

How To Create Registered Office Address Transaction In easyAML

Learn how to efficiently add a new transaction and configure legal entities within the easyAML platform. This guide walks you through the step-by-step process, from initial data entry to managing authorised representatives and reviewing risk status.

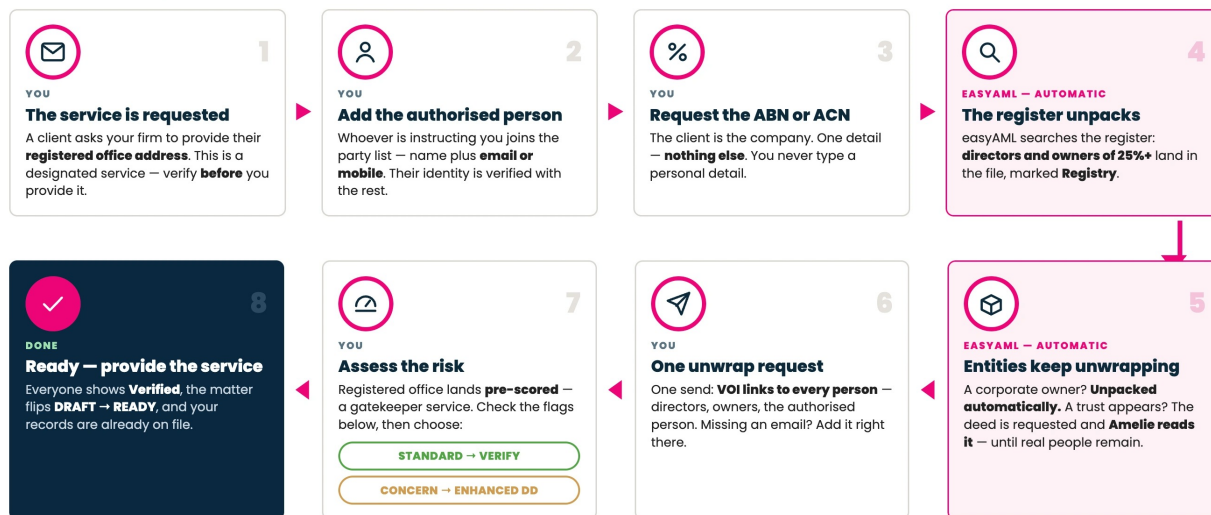
1

REGISTERED OFFICE ADDRESS — WHAT TO DO

easyAML

For accounting firms. Providing a registered office is a **designated service** — customer due diligence comes first. Follow the eight steps; the pink ones happen by themselves.

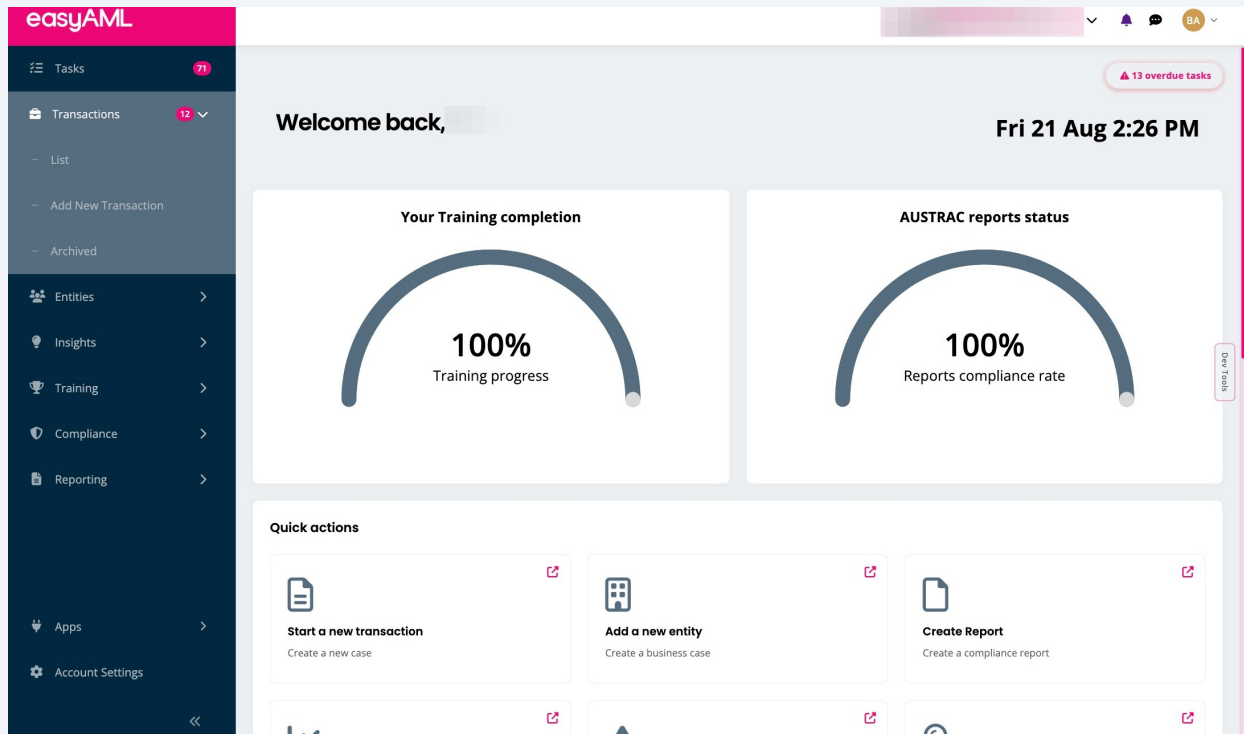
☐ YOU DO THIS ☐ EASYAML DOES IT AUTOMATICALLY



▲ **RED FLAGS** a shell with no trading activity · offshore or frequently-changing directors · mail-forwarding-only business · frequent registered office moves · reluctance to name the owners — any of these: enhanced due diligence before the service begins.

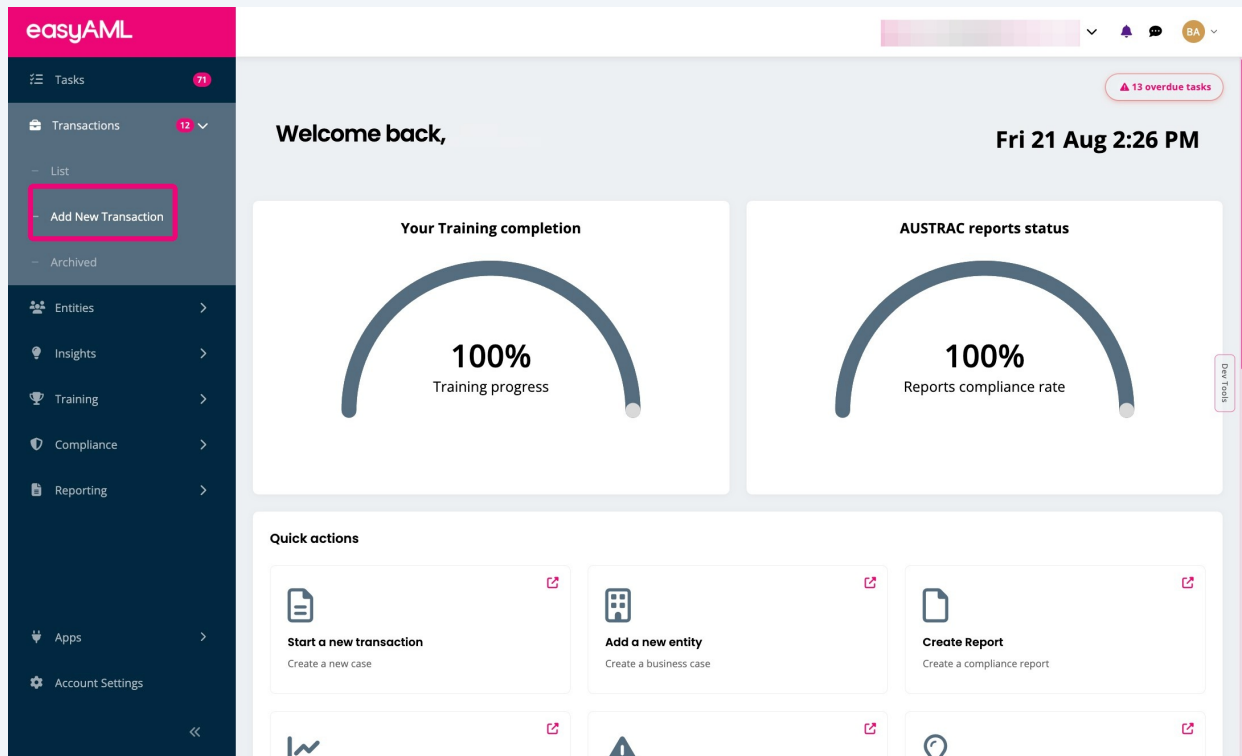
2

Navigate to your dashboard at <https://app.easyaml.com/dashboard>.



Transaction Setup

3 From the dashboard, select "Add New Transaction" to begin a new record.



4 Open the Type field and choose the designated service that applies to this transaction.

The screenshot shows the 'Transaction Information' form. The 'Type' field is highlighted with a red box. The form includes fields for 'Source', 'Currency', 'Transaction Value', 'Expected Completion Date', 'Custom Reference', and 'Transaction Description'. A progress bar at the top indicates the current step is 'STEP 1 Transaction information'.

Transaction Information	
Type *	
Select or type transaction type	
Source (leave blank if seller or unknown)	Currency
Select transaction source(s)	AUD - Australian Dollar
Transaction Value (estimate if not known)	Expected Completion Date
\$ 0	21/09/2026
Custom Reference	
Optional custom reference for this transaction	
Transaction Description	
Enter details about this transaction	

5

Choose "Providing registered office address" from the list of designated services.

The screenshot shows the 'Transaction Information' form. On the left is a dark sidebar with a menu. The main area has a progress bar at the top with three steps: STEP 1 Transaction information (active), STEP 2 Transaction entities, and STEP 3 Transaction details. The form fields are as follows:

- Type ***: A dropdown menu with 'reg' selected.
- TRUST AND CORPORATE SERVICE PROVIDERS**: A dropdown menu with 'Providing registered office services' and 'Providing registered office address' (highlighted with a red box).
- Transaction Value (estimate if not known)**: A text input field with '\$ 0'.
- Expected Completion Date**: A text input field with '21/09/2026'.
- Custom Reference**: A text input field with the placeholder 'Optional custom reference for this transaction'.
- Transaction Description**: A text area with the placeholder 'Enter details about this transaction'.

6

In the Custom Reference field, enter a reference that will help you identify this transaction later.

The screenshot shows the 'Transaction Information' form. On the left is a dark sidebar with a menu. The main area has a progress bar at the top with three steps: STEP 1 Transaction information (active), STEP 2 Transaction entities, and STEP 3 Transaction details. The form fields are as follows:

- Type ***: A dropdown menu with 'Providing registered office address' selected.
- Source (leave blank if seller or unknown)**: A dropdown menu with 'Select transaction source(s)'.
- Currency**: A dropdown menu with 'AUD - Australian Dollar'.
- Transaction Value (estimate if not known)**: A text input field with '\$ 0'.
- Expected Completion Date**: A text input field with '21/09/2026'.
- Custom Reference**: A text input field with the placeholder 'Optional custom reference for this transaction' (highlighted with a red box).
- Transaction Description**: A text area with the placeholder 'Enter details about this transaction'.
- Groups**: A dropdown menu with 'Select groups...'.

At the bottom of the form, there is a 'Cancel' button.

7

In the Transaction Description field, provide a brief description of the transaction's purpose.

The screenshot shows the 'Add New Transaction' form. On the left is a dark blue sidebar with a menu containing: 'Add New Transaction', 'Archived', 'Entities', 'Insights', 'Training', 'Compliance', 'Reporting', 'Apps', and 'Account Settings'. The main form area has the following fields: 'Type *' (Providing registered office address), 'Source (leave blank if seller or unknown)' (Select transaction source(s)), 'Currency' (AUD - Australian Dollar), 'Transaction Value (estimate if not known)' (\$ 0), 'Expected Completion Date' (21/09/2026), 'Custom Reference' (My Custom Reference), 'Transaction Description' (a text area with the placeholder 'Enter details about this transaction' highlighted by a red rectangle), and 'Groups' (Select groups...). A 'Cancel' button is at the bottom center.

8

Select "Next" to proceed.

This screenshot shows the same 'Add New Transaction' form as above, but with the 'Transaction Description' field containing the text 'Describe the nature of the transaction'. At the bottom right, the 'Next' button is highlighted with a red rectangle. A 'Cancel' button remains at the bottom left. On the far right edge of the form, there is a vertical pink line and a small 'Dev Tools' button.

Entity Configuration

9 Open the Legal Entities tab to attach the client's company to the transaction.

The screenshot shows the 'Create New Transaction' interface. At the top, a progress bar indicates three steps: STEP 1 Transaction information (completed), STEP 2 Transaction entities (current step), and STEP 3 Transaction details. Below the progress bar, the 'Transaction Entities' section has two tabs: 'Individuals (0)' and 'Legal Entities (0)'. The 'Legal Entities (0)' tab is selected and highlighted with a red box. To the right of the tabs is a red button labeled '+ Add New Individual'. Below the tabs is a search bar with the placeholder text 'Search for existing individual or type name to create new...'. Below the search bar is a message: 'No individuals added yet. Start typing a name above to search or create.' At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Next'.

10 Select "Add Legal Entity" to begin adding the entity's details.

The screenshot shows the 'Create New Transaction' interface, similar to the previous one. The 'Legal Entities (0)' tab is selected. In this view, the '+ Add Legal Entity' button is highlighted with a red box. The search bar has the placeholder text 'Search for existing legal entity or type name to create new...'. Below the search bar is a message: 'No legal entities added yet. Start typing a name above to search or create.' At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Next'. On the right side of the form, there is a vertical button labeled 'Dev Tools'.

- 11 Choose "Australian" to search the Australian Business Register for the entity.

The screenshot shows the 'Create New Transaction' page. The breadcrumb trail is 'Home / Transactions / Add New Transaction'. The main heading is 'Create New Transaction'. Below it is the 'Add Legal Entity' section. There are three options: 'Australian' (highlighted with a red border), 'Trust', and 'International'. The 'Australian' option includes a small Australian flag icon and the text: 'Search the Australian Business Register for companies and other entities'. The 'Trust' option includes a document icon and the text: 'Add a trust with deed upload and participant management'. The 'International' option includes a globe icon and the text: 'Search international company registries across 100+ countries'.

- 12 Enter the entity's name, ACN or ABN, run the search, then select the correct entity from the results.

The screenshot shows the 'Add Legal Entity' page after a search. The breadcrumb trail is 'Home / Transactions / Add New Transaction'. The main heading is 'Add Legal Entity'. There is a '← Back' link. Below it is a section titled 'AUSTRALIAN ENTITY' with the heading 'Search the Australian Business Register' and the text 'Enter the business, company or entity name, ABN or ACN to find the entity.' There is a search input field and a 'Search' button. Below the search results, there is a table with one row highlighted in red. The row contains the text 'PTY. LTD.' and 'Company NSW'. Below the table, there is a list of search results, including 'ACN' and 'ABN 11'.

13 Choose the Industry that best reflects the entity's business.

Configure entity

Review the selected company and set additional options before creation.

PTY. LTD.

Company · Private

ABN

ACN

NSW

Business name (optional)

Business or trading name

Industry

Select industries

tech

☐ 18920 – Explosives and pyrotechnic product manufacturing

☒ 69990 – Other professional / scientific and technical services nec

☐ 81015 – Technical and vocational education and training (TVET) nec

⚠ Charges may apply

Creating this entity may incur KYB creation and unwrapping fees per your plan.

Back

Create entity

Dev Tools

14 Select "Create entity" to add it to the transaction.

PTY. LTD.

Company · Private

ABN

ACN

NSW

Business name (optional)

Business or trading name

Industry

69990 – Other professional / scientific and technical services nec

✎ Ask Amelie

+ Select transaction roles...

Groups

Select groups...

⚠ Charges may apply

Creating this entity may incur KYB creation and unwrapping fees per your plan.

Back

Create entity

Dev Tools

15 With the entity added, select "Next" to proceed.

The screenshot shows the 'easyAML' interface with a sidebar on the left containing navigation items: Tasks (72), Transactions (12), List, Add New Transaction, Archived, Entities, Insights, Training, Compliance, Reporting, Apps, and Account Settings. The main content area is titled 'Create New Transaction' and features a progress bar with three steps: STEP 1 Transaction information (completed), STEP 2 Transaction entities (current), and STEP 3 Transaction details. A success notification in the top right corner states: 'Success Legal entity creation resolution has'. The 'Transaction Entities' modal is open, showing 'Individuals (0)' and 'Legal Entities (1)'. It includes a search bar for existing legal entities and a table with the following data:

Name	Type	Country	Role	Actions
PTY. LTD. ABN: [redacted]	Legal Entity	Australia	Client + Add role	Remove

Below the table is the 'Lead Entities' section, which says 'Select the primary entities that represent this transaction (1 selected)'. It shows a list of 'Legal Entities (1)' with one entry: PTY. LTD. (checked) with a 'Low' risk rating. At the bottom of the modal are 'Cancel', 'Back', and 'Next' buttons. The 'Next' button is highlighted with a red box.

Transaction Details

16 Open the Consent to Use Address field.

Create New Transaction

STEP 1 Transaction information STEP 2 Transaction entities STEP 3 Transaction details

Transaction Details

☐ e Outsource Checks to easyAML ⓘ

Consent to Use Address

Select

Mail Handling Method

Enter mail handling method

Additional Notes

Enter any additional notes or special requirements for this transaction

Cancel Back Create Transaction

17 Confirm "Yes" to record consent to use the address as the entity's registered office.

Create New Transaction

STEP 1 Transaction information STEP 2 Transaction entities STEP 3 Transaction details

Transaction Details

☐ e Outsource Checks to easyAML ⓘ

Consent to Use Address

Select

Yes

No

Additional Notes

Enter any additional notes or special requirements for this transaction

Cancel Back Create Transaction

18 If required, provide a Mail Handling Method. This field is optional.

The screenshot shows a three-step process flow at the top: STEP 1 Transaction information (checked), STEP 2 Transaction entities (checked), and STEP 3 Transaction details (active). The main form is titled "Transaction Details" and contains the following elements: a checkbox for "Outsource Checks to easyAML" (unchecked), a "Consent to Use Address" dropdown menu set to "Yes", a "Mail Handling Method" text input field with the placeholder "Enter mail handling method" (highlighted with a red box), and an "Additional Notes" text area with the placeholder "Enter any additional notes or special requirements for this transaction". At the bottom, there are three buttons: "Cancel", "Back", and "Create Transaction".

19 To finish, select "Create Transaction".

That completes the setup. Once the transaction is created, easyAML runs a KYB on the entity, identifying its beneficial owners and sending each a KYC automatically. Track progress, and follow up on anything flagged, from the transaction record.

This screenshot is identical to the one above, showing the "Transaction Details" form. However, in this view, the "Create Transaction" button at the bottom right is highlighted with a red box, indicating the final step to complete the setup.