

KYC (Know Your Customer) Process



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KYC documents are subject to annual renewal. This recertification process is the responsibility of the Treasury SU with support of local CAM if needed. As much as possible, it should be done centrally with the Solvay Relationship Manager of the bank and his close team, and not at the branch level.

Change in Legal Representative should be notified to the bank in a reasonable time after the nomination. For French legal entities, the KBis with new legal administrators can be found at this [link](#).

Please note that the TSU Tools&BAM team manages this process for the Solvay SA and Solvay Financial Companies. However, for other Solvay Affiliates we always contact the CAM to provide the documents and answers.



Document a new Operation

List of operations

- [I receive a KYC request.](#)
- [I analyse and prepare answer to KYC.](#)
- [I answer the KYC to the bank.](#)
- [I archive the KYC documents.](#)
- [Appendix - KYC_Docs & Questions](#)

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Dec 19, 2024	Actor	Type	Activity	Version
Published	 Eusébio, Daniela	Edit	updated the page at 4:04 pm	
		State	changed state to Published at 3:05 pm	v3
Draft	 Eusébio, Daniela	State	gave <i>Approvers</i> approval at 3:05 pm	
		State	changed state to Draft at 3:04 pm	v3
Aug 02, 2024				
Published	Gu-gay, Liying	Edit	updated the page at 12:27 pm	
		State	changed state to Published at 10:27 am	v2
Draft	Gu-gay, Liying	State	gave <i>Approvers</i> approval at 10:27 am	
		State	changed state to Draft at 10:27 am	v2
Nov 29, 2023				



Eusébio, Daniela

[Edit](#)

created the page at 9:35 pm
