

# FACTSHEET

## KYC SPIDER TOOLBOX

**Digitize and automate your compliance.**

**Simple, smart and secure.**



### **KYC TOOLBOX**

The KYC Toolbox supports you in complying with regulations related to money laundering and the prevention of terrorist financing. Due to its modular design, the Toolbox adapts to a wide range of use cases; from fast and automated KYC checks to a fully integrated AML compliant onboarding of your customers.

## 1. KYC FILE

A separate **KYC file** is created for each of your audited customer relationships. All data and documents that are generated from the toolbox or loaded via **the Upload Service** and are required for compliance-compliant documentation are saved in a structured form in the KYC file.

The responsibility for the final assessment of the results lies with the compliance department or the customer.

## 2. MATCHPROFIL

In order to use the functions mentioned in this document correctly, a pre-verified **Match Profile** is stored. In the absence of an explicit order from the customer for an individual adjustment, the match profile that is stored by default and complies with the current specifications of FINMA and the VQF is activated. The match profile should be adapted to your compliance concept; in any case, it must be confirmed and signed by you in each case.

Further information on the settings and the match profile can be found [here](#).

## 3. CHECK RISK

The **Check Risk** function is used to check a natural or legal person (customer, supplier, other relevant persons) for indications that are relevant with regards to money laundering and the prevention of terrorist financing.

This standard check delivers the result "indications of possible risks found" or "no indications found". For documentation purposes, the result, including information on the respective categories of **sanctions, PEP, crime and country risks**, is stored as a KYC Check Report in the KYC file.

## 4. VERIFY RISK

Hints to money laundering and to terrorist financing must be verified. Information is displayed that could apply to the person / organization checked according to the stored match profile. You can verify these leads and have the possibility to rate matches as **True / False Positive** and to comment on them. An **Investigation Report** is generated for each completed verification and stored in the **KYC File**. This documentation is available for you to download.

## 5. RE-CHECK INCL. WHITELISTING

With the Toolbox you can **periodically check** your customer base **for risks**. If your customer data is stored in the toolbox via **Document Store**, the verification and evaluation of the respective customer relationship is saved. Additional requirement is to **assess the relation** in the KYC File. This means that when a new KYC check is performed, which can be carried out either per customer relationship or for the entire customer base, by uploading a CSV file or as a renewed transmission of the customer data via API, the existing assessment is taken into account and only the **customer relationships with a changed risk situation** are submitted for a new check (**whitelisting**). The KYC checks and the associated risk rating are stored in the KYC file. Previous checks can be called up and viewed at any time in the form of an audit log.

## 6. CCC CHECK (Crypto Compliance CHECK)

The Crypto Compliance Check supports you in complying with your AML regulations in connection with **crypto currencies** and **blockchain technologies**. By means of a detailed check of wallets and transactions, you can quickly and reliably identify indications of possible fraud. The underlying risk policy covers a wide range of categories such as illegal payments from the **darknet, theft, sanctions, and high-risk organizations, as well as coin mixers, gambling and theft**.

This service supports **more than 250 different blockchains/tokens**. The detailed result is stored as a report in the KYC file.

## 7. VIDEO IDENTIFICATION

With the Video Identification, the customer is guided through the identification process in a video call by a trained and certified agent and identified beyond doubt. All data, photos and voice recordings collected in the video identification process are stored in the **KYC file**.

**Video identification** is performed in accordance with [FINMA Circular 2016/07](#) and enables customer identification without the need for additional measures (microtransaction, proof of address). The flow of the identification process can be found [here](#).

The requirements for such identification can be individually defined and adapted to your internal compliance standards. In the case of transactional business, various thresholds apply from which the identification of a person/company must take place in accordance with FINMA Circular 2016/07. In case of legal questions or questions regarding applicability, we will be happy to connect you with the appropriate specialists from our **partner network**.

## 8. ONLINE IDENTIFICATION

As an alternative to video identification, Toolbox offers you **fully automated identification of your customers**, which is available **around the clock** and independent of service times. In this procedure, the customer is guided through the identification process by means of an **algorithm**. In the majority of cases, the online identification can be released immediately and automatically after completion of the identification process. If the algorithm detects any anomalies, a manual review is then carried out by a trained agent. All data and photos collected during the online identification process are stored in the **KYC file**.

Online identification is carried out in accordance with the latest requirements of FINMA Circular 2016/07 and includes an automated ID check, recognition of security features on **ID documents**, **as well as facial recognition and liveness check**.

## 9. ONBOARDING CHATBOT

Within the scope of customer onboarding, it is essential to determine further information if certain investment amounts are exceeded. This includes the origin of the assets brought in, the type and purpose of the business relationship or the ownership structure (beneficial owner, controlling owner),

The digital **onboarding chatbot** enables a simple and structured collection of this AML relevant information. During the **automated and standardized dialog**, a KYC check is performed in the background. If there are indications of potential risks, the chatbot asks additional questions that can be helpful in validating the risks. The onboarding chatbot is secured with a **2-factor authentication**, furthermore at the end of the chatbot dialog the customer is asked to confirm the correct data capture and to proactively inform the counterparty about any changes.

The chatbot can be integrated into your own environment using iFrame. We are also happy to consider individual customizations upon request.

The information captured in the chatbot forms the basis for the relevant **compliance forms** generated via the onboarding chatbot and stored in the **KYC file**.

## 10. ELEKTRONIC SIGNATURE

The Electronic Signature is an optimal complement to the services offered in the Toolbox. The Functionality (Advanced or Qualified Electronic Signature) requires a **successfully completed identification**. With one signature, up to 10 documents can be signed. The Electronic Signature is executed in several steps by means of a **2-factor Authentication**. The signed documents are available as download or in the toolbox.

## 11.COMPLIANCE DOKUMENTATION (product «Generate Forms»)

In the Toolbox, various **compliance forms** are available as templates, adapted to the specifications of the SRO and the FINMA.

Based on the information already determined and available, the Toolbox can create these forms automatically. This ensures that the correct forms (**customer profile, risk profile, identification form, A form for beneficial owner and K form for control owner**) are always selected. If relevant information and documents for the creation of these forms are missing, you will be notified in advance and can add this information.

If the forms you need differ from those which are available, we will be happy to check your documents for possible digitization so that you can generate them automatically via the Toolbox.

## 12.VERIFICATION ASSISTANT

Up-to-date data is essential for compliance with money laundering regulations. The Verification Chatbot allows you to quickly and easily **verify the individual data of your customer relationship**. The Verification Chatbot queries the relevant data (e.g. surname, first name, date of birth, nationality, etc.) and asks the customer to confirm the accuracy. This data is subsequently transferred to the respective customer relationship.

The verification chatbot is secured with a **2-factor authentication**. In addition, at the end of the chatbot dialog, the customer is asked to confirm the correct data collection and to proactively inform the other party about any changes.

## 13.Media Check

With the **Media Check** we offer you another tool with which you can check your (potential) customers and business partners for general **Google** and website entries as well as general media news, including **social media channels**. This tool is ideal to get a first, general media impression and overview of a person or company or to complete a customer dossier.

## 14.ENHANCED DUE DILIGENCE (EDD ASSISTANT)

If further information is required for a risk assessment, an in-depth clarification can be triggered with the

**EDD Assistant.** The EDD is specifically optimized for AML topics and enables both an overall AML clarification as well as an in-depth clarification of individual topics (e.g. **money laundering, financial crimes, corruption, criminal proceedings, terrorism, etc.**). The information found worldwide on websites, in media databases and company registers can be evaluated and commented on by the compliance officer. It is also possible to add your own documents or websites to the report. The final report is then stored in the **KYC file**.

## 15.ESG DUE DILIGENCE (ESG ASSISTANT)

The monitoring of **ESG (Environmental, Social & Governance) risks** is becoming a new, additional compliance requirement. Analogous to the EDD Assistant, the Toolbox offers an ESG Assistant for this purpose, which identifies relevant information for your business relationships (e.g. suppliers) on topics such as **environmental procurement, child labor, land grabbing or conflict minerals**. The information found worldwide on websites, in media databases and company registers can be evaluated and commented on by the compliance officer. It is also possible to add your own documents or websites to the report. The final report is then stored in the **KYC file**.

## 16.REGISTRY CHECK

The Registry Check can be used to check the **Swiss Commercial Register and Open Corporates**. This search generates a report listing the publications from the Swiss Official Gazette of Commerce (SOGC) and Open Corporates. This report is stored in the KYC file and is available for download.

## 17.ADDRESS CHECK

The Address Check can be used to verify whether the name of the person as specified is registered at the address with Swiss Post. If several names and/or addresses are entered, all combinations are checked. At the same time as the search, an "Address Check Report" is available in the **KYC file**, which provides a detailed result. The "Address Check" is also available in the KYC API.

## 18.MRZ CHECK

With the **MRZ Check function (the Machine Readable Zone (MRZ)** of a document), an identification document can be analyzed for its readability (OCR analysis). The checksums are checked and we provide a score from 0 to 100. 100 means that all check sums are correct and the identification document is perfectly

readable. This check is used to quickly check whether the document is in a legally suitable form (readable).

## 19. UPLOAD SERVICE

All documents required for the customer relationship can be uploaded and saved in the **KYC file** in the toolbox.

The upload can be performed by the compliance officer, via API or also by the customer. In this case, you can notify the entity to be checked by e-mail and request it to upload the required documents directly to the toolbox via an upload secured by means of 2-factor authentication. Any storage will be done according to the principles defined in our platform privacy policy.

## 20. MONITORING / SCAN (BATCH-NAME-CHECK)

By means of **monitoring**, the toolbox offers the possibility to check all existing customer relationships for a changed risk situation in one step.

Alternatively, this function is also available for uploading new customer relationships, which can be done using a CSV file. The toolbox automatically creates a KYC file for each person/organization checked. If this file contains customers that have already been created in the Toolbox, they will be updated and checked during the scan.

## 21. DOCUMENT STORE

In the Toolbox, we offer you the option of storing captured customer data, reports and KYC documents for the long term (Document Store). The storage takes place on **Swiss servers**, at **very high security standards**. If the Document Store is activated, the captured data is permanently retained in the Toolbox, so that **access to historical data** is guaranteed. Furthermore, **whitelisting** is supported as part of the KYC checks, so that only customer relationships with a changed risk profile need to be rechecked during a periodic review. The Document Store is offered as a **flat fee or flexibly per recorded customer relationship**.

If the activation of the Document Store is not desired, KYC Spider is obliged under the Data Protection Act to delete all data in the toolbox, including log files and reports. Reference is made here to the KYC Platform Privacy Policy. This means that after a period of 4 weeks (after the initial recording of the customer relationship), this relationship, including all data, will be deleted and must be recorded again in the Toolbox.

## 22.WEB-SERVICE (API)

Using a **web service (API)**, it is possible to easily connect the toolbox with other systems. The various **API calls** enable flexible integration and can be used both for individual KYC checks and for complete automation of the onboarding process.

The KYC Spider team will be happy to provide you with the technical specifications for the interface upon request.

## 23.SUPPORT DESK

Do you need professional help in using the Toolbox? We will be happy to assist you via this function.