

Remote Due Diligence Recommendations.

- Document where change will occur to make it easier for you and your team to get up to speed.
- Draft a Security and Privacy Policy.
- Provide a secure, encrypted method to receive documents outside of email or text message.
- Be sure to collect two forms of proof of address from other regulated sectors to verify identity.
- Use guidance from the Home Office to help teams identify fraudulent ID documents.
- Centralise information so everyone has easy access.
- Familiarise yourself with 'Red Flags' and high-risk jurisdictions.
- Define risk-based criteria to help guide your decision making.
- Utilise governmental data to find out if someone is linked to, is Politically Exposed, on any sanctions or high-risk registers.
- Use a wide-range of 'positive' and 'negative' data sources to help in instances where Enhanced Due Diligence is required.
- Use an encrypted method of storage, do not store information on one computer locally and ensure regular back-ups are made.
- Ensure evidence of Due Diligence is easily shared and exported.