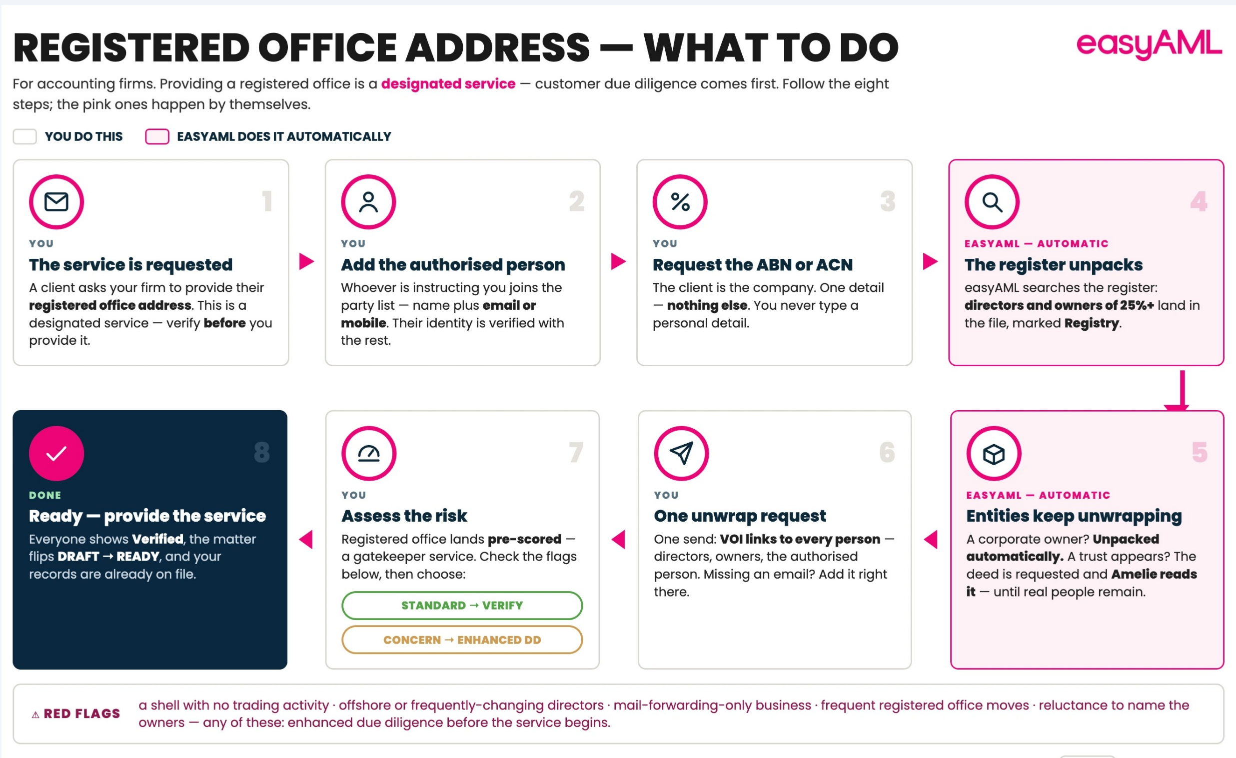
How To Create Registered Office Address Transaction In easyAML

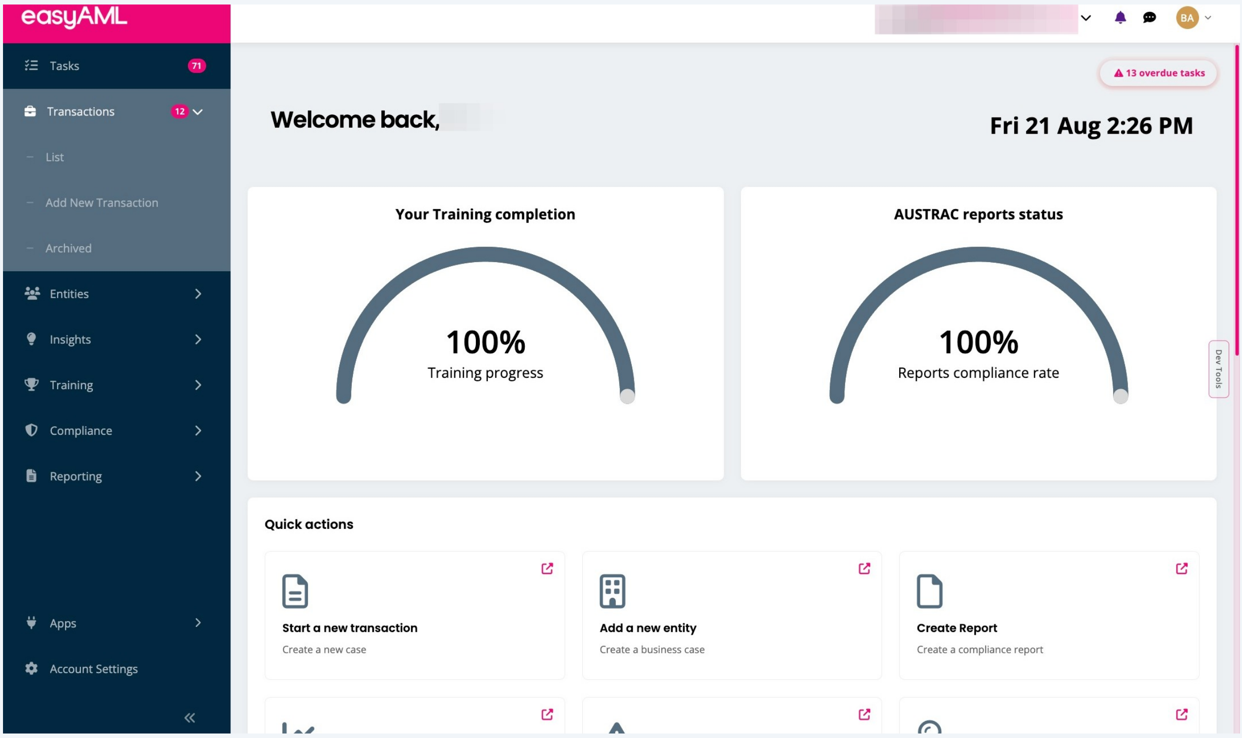
easyAML

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

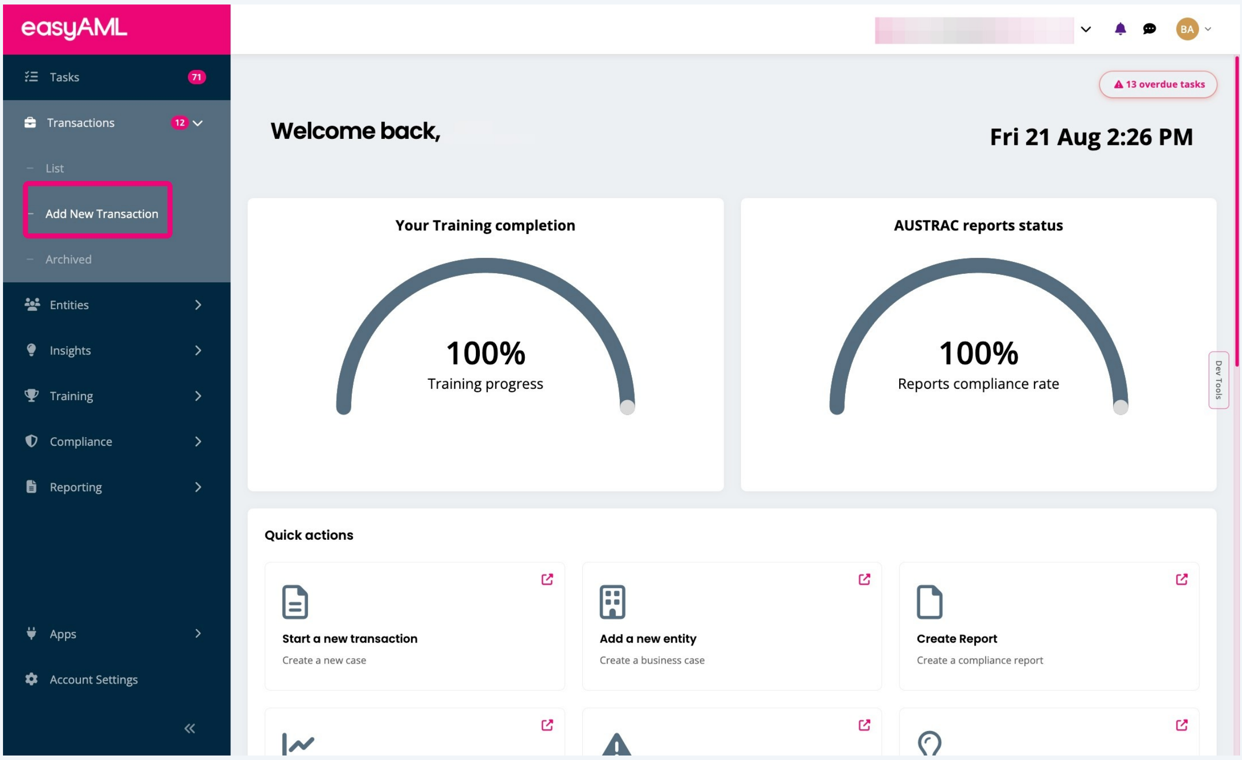


2 Navigate to your dashboard at https://app.easyaml.com/dashboard.

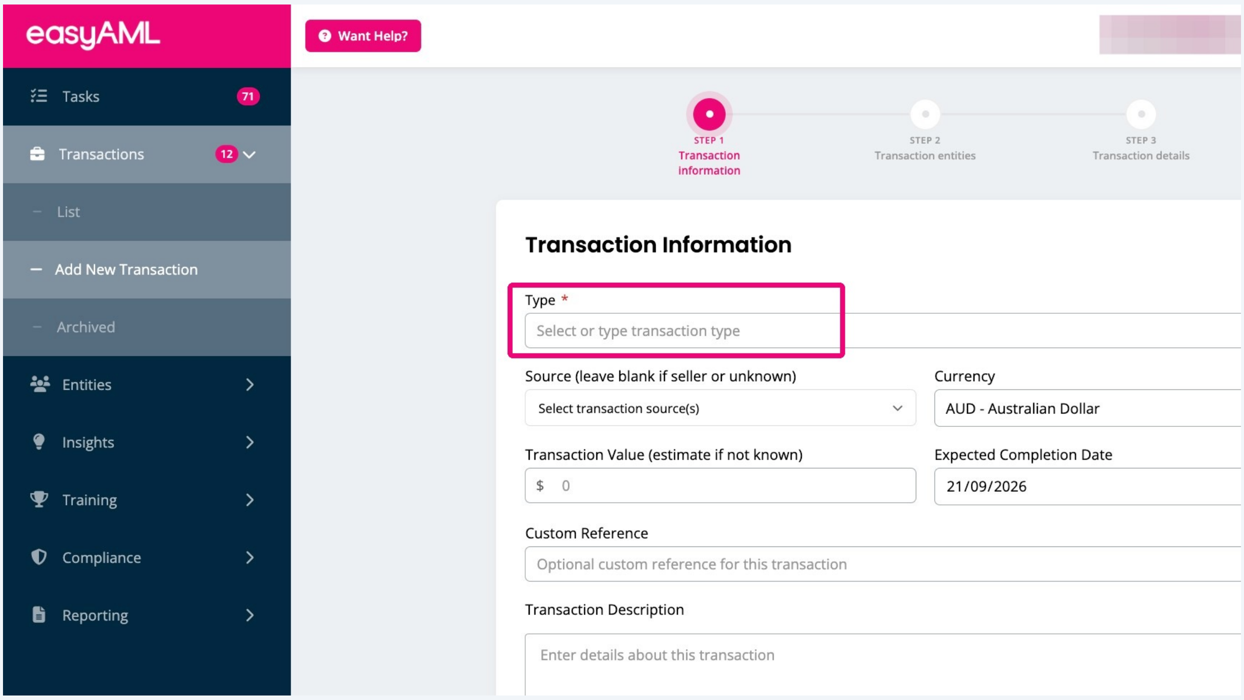


Transaction Setup

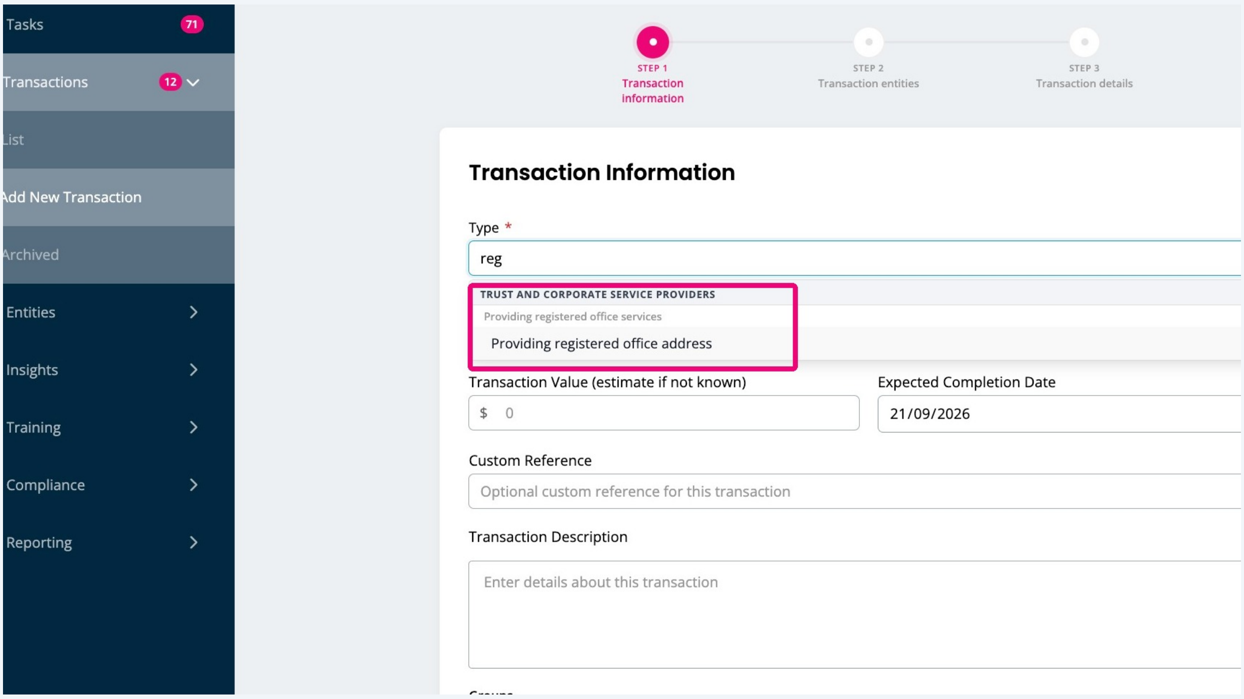
3 From the dashboard, select "Add New Transaction" to begin a new record.



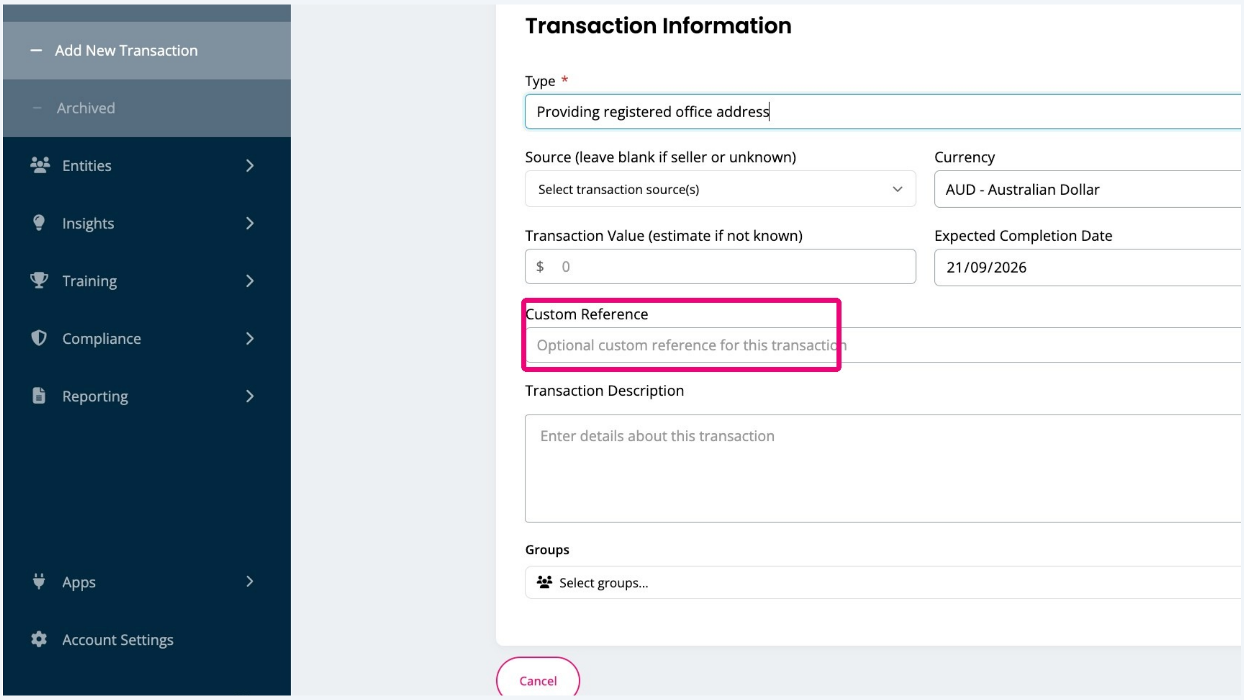
4 Open the Type field and choose the designated service that applies to this transaction.



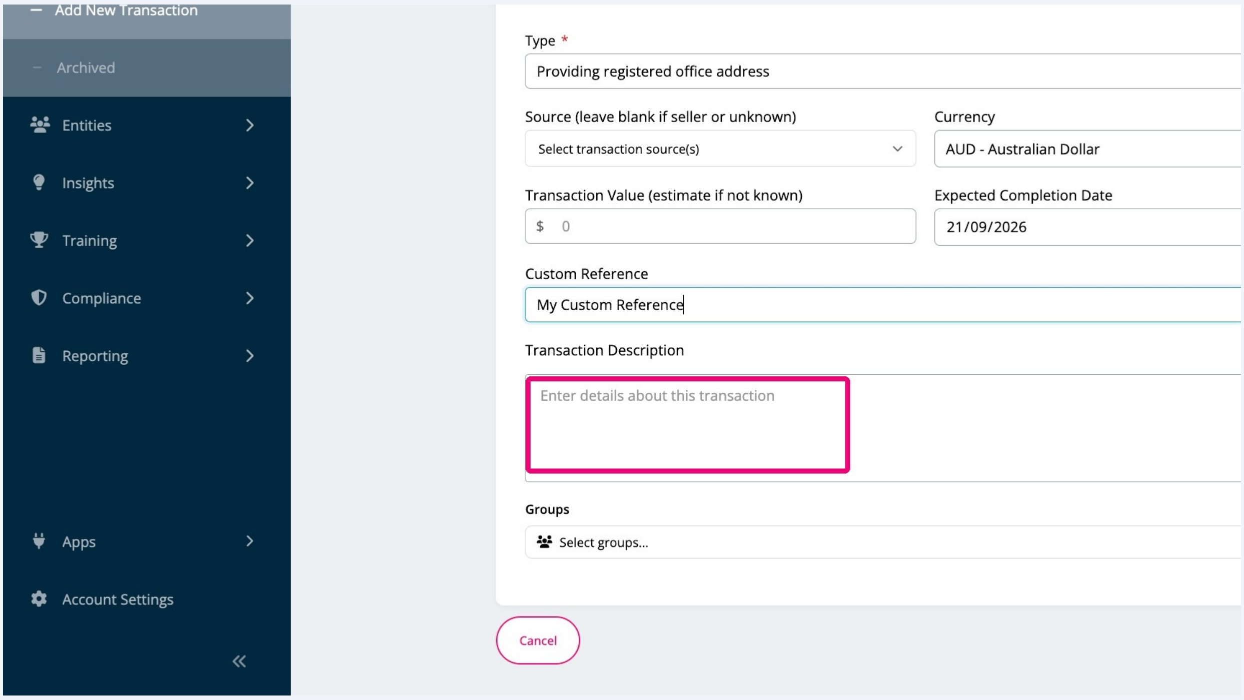
5 Choose "Providing registered office address" from the list of designated services.



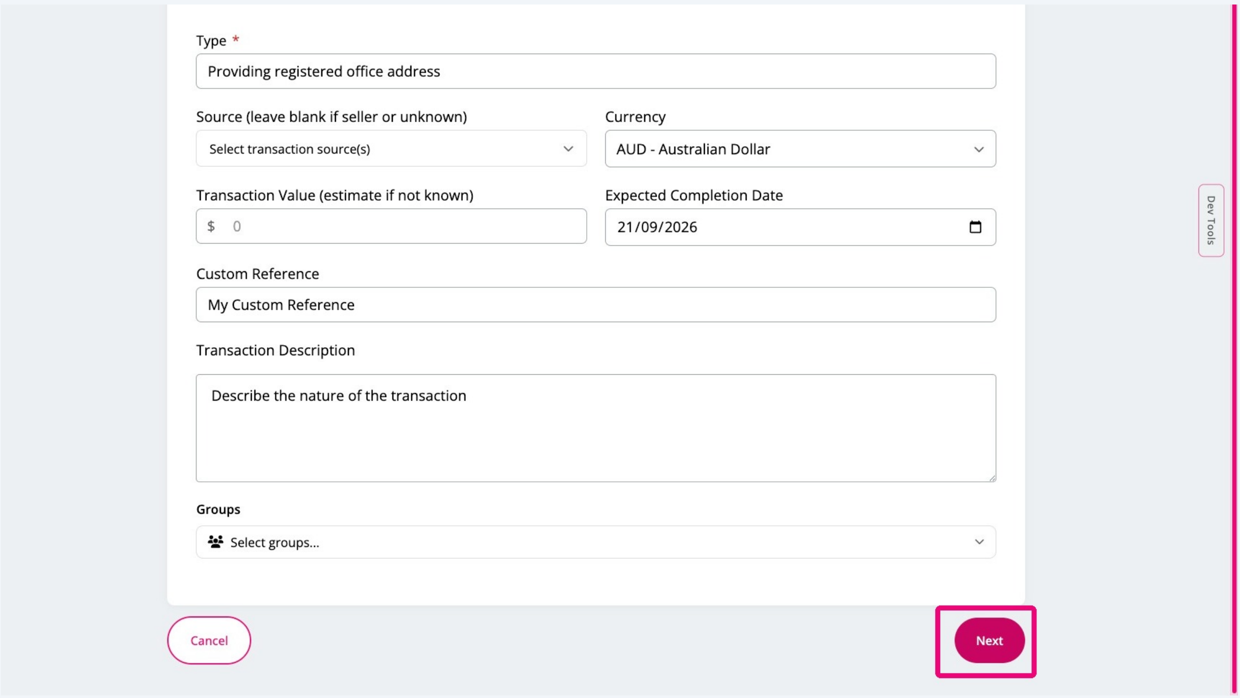
6 In the Custom Reference field, enter a reference that will help you identify this transaction later.



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

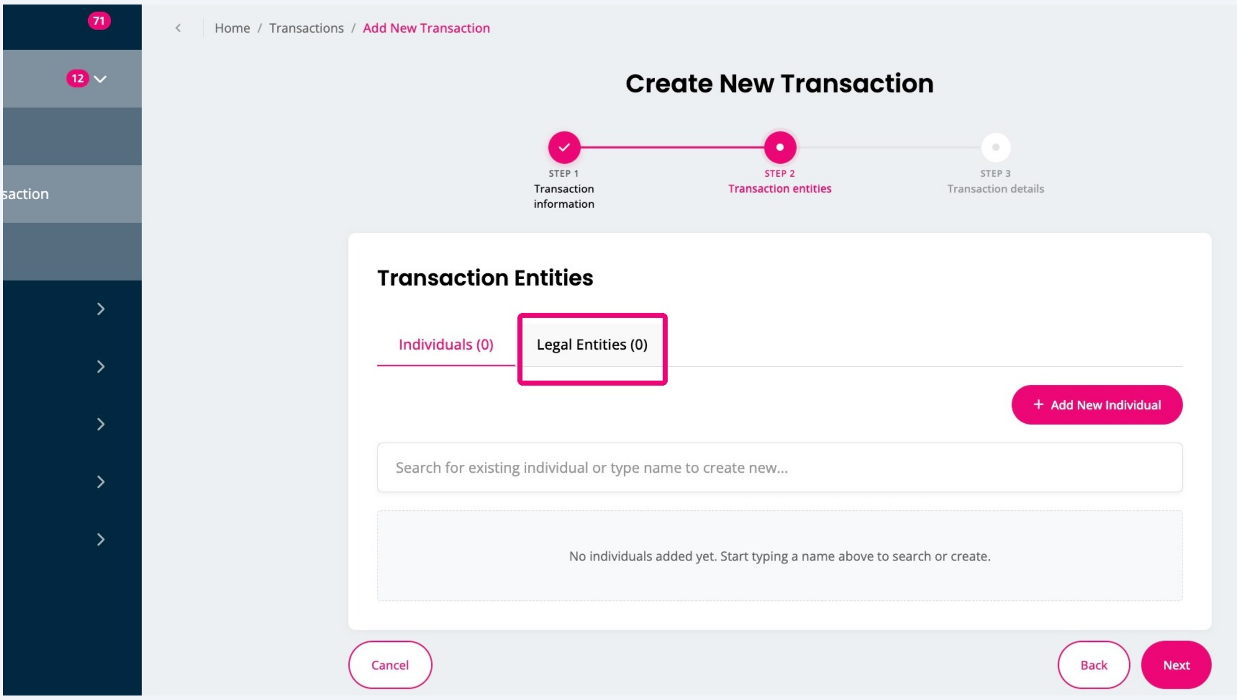


8 Select "Next" to proceed.

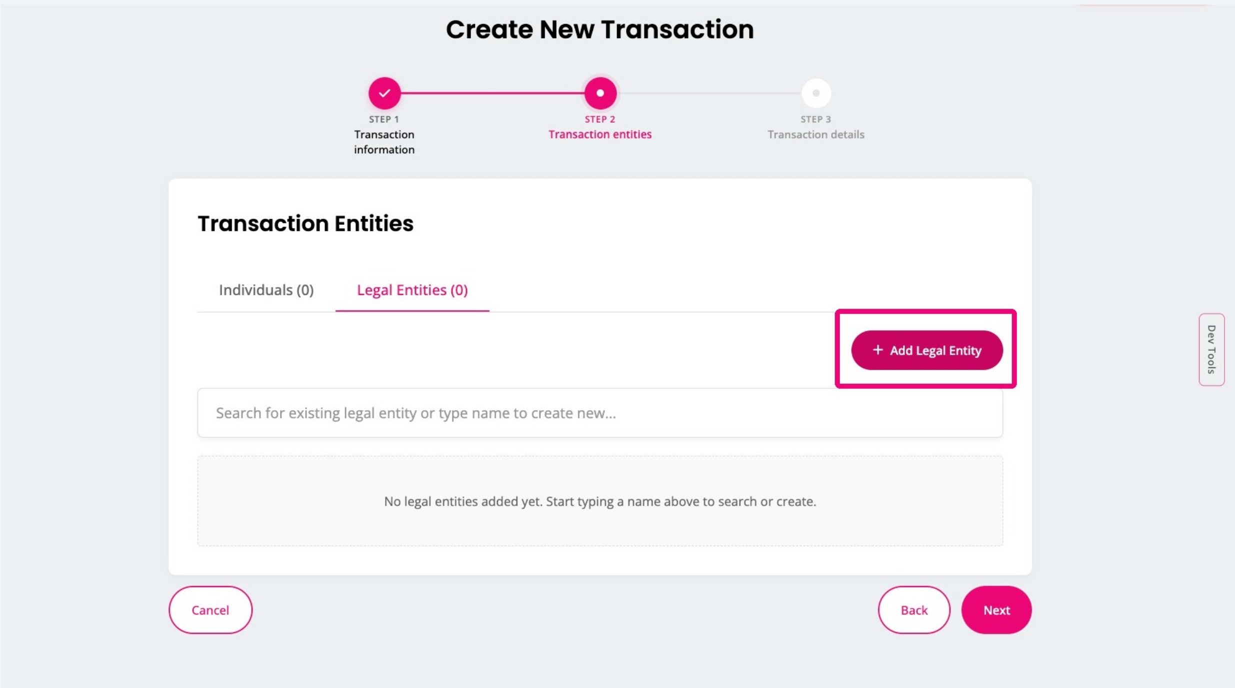


Entity Configuration

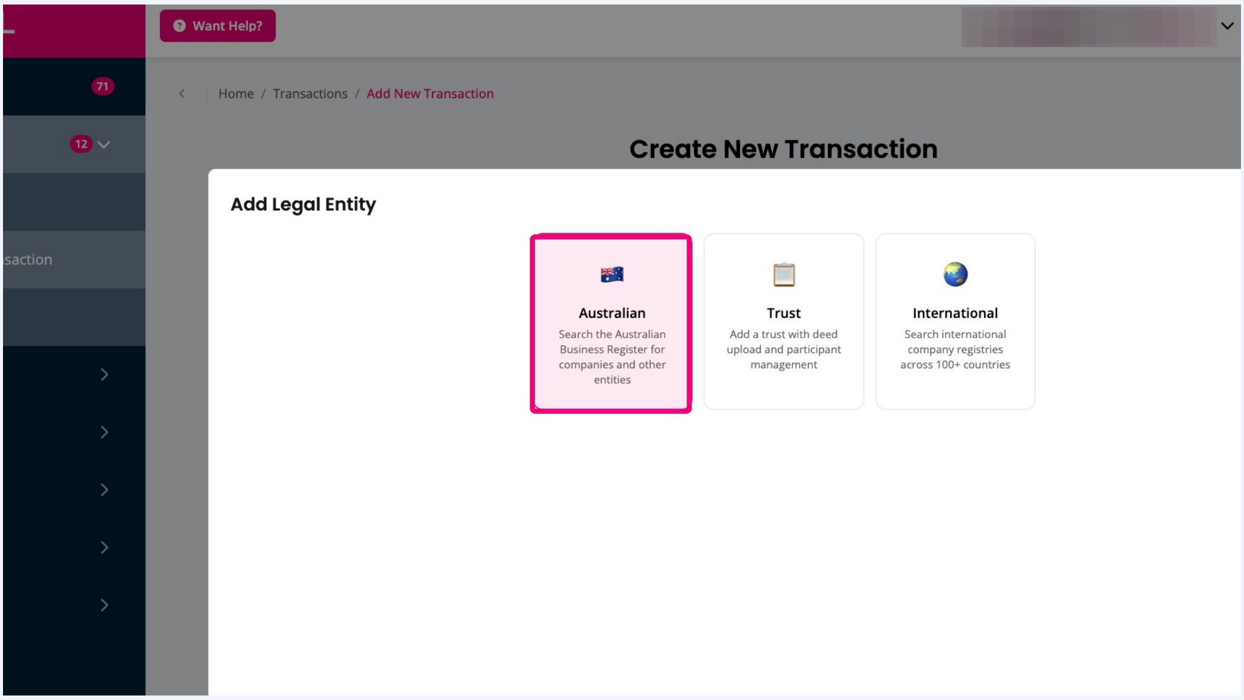
9 Open the Legal Entities tab to attach the client's company to the transaction.



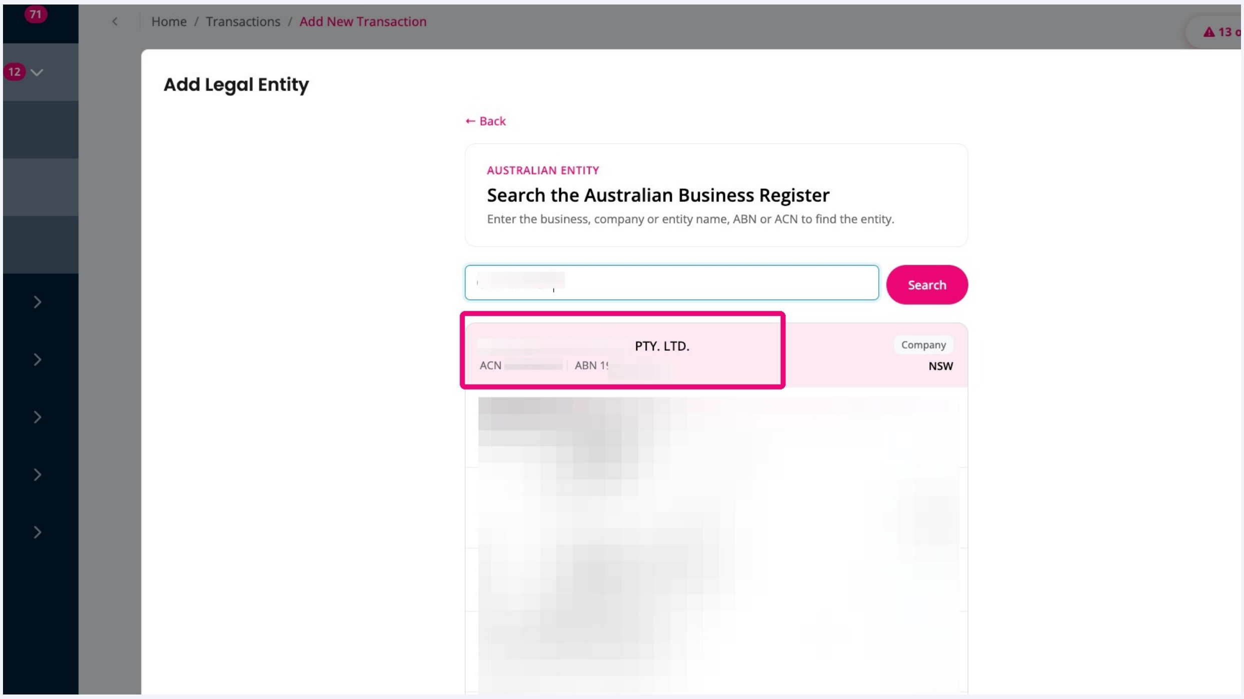
10 Select "Add Legal Entity" to begin adding the entity's details.



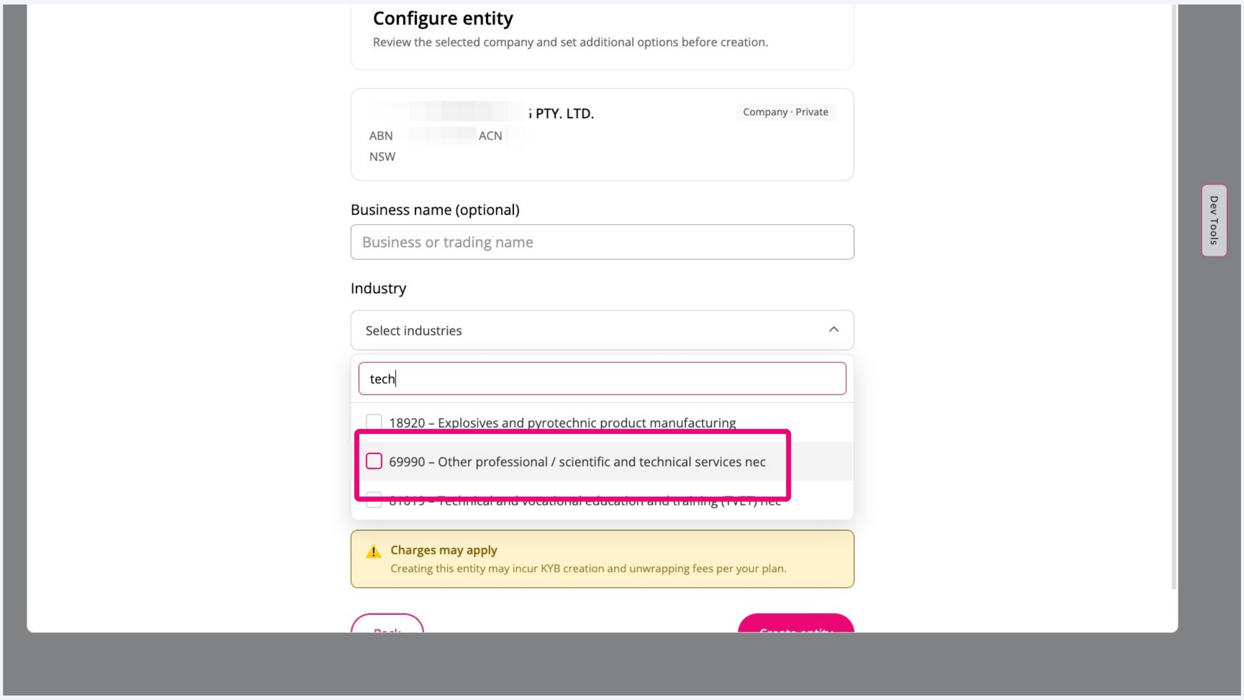
11 Choose "Australian" to search the Australian Business Register for the entity.



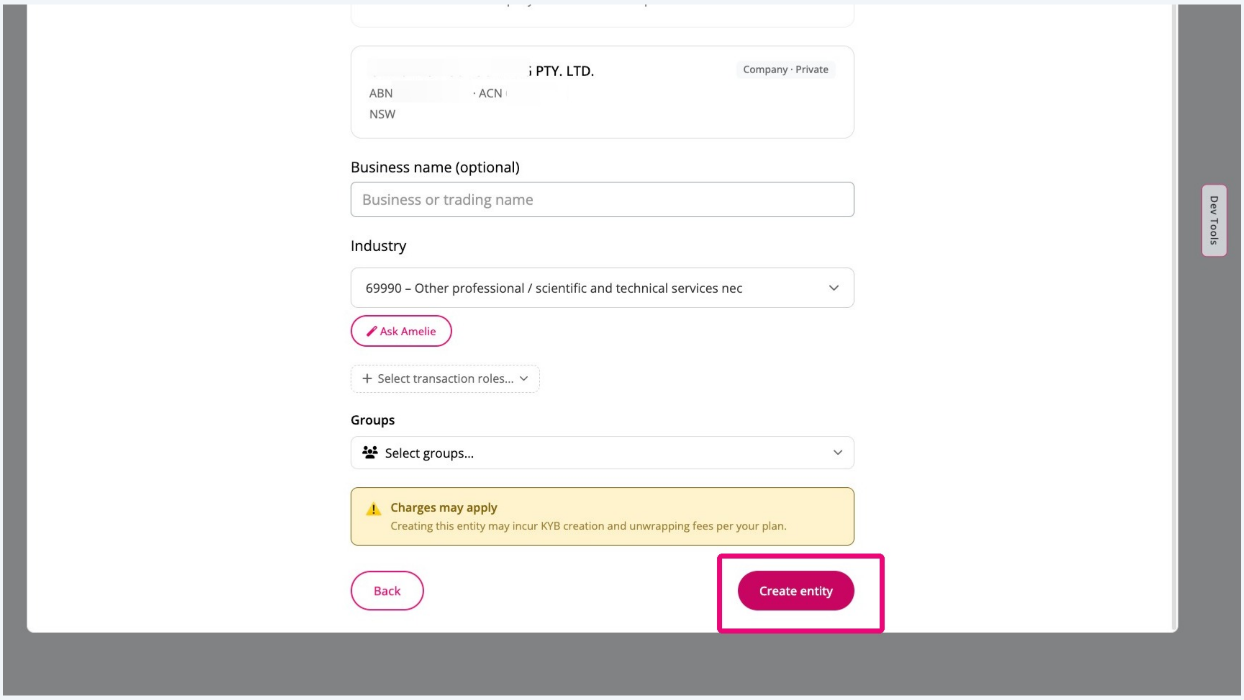
12 Enter the entity's name, ACN or ABN, run the search, then select the correct entity from the results.



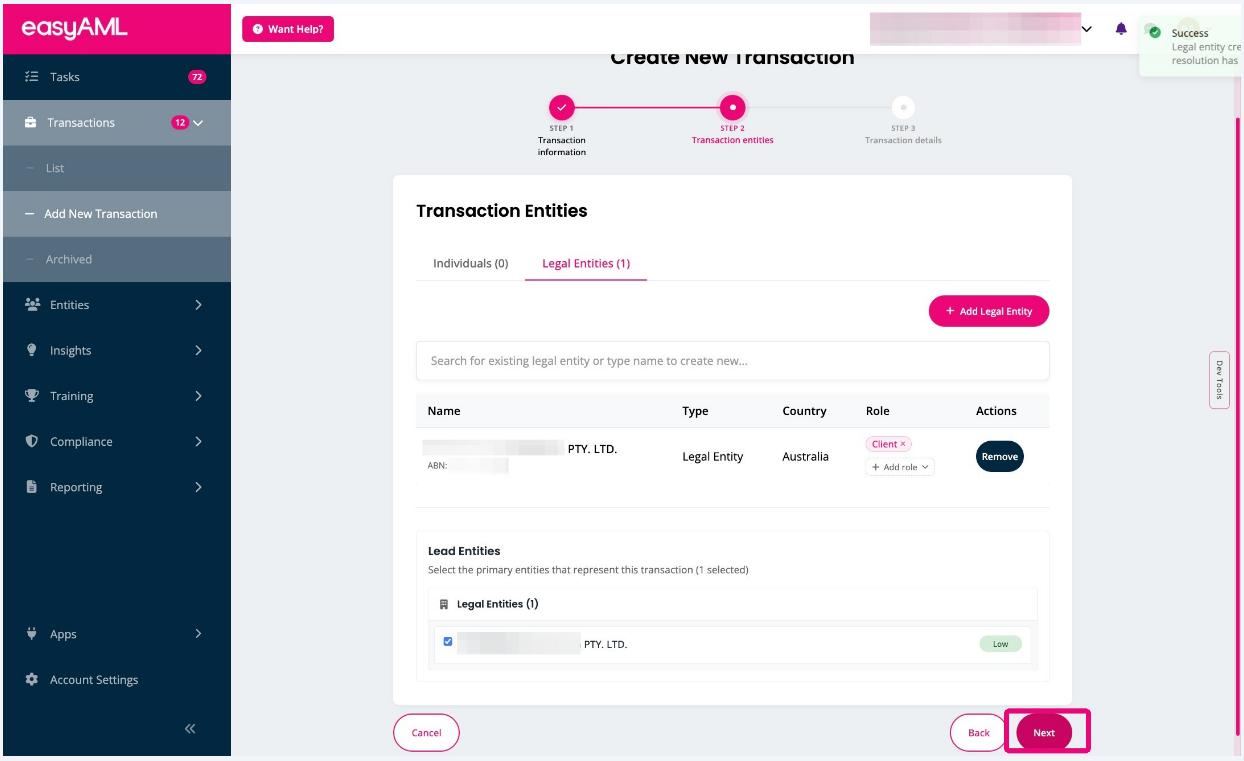
13 Choose the Industry that best reflects the entity's business.



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

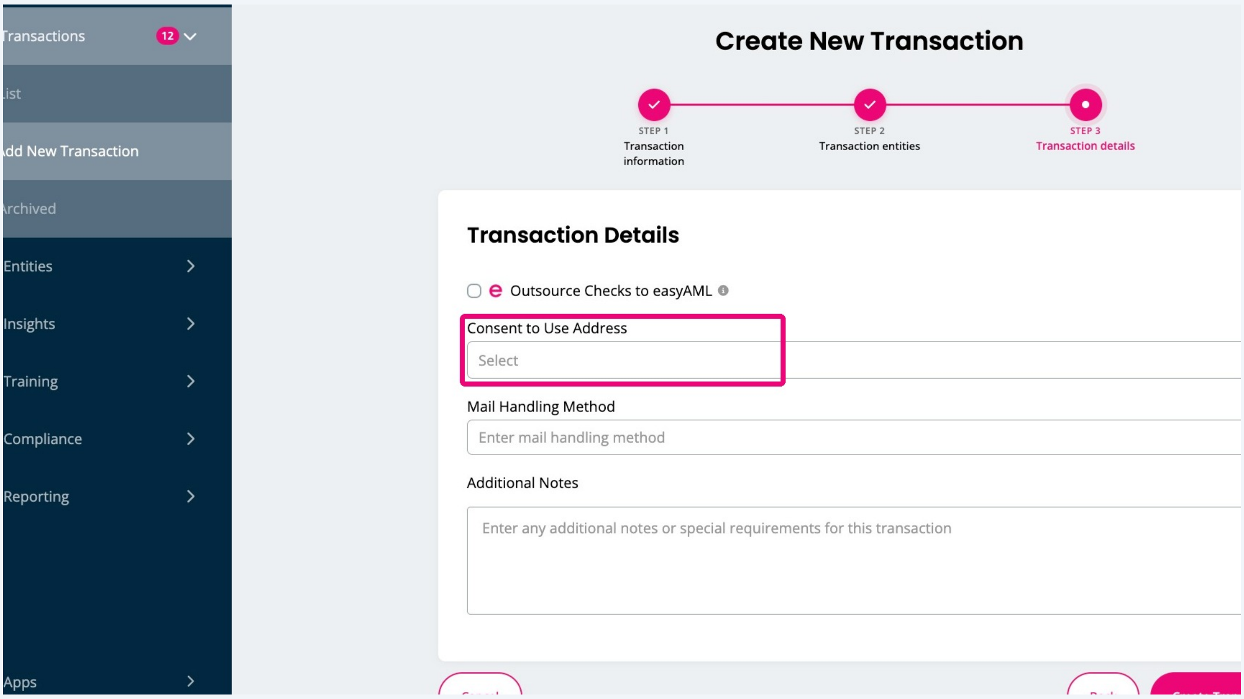


15 With the entity added, select "Next" to proceed.

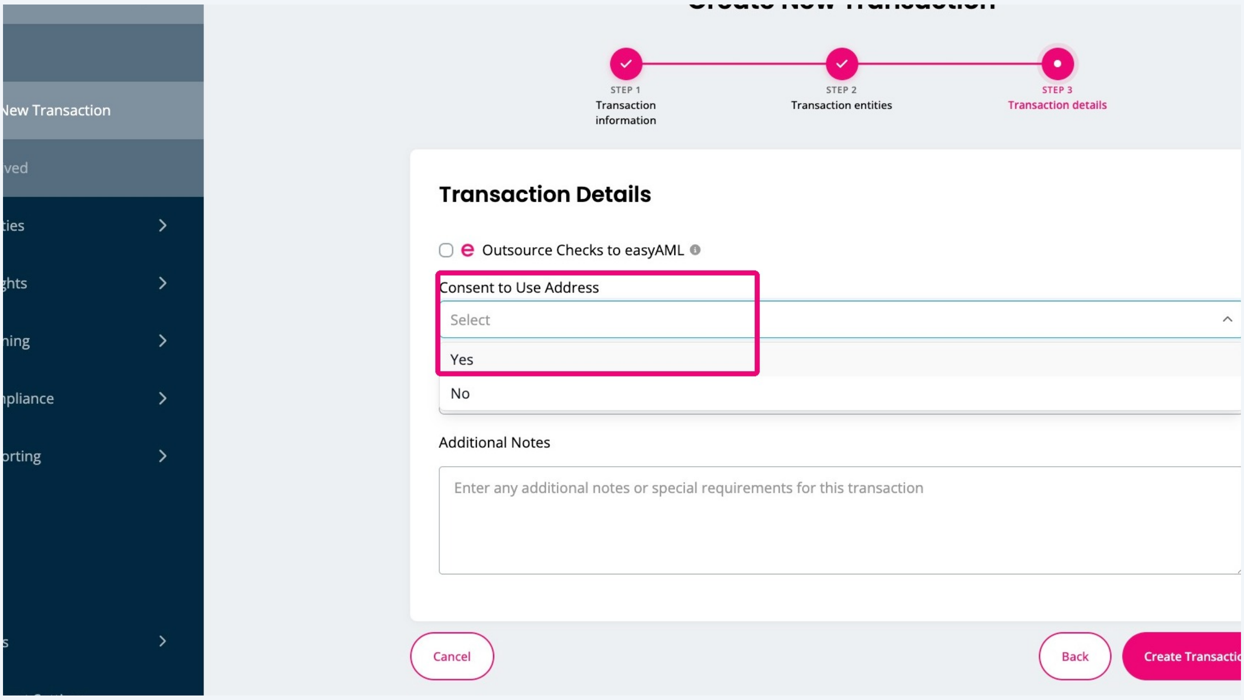


Transaction Details

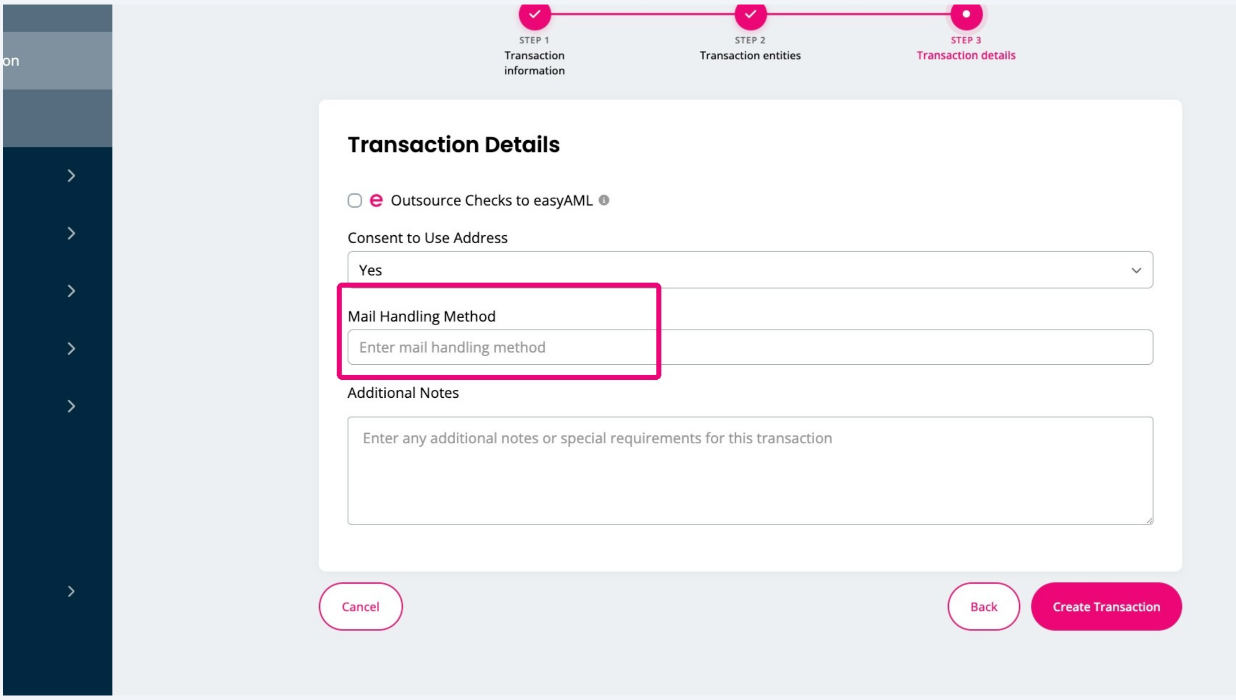
16 Open the Consent to Use Address field.



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



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



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.