

Adding a Trust (Discretionary, Unit or SMSF)

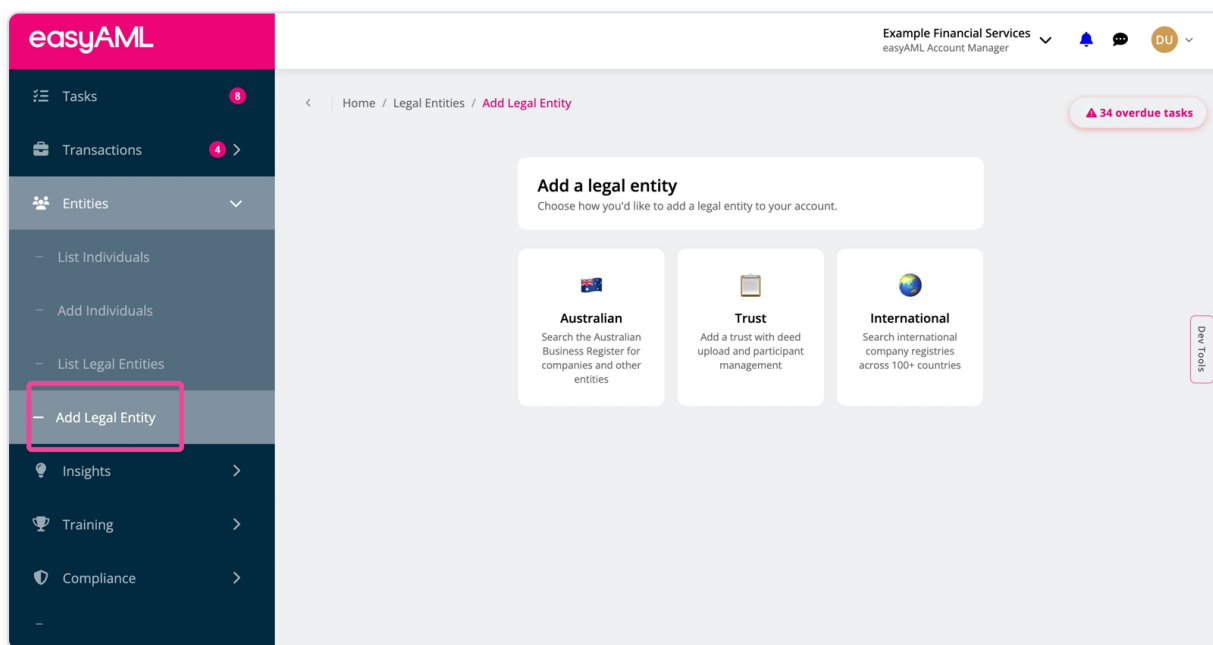
KYB-01b · Version 1.1

Any time a trust — discretionary/family, unit, or SMSF — is involved in a matter, it needs to be added as an entity so it can be verified and tagged to a transaction. Adding a trust triggers a **KYB** that identifies the people who control and benefit from it.

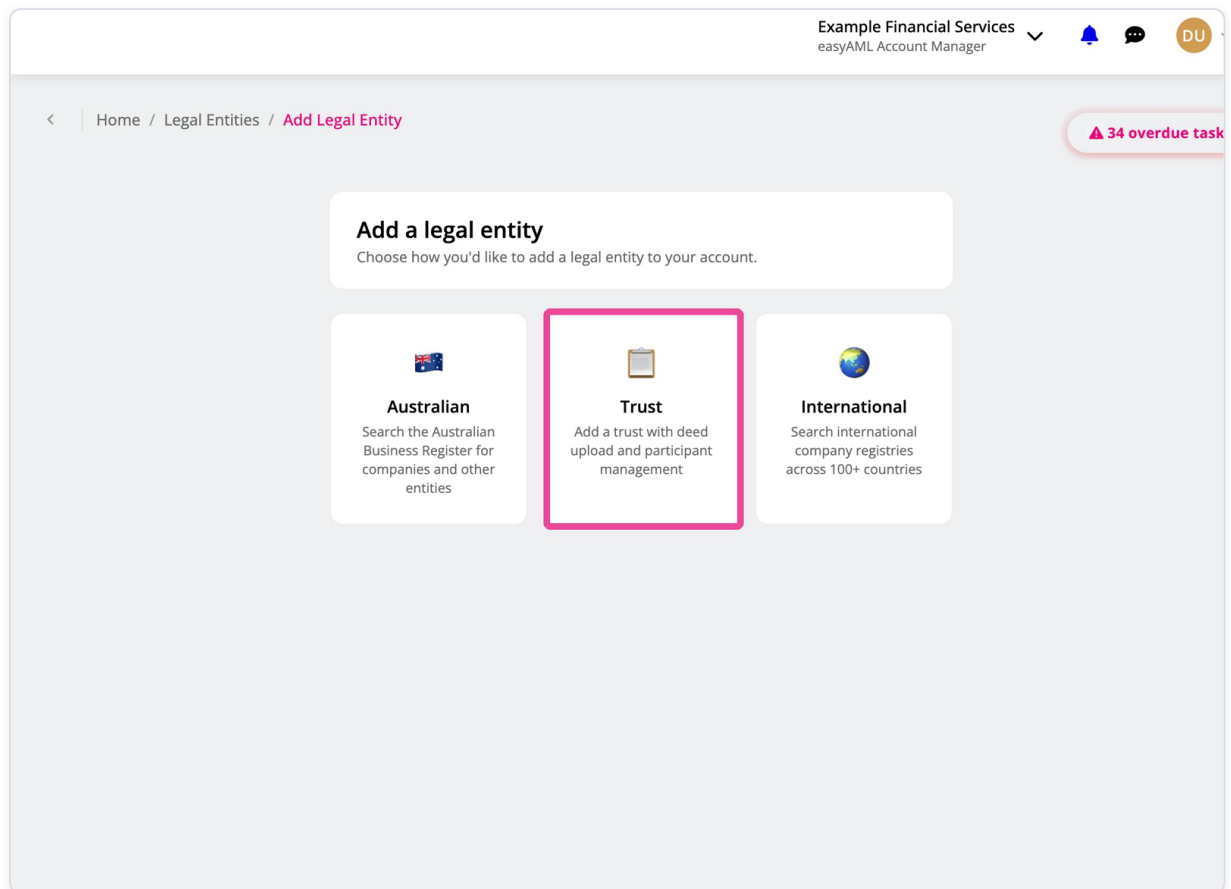
OPEN TO START <https://app.easyaml.com/legal-entities/new>

Add the trust from its deed

- 1 Open the **Entities** menu in the left sidebar and select **Add Legal Entity**.



- 2 Select **Trust** as the entity type. Unlike a company, a trust isn't on any public register — there's no ASIC equivalent for trusts. The **trust deed is the authoritative source** of who controls and benefits from the trust.



- 3 Upload the trust deed. The platform's **AI trust-deed reader (Amelie)** extracts the key parties automatically and pre-fills the fields for you to review and confirm — or you can enter the details manually.

Home / Legal Entities / Add Legal Entity

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STEP 1

Upload deed

STEP 2

Trust info

STEP 3

Participants

Dev Tools

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.

Choose PDF

Back

Enter manually instead

Skip

Next

- 4 Review the **Trust Information** — trust name, trust type, whether it trades or carries on a business, and industry — then confirm the **Participants** identified from the deed (trustees, beneficiaries, appointor) and click **Create trust**.

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STEP 1
Upload deed

STEP 2
Trust info

STEP 3
Participants

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

Trust name *

The Trustee for LAWYER GROUP AUS TRUST

Trust type *

Select trust type

Does the trust trade or carry on a business?

☐ Yes ☒ No

Industry

Select industries

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STEP 1
Upload deed

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Participants

Add the people and entities involved in this trust.

Trustees (0)

Beneficiaries (0)

Appointor

Search or add trustees...

Charges may apply

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

Groups

Select groups...

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Create trust

- 5 The trust's profile is created — verified details, identified controlling persons, and current status. This is the record the rest of the compliance process runs against.

Home / Legal Entities / The Trustee 1

34 overdue tasks

The Trustee for

Type: Trust Industry: Risk Not Determined Last Updated 18/06/2026

Export PDF Print Delete

Add Label Add to group

Summary

UBOs

Documents

Verification

Risk

Matches

Billing

Notes

Attachments

Logs

5 Transactions

AUD Total Transaction Value

No Sanctions

No Adverse Media

Associated Transactions

Search transactions...

All Status All Risk All Labels All Groups Outourced Only All Outsource Status

All Outsource Types All Assignments All SLA

Transaction Reference	Custom Reference	Expected Completion Date	Created	Last Updated	Lead Entity	Amount	Status
efs-tx-14		20/01/2026		17/06/2026	No lead entity	95,000.00 AUD	Complete
efs-tx-12		05/01/2026		17/06/2026	No lead entity	28,000.00 AUD	Complete

Verify the people behind the trust

- 1 Open the **UBOs** tab — every individual identified as a controlling person or named beneficiary: trustees, appointor, and named adult beneficiaries. Send a KYC to each (existing verified records within the two-year window link across automatically).

Summary

UBOs

Documents

Verification

Risk

Matches

Billing

Notes

Attachments

Logs

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.

Name	Type	Status	Risk	Actions
No trustees have been added to this trust.				

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	Type	Status	Risk	Actions
No beneficiaries have been added to this trust.				

Appointor

Add Individual Appointor

Add legal entity appointor

The appointor has the power to appoint and remove trustees. Typically, there is only one appointor for a trust.

Name	Type	Status	Risk	Actions
No appointor has been assigned to this trust.				

Done Tools

- 2 The **Documents** tab is the permanent home for the trust deed, any deed amendments, and supplementary evidence collected during the review.

The screenshot shows the 'Documents' tab for 'The Trustee for EFS Investment Trust'. The left sidebar contains a navigation menu with 'Documents' highlighted. The main content area is titled 'Trust Documents' and contains two sections: 'Trust Deed' and 'Other Documents'. The 'Trust Deed' section includes a description, an 'Upload Trust Deed' button, and a message stating 'No trust deed has been uploaded yet.' The 'Other Documents' section includes a description, an 'Upload Document' button, and a message stating 'No additional documents have been uploaded yet.' The top of the page shows the trust name, type, industry, risk level, and last updated date. There are also buttons for 'Export PDF', 'Print', and 'Delete'. A 'Dev Tools' button is visible on the right side of the main content area.

- 3 The **Verification & Compliance** checklist gives a live view of where each party stands — who has completed KYC, who's pending, and whether any screening results need review.

The screenshot shows the 'Verification & Compliance' tab for 'The Trustee for EFS Investment Trust'. The left sidebar contains a navigation menu with 'Verification' highlighted. The main content area is titled 'Verification & Compliance' and contains three sections: 'Trust Verification Status', 'Risk Assessment', and 'Compliance Checks'. The 'Trust Verification Status' section shows 'Not Verified' and a 'Verification Required' message. The 'Risk Assessment' section shows 'Low Risk' and a list of risk factors. The 'Compliance Checks' section shows a 'Sanctions check' result of 'Clear - No sanctions matches found'. The bottom of the page includes a copyright notice for Dow Jones and Company, Inc. A 'Dev Tools' button is visible on the right side of the main content area.

- 4 Once all parties are verified, the trust's risk rating updates to reflect the full picture — its own profile combined with the risk of the people behind it. The trust is now active and can be tagged to transactions.

Corporate trustee? The trustee company is its own KYB — add it (or let the unwrap surface it) and follow the chain. A trust with a corporate trustee resolves layer by layer, just like a layered company structure.

More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** <https://knowledge.easyaml.com/working-with-legal-entities-in-easyaml>
- **Video walkthrough:**
https://scribehov.com/o/PKpOki2kThyzGwDRLEXASw/viewer/Adding_and_Managing_Entities_Trust_in_easyAML__-av9KhqBQSe5csXWdlmR8g