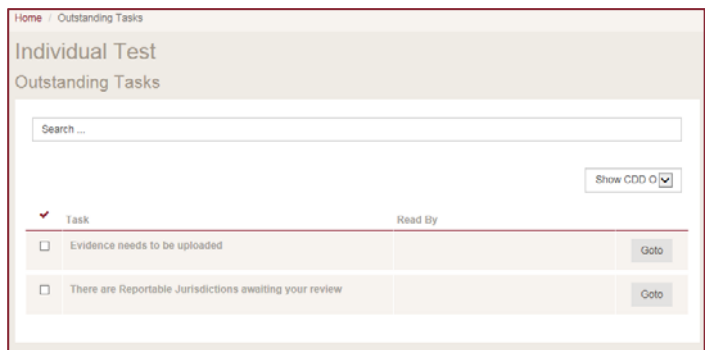
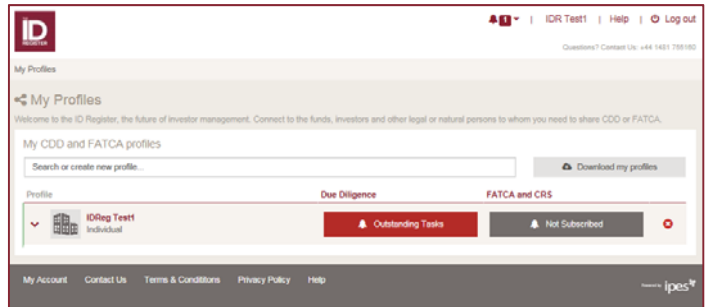


The ID Register – How to review and complete your Profiles

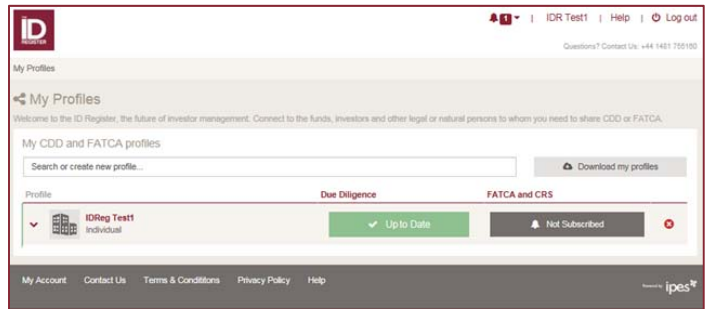
Outstanding Tasks

1. Log into The ID register
2. Complete your Registration
3. Open your “My Profiles” Page (click on The ID Register Logo)
4. For each profile, Click on “Outstanding Tasks”
 - a. You can click on “GoTo” to open the relevant section of the profile for each Outstanding Task.
 - b. The Outstanding Tasks will be one or more of the following:



Outstanding Task	Issue
Entity Details need completing	Profile needs a Name and Primary Contact Email
Entity Addresses Need completing	Profile needs a Registered/Residential address.
Due Diligence Profile needs completing	Profile needs required Due Diligence fields to be completed. Fields are either filled light yellow or have an “!” in/against them (see appendix 1 for a list of the fields)
Evidence needs to be uploaded	Profile needs evidence documents uploaded that meet the requirement stated or marked as “is not required” and a reason given.
Some Evidence requires Certification	Profile needs uploaded evidence document to be digitally certified.
Some Evidence has expired and needs to be re-uploaded	Profile needs an updated evidence document as the document uploaded previously has expired (Expired means a more recent version should be uploaded, even if the document has unchanged).
There are Reportable Jurisdictions awaiting your review	Profile needs each reportable jurisdiction to be reviewed and either confirmed or disputed using the “Yes/No” button and the comments field.

- Once there are no further Outstanding Tasks the field in “My Profiles” will turn Green and state “Up to Date”



Declaration

- There is a Declaration at the top of each Profile. While there are Outstanding Tasks the declaration will include a link to “View Outstanding Tasks”.



- Once All Outstanding Tasks have been completed the Declaration will change to a confirmation with the following selectable options:
 - Not yet complete and still being updated
 - Complete and accurate to the best of my knowledge



- When you have completed the profile please click “Complete and Accurate...”. Then Save the record



If you require further details please see the New User Guide and/or Evidence and Certification Guide.

Appendix 1 – Required Profile Due Diligence Fields

Individual

Field
Full Legal Name
Gender
Date of Birth
Country of Birth
PEP Question Y/N Answer
Commercial Exposed Person Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Employee Benefit Trust

Field
Full Legal Name
Name of Employer that is making contributions
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Limited Partnership

Field
Trading Name
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Public Body

Field
Date of Establishment
Country of Establishment
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Private Company

Field
Trading Name
Date of Incorporation
Country of Incorporation
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Trust

Field
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Listed Entity

Field
Listing Exchange (selected from Dropdown)
Date of Incorporation
Country of Incorporation
Incorporation No
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Foundation

Field
Full Legal Name
Name of Employer that is making contributions
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Regulated Entity

Field
Full Legal Name
Regulator (Selected from dropdown)
Regulatory ID
Date of Incorporation
Country of Incorporation
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Sovereign Wealth

Field
Full Legal Name
Name of Employer that is making contributions
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

University

Field
Full Legal Name
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)