COMPLIANCE AND KYC

Client onboarding

THE MOMENT

A new client wants to start tomorrow. Engagement letter, ID and risk profile sit in three different emails.

Client data, identification, risk profile and engagement letter together, until the file manager accepts the client.

THE FLOW

1. **Create the client** — File manager
2. **Create fiscal years** — M-Files
3. **Link the persons** — File manager
4. **Verify each person** — M-Files
5. **Risk profile to do** — M-Files
6. **Score the risk** — File manager
7. **Sign the engagement letter** — Client
8. **All in order?** — File manager

Blueprint BP-02	
SECTOR	Accountancy
PROCESS	Compliance and KYC
STARTS WITH	New client file
RESULT	Accepted
BUILDING BLOCKS	Doxxi · Penneo

Recognise this moment?

Tell us about your own process. We look at it with you, without obligation.

DISCUSS THIS PROCESS
softadvice.eu
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READ THE FULL BLUEPRINT
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