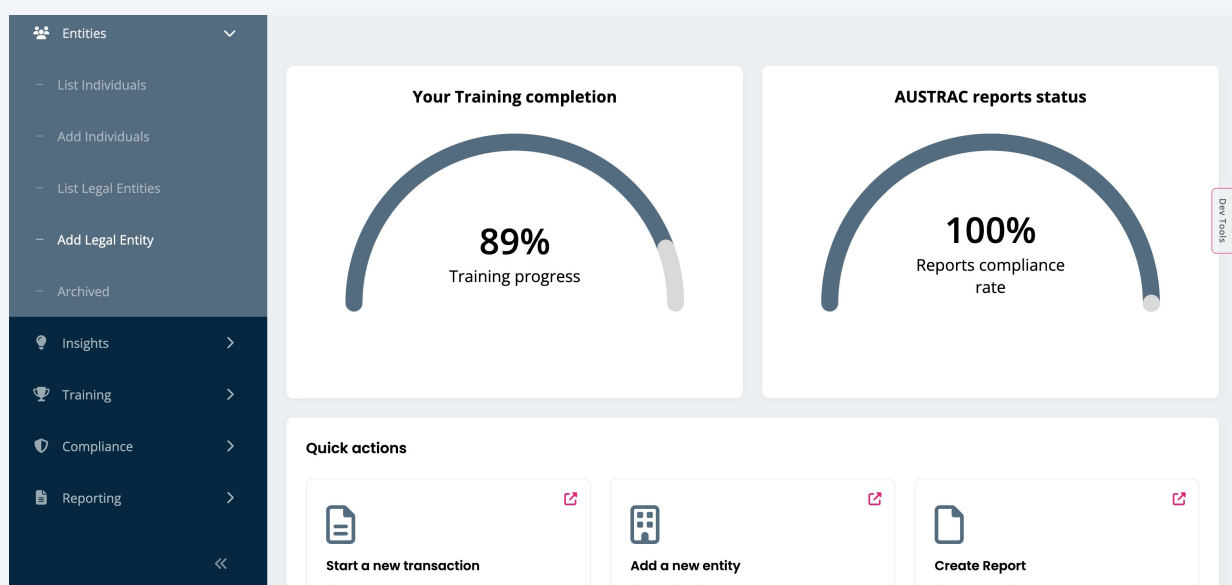


How to Register a New Unit Trust in easyAML and Link It to a Transaction

Learn how to onboard a unit trust into easyAML, from uploading the trust deed to verifying every beneficial owner, then link it to a transaction so you can start your CDD.

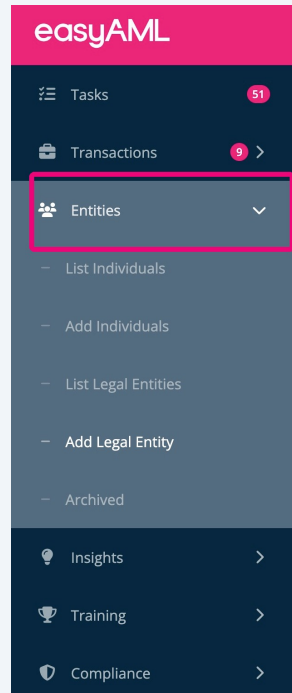
1

Go to <https://app.easyaml.com/dashboard> and sign in.



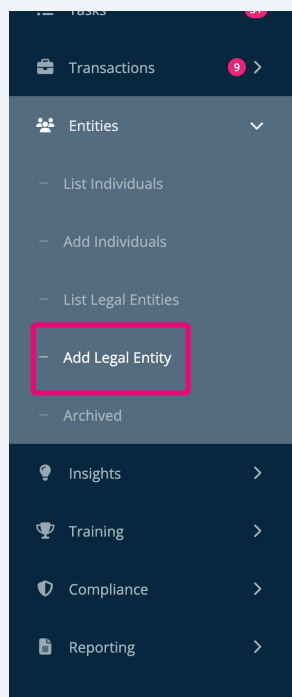
2

Select the **Entities** menu in the left sidebar. Any time a trust is involved in a matter - as the purchasing vehicle, or as a corporate trustee - it needs to be added as an entity so it can be tagged to a transaction.



3

Select **Legal Entities** to begin the KYB process. Unlike adding an individual, adding an entity triggers a KYB - Know Your Business - rather than a KYC, and unwraps the ownership structure to identify the natural persons who ultimately own or control it.



4

Choose **Trust** as the entity type. Unlike a company, a trust isn't registered on any public register - there's no ASIC equivalent for trusts. The trust deed is the only authoritative source of who controls and benefits from the trust, so the platform will ask you to upload it and use it to identify the key parties - trustees, appointors, settlors and named beneficiaries.

Add a legal entity

Choose how you'd like to add a legal entity to your account.



Australian

Search the Australian Business Register for companies and other entities



Trust

Add a trust with deed upload and participant management



International

Search international company registries across 100+ countries

5

Click **Choose PDF** and upload the trust deed. easyAML's deed reader extracts the trust name, type and parties straight from the document and pre-fills the fields for you to review, so a clear, complete PDF gives the best result.

← Back

STEP 1
Upload deed

STEP 2
Trust info

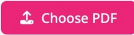
STEP 3
Participants

Upload Trust deed



Amelie Document Reading

Drag and drop or click to upload a trust deed PDF. Amelie will read and extract the details, then show you exactly where each piece of information was found.



Back Skip Next

6

Review the details pulled from the deed, then tick **I confirm the information above is correct.**

property-unit-trust.pdf

Search document

Expand

Change

PROPERTY UNIT TRUST

SAMPLE DOCS PTY LTD
ACN 000 000 001
Level 1, 1 Sample Street
Perth, Western Australia
Tel No: 1300 000 000
Fax No: 1300 000 001

SAMPLE LAWYERS PTY LTD
ACN 000 000 002
Barristers and Solicitors
Level 1, 1 Sample Street
Perth, Western Australia
Tel No: (08) 0000 0000
Fax No: (08) 0000 0001

Document Read

Trust

Document has missing signatures

90% confidence

Type

Corporate

Units

6,000

ABN

+ Add value (Optional)

ACN

+ Add value (Optional)

Address

+ Add value (Optional)

Name

PTY LTD

Held Beneficially For

TRUST

Type

Corporate

Units

4,000

ABN

+ Add value (Optional)

ACN

+ Add value (Optional)

Address

+ Add value (Optional)

+ Additional Beneficiary

Other Parties

+ Additional Appointor

+ Additional Section

☐ I confirm the information above is correct

Skip

Next

7 Click "Next".

THE LAWYERS PTY LTD
ACN 000 000 002
Barristers and Solicitors
Level 1, 1 Sample Street
Perth, Western Australia
Tel No: (08) 0000 0000
Fax No: (08) 0000 0001

Address + Add value (Optional)

+ Additional Beneficiary

Other Parties

+ Additional Appointor

+ Additional Settlor

☒ I confirm the information above is correct

Skip **Next**

8 Click **Next** again to continue through to the trust's parties.

← Back

STEP 1 Upload deed STEP 2 Trust info STEP 3 Participants

TRUST - STEP 2 OF 3
Trust information
Enter the trust details.

Trust name *
PROPERTY UNIT TRUST

Trust type *
Unit Trust

Does the trust trade or carry on a business?
☐ Yes ☒ No

Industry
Select industries

Back **Next**

9

Check the details are correct and add anyone missing, working through each tab - **Beneficiaries**, **Appointors** and **Settlers**. Add every party the deed names here. A settlor with no ongoing control over the trust is still recorded, but generally doesn't need full verification.

← Back

STEP 1 ✓ Upload deed STEP 2 ✓ Trust info STEP 3 ● Participants

TRUST · STEP 3 OF 3

Participants

Add the people and entities involved in this trust.

Trustees (1) **Beneficiaries (2)** Appointors (0) Settlers (0)

This trust's trustees are legal entities — you can only add more legal entities as trustees.

Add a new trustee
Can't find them below? Type their name in the search, then add them as a new individual or legal entity.

+ Add as new legal entity

Search existing individuals or legal entities
Type at least 2 characters to search.

Search or add trustees...

PROPERTY PTY LTD Legal Entity ✕

STEP 1 ✓ Upload deed STEP 2 ✓ Trust info STEP 3 ● Participants

TRUST · STEP 3 OF 3

Participants

Add the people and entities involved in this trust.

Trustees (1) **Beneficiaries (2)** **Appointors (0)** Settlers (0)

Add a new beneficiary
Can't find them below? Type their name in the search, then add them as a new individual or legal entity.

+ Add as new individual
+ Add as new legal entity

Search existing individuals or legal entities
Type at least 2 characters to search.

Search or add beneficiaries...

IRONBARK HOLDINGS PTY LTD	Legal Entity	60	% of units	✕
WATTLE NOMINEES PTY LTD	Legal Entity	40	% of units	✕

Total units: 100.00%

STEP 1
Upload deed

STEP 2
Trust info

STEP 3
Participants

TRUST · STEP 3 OF 3

Participants

Add the people and entities involved in this trust.

Trustees (1)

Beneficiaries (2)

Appointors (0)

Settlers (0)

Add a new appointor

Can't find them below? Type their name in the search, then add them as a new individual or legal entity.

+ Add as new individual

+ Add as new legal entity

Search existing individuals or legal entities

Type at least 2 characters to search.

Search or add appointors...

⚠ Charges may apply

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

Groups

Select groups...

10 When everything looks right, click **Create trust**.

STEP 1
Upload deed

STEP 2
Trust info

STEP 3
Participants

TRUST · STEP 3 OF 3

Participants

Add the people and entities involved in this trust.

Trustees (1)

Beneficiaries (2)

Appointors (0)

Settlers (0)

Add a new settlor

Can't find them below? Type their name in the search, then add them as a new individual or legal entity.

+ Add as new individual

+ Add as new legal entity

Search existing individuals or legal entities

Type at least 2 characters to search.

Search or add settlers...

⚠ Charges may apply

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

Groups

Select groups...

Back

Create trust

11

Click **Go** to open the trust's profile. This is the record the rest of the compliance process runs against, and from here the trust can be tagged to transactions.

UNIT TRUST

Country: Australia

Type: Trust

Trust Type: Unit Trust

Risk Not Determined

Last Updated 04/08/2026

Entity Name: TRUST

+ Add Label

Add to group

Success
Trust created successfully

Edit details Export PDF Print Delete Archive

Summary

UBOs

Documents

Verification

Risk

Matches

Source of Wealth

Source of Funds

Questionnaire

Billing

Notes

Action Required: Additional Information Required

Input the final information about this trust to calculate its risk level.

Go

Summary

0
Transactions

0.00 AUD
Total Transaction Value

No
Sanctions

No
Adverse Media

Associated Transactions

Search transactions...

All Status

All Risk

All Labels

Transaction Reference

Expected Completion Date

Last Updated

Lead Entity

Amount

Status

Label

9

12

Click **Select industries...** The industry classification tells easyAML what kind of trust this is and feeds into its risk rating.

Complete Entity Information ✕

Please provide the following information to complete the risk calculation for this entity.

Country *

Australia

Does The Entity Trade? *

Yes ▼

Select applicable industries *

Select industries... ▼

✎ Ask Amelle

Cancel Save

13

Start typing the trust type into the search box. In this case we're registering a unit trust, so we type **unit**.

- 14 Select **1004 - Unit Trust (unlisted/private) - passive investment** from the list.

Complete Entity Information ✕

xx

[Clear all](#)

- ☐ XX1001 - Individual — passive investor (not carrying on a business)
- ☐ XX1002 - Self-managed superannuation fund (SMSF) — passive investment
- ☐ XX1003 - Family / discretionary trust — passive investment
- ☒ **XX1004 - Unit trust (unlisted / private) — passive investment**
- ☐ XX1005 - ...

XX1004 - Unit trust (unlisted / private) — passive investment ^

[✎ Ask Amelie](#)

[Cancel](#) [Save](#)

15 Click "Save".

Please provide the following information to complete the risk calculation for this entity.

Country *

Australia

Does The Entity Trade? *

Yes

Select applicable industries *

XX1004 – Unit trust (unlisted / private) — passive investment

[Ask Amelie](#)

Cancel Save

16

Open the **UBOs** tab. This is where the platform displays every individual identified as a controlling person or named beneficiary. Where a party is itself a company - for example a corporate trustee - use **Search company register** to pull it from ASIC and keep tracing the ownership down to the natural persons behind it.

UNIT TRUST

Country: Australia Type: Trust Industry: XX1004 - Unit trust (unlisted / private) — passive investment

Trust Type: Unit Trust Risk: Not Determined Last Updated: 04/08/2026

Entity Name: UNIT TRUST

+ Add Label + Add to group

Edit details Export PDF

Print Delete Archive

Summary

UBOs

Documents

Verification

Risk

Matches

Source of Wealth

Source of Funds

Questionnaire

Billing

Summary

0 Transactions

0.00 AUD
Total Transaction Value

No Sanctions

No Adverse Media

Dev Tools

Associated Transactions

Search transactions... All Status All Risk All Labels

Transaction Reference	Expected Completion Date	Last Updated	Lead Entity	Amount	Status	Label
No transactions found						

17 Click the name of the **trustee**.

Trustees

+ Add Individual Trustee

+ Add legal entity trustee

Trustees are responsible for managing the trust assets and acting in the best interests of the beneficiaries. A trust's trustees must all be the same type, so only legal entity trustees can be added.

Name	Full Name (as registered)	Type	Status	Risk	Action
<u>BLUEGUM PROPERTY PTY LTD</u>	BLUEGUM PROPERTY PTY LTD	company	● Not Verified	●●●● Not Determined	

Beneficiaries

+ Add Individual Beneficiary

+ Add legal entity beneficiary

Beneficiaries are entitled to benefit from the trust assets. Some trusts have discretionary beneficiaries (class of people) rather than specific named individuals.

Name	Full Name (as registered)	Type	% of units	Status	Risk
<u>IRONBARK HOLDINGS PTY LTD</u>	IRONBARK HOLDINGS PTY LTD	company	60%	● Not Verified	●●●● Not Determined
<u>WATTLE NOMINEES PTY LTD</u>	WATTLE NOMINEES PTY LTD	company	40%	● Not Verified	●●●● Not Determined

Appointor

+ Add Individual Appointor

+ Add legal entity appointor

Dev Tools

18 Click **Search company register** to verify a corporate trustee against ASIC.

PTY LTD

ACN: Country: Australia Type: Company

[Edit details](#) [Mark as Direct Customer](#) [Export PDF](#)

Risk Not Determined Last Updated 04/08/2026

Entity Name: PTY LTD

[Print](#) [Delete](#) [Archive](#)

[+ Add Label](#) [+ Add to group](#)

Summary

Ownership

UBOs

Risk

Matches

Source of Wealth

Source of Funds

Questionnaire

Billing

Notes

Attachments

Search for this company

This company hasn't been matched to a company register yet. Search for it to verify its details and unwrap its ownership structure.

[Search company register](#)

[Not on any register](#)

Manually created companies do not search any company registers. You will need to manually add the ownership structure and verify beneficial owners. [Click here to add a UBO](#) [Search the company register](#)

Action Required: Additional Information Required

Input the final information about this legal entity to calculate its risk level.

[Go](#)

Summary

0.00 AUD

19 Click the name of the legal entity returned from the register.

Tasks 51

Transactions 9

Entities >

– List Individuals

– Add Individuals

– List Legal Entities

– Add Legal Entity

– Archived

Insights >

Training >

Compliance >

Reporting >

[Home](#) / [Legal Entities](#) / [UNIT TRUST](#) / [PTY LTD](#)

9 overdue tasks

PTY LTD

ACN: 611 111 111 Country: Australia Type: Company

[Edit details](#) [Mark as Direct Customer](#) [Export PDF](#)

Risk Medium Last Updated 04/08/2026

Entity Name: PTY LTD

[+ Add Label](#) [+ Add to group](#)

Summary

Ownership

UBOs

Risk

Matches

Source of Wealth

Source of Funds

Questionnaire

Billing

Notes

Search for this company

This company hasn't been matched to a company register yet. Search for it to verify its details and unwrap its ownership structure.

[Search company register](#)

[Not on any register](#)

Manually created companies do not search any company registers. You will need to manually add the ownership structure and verify beneficial owners. [Click here to add a UBO](#) [Search the company register](#)

Action Required: Additional Information Required

Input the final information about this legal entity to calculate its risk level.

[Go](#)

Summary

0.00 AUD

20 Open its **UBOs** tab to see the natural persons behind that entity.

The screenshot shows a sidebar on the left with a menu. The 'Entities' section is expanded, and the 'UBOs' tab is highlighted with a red box. The main content area is titled 'Summary' and contains four cards: '0 Transactions', '0.00 AUD Total Transaction Value', 'No Sanctions', and 'No Adverse Media'. Below these is a section for 'Associated Transactions' with a search bar and filters. The table below is empty, showing 'No transactions found'.

Transaction Reference	Expected Completion Date	Last Updated	Lead Entity	Amount	Status	Label
No transactions found						

21 Click the name of a **beneficiary**.

The screenshot shows a sidebar on the left with a menu. The 'Beneficiaries' tab is highlighted with a red box. The main content area is titled 'Beneficiaries' and contains a table with columns: Name, Full Name (as registered), Type, % of units, Status, and Risk. The table has two rows, both for 'PTY LTD' entities. The first row is highlighted with a red box. Below the table is a section for 'Appointor'.

Name	Full Name (as registered)	Type	% of units	Status	Risk
[Redacted]	[Redacted] PTY LTD	company	60%	Not Verified	Not D
[Redacted]	[Redacted] PTY LTD	company	40%	Not Verified	Not D

22

Click **Search company register** if that beneficiary is itself a company, otherwise continue with the individual.

The screenshot shows the 'PTY LTD' entity page. The left sidebar contains a menu with 'Entities' expanded, showing options like 'List Individuals', 'Add Individuals', 'List Legal Entities', and 'Add Legal Entity'. The main content area displays the entity's details: ACN: 622 222 222, Country: Australia, Type: Company, Risk: Not Determined, and Last Updated: 04/08/2026. A red box highlights the 'Search company register' button in the 'Summary' section. Below this, there are three yellow warning boxes: 'Search for this company' (with a 'Not on any register' button), 'Manually created companies do not search any company registers...', and 'Action Required: Additional Information Required' (with a 'Go' button). The bottom summary bar shows '0.00 AUD' and two 'Pending' status boxes.

23

Click the name of the unit trust to return to its structure.

The screenshot shows the 'PTY LTD' entity page. The left sidebar is the same as in the previous image. The main content area displays the entity's details. A red box highlights the 'UNIT TRUST' link in the breadcrumb navigation at the top. The 'Summary' section contains the same three yellow warning boxes as before. The bottom summary bar shows '0.00 AUD' and two 'Pending' status boxes.

24 Open the **UBOs** tab again.

Summary

- Documents
- Verification
- Risk
- Matches
- Source of Wealth
- Source of Funds
- Questionnaire
- Billing
- Notes
- Attachments
- Tasks

Summary

- 0** Transactions
- 0.00 AUD** Total Transaction Value
- No** Sanctions
- No** Adverse Media

Associated Transactions

Search transactions... All Status All Risk All Labels

Transaction Reference	Expected Completion Date	Last Updated	Lead Entity	Amount	Status
No transactions found					

25 Click the next beneficiary's name.

Beneficiaries

+ Add Individual Beneficiary Add legal entity beneficiary

Beneficiaries are entitled to benefit from the trust assets. Some trusts have discretionary beneficiaries (class of people) rather than specific named individuals.

Name	Full Name (as registered)	Type	% of units	Status	Risk
[Redacted] PTY LTD	[Redacted] PTY LTD	company	60%	Not Verified	Medium
[Redacted] PTY LTD	[Redacted] PTY LTD	company	40%	Not Verified	Not Determined

26 Click **Search company register** where needed.

The screenshot shows the profile of a company named PTY LTD. The left sidebar contains a navigation menu with items like 'Transactions', 'Entities', 'Individuals', 'Legal Entities', 'Archived', 'Sights', 'Training', 'Compliance', and 'Reporting'. The main content area displays the company's details: ACN: 633 333 333, Country: Australia, Type: Company, Risk: Not Determined, and Last Updated: 04/08/2026. Below this is a 'Summary' section with a list of categories: Ownership, UBOs, Risk, Matches, Source of Wealth, Source of Funds, Questionnaire, Billing, Notes, and Attachments. A red circle highlights the 'Search company register' button in the 'Search for this company' alert box. Other buttons like 'Edit details', 'Mark as Direct Customer', 'Export PDF', 'Print', 'Delete', and 'Archive' are also visible. A 'Dev Tools' sidebar is on the right.

Summary

Ownership

UBOs

Risk

Matches

Source of Wealth

Source of Funds

Questionnaire

Billing

Notes

Attachments

Search for this company

This company hasn't been matched to a company register yet. Search for it to verify its details and unwrap its ownership structure.

Search company register

Not on any register

Action Required: Additional Information Required

Input the final information about this legal entity to calculate its risk level.

Go

Summary

0.00 AUD

27 Click the name of the unit trust to return to the top of the structure. Keep repeating this pattern until every UBO has been traced to a natural person and verified - the platform stops automatically once every branch resolves to a real person, so you're only charged for the layers that actually exist.

The screenshot shows the same PTY LTD entity page, but with a red box highlighting the 'UNIT TRUST' link in the breadcrumb navigation at the top: 'Home / Legal Entities / UNIT TRUST / PTY LTD'. A red badge in the top right corner indicates '9 overdue tasks'. The 'Summary' section is partially visible, showing 'Ownership' and the 'Search for this company' alert box with the 'Search company register' button. The 'Dev Tools' sidebar is on the right.

Home / Legal Entities / UNIT TRUST / PTY LTD

9 overdue tasks

Summary

Ownership

Search for this company

Search company register

28

Click **Transactions** in the left-hand menu. Create the transaction before you provide the designated service - this is where your CDD for the matter lives.

The screenshot shows the UNIT TRUST interface. On the left, a dark blue navigation bar contains a 'Tasks' menu with a red badge showing '51'. Below it, the 'Transactions' menu item is highlighted with a red box and has a red badge showing '9'. Other menu items include 'Entities', 'List Individuals', 'Add Individuals', 'List Legal Entities', 'Add Legal Entity', 'Archived', 'Insights', 'Training', 'Compliance', and 'Reporting'. The main content area shows the 'UNIT TRUST' header with a red badge showing '9 overdue tasks'. Below the header, there are tabs for 'Summary', 'UOBs', 'Documents', 'Verification', 'Risk', 'Matches', 'Source of Wealth', 'Source of Funds', 'Questionnaire', and 'Billing'. The 'Summary' tab is active, displaying a summary of the trust's status: 0 Transactions, 0.00 AUD Total Transaction Value, No Sanctions, and No Adverse Media. Below the summary, there is a section for 'Associated Transactions' with a search bar and filters for 'All Status', 'All Risk', and 'All Labels'. A table of transactions is visible below the filters.

29

Click **Add New Transaction**.

The screenshot shows the UNIT TRUST interface. On the left, a dark blue navigation bar contains a 'Tasks' menu with a red badge showing '51'. Below it, the 'Transactions' menu item is highlighted with a red box and has a red badge showing '9'. Other menu items include 'Entities', 'List Individuals', 'Add Individuals', 'List Legal Entities', 'Add Legal Entity', 'Archived', 'Insights', 'Training', 'Compliance', and 'Reporting'. The main content area shows the 'UNIT TRUST' header with a red badge showing '9 overdue tasks'. Below the header, there are tabs for 'Summary', 'UOBs', 'Documents', 'Verification', 'Risk', 'Matches', 'Source of Wealth', 'Source of Funds', 'Questionnaire', and 'Billing'. The 'Summary' tab is active, displaying a summary of the trust's status: 0 Transactions, 0.00 AUD Total Transaction Value, No Sanctions, and No Adverse Media. Below the summary, there is a section for 'Associated Transactions' with a search bar and filters for 'All Status', 'All Risk', and 'All Labels'. A table of transactions is visible below the filters.

30

Fill in the transaction details - click the **Select or type transaction type** field and choose **Commercial property transaction**, enter the **Property Value**, then click **Next**.

Create New Transaction

STEP 1
Transaction
information

STEP 2
Transaction entities

STEP 3
Transaction details

Transaction Information

Type *

Select or type transaction type

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

04/09/2026

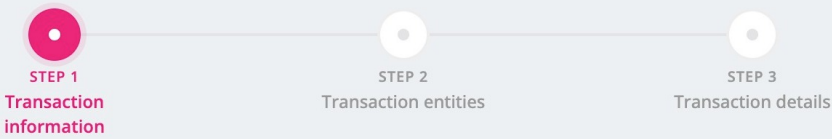
Custom Reference

Optional custom reference for this transaction

Transaction Description

Enter details about this transaction

Create New Transaction



Transaction Information

Type *

Ac

REAL ESTATE

Residential property transaction

Residential property transaction

Commercial property transaction

Commercial property transaction

LEGAL

Establishing companies

Establishing a company

Transaction Description

Enter details about this transaction

Create New Transaction

STEP 1
Transaction
information

STEP 2
Transaction entities

STEP 3
Transaction details

Transaction Information

Type *

Commercial property transaction

Source (leave blank if seller or unknown)

Select transaction source(s) ▼

Currency

AUD - Australian Dollar ▼

Property Value *

\$ 0

Settlement Date (expected)

04/09/2026 📅

Custom Reference

Optional custom reference for this transaction

Reason for Transaction *

Enter details about this transaction

Transaction Information

Type *

Commercial property transaction

Source (leave blank if seller or unknown)

Select transaction source(s)



Currency

AUD - Australian Dollar



Property Value *

\$ 1,000,000

Settlement Date (expected)

04/09/2026



Custom Reference

Optional custom reference for this transaction

Reason for Transaction *

Enter details about this transaction

Groups

 Select groups...

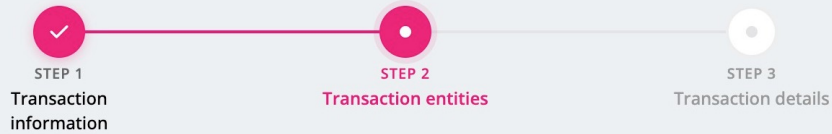


Cancel

Next

31 Click **Legal Entities**.

Create New Transaction



Transaction Entities

Individuals (0)

Legal Entities (0)

+ Add New Individual

Search for existing individual or type name to create new...

No individuals added yet. Start typing a name above to search or create.

Cancel

Back

Next

32 Click **Add Legal Entity**.

Create New Transaction

STEP 1
Transaction
information

STEP 2
Transaction entities

STEP 3
Transaction details

Transaction Entities

Individuals (0) Legal Entities (0)

+ Add Legal Entity

Search for existing legal entity or type name to create new...

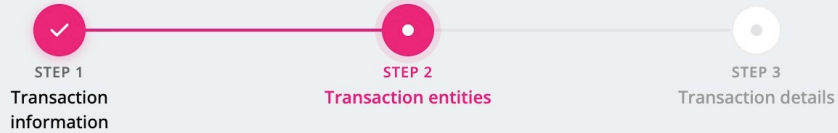
No legal entities added yet. Start typing a name above to search or create.

CancelBackNext

33

Click the **Search for existing legal entity or type name to create new...** field.

Create New Transaction



Transaction Entities

Individuals (0)

Legal Entities (0)

+ Add Legal Entity

Search for existing legal entity or type name to create new...

No legal entities added yet. Start typing a name above to search or create.

Cancel

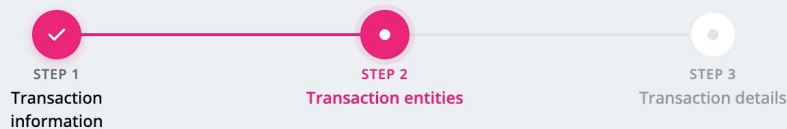
Back

Next

34

Search for and select the unit trust you created earlier. If any of its UBOs are already in your records from a previous matter and within the two-year validity window, their existing verified profile links across automatically - no double-handling.

Create New Transaction



Transaction Entities

Individuals (0)

Legal Entities (0)

+ Add Legal Entity

+ Create

YOUR LEGAL ENTITIES

trust

UNIT TRUST

PTY LTD

Cancel

Back

Next

35 Click **Next**.

Individuals (0)

Legal Entities (1)

+ Add Legal Entity

Search for existing legal entity or type name to create new...

Name	Type	Country	Role	Actions
UNIT TRUST	Legal Entity	Australia	Client × + Add role ▾	Remove

Lead Entities

Select the primary entities that represent this transaction (1 selected)

Legal Entities (1)

☒ UNIT TRUST

Medium

Cancel

Back

Next

36

Click **Create Transaction**. The unit trust is now registered and linked to the transaction - from here you can send the verification requests, work through the transaction's checklist and complete your CDD.

That covers registering a unit trust in easyAML.

Need a hand? Contact the easyAML team at support@easyaml.com or on 1300 425 495.

Transaction Details

Property Address

Start typing to search for the complete address

Contract Date



Intended Use

Lease Summary

Additional Notes

Cancel

Back

Create Transaction