

I analyse and prepare answer to KYC.

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: TSU Tools & BAM

Responsibility area:

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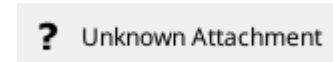
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 - 1.1. Objective of this Operation
 - 1.2. Scope
 - 2. Definitions
 - 3. Tasks description
 - 3.1. I analyse the purpose of the KYC request.
 - 3.2. I prepare the documentation/templates and search for the correct answers for the questions here:
 - 3.3. I send the documentation/templates to be signed by the legal representatives (per affiliate).

Scope



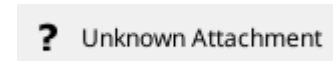
Please remove the icon when not applicable.

ERP



Please remove the icon when not applicable.

Frequency



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References

Forms

Attachments

<< I analyse and prepare answer to
KYC. >>

1. Objective and Scope

1.1. Objective of this Operation

1.2. Scope

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. I analyse the purpose of the KYC request.

Normally the KYCs have 3 types of documents/information:

1. Documents for information;
2. Documents/Templates to fill in;
3. Questions related to the Solvay SA and/or the Affiliates.

3.2. I prepare the documentation/templates and search for the correct answers for the questions [here](#):

1. Fill the templates with all the necessary information;
2. Gather the information to reply the bank questions.

3.3. I send the documentation/templates to be signed by the legal representatives (per affiliate).

End of document.