Stage 4 - I (CAM) do the Compliance & KYC Process.

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**:

Table of contents

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- Table of contents
- 1. Objective and Scope
  - 1.1. Objective of this Operation
  - 1.2. Scope
- 2. Definitions
- 3. Tasks description
- 3.1. I, the Syensqo Affiliate CAM, check the Banking POA for the respective Affiliates to verify who will sign the POA letters (Legal Administrator or the delegate).
- 3.2. I, the Syensqo Affiliate CAM, collect the ID documents from the new signatories, of which the most common are:
- 3.3. For some banks, a signature card is needed with a wet-ink signature of all listed signatories. In general, the template is provided by the bank.

- 3.4. For GDPR purposes, the signatories should explain the reason why those private documents are requested. The copies of documents should be destroyed after usage for compliance purposes. The documents shall not be used for another purpose than the purpose mentioned (POA update).

Scope

WW

Please remove the icon when not applicable.

ERP

PF1 WP1

PE1

? Unknown Attachment

Please remove the icon when not applicable.

Frequency

Month

? Unknown Attachment

? Unknown Attachment

Please remove the icon when not applicable.

References

Forms

Attachments

<< Stage 4 - I (CAM) do the Compliance & KYC Process. >>

1. Objective and Scope

1.1. Objective of this Operation

1.2. Scope

2. Definitions

See Finance Glossary:

- ...

3. Tasks description

3.1. I, the Syensqo Affiliate CAM, check the Banking POA for the respective Affiliates to verify who will sign the POA letters (Legal Administrator or the delegate).

*3.2. I, the Syensqo Affiliate CAM, c*ollect the ID documents from the new signatories, of which the most common are:

    - Copy of passport or ID
    - Proof of address (utility bill)
    - Documents should be dated and signed

3.3. For some banks, a signature card is needed with a wet-ink signature of all listed signatories. In general, the template is provided by the bank.

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