

Stage 3 - I 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:

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 - 1.2. Scope
 - 2. Definitions
 - 3. Tasks description
 - 3.1. I (TSU Tools & BAM) check the Banking POA of Syensqo SA to verify who will sign the POA letters (Legal Administrator or his delegate).
 - 3.2. I (TSU Tools & BAM) collect 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;

Scope



WW

Please remove the icon when not applicable.

ERP



PF1



WP1



PE1



Unknown Attachment

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Frequency

- 3.4. For GDPR purposes, the signatories should explain the reason why those private documents are requested. The documents should remain secured in a folder only accessible to TSU Tools & BAM. The documents shall not be used for another purpose than the purpose mentioned (POA update). The files should be destroyed after the employee leaves the Group or changes position.



Month



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References

Forms

Attachments

<< Stage 3 - I 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 (TSU Tools & BAM) check the Banking POA of Syensqo SA to verify who will sign the POA letters (Legal Administrator or his delegate).

3.2. I (TSU Tools & BAM) collect 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;

3.4. For GDPR purposes, the signatories should explain the reason why those private documents are requested. The documents should remain secured in a folder only accessible to TSU Tools & BAM. The documents shall not be used for another purpose than the purpose mentioned (POA update). The files should be destroyed after the employee leaves the Group or changes position.

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