

FACTSHEET KYC SPIDER TOOLBOX

The KYC Toolbox is an automated technical solution for your KYC compliance process.



Your data is stored and processed in Switzerland under banking standards. Any data will be stored by our systems for a period of four weeks. For a long-term storage solution of your **KYC Files**, we provide a **Document Store** Service. In any case, our **platform policy** applies.

TOOLBOX

The KYC Toolbox assists you within the scope of your KYC Due Diligence, with Anti-Money-Laundering ("AML") and terrorist financing regulations in Switzerland, and for an audit-proof process of your KYC Checks.

KYC FILE

A separate **KYC File** is created for each of your entities checked. All data and documents generated in the Toolbox, and required for a compliant process documentation, are stored in your KYC Files per entity. Furthermore, all documents uploaded via the **Upload Service Tool** can be stored in the very same respective KYC File.

You are solely responsible for the final evaluation (verification process) and approval-process internally.

MATCHPROFIL

A **Matchprofile** must be set so that the functions mentioned in this document can be used. The match profile, which is stored as standard and complies with the usual FINMA and VQF requirements, is activated without the client having explicitly requested an individual adjustment. Those settings shall match your compliance concept. The **Matchprofile** must be confirmed and signed by you.

Please find further information on settings and the [Matchprofile](#) here.

CHECK RISK

The function **Check Risk** is used to check a natural or legal entity. The KYC Toolbox provides you with the relevant indications should there be hits found relevant to AML or the prevention of terrorist financing.

The standard indication provides either the result "indications of possible risks found" or "no indications found". The checks are being performed manually by using our web-based platform, with a single click. The standard indications are based on the **Matchprofile** implemented and predefined with you in advance according to your compliance concept.

VERIFY RISKS

All records and hits that might be relevant regarding AML and the prevention of terrorist financing shall be verified. The user needs to review each record or hit by himself. Each completed risk assessment will generate an **Investigation Report**. All relevant documentation, including the Report, will be stored in the **KYC File** ready for you to export.

REGISTRY CHECK

The Registry Check can be used to check the Swiss commercial register. This search generates a report in which the publications from the Swiss Official Gazette of Commerce (SOGC) are listed. This report is stored in the KYC File and is available for download.

ADDRESS CHECK

The Address check checks whether the name is registered at the address with Swiss Post as specified. If several names and/or addresses are registered, all combinations are checked. At the same time, an "Address Check Report" is available in the **KYC file**, which provides a detailed result. The "address check" is also available in the KYC API.

SCAN (BATCH-NAME-CHECK)

A scan is used to check several customers at once by means of CSV file upload. The toolbox automatically creates a KYC File for each checked person/organisation. Customers that have already been created in the toolbox are updated and checked with the scan. The available formats for the CSV file are explained in detail in the Scan Format Description and are illustrated with examples.

Each scan is in one of the following states:

- **WAITING:** The scan is ready for processing.
- **STARTED:** The scan has started
- **COMPLETED:** The scan is completed without errors.
- **ERRORS:** The scan is completed with errors to be verified.
- **FAILED:** The scan could not be read or processed.

RE-CHECK INCL. WHITELISTING

With the toolbox you can check your customer base (Batch-Name Check). If your customer data is saved in the toolbox via Document Store, the verification and risk assessment of the respective entity is saved for you. Thus, when a new KYC check is performed, which can either be performed manually and individually for each entity, by uploading a CSV file or by retransmitting the customer data via API, only the changes are noted.

VIDEO IDENTIFICATION

For the identification of an entity in accordance with [the Circular 2016/07 of the Swiss Financial Market Authority \("FINMA"\)](#) (video and online identification, hereafter "[FINMA Circular 2016/07](#)"), we provide a video identification process. All data, pictures and recordings collected during the video interview, are stored in the **KYC File**.

The video identification is carried out in accordance with [FINMA Circular 2016/07](#) ([review updates here](#)). Please find more details on the identification process here; [Process Flow](#).

The legal prerequisites for the video identification are defined or re-confirmed by you, individually adapted to your needs, and comply with your internal compliance standards and compliance concept. In the case of transaction transactions, various thresholds apply above which a person/company must be identified in accordance with [FINMA Circular 2016/07](#). The threshold values already implemented in our process (as a recommendation) are based on the legal provisions or regulations and AML forms of the self-regulatory organisation (SRO), Association for the Quality Assurance of Financial Services (VQF) based in Zug as well as recommendations of the Swiss Bankers Association (SBA)).

BCP CHECK (BLOCKCHAIN ADDRESS CHECK)

An address in the Bitcoin- or Ethereum- Blockchain can be checked. If indications of illegal payments or veilings were found, the result will show an increased risk. A report will be generated and stored in the **KYC File**.

MRZ CHECK

With the MRZ Check function (the Machine Readable Zone (MRZ) of a document), an identification document can be analyzed for its readability (OCR analysis). The checksums are checked and we provide you with a score from 0 to 100. Whereby 100 means that all checksums are correct and the identification document is perfectly legible. This check is used for a quick but reliable check whether the document has been uploaded (via Upload Service) in a legally appropriate form (readable).

VERIFICATION ASSISTANT

The digital verification chatbot is available to support customer verification. This chatbot can be used to digitise the verification of potential matches. The entity to be checked receives an invitation to an automated chat dialogue in which all necessary questions for clarification of the potential Hits are asked. The dialogue is opened by means of a two-stage verification process of the corresponding entity. For additional security, the entity to be checked must confirm all data entered via TAN procedure and, at the end of the dialogue, the correct transmission of information to the asking chatbot.

ONBOARDING CHATBOT

The digital onboarding **Chatbot** initiates an automated chat dialogue in which all required and AML-relevant information for a compliant documentation is being collected. The dialog is initiated by activating an auto-generated process (2-factor authentication) addressed to the entity to be verified. During the dialog, the KYC check and the verification of the potential Hits are automatically performed in the background. In case the chatbot finds a possible risk, the relevant questions are being asked to verify these indications. For additional security, the person to be verified must confirm all data entered via the TAN procedure and confirm with his consent, all information and answers delivered to be correct.

The required compliance forms are automatically created by the chatbot with the requested information and stored in the **KYC File**.

ENHANCED DUE DILIGENCE (EDD ASSISTANT)

For a complete risk assessment there is additional information required. The **EDD Assistant** is used to perform an in-depth investigation. The Tool integrates worldwide information from websites, media databases, registers, and other compliance relevant sources in addition as per requirements of your regulator. The generated **EDD report** will be stored in the KYC File which you may export.

GENERATION FORMS

With the onboarding chatbot and among other functions, you can automatically generate the compliance forms you need. By answering the onboarding chatbot's questions by the entity to be checked, the relevant content will be automatically filled into the forms in the background. The VQF given forms are available in the toolbox.

If your forms are different from those of the VQF - we will gladly check your documents of a possible digitization so that you can generate them automatically via the toolbox.

WEB-SERVICE (API)

The KYC Spider Webservice is an web based application programming interface ("**API**") with which a **Check** can be performed directly from your applications. The necessary personal data must be sent to **KYC Spider's web service**. The **Check** will be done per your defined **Matchprofile** and delivers either the result "indications of possible risks found" or "no indications found". Possible indications must be verified with the **Verify Risks Tool**. The technical specifications of this web service are provided by KYC.

DOCUMENT STORE

With "Document Store", the entered customer data, reports and KYC documents are stored for you in the Toolbox on a long-term basis (long-term storage). If storage is not desired, KYC Spider is obliged to delete all data stored in the Toolbox, including log files and reports, due to data protection regulations. Reference is made here to the [KYC Platform Privacy Policy](#). After the storage period (4 weeks) has expired, any new Data inputs to the toolbox will create a new **KYC File** and coins for creating a new KYC file will be subtracted again. Should you decide to include the Document Store in the subscription, the Toolbox will not deduct any further coins when re-checking an existing entity with a unique customer reference.

UPLOAD SERVICE

All documents required, for each single entity to be verified, may be uploaded into the **KYC File** and stored online.

You can have the entity to be checked notified by e-mail and 2-factor authentication process. They may upload the required documents directly to your Toolbox and respective KYC File, via a secure upload page. The collected data is stored according to our [data protection policy](#).

SUPPORT DESK

Do you need help in using the Toolbox? We are happy to assist you via this function.