



2SHAKES – AML CDD

DESCRIPTION FOR REAL ESTATE AGENTS

2Shakes Ltd, Wellington, NZ

Automating AML Customer Due Diligence

Fast, Easy & Repeatable

Automate AML CDD into your onboarding. 2Shakes gives your staff an easy & fast repeatable process for onboarding.

Simple, Secure & Robust

2Shakes connects to external trusted sources to help you make informed decisions. You can electronically verify ID both in person or remotely. When you need to hold evidence, you can securely store files in 2Shakes.

Auditable

2Shakes lets you record your findings, decisions, files, ID verifications, company structure, risk assessments and notes. It's all together, stored securely in the cloud. An AML report shows it together, ready for review.

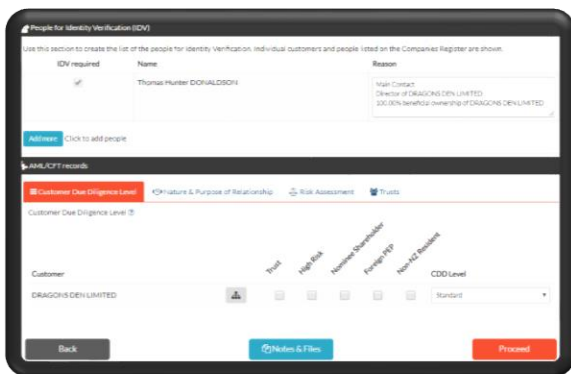
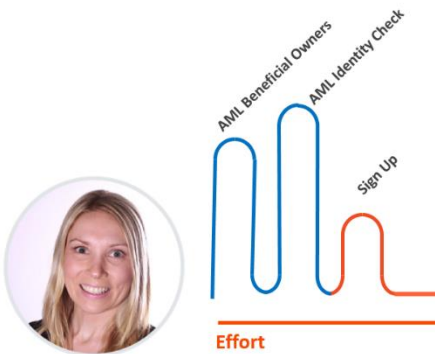
Made in New Zealand

2Shakes is NZ made and tailored to New Zealand's AML/CFT legislation. We have great tools to automate AML/CFT compliance during onboarding, and we have 100's of delighted NZ customers.

Know Your Customer

For Real Estate Agents, from 1 January 2019 on-boarding needs to include additional steps for AML/CFT compliance. You will need to:

- **Beneficial Owners**
Know Your Customer – Determine the 'risk profile' of a customer and find the individuals who are Beneficial Owners, who own, benefit or are in effective control.
- **Identity Checks**
Perform Customer Due Diligence – Verify the Identity of the individuals and for some customers confirm the source of their funds.



Features

- **Risk & CDD level:** Records the risk assessment & CDD level
- **Nature & Purpose:** Records what is 'normal' for relationship
- **Beneficial Owners:** Pull down directors, shareholders, possible trusts and foreign companies related to your customer
- **Identity Verification** electronically matches Name, DoB and address details against trusted external data sources like Passports and NZTA for driver's licenses & does PEP checks.
- **Audit Records** Provide records for AML/CFT audit and annual statistics.

Important: 2Shakes does not come with any guarantees warranties or liabilities at regarding legislative or other compliance. Reporting Entities subject to AML/CFT legislation must operate their own AML programme, and have sole responsibility in determining the suitability of any part of that Programme, including any software tools used. 2Shakes is a software tool designed to help you meet your AML Phase 2 compliance requirements and needs to be used appropriately within your AML Programme. 2Shakes is supplied subject to [our Terms of Use](#).

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1.0 Quick and Simple Profile Setup

This first time you log on to 2Shakes you are asked to set up your Business Profile.

For Real Estate Agents, who use 2Shakes for **AML Only**, this is as simple as entering:

The screenshot shows the 'Your Business Details' form. At the top, there is a progress bar with steps: 1. Your business (active), 2. Branding, 3. Services & Fees, 4. Authorities, 5. Terms & Conditions, 6. Users, and 7. Review. Below the progress bar, there is a search bar for the company name or NZBN. The form fields include: Legal name (required), Trading name, NZBN, Company name (e.g., New Books Ltd), Suburb, Postal code, Country, Website, Business email, Office Phone, and Fax. A 'Search' button is at the bottom left, and a 'Next' button is at the bottom right.

1. Your Business Details

Either search for your company using the New Zealand Business Number or type the details in yourself.

The screenshot shows the 'Your Branding' form. It includes a progress bar with steps: 1. Your business, 2. Branding (active), 3. Services & Fees, 4. Authorities, 5. Terms & Conditions, 6. Users, and 7. Review. The form asks for a logo for 'New Books Ltd's logo' (max 5MB) and an 'Email footer image' (max 5MB). It also has fields for social media handles: LinkedIn (www.linkedin.com/AtashenBooks), Facebook (www.facebook.com/AtashenBooks), and Twitter (twitter.com/AtashenBooks).

2. Your Branding

Add your logo, an email footer, and your social media handles. That way, your clients will know it is you asking them to verify their identity.

The screenshot shows the 'Your Email Wording' form. It includes a progress bar with steps: 1. Your business, 2. Branding, 3. Services & Fees (active), 4. Authorities, 5. Terms & Conditions, 6. Users, and 7. Review. The form displays a preview of an email template with fields for [PRACTICE_NAME], [CLIENT_NAME], [PRACTICE_ADDRESS], [PRACTICE_PHONE], and [PRACTICE_EMAIL]. It allows users to edit the subject, body, and signature of the email.

3. Your Email Wording

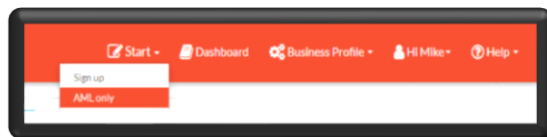
2Shakes can send your clients an email to verify their identity electronically. You can choose your own wording for that email, or use our standard template.

2.0 AML Customer Due Diligence - Companies

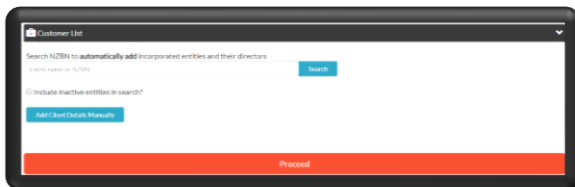
When your customer is a Company, 2Shakes can pull information on ownership, directors and structure from Companies Office using the NZBN.

Step 1 - The Customer List

The first step is to say who the customer is. We do this by building the Customer List.

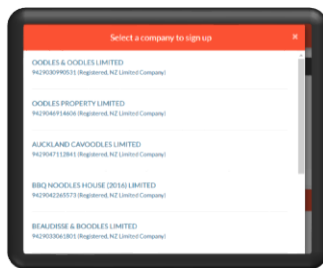


From the top menu, Click **Start**>**AML Only** to Begin.

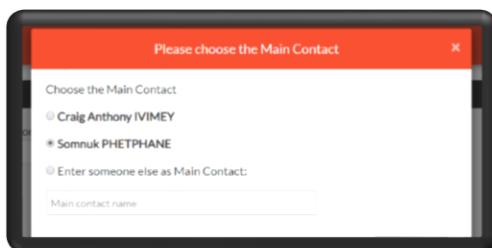


Next, enter the name of your Company customer, and click **Search**.

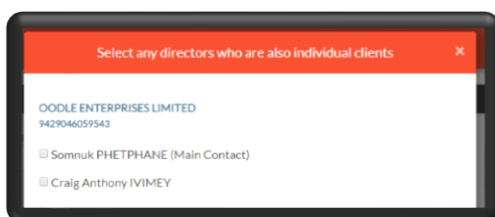
This will start the Customer Wizard.



Choose the Company from the list.

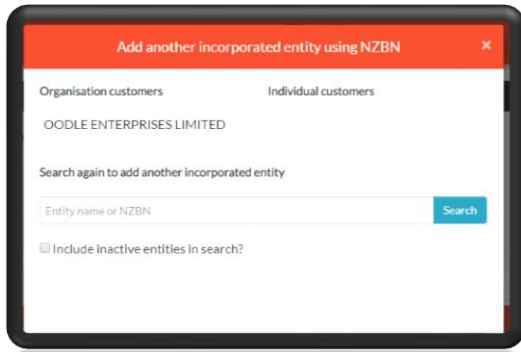


The NZBN wizard will ask to select your **Main Contact**. Select a Director, or add someone along with their position



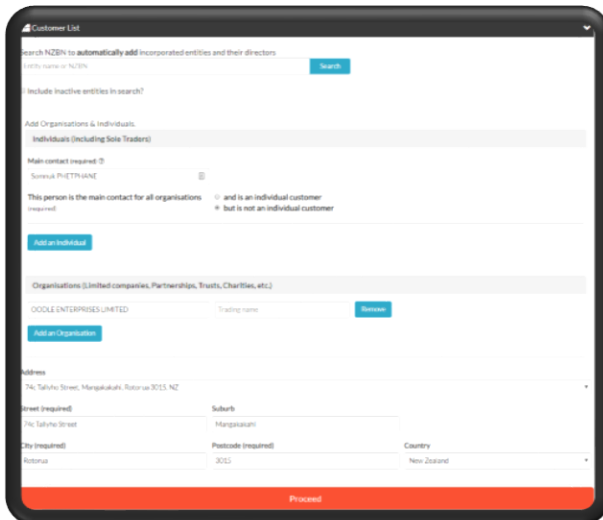
Then choose whether any of the directors are also becoming individual customers.

(NB: This would be the case if the directors and the Company owned a property jointly).



If there are other companies that jointly own the property, search for them now.

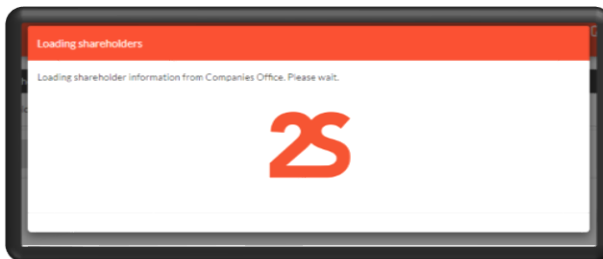
If not, select Done to complete the wizard.



You are returned to the main **Customer List** screen.

This has now been populated using NZBN.

Verify the information and click **Proceed** when ready – your **Customer List** is complete.

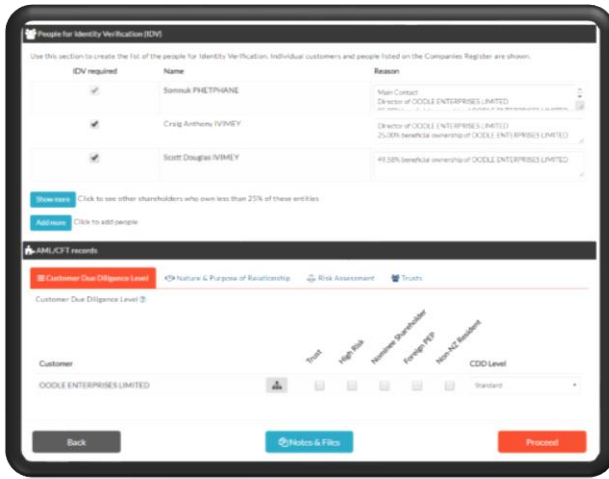


You will see a loading screen as company shareholder information gets pulled from NZBN.

This normally takes less than ten seconds, though very large structures can take several minutes.

Step 2 – AML CDD

In the next step we say who needs to be Identity Verified (IDV'ed), and capture other required Due Diligence information (Records).

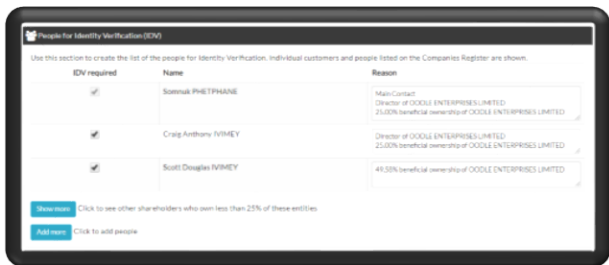


When the NZBN information has loaded, you move to the AML CDD Screen.

This is where you decide on the People for IDV (the Beneficial Owners) as well as capture your CDD record information.



2Shakes will populate People for IDV with people who are Directors, or who have 25% or more effective ownership in the company. The Main Contact is also added.



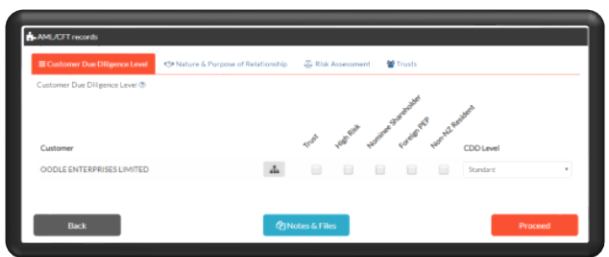
Shareholders under 25% can be viewed by clicking Show More.

Additional Beneficial Owners who are to be IDV'ed can be added using Add More.

NB: If a Trust owns shares in the company, you will see Shareholdings to resolve manually. This may involve capturing additional trust info, and adding more Beneficial Owners.



The AML Records tabs allow you to start capturing CDD information.



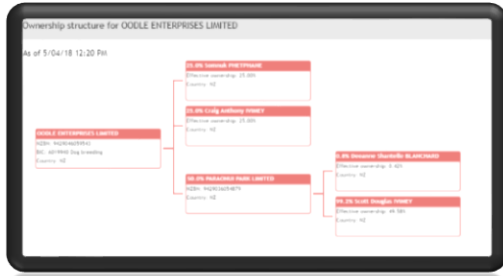
CDD Level

Select CDD level, and indicate if any Enhanced factors apply. If you select any of the Enhanced factors checkboxes, the CDD level will automatically change to Enhanced.

If you don't have all the information now, you can still add to this later.



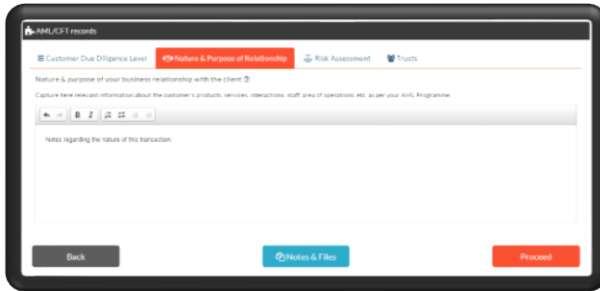
The structure button will display the ownership structure for entities on the agreement.



The structure is automatically created from the NZBN ownership data.

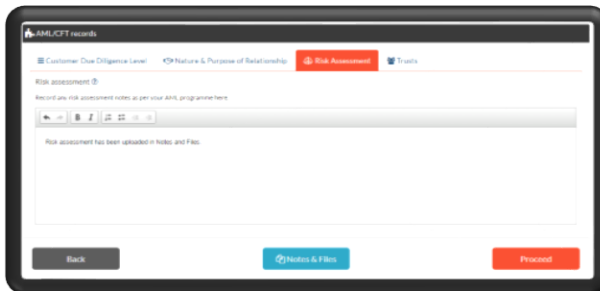
Country is shown for entities.

Industry BIC codes, where provided, are translated into industry classifications.



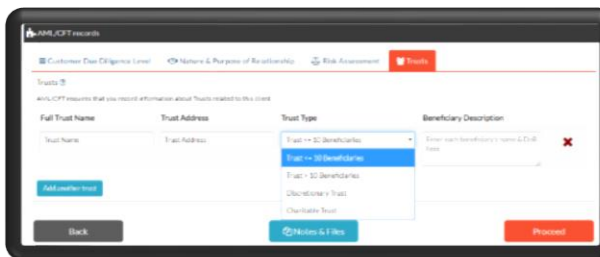
Nature & Purpose

Capture the nature and purpose of the business relationship with your customer.



Risk Assessment

You can capture your risk assessment here, or upload to Notes & Files.



Trusts

If your customer is a Trust, or a Trust owns 25% or more of your customer, you need to capture additional information.

2Shakes helps show the information you need depending on the trust type.

NB: This is in addition to what your programme requires on adding additional People for IDV, such as the Trustees, Settlor(s), or Beneficiaries.

Step 3 – IDV Method

Next we need to choose the method of ID Verification for each of the people selected.

Identification Verification (IDV) Method

Customers

Organisations OODLE ENTERPRISES LIMITED

People for Identity Verification (IDV) only ⓘ

Select the method and type of ID verification for each person. If you don't know their contact details you can Decide Later.

Somnuk PHETHPHANE Main Contact Director of OODLE ENTERPRISES LIMITED 25.00% beneficial ownership of OODLE ENTERPRISES LIMITED

Send IDV email test1@test.com Phone Electronic IDV

Craig Anthony IVIMEY Director of OODLE ENTERPRISES LIMITED 25.00% beneficial ownership of OODLE ENTERPRISES LIMITED

I'll do the IDV Email Phone Manual IDV

Scott Douglas IVIMEY 49.58% beneficial ownership of OODLE ENTERPRISES LIMITED

I'll do the IDV Email Phone Electronic IDV

John Smith CEO, in Effective Control

Decide later Email Phone

Back Notes & Files Proceed to IDV

The options for IDV Method are as follows:

Send IDV Email – Electronic IDV: This sends an email link to the person (the email that you customized in your Profile). This will bring them to a screen to enter their information and be IDV'ed electronically.

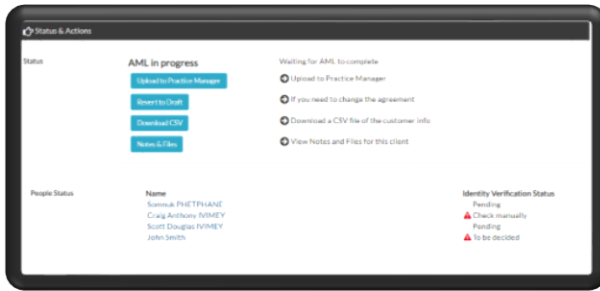
I'll do the IDV – Electronic IDV: This is where the person provides you with their information and consents to you verifying. You enter the information and it gets electronically verified.

I'll do the IDV – Manual IDV: Here you do a face to face IDV of the person, and you can scan the documents and store them in Notes & Files.

Decide Later: If you aren't sure how you will do the IDV at this point, select Decide Later, and you can choose once you know.

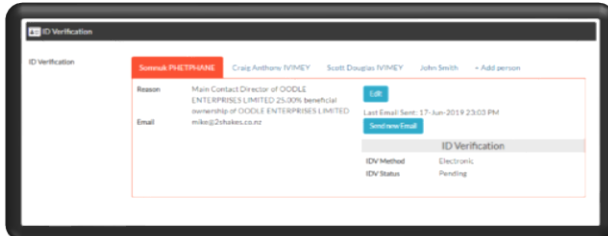
Step 4 –AML Management

After choosing IDV Method and clicking Proceed to IDV, you manage the rest of the CDD process in the AML Management screen.



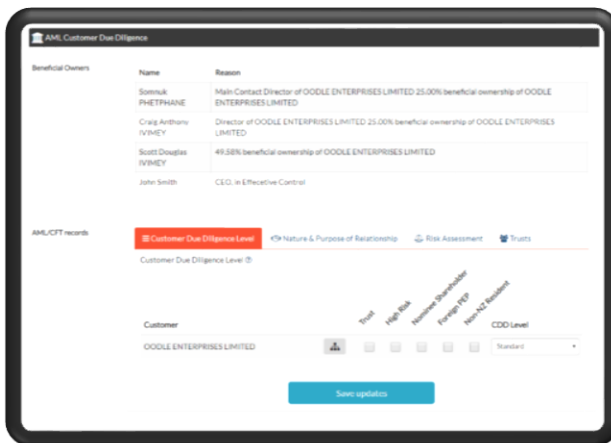
Status & Actions

The Status & Actions section shows overall status, the actions that can be performed, and the status for each person being IDV'ed.



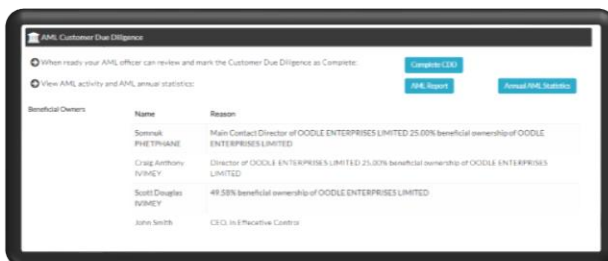
ID Verification

Manage each person for IDV in their tabs. Edit to change settings, and view IDV Reports when done.



AML CDD

Complete any additional due diligence information you need to capture.



AML Pending – AML Complete

Once all Beneficial Owners have been IDV'ed, you will see the **Complete CDD** button.

An AML Officer (see Profile>Users) can click this to Complete CDD.

Click **AML Report** to see all the CDD done for this customer.

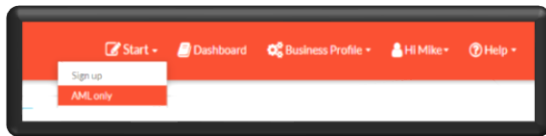
Click **Annual AML Statistics** to see information to help with your annual report.

3.0 AML Customer Due Diligence - Trusts

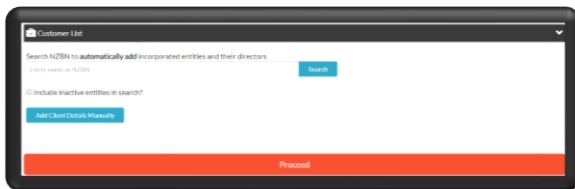
When your customer is a Trust, 2Shakes helps you capture all the information you need to complete your AML CDD. Here we will go through the extra steps you take when your customer is a Trust.

The Customer List

As with a company customer, we start with the Customer List.

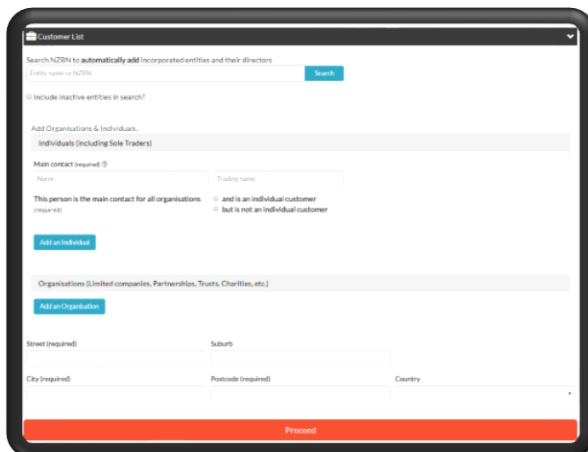


From the top menu, Click **Start > AML Only** to Begin.



Since Trusts are not searchable through NZBN, click the **Add Client Details Manually** button.

This will expand the Customer List page ready for information to be added.



Since Trusts are not searchable through NZBN, click the **Add Client Details Manually** button.

This will expand the Customer List page ready for information to be added.

You will enter the Trust details along with the **Main Contact** you are dealing with.

The Main Contact is likely to be a Trustee. Unless they are also the customer (e.g. part owner of a property for sale) select the radio button “but is not an individual customer”.

Click **Add an Organisation** to add the Trust.

Enter the address, and Proceed.

AML CDD

Unlike with a NZBN company, only the Main Contact is automatically selected as a person for IDV. You will need to add additional People for IDV.

Since this is a Trust, selecting the Trust checkbox will change the CDD Level to Enhanced.

Fill out Nature and Purpose and Risk Assessment tabs as before.

Trusts Tab

When you select the Trust checkbox, the name and address of the trust is automatically copied through to the Trusts tab.

Select the Trust type, and enter the additional information required.

NB: It is normal to get a copy of the Trust Deed, in order to determine Trustees, Settlers and Beneficiary information, and add people for IDV as required.

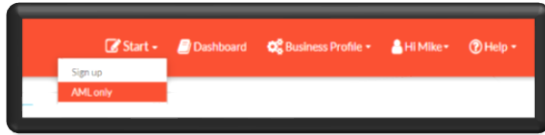
Proceed with IDV of people as before.

4.0 AML Customer Due Diligence - Individuals

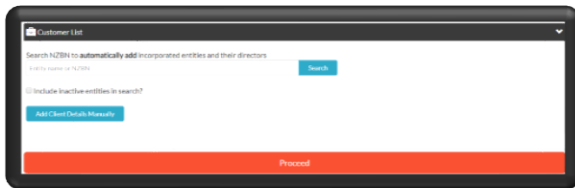
When your customer is an Individual, 2Shakes helps you capture all the information you need to complete your AML CDD. Here we will go through the extra steps you take when your customer is an Individual.

The Customer List

As before, we start with the Customer List.

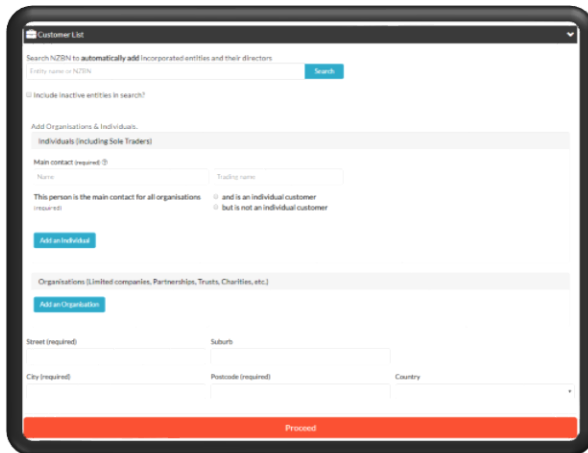


From the top menu, Click **Start>AML Only** to Begin.



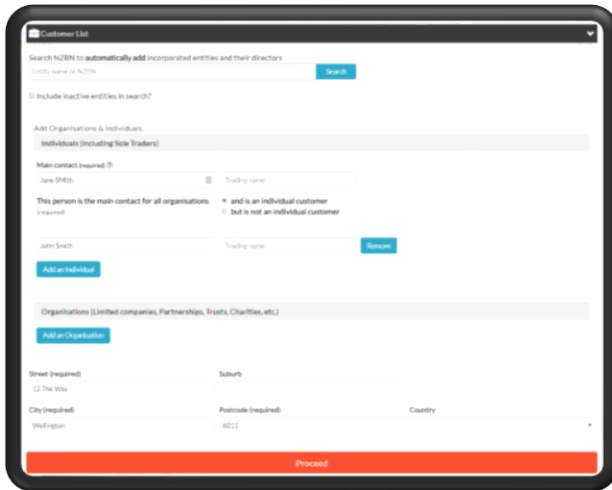
Like with Trusts, click the **Add Client Details Manually** button.

This will expand the Customer List page ready for information to be added.



This will expand the Customer List page ready for information to be added.

You will enter the individuals details manually.

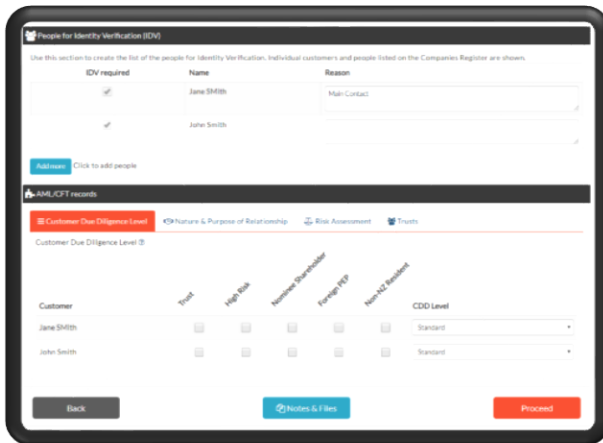


Here, the Main Contact is likely to be the customer, in which case select the radio button “and is an individual customer”.

If there is more than one individual, such as a couple selling a house, click **Add an Individual** to add the second customer.

Enter the address, and Proceed.

AML CDD



On the AML CDD Screen, both individuals will be pulled through as People for IDV, and will show separately on the AML Records section.

All other sections are as before.

5.0 AML Reports and Statistics

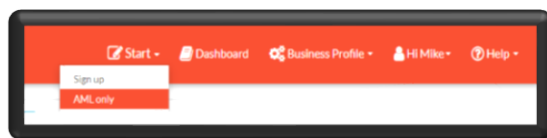
When you are being audited, wither during your own bi-annual audit, or a DIA audit, you will be able to demonstrate the CDD you have carried out in 2Shakes, both at an individual customer level, and the overall statistics on your CDD activity.

Having this information to show auditors or to help in annual report involves having all customer due diligence available in 2Shakes. Even if you are doing ID verification face to face, you still need to demonstrate that you have done CDD, including:

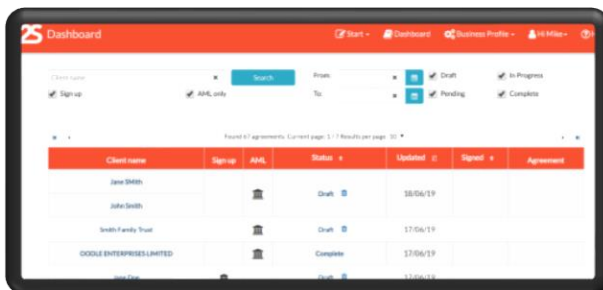
- Nature and Purpose
- Risk Assessment
- CDD Level
- Enhanced factors
- Notes and Files relating to CDD, decisions and narrative

So if you do face-to-face IDV you can simply select Manual IDV in 2Shakes, and use the system as your record of CDD activity.

2Shakes **automatically creates** an AML CDD Report for each customer which you can show an auditor as needed.



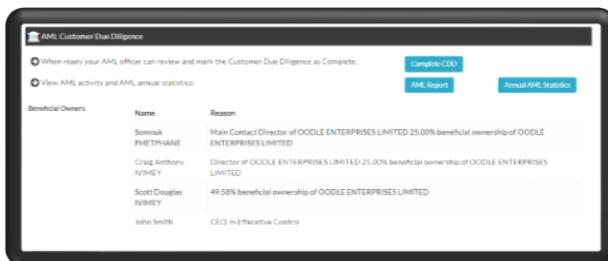
Go to **Dashboard** from the top menu.



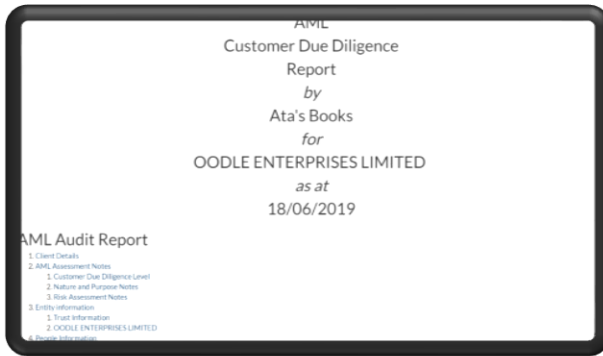
In Dashboard you will see all customers and their current status.

Click on the customer or status to open their Management page.

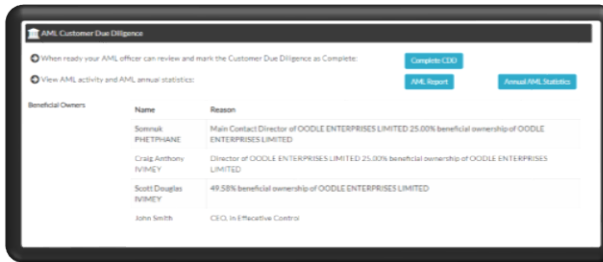
If Draft you go back to where you left off.



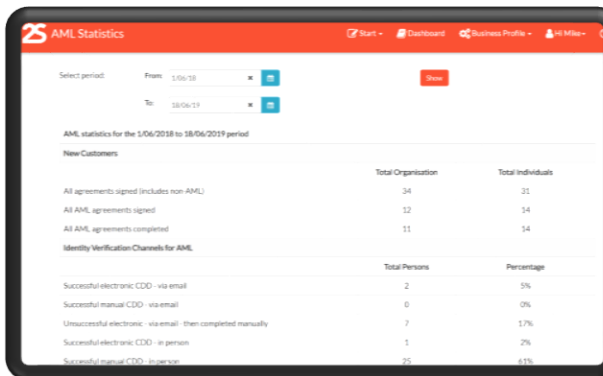
In the AML CDD section, click **AML Report** to see all the CDD done for this customer.



The **AML Report** shows all due diligence completed for this customer, and is a great way to demonstrate to auditors the CDD activity you have carried out.



Back in the AMC CDD section, click **Annual AML Statistics** to see a report of your annual statistics.



Select the date range, then **Show**.

The statistics will help you complete the DIA Annual AML Report.