COMPLIANCE AND KYC

Identity document follow-up

THE MOMENT

A director comes in to sign the engagement letter. The eID expired months ago. Nobody noticed.

Every eID and passport followed to its expiry, with a renewal request through itsme.

THE FLOW

1. **Valid from start date** — M-Files
2. **Expiring soon** — M-Files
3. **Ask for renewal?** — File manager
4. **Send renewal e-mail** — M-Files
5. **Identify with itsme** — Client
6. **Write card data back** — M-Files

Blueprint BP-05	
SECTOR	Accountancy
PROCESS	Compliance and KYC
STARTS WITH	Expiry date
RESULT	New document
BUILDING BLOCKS	Doxxi · itsme

Recognise this moment?

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

DISCUSS THIS PROCESS
softadvice.eu
/plan-a-call

READ THE FULL BLUEPRINT
softadvice.eu
/in-practice/doxxi-id-document-expiry