

Adding an Australian Legal Entity (Company)

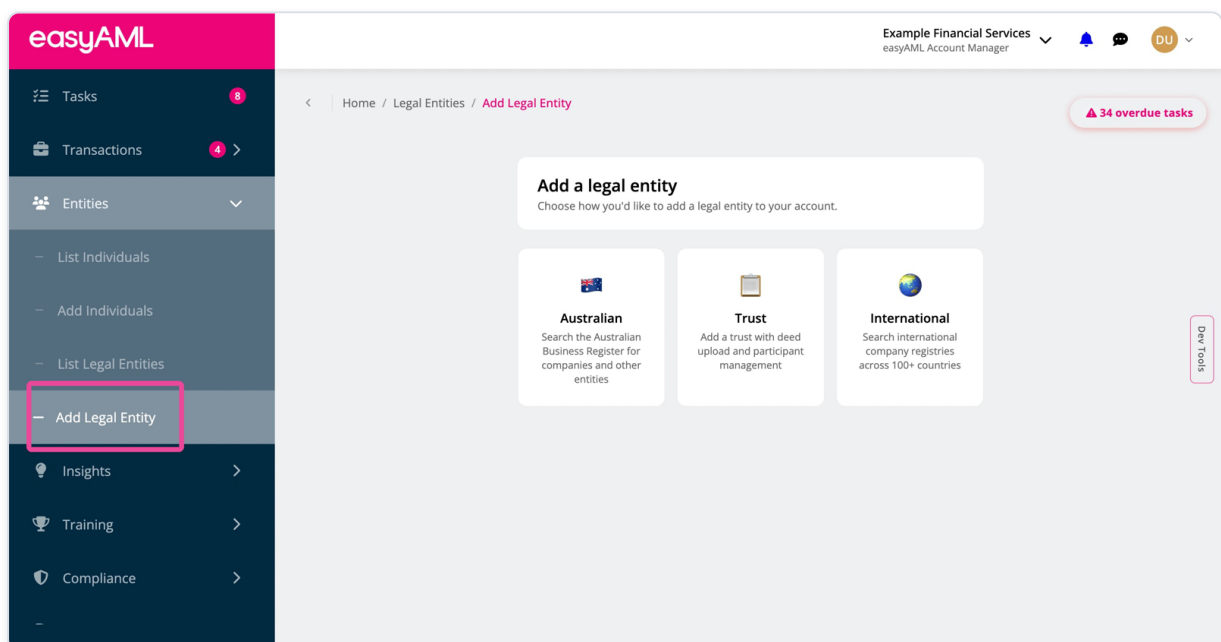
KYB-01a · Version 1.1

Any time an Australian legal entity — a business, company, or entity with an ABN or ACN — is involved in a matter, it needs to be added so it can be verified and tagged to a transaction. Adding an entity triggers a **KYB** (Know Your Business) rather than a KYC: it verifies the entity itself *and* unwraps its ownership structure to reveal the people behind it.

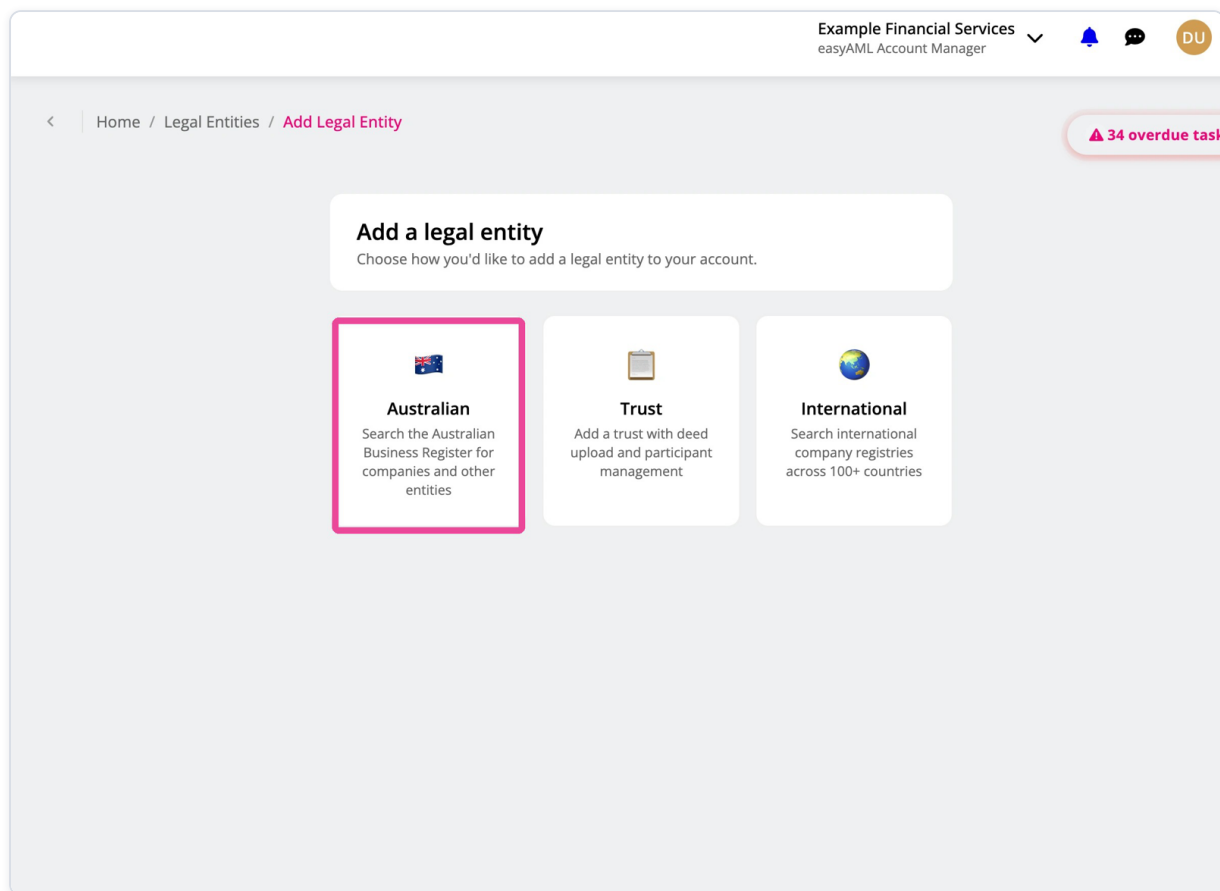
OPEN TO START <https://app.easyaml.com/legal-entities/new>

Add and verify the company

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



- 2 Select the entity type — **Australian**, Trust, or International. The type matters because the verification path differs: a company is verified against ASIC directly and its ownership is unwrapped automatically; a trust relies on its deed (*see the Trust guide*).



- 3 Enter the business, company or entity name, ABN or ACN. The platform queries **ABR and ASIC in real time** — pulling an exact match for an ABN/ACN, or a list of candidates for a name.

The screenshot shows a web interface for adding a legal entity. At the top, there's a breadcrumb trail: Home / Legal Entities / Add Legal Entity. A notification bubble in the top right corner says '34 overdue tasks'. Below the breadcrumb, there's a 'Back' link. The main heading is 'AUSTRALIAN ENTITY' followed by 'Search the Australian Business Register'. A subtext says 'Enter a company name, ABN, or ACN to find the entity.' There's a search input field with a 'Search' button. Below the search field, there's a table with one row: 'for' in the first column, 'Trust' in the second column, and 'ABN 339' in the third column. Below the table, it says 'None of these companies'. On the right side, there's a 'Dev Tools' button.

- 4 Review the entity details: update the **Trading Name** if different, select the **Industry** (easiest is **Ask Amelie** for an AI industry lookup), assign a **Group** if needed, then click **Create entry**.

The screenshot shows the 'Configure entity' form. At the top, there's a breadcrumb trail: Home / Legal Entities / Add Legal Entity. A notification bubble in the top right corner says '34 overdue tasks'. Below the breadcrumb, there's a 'Back' link. The main heading is 'AUSTRALIAN ENTITY' followed by 'Configure entity'. A subtext says 'Review the selected company and set additional options before creation.' There's a form with several fields: 'PTY. LTD.' in the first column, 'Company' in the second column, 'ABN' in the third column, 'ACN' in the fourth column, and 'NSW' in the fifth column. Below this, there's a 'Trading name' section with a text input field labeled 'Enter trading name (if different)'. Below that, there's an 'Industry' section with a dropdown menu showing '69310 - Legal services'. Below the industry dropdown, there's a button labeled 'Ask Amelie'. Below that, there's a 'Groups' section with a dropdown menu labeled 'Select groups...'. At the bottom, there are two buttons: 'Back' and 'Create entity'.

The unwrap — revealing the people behind the entity

- 1 The platform automatically traces the ownership chain — following each branch until every line terminates in a natural person. Each corporate layer in the chain is a separate KYB. The default unwrap depth is three layers, and it stops once every branch resolves to a person — so you're only charged for layers that actually exist.

The screenshot shows a web application interface for adding a legal entity. The breadcrumb trail is 'Home / Legal Entities / Add Legal Entity'. A notification in the top right corner indicates '34 overdue tasks'. The main heading is 'AUSTRALIAN ENTITY' with the sub-heading 'Configure entity'. Below this, a note says 'Review the selected company and set additional options before creation.' The form includes a 'Company' field with a dropdown menu showing 'NSW'. A progress bar is visible, with a red segment indicating the current step. The 'Trading name' field is labeled 'Unwrapping ...' and contains the text 'Enter trading name (if different)'. A dropdown menu is open, showing 'Started unwrapping' and '65310 - Legal services'. Below this is a 'Groups' section with a dropdown menu labeled 'Select groups...'. At the bottom, there are 'Back' and 'Next' buttons.

- 2 Once complete, the entity's profile is created — verified details, ownership structure, and current status. This is the record the rest of the compliance process runs against.

PTY. LTD.

ABN: Type: Company - Private or Public Industry: Risk Not Determined Mark as Indirect Customer Export PDF

Last Updated 21/06/2026 Print Delete

+ Add Label Add to group

Summary

Ownership

UBOs

Risk

Matches

Billing

Notes

Attachments

Logs

Summary

0 Transactions

0.00 AUD Total Transaction Value

No Sanctions

No Adverse Media

Associated Transactions

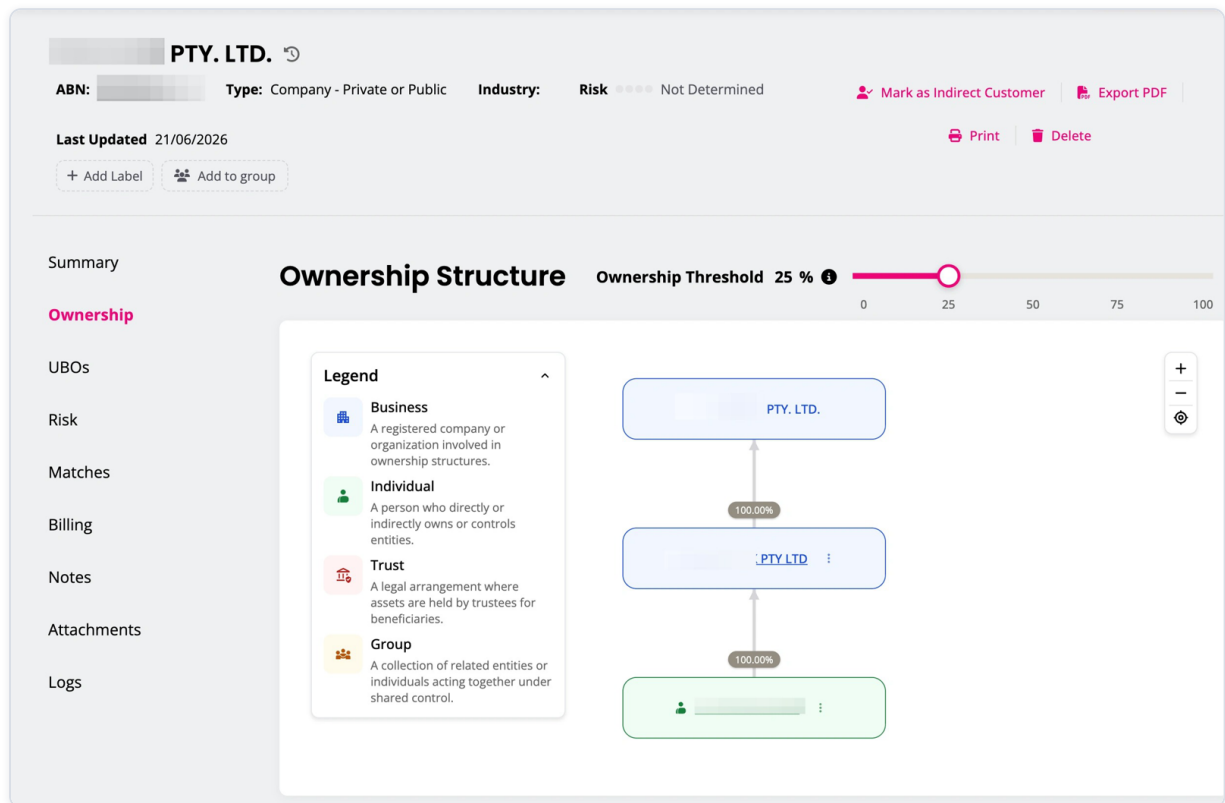
Search transactions...

All Status All Risk All Labels All Groups Outsourced Only

All Outsource Status All Outsource Types All Assignments All SLA

Transaction Reference Custom Reference Expected Completion Date Created Last Updated Lead Entity Amo

- 3 To see the structure visually, open the **Ownership** section in the sidebar — a graph of the relationships, highlighting anything still missing, such as further entities to unwrap or trustees to identify.



Verify the UBOs

- 1 Open the **UBOs** tab. This lists every individual identified through the unwrap as an Ultimate Beneficial Owner — the natural persons who own 25% or more of the entity, or who otherwise exercise control — plus the company officeholders (directors, secretaries and other officers).

Summary

Ownership

UBOs

Risk

Matches

Billing

Notes

Attachments

Logs

Ultimate Beneficial Owners (UBOs)

+ Add Participant

Export UBO Report

Individuals who ultimately own or control 25% or more of the shares or voting rights, or who otherwise exercise control over the entity. CDD is required for these individuals.

Name	Direct %	Effective %	Status	Risk	Actions
	0.00	100.00	Not Verified	Not Determined	Verify Exclude

Company Officeholders

Individuals who hold positions of control or influence in the company, including directors, secretaries, and other officers. CDD is required for these individuals.

Name	Role	Appointment Date	Status	Risk	Actions
	Director		Not Verified	Not Determined	Verify
	Secretary		Not Verified	Not Determined	

- 2 Send a KYC verification for each UBO listed (click **Verify**). Anyone already in your records from a previous matter and within the two-year validity window links across automatically.

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	Secretary		● Not Verified	●●●● Not Determined	

- 3 Once all UBOs are verified, the entity's risk rating updates to reflect the full picture — the entity's own profile combined with the risk of the individuals behind it. The entity is now active in your records and can be tagged to transactions.

Layered structures: a company owned by other companies unwraps layer by layer. Add the top entity, let it unwrap, and follow the chain the platform reveals rather than trying to map it by hand.

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_Australian_Legal_Entities_Company_in_easyAML_l2Xnn9XkQKWpdkiYM9zPXw