



# KYCS CANDIDATE HANDBOOK

---

THIS PROGRAM WILL PROVIDE YOU WITH THE BEST LEARNING EXPERIENCE ABOUT THE KNOW YOUR CUSTOMER SUBJECT.

LEARN HOW TO IDENTIFY REAL BENEFICIARIES, DETECT PEP CUSTOMERS, AND CONDUCT DUE DILIGENCE ON A RISK-BASED APPROACH, IN ADDITION TO IDENTIFYING THE CUSTOMER TAX STATUS (FATCA & CRS)

UNDERSTAND THE CUSTOMER RISK RATING PROCESS, ACCOUNT OPENING WORKFLOW, AND HOW TO DESIGN THE SMARTEST KYC APPLICATIONS. EXPLORE THE NEWEST TECHNOLOGIES, INCLUDING DIGITAL IDENTITY AND MUCH MORE

© 2023 GCI INSTITUTE ALL RIGHTS RESERVED.



## ABOUT GCI

GCI is an International Financial Crime Prevention and Compliance Training Institute. We specialise in Compliance and combatting Financial Crime, including Anti-Money Laundering and Counter-Terrorism Financing.

In addition to KYC, Sanctions and Embargoes, Regulatory Compliance Management, FATCA and CRS.

GCI is a recognised independent accreditation institute compatible with global CPD principles.



## OUR MISSION

Delivering anti-financial crime training to compliance and AML professionals across the globe. Providing the latest expertise through our cutting-edge, hassle-free learning platform. Helping students boost their careers through study programs that fit around their schedule, giving them the confidence and practical know-how to apply their expertise in their workplace and protect their business.



# LEARNING OBJECTIVES

## Know Your Customer & Its International Context

---

- Understand the concept of Know Your Customer (KYC).
- Define KYC and its importance.
- Recognize the relationship between KYC and Anti-Money Laundering (AML).
- Identify when KYC applies.
- Understand the international context of KYC, including the Financial Action Task Force (FATF), Basel Committee on Banking Supervision (BCBS), Wolfsberg Group, European Union, European Data Protection Act (GDPR), and the US Anti-Money Laundering Act (AMLA 2020).

## Customer Onboarding Requirements

---

- Learn about the requirements for individual accounts, including customer identification and verification, identifying the real beneficiary, and screening for politically exposed persons (PEPs).
- Understand the KYC requirements for corporate accounts, including ultimate beneficial owners (UBOs) and changes in entity ownership.
- Identify the specific considerations and vulnerabilities related to charities and non-profit organizations (NPOs).



# LEARNING OBJECTIVES

## Customer Tax Status (FATCA & CRS)

---

- Understand what FATCA and CRS are.
- Learn about the forms and self-certifications related to FATCA & CRS.
- Identify CRS due diligence for individual and entity accounts.

## Risk-Based Approach in Customer Due Diligence

---

- Comprehend the concept of customer risk rating and risk factors.
- Understand the money laundering risk classifications and electronic AML risk rating.
- Learn about risk-scoring models and customer/account overall risk assessment.

## Account Opening Processes and Management

---

- Identify account opening procedures, including decentralized and centralized approaches.
- Understand KYC updates and accepting instructions by fax or email.
- Learn about opening non-face-to-face accounts, handling incomplete accounts, dormant accounts, and closure accounts.

# LEARNING OBJECTIVES

## Online Customer Onboarding and Digital Identity

---

- Understand the relationship between customer onboarding and digital identity.
- Learn about the challenges, threats, and benefits of digital identity and online onboarding.
- Explore a proposed mechanism for implementing online onboarding.

# SYLLABUS



## *CHAPTER ONE: KNOW YOUR CUSTOMER & ITS INTERNATIONAL CONTEXT*

- What is Know Your Customer (KYC)
- The importance of KYC and who is required to implement it.
- Relationship between KYC and AML
- The International Context of KYC

## *CHAPTER TWO: CUSTOMER ONBOARDING REQUIREMENTS*

- Individual Accounts
- Corporates Accounts
- Charities and Non-Profit Organizations (NPOs)

## *CHAPTER THREE: CUSTOMER TAX STATUS (FATCA & CRS):*

- About FATCA and CRS
- Foreign Account Tax Compliance Act (FATCA)
- Common Reporting Standard (CRS)

## *CHAPTER FOUR: RISK-BASED APPROACH IN CUSTOMER DUE DILIGENCE*

- Customer Risk Rating
- Risk Rating Factors
- Factor One: Customer Type
- Factor two: Geographical location
- Factor Three: Product and Services
- Electronic AML Risk Rating
- Risk-Scoring Model

# SYLLABUS



## *CHAPTER FOUR: ACCOUNT OPENING PROCESSES AND MANAGEMENT*

- ACCOUNT OPENING PROCEDURES
- KYC UPDATE
- ONLINE KYC UPDATE

## *CHAPTER FIVE: ONLINE CUSTOMER ONBOARDING AND DIGITAL IDENTITY*

- CUSTOMER ONBOARDING AND DIGITAL IDENTITY
- IDENTITY VERIFICATION
- CHALLENGES AND THREATS OF DIGITAL ID AND ONLINE CUSTOMER ONBOARDING
- BENEFITS OF DIGITAL IDENTITY AND ONLINE ONBOARDING
- A PROPOSED MECHANISM FOR IMPLEMENTING ONLINE ONBOARDING.



# TARGETED CANDIDATES



## **CUSTOMER SERVICE, ACCOUNT OPENING, FRONT LINERS AND BACK OFFICE STAFF, AND AML OFFICERS IN THE FOLLOWING INDUSTRIES**

- Banking Industry
- Insurance and reinsurance Companies
- Brokerage agencies
- Leasing and Microfinance Companies
- Lending Firms
- Exchange Houses and Money Service Business
- Othe financial institutions



## **EMPLOYEES OF SUPERVISORY AUTHORITIES E.G:**

- Central Banks
- Financial Sector Regulatory Authorities
- Financial Intelligence Units FIUs
- Related Ministries and government bodies
- More



## **SYSTEM PROVIDORES OF KYC, ACCOUNT OPENING AND DIGITAL ONBOARDING SOLUTIONS**



# EXAMINATION PROCESS



GCI's examination process is set to the highest standards, allowing the candidate to schedule their exam with a click of a button at a time that suits them.

## ***Online proctored exam at home or office***



Exam Duration: 60 Minutes



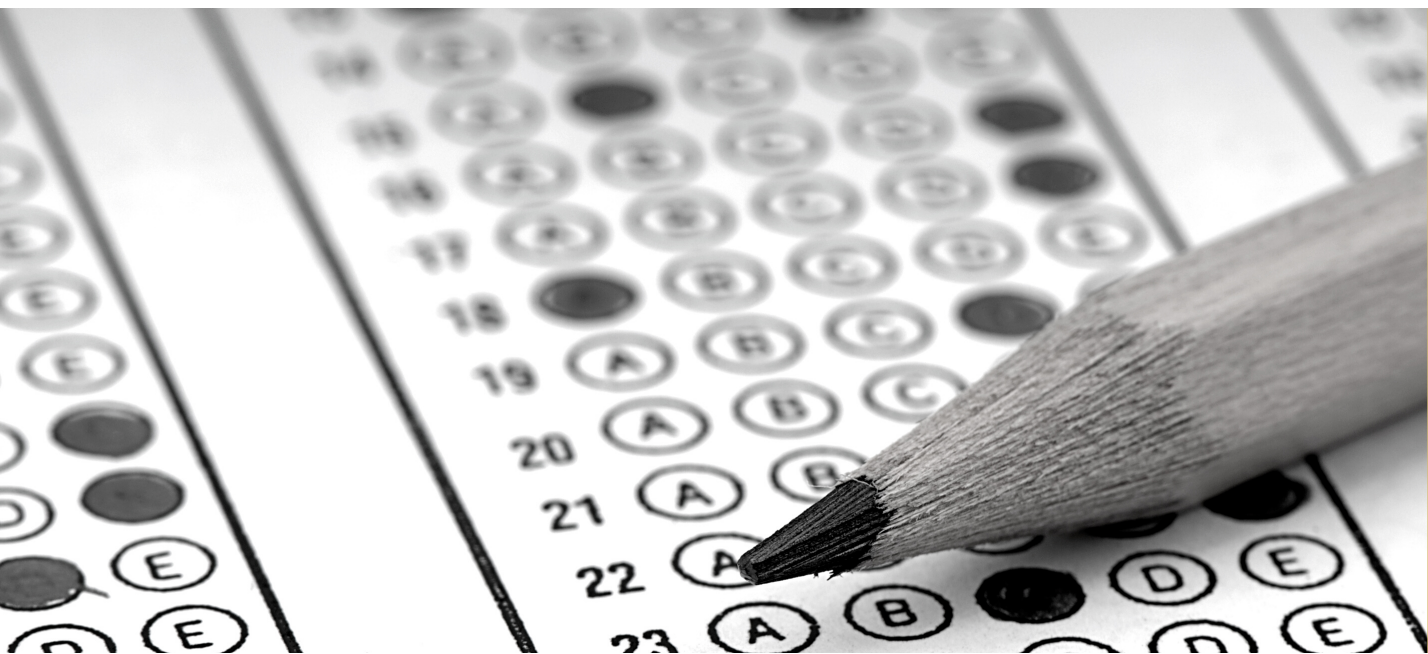
Practice questions that simulate the actual exam.



Number of EXAM Questions: 50 Question



Pass Mark: 75%





# EXAM PREPARATION

Candidates have two options to register in any of the GCI programs:

## **Option 1: Self-Study**

### **Take the online proctored exams at home.**

GCI's examination process is set to the highest standards. Our students gain access to our easy-to-navigate online portal, where they can download their certificate study guide (e-book) in their selected language. undertake the practice questions as much as needed.

Once the candidate is ready to sit the assessment, they can schedule their online proctored exam with a click of a button through their membership area and undertake the exam any time and anywhere. Our assessment platform is usually available 24/7.

- *Anticipated reading hours: 22 Hours*
- *Anticipated Studying hours: 44 Hours*

## **Option 2: Instructor-led program by a GCI-accredited trainer or training centre.**

GCI could arrange an instructor-led program for groups (10+ participants), whether virtually or in person (as available), by our faculty members and our accredited training centres around the globe.

- *Training hours: 18 Hours*
- *Anticipated Studying hours: 30 Hours*

# EXAM PREPARATION



The KYCS exam covers six chapters, each accounting for a specific percentage of the exam questions.

	CHAPTER	PERCENTAGE
<b>CHAPTER 1</b>	Know Your Customer & Its International Context	17%
<b>CHAPTER 2</b>	Customer Onboarding Requirements	31%
<b>CHAPTER 3</b>	CUSTOMER TAX STATUS (FATCA & CRS)	10%
<b>CHAPTER 4</b>	Risk-Based Approach in Customer Due Diligence	21%
<b>CHAPTER 5</b>	Account opening processes and management	10%
<b>CHAPTER 6</b>	Online Customer Onboarding and Digital Identity	11%
	<b>TOTAL</b>	<b>100%</b>



# AFTER THE EXAM



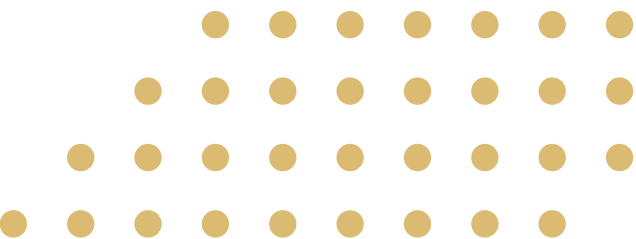
ONCE YOU PASS THE EXAM YOU WILL RECEIVE:



## 01. Digital Badge

Your digital badge is a web-enabled version of your certification and learning outcome, which can be verified in real-time online by your employer, friends and colleagues. It shows the skills you have and how did you earn them. You can also share it easily on professional networking platforms like LinkedIn and else.

## 02. E-Certificate





**GLOBAL  
COMPLIANCE  
INSTITUTE**

The Johnson, 477 Boundary  
Street, Spring Hill, Queensland  
4000 Australia

[www.gci-ccm.org](http://www.gci-ccm.org)  
+61 7 3085 7414  
[info@gci-ccm.org](mailto:info@gci-ccm.org)  
[gci-ccm.org](http://gci-ccm.org)

