

Managing Trustees and Beneficiaries for a Legal Entity

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Once a trust or entity is set up, its identified people are managed from the UBOs tab — including excluding beneficiaries who don't require verification, or removing parties added in error.

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

- 1 Go to the **legal entities list** and select the entity you wish to manage.

The screenshot displays the easyAML interface. On the left is a dark sidebar with a menu. The 'Entities' section is expanded, showing options: 'List Individuals', 'Add Individuals', 'List Legal Entities', 'Add Legal Entity', and 'Archived'. Below this are 'Insights', 'Training', 'Compliance', and 'Reporting'. The main area shows a table of legal entities with a search bar and filter options. The table lists entities like 'Courtney Family Trust', 'Lusante Superannuation Fund', and 'LUSANTE NOMINEES PTY LTD'. On the right, a detailed view for 'Courtney Family Trust' is shown, including fields for Type, ABN, Risk, Verification, Address, Sanctions, and Adverse Media. At the bottom right, there are buttons for 'Archive' and 'View full legal entity details'.

Legal Entity Name	Type
Courtney Family Trust	Trust
Lusante Superannuation Fund	Trust
LUSANTE NOMINEES PTY LTD	Company
Tibetan Buddhist Institute (Thekchen Shedrub Choeling)	Company
PRESSURE VESSEL INSPECTIONS PTY LTD	Company
COURTNEY FAMILY COMPANY PTY LTD	Company
Four Eleven Investments Trust	Trust
Four Eleven Investments (SA) Pty Ltd	Company
Unique Homestyle Foods Discretionary Unit Trust	Trust
Global Legacy Pty Ltd	Company

Field	Value
Type	Trust
ABN	N/A
Risk	Medium
Verification	Not Verified
Address	Australia
Sanctions	No
Adverse Media	No

Buttons: Archive, View full legal entity details

- 2 Click **View full legal entity details** in the summary panel.

Legal Entities
Manage legal entities and their associated information

Search legal entity...

Clear Filters (1)

Legal Entity Name	Type	Registration Number	Country	Screening	Results
Courtney Family Trust	Trust	-	Australia	Clear	View full legal entity details
Lusante Superannuation Fund	Trust	-	Australia	Clear	View full legal entity details
LUSANTE NOMINEES PTY LTD	Company	0	Australia	Clear	View full legal entity details
Tibetan Buddhist Institute (Thekchen Shedrub Choeling)	Company	94 900 322 311	Australia	Clear	View full legal entity details
PRESSURE VESSEL INSPECTIONS PTY LTD	Company	29 616 295 777	Australia	Clear	View full legal entity details
COURTNEY FAMILY COMPANY PTY LTD	Company	0	Australia	Clear	View full legal entity details
Four Eleven Investments Trust	Trust	-	Australia	Clear	View full legal entity details

- 3 Select **UBOs** from the side menu — this lists the trustees, appointor, beneficiaries and other controlling persons identified for the entity.

Courtney Family Trust
Type: Trust Trust Type: Discretionary / Family Trust Risk: Medium

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+ Add Label Add to group

Summary

UBOs

Documents

Verification

Risk

Matches

Source of Wealth

Source of Funds

0 Transactions

0.00 AUD Total Transaction Value

No Sanctions

No Adverse Media

Associated Transactions

Search transactions...

All Status All Risk All Labels

- 4 To exclude a beneficiary from verification (e.g. someone who does not require KYC under your risk-based procedures), click **Exclude from Verification**.

The screenshot shows the easyAML interface. On the left is a sidebar with 'Entities' selected, showing options like 'List Individuals', 'Add Individuals', 'List Legal Entities', 'Add Legal Entity', 'Archived', 'Insights', 'Training', 'Compliance', and 'Reporting'. The main area is divided into a 'Verification' section on the left and a 'Beneficiaries' section on the right. The 'Verification' section has a list of items: Risk, Matches, Source of Wealth, Source of Funds, Questionnaire, Billing, Notes, Attachments, Tasks, and Logs. The 'Beneficiaries' section has a table with columns: Name, Type, Status, Risk, and Actions. The table contains two rows for 'COURTNEY FAMILY COMPANY PTY LTD'. The 'Status' column shows 'Verified' with a green checkmark. The 'Risk' column shows 'Low' with a green dot. The 'Actions' column has two buttons: 'Exclude from Verification' (highlighted with a red box) and 'Remove'. Below the table, there is a section for 'Appointor' with a table and buttons to 'Add Individual Appointor' and 'Add legal entity appointor'.

- 5 To remove a party from the entity entirely, click **Remove**.

Excluding vs removing: exclude keeps the person on the record (visible, but no KYC required); remove takes them off the entity altogether. Prefer exclude where the person genuinely belongs to the structure — it preserves the complete picture for audit.

More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** <https://knowledge.easyaml.com/how-to-manage-trustees-for-a-legal-entity>
- **Video walkthrough:**
https://scribehov.com/o/PKpOki2kThyzGwDRLEXASw/viewer/How_to_Manage_Trustees_for_a_Legal_Entity__f907cd4a