifying glass icon, date pickers for 'Between' and 'and', and 'Apply' and 'Reset' buttons. The main content is a table with columns: Person Name, Last Review Date, Next Review Date, AML Status, and Notes. A green 'Open Person' button is visible on the right side of the table.

Person Name	Last Review Date	Next Review Date	AML Status	Notes
Cooper John Down			To Do	
John Rutledge			To Do	
Steve Smith	29/07/2019	30/07/2020	Completed	
George Walker Bush	05/08/2019	05/08/2020	Completed	
Joe Little Kidd	07/08/2019	07/08/2020	Completed	
Barron Trump	07/08/2019	08/08/2020	Completed	
Eva Janine Rofee	08/08/2019	08/08/2020	Completed	
Dennis The Menace	14/08/2019	12/08/2020	Completed	
Arnold Schwarzenegger	29/07/2019	29/07/2021	Completed	

The **CDD REVIEW PEOPLE** will show all people by the status you selected in the AML page and includes the last and next review date.

- You can filter by CDD Level; Simple, Standard or Enhanced.
- You can filter by Completed, Not Completed or All.
- You can search for a specific person by name.
- You can filter by Next Review Date.
- You can see details of which parts of the CDD checks have been completed or are outstanding by selecting CDD Details.
- You can Open a person from the list.
- You can print this report by clicking on the small blue arrow in the top right of the list.



Dashboard Reports Setup About Logout ?
CCH Companies and CCH iTrust

CDD Status Review - People CCH AML Testing Database - BetaTesterCCH01

All CDD Levels All Person Search Between 31 and 31 Apply Reset

Person Name	Last Review Date	Next Review Date	CDD Level	Completed	Notes
Cooper John Down			Standard	<input type="checkbox"/>	
Joe Little Kidd	07/08/2019	07/08/2020	Simple	<input checked="" type="checkbox"/>	
George Walker Bush	05/08/2019	05/08/2021	Standard	<input checked="" type="checkbox"/>	
Dennis The Menace	08/08/2019	07/08/2021	Standard	<input checked="" type="checkbox"/>	
Barron Trump	01/08/2019	08/08/2021	Simple	<input checked="" type="checkbox"/>	
Eva Janine Rofee	08/08/2019	08/08/2021	Simple	<input checked="" type="checkbox"/>	
Mary Horn	09/08/2019	09/08/2021	Standard	<input checked="" type="checkbox"/>	
Arnold Schwarzenegger	20/08/2019	21/08/2021	Enhanced	<input checked="" type="checkbox"/>	
Jayden Edgerton	31/07/2019	31/07/2023	Enhanced	<input checked="" type="checkbox"/>	
Steve Smith	07/08/2019	21/08/2023	Simple	<input checked="" type="checkbox"/>	
Donald Trump	07/08/2019	08/08/2024	Enhanced	<input checked="" type="checkbox"/>	

CDD Details
Open Person

Other AML/CDD Features

You can add **Customized Checklists** to guide your staff through your specific AML/CDD procedures and risk assessments.

This is an example of what that could look like.

Question	Answer	Notes/Comments	Completed
<p>This an example of a trust risk assessment checklists.</p> <p>Each reporting entity must determine their own risk.</p> <p>Businesses have to put in place systems and processes to deter criminals from trying to exploit them and to report suspicious transactions and activities.</p> <p>AML/CFT measures should be proportionate and specific. Not all businesses will adopt the same controls.</p>			
Example Question 1: Does the company have any overseas interests?	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Example Question 2: Is there anyone involved in the company that does not hold NZ citizenship/residency?	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Example Question 3: Does anyone involved in this company have any other relevant business interests that should be considered?	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Example Question 4: Does anyone related to this company have any involvement with 'high risk' countries or activities?	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

You can add **Customized Documents and Letters** which can be linked to your Checklists to direct users to the correct content,

This is an example of what a linked document looks like in a Checklist. Clicking on the green icon will open up the document creation screen with the correct template loaded.

Example Action Point 1: If the risk level is determined to be high send Example AML letter 1 (CLETAM01) 

The Checklist Report shows where any outstanding work may be required.

Company Name	Code	Name	Start Date	Status	Progress
THE EXAMPLE COMPANY	PRO-ST	Procedure: Transfer of shares	15/08/2019	Active	0% Completed (0/10)
THE EXAMPLE COMPANY	Example 01	EXAMPLE Checklist for AML Risk Assessment	30/04/2019	Active	20% Completed (2/10)
THE EXAMPLE COMPANY	PRO-FR (1)	Procedure: Financial reporting (opting out)	26/02/2019	Active	22% Completed (2/9)