



Type	Versions	Last Updated
Application	9.5	17 March 2024
Help Guide	9.5:2	16 April 2024

Introduction

MemberCheck is an AML/CTF compliance service designed to enable you to check your client, customer or member (“individual”) records against global sanction and politically exposed person lists, in an efficient and cost-effective manner, obtaining immediate and up-to-date feedback on the potential exposure of individuals to money laundering / terrorism financing activities.

MemberCheck is a secure and comprehensive web-based solution, which is pre-configured with Acuris Risk Intelligence data for receiving PEP and sanctioned entities watchlists.

The service assists reporting entities in meeting their obligations under the AML/CTF Act 2006 (Australia), the AML/CFT Act 2009 (New Zealand) and other AML/CTF legislation worldwide.

Multi-region Service

Service Region	Link	Release Version
Asia Pacific (Australia)	https://app.membercheck.com	9.5
Asia Pacific (Indonesia)	https://app.id.membercheck.com	9.5
Europe (Germany)	https://app.eu.membercheck.com	9.5

Service Region	Link	Release Version
Middle East (Oman)	https://app.z.membercheck.com	9.5

Supported Browsers

MemberCheck is best viewed using recent versions of major browsers such as

- Mozilla Firefox
- Google Chrome
- Microsoft Edge and
- Apple Safari.

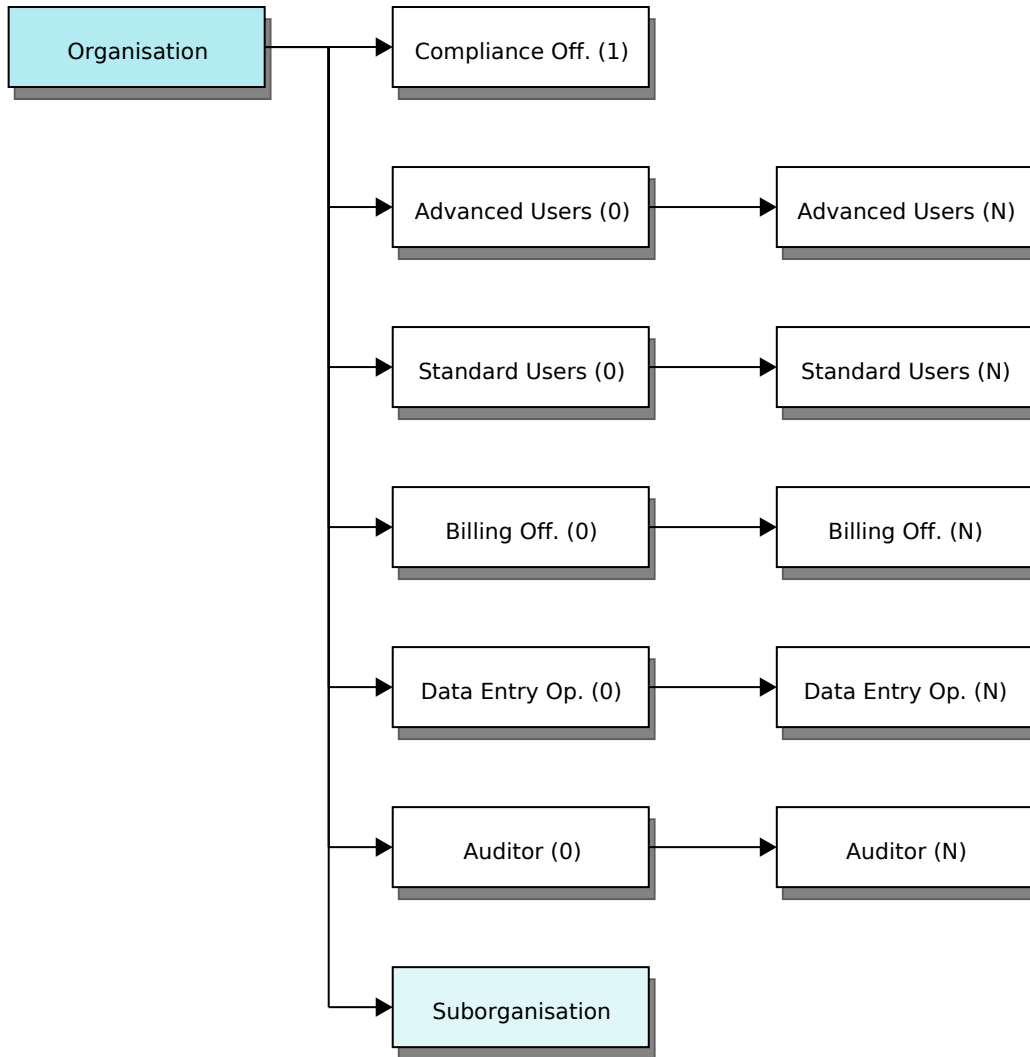
User Roles and Permissions

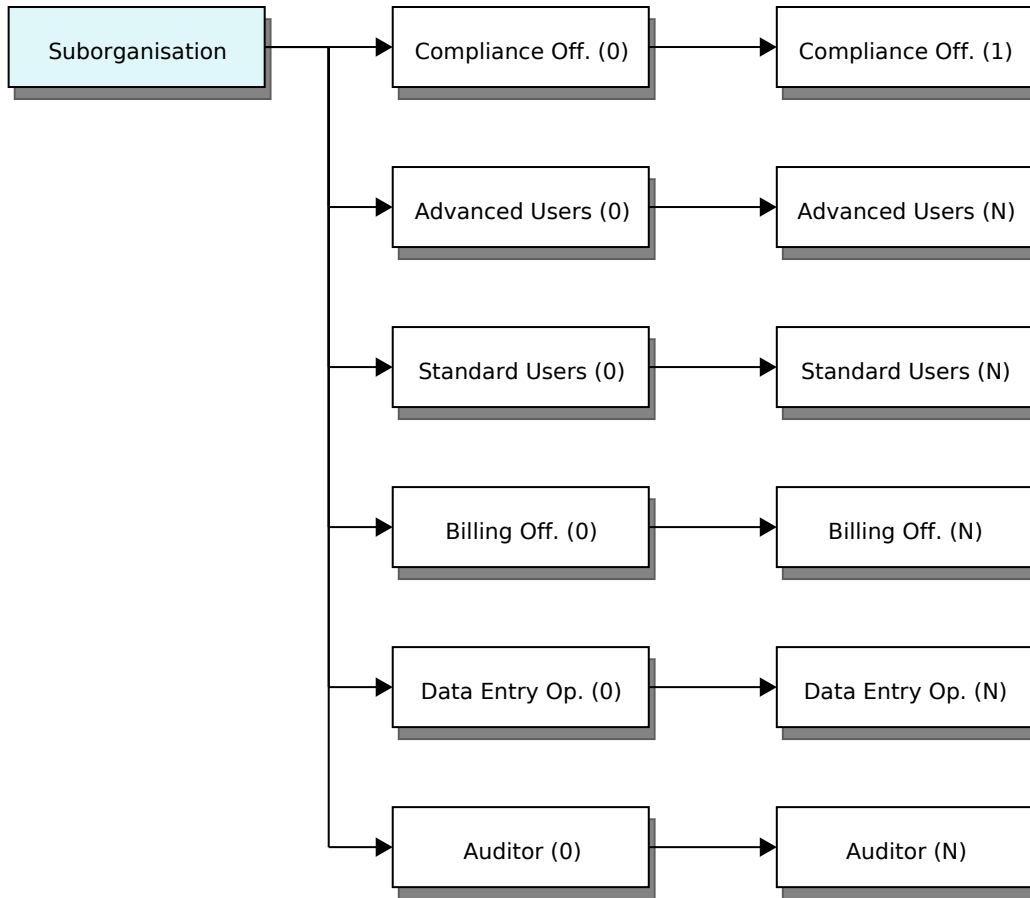
User Roles

Access to the system is regulated by assigning users to one of the role-based user types. Users may be assigned to multiple suborganisations, however, they will retain the same user role type across these suborganisations.

Each organisation and suborganisation can have multiple users without limit. However, **each organisation or suborganisation can only have 1 Compliance Officer assigned**.

Role	Number of users (per organisation or suborganisation)
Compliance Officer	1
Advanced User	Unlimited
Standard User	Unlimited
Billing Officer	Unlimited
Data Entry Operator	Unlimited
Auditor	Unlimited





The roles are summarised as follows from highest level of access to lowest.

Role	Overview
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**Compliance
Officer**

*One per
organisation
or
suborganisation*

- Set up and manage organisations and organisation hierarchies.
- Set up and manage MemberCheck users.
- Scan member against the watchlists, in single scans or in batch file scans.
- Scan corporate entities against the watchlists, in single scans or in batch file scans.
- Review results of ALL scans conducted by any user, for all organisations for which he/she is the Compliance Officer.
- Implement due diligence decisions on scan matches and allocate assessed risk to true matches.
- Generate activity reports, which summarise the organisation's scanning activity.
- Generate due diligence reports, which show scan match results, due diligence decisions and assessed risk allocated.
- View and edit own and all user details, for all organisations he/she is assigned.
- Receives email notification of the results of each scan performed for any of the organisations in the hierarchy for which he/she is the Compliance Officer, unless an alternative Organisation email have been set up for the organisation to receive scan notifications.

Advanced User

*Multiple per
organisation
or
suborganisation*

- Scan members against the watchlists, in single scans or in batch file scans.
- Scan corporate entities against the watchlists, in single scans or in batch file scans.
- Review results of ALL scans conducted by any user, for all organisations to which he/she is assigned.
- Implement due diligence decisions on scan matches and allocate assessed risk to true matches.
- Generate activity reports, which summarise the organisation's scanning activity.
- Generate due diligence reports, which show scan match results, due diligence decisions and assessed risk allocated.
- View and edit own user details.

Standard User

*Multiple per
organisation
or
suborganisation*

- Scan members against the watchlists, in single scans or in batch file scans.
- Scan corporate entities against the watchlists, in single scans or in batch file scans.
- Review results of scans conducted by self, for all organisations to which he/she is assigned.
- Implement due diligence decisions on scan matches and allocate assessed risk to true matches.
- Generate activity reports, which summarise the organisation's scanning activity.
- Generate due diligence reports, which show scan match results, due diligence decisions and assessed risk allocated.
- View and edit own user details.

Billing Officer

*Multiple per
organisation
or
suborganisation*

- Review results of scans conducted, for all organisations to which he/she is assigned.
- Generate activity reports, which summarise the organisation's scanning activity.
- Generate due diligence reports, which show scan match results and due diligence decisions.
- View and edit own user details.

Data Entry Operator

Multiple per organisation or suborganisation

- Scan members against the watchlists, in single scans or in batch file scans.
- Scan corporate entities against the watchlists, in single scans or in batch file scans.
- View and edit own user details.

Auditor

Multiple per organisation or suborganisation

- Read-only access to all features available to the Compliance Officer

Feature Permission Matrix

The table below provides an overview of access by user role:

Feature	Compliance Officer	Advanced User	Standard User	Billing Officer	Data Entry Operator	Auditor
Run single scans for individuals	✓	✓	✓	✗	✓	✗
Run batch scans for individuals	✓	✓	✓	✗	✓	✗
Run corporate single scans	✓	✓	✓	✗	✓	✗
Run corporate batch scans	✓	✓	✓	✗	✓	✗
View scan results run by oneself	✓	✓	✓	✓	✗	✗

View scan results run by others	✓	✓	✗	✓	✗	✓
Perform due diligence	✓	✓	Own scans ✓	✗	✗	✗
View due diligence decisions	✓	✓	Own scans ✓	✗	✗	✓
View reports	✓	✓	✓	✓	✗	✓
View Dashboard	✓	✓	✓	✓	✗	✓
View Users in organisation	✓	✗	✗	✗	✗	✓
Manage Users (add, edit, deactivate)	✓	✗	✗	✗	✗	✗
View Organisation settings	✓	✓	✗	✗	✗	✓
Manage Organisation (add, edit, deactivate)	✓	✗	✗	✗	✗	✗
Manage Data (delete scans history)	✓	✗	✗	✗	✗	✗

User Permissions

Permissions for an individual user can be further refined and restricted by **Access Rights**.

Access Rights	Description
---------------	-------------

Single Scan	Permission to perform single scans for individuals.
Scan Results	Permission to view scan results.
Batch Scan	Permission to perform batch scans for individuals.
Batch Scan Results	Permission to view batch scan results
Corporates	Access to Corporate scan functionality. This is used in addition to the above permissions to enable the user to run corporate scans, view corporate scan results, run corporate batch scans and view corporate batch scan results.
Due Diligence Decisions	Permission to perform due diligence decisions. The user may be able to view the final match decision but is not able to view history of due diligence decisions and comments.
Due Diligence Report	Permission to view the Due Diligence Reports for individuals and corporates.
Activity Report	Permission to view the Activity Reports for individuals and corporates.
Organisation Management	Permission to manage organisation settings. This applies to Compliance Officers of a suborganisation.
Data Management	Permission to remove scan data. This applies to Compliance Officers of a suborganisation.
Monitoring	Permission to access the ongoing monitoring features including adding scans to the monitoring list.

Example of user roles and the relevant access rights available for each role.

User Role :

Access Rights:

Scan Results
 Batch Scan Results
 Corporates
 Activity Report
 Organisation Management
 Monitoring

? Which user role are you assigned to?

If you are unsure which user role you have been assigned to, you can check this through the profile drop down menu in the top right corner, or in **My Profile**.

 **Support** ▾

 ▾

MemberCheck CO Demo
(mc.com.officer2)

Compliance Officer 

Last Login

Jul 23, 2022 7:59 PM







 **My Profile**

 **Logout**

 **Theme:**  

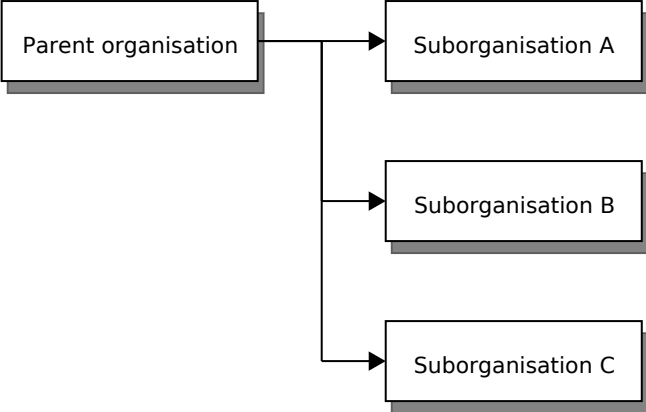
Set Up Suborganisations

Permissions

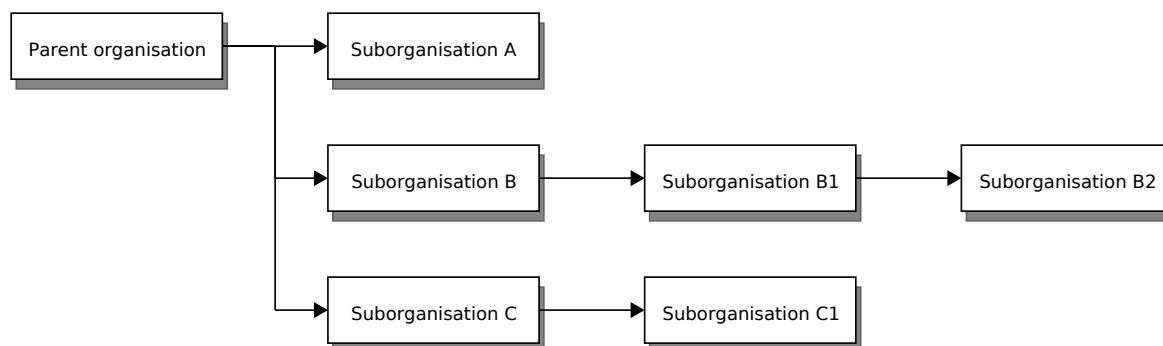
Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					

The **Compliance Officer** of the parent organisation can set up multiple suborganisations for different departments or for specific scan criteria and sanction lists based on your organisation's anti-money laundering and risk compliance obligations. The suborganisation structure can be flat and wide, or deep and nested, depending on your preference.

Example of an organisation hierarchy within the system with a flat suborganisation setup:



Example of an organisation hierarchy with nested suborganisation setup:



Each suborganisation can have its own **Compliance Officer (CO)** responsible for managing the suborganisation's profile, scan settings, and associated users. These Compliance Officers have access to and can manage the details of any suborganisation within their purview. The table below illustrates an example of access to suborganisations should different Compliance Officers be designated for the organisation hierarchy mentioned above.

Compliance Officer	Access to organisation
CO of Parent Org	All (Parent Org, A, B, C, B1, C1, B2)
CO of Suborganisation A	Suborganisation A
CO of Suborganisation B	Suborganisation B and all its suborganisations (B1, B2)
CO of Suborganisation C	Suborganisation C and its suborganisation (C1)
CO of Suborganisation B1	Suborganisation B1
CO of Suborganisation C1	Suborganisation C1
CO of Suborganisation B2	Suborganisation B2

To create a suborganisation and associate a user to the new suborganisation, you must **first** create the suborganisation. Once created, you can create the user account, or select an existing user, and assign the user to the new suborganisation.

 **Important Information:**

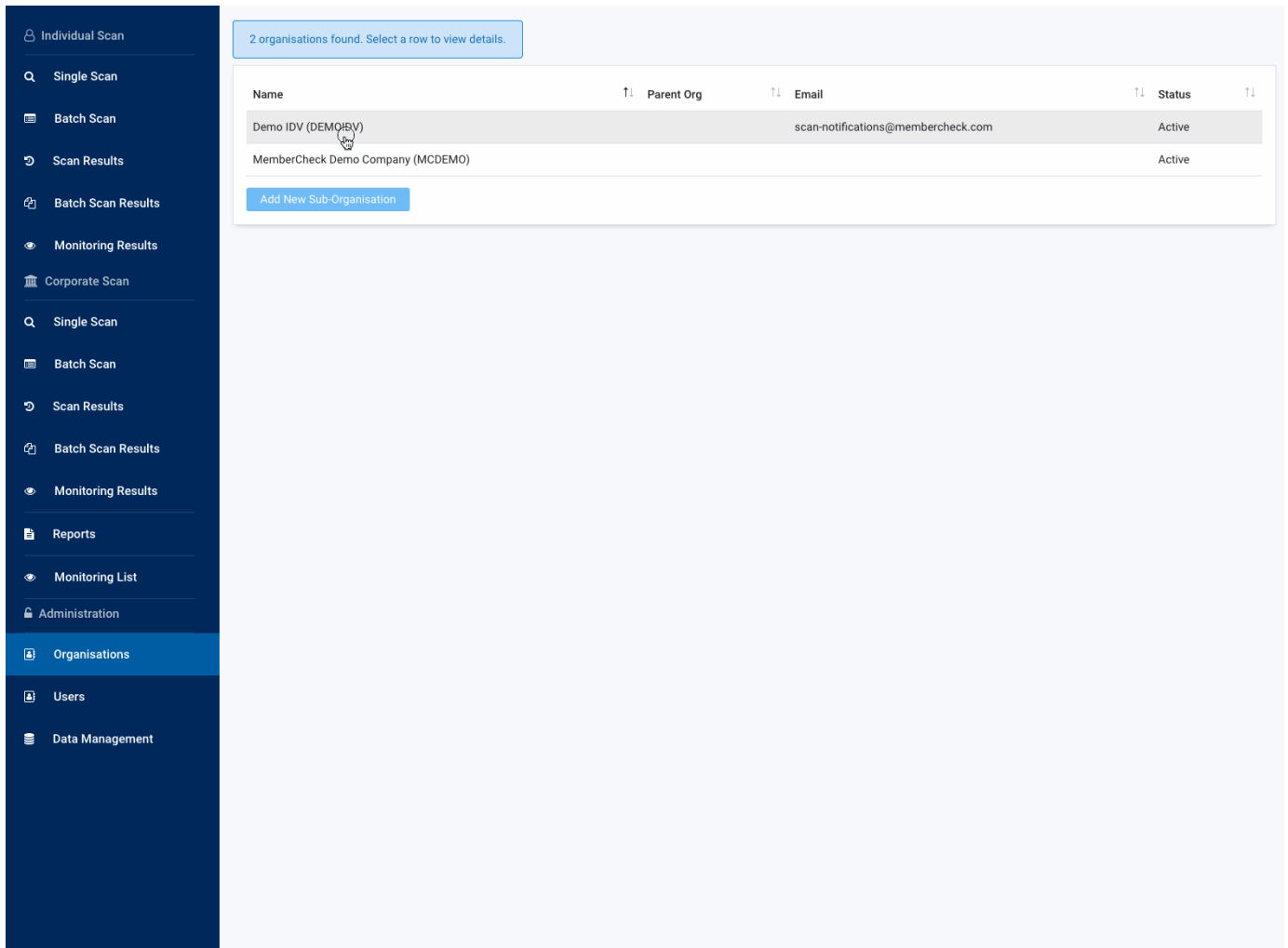
- Each organisation or suborganisation can only be allocated **1 Compliance Officer**.
- You can assign different **Compliance Officers** to different suborganisations.
- **Compliance Officers** can view and manage details of any suborganisation within their purview.
- A suborganisation cannot be transferred or moved once created.
- A suborganisation cannot be deleted once created, but can be deactivated.
- A user account must be assigned to an existing organisation.

You can manage organisation and users within the **Administration** section of the site.

Create a Suborganisation

Within **Administration > Organisations**, select the parent organisation from the list to create the new suborganisation. This can be the root parent organisation or another suborganisation to create a nested suborganisation structure.

In the example, we create a new suborganisation, assign existing users, and adjust the scope of the watchlists.




The screenshot displays the 'Organisations' section of the MemberCheck application. On the left is a dark blue sidebar with navigation options: Individual Scan, Single Scan, Batch Scan, Scan Results, Batch Scan Results, Monitoring Results, Corporate Scan, Single Scan, Batch Scan, Scan Results, Batch Scan Results, Monitoring Results, Reports, Monitoring List, Administration, Organisations (highlighted), Users, and Data Management. The main content area shows a table with two rows of sub-organisations. Above the table is a blue notification box stating '2 organisations found. Select a row to view details.' Below the table is a blue button labeled 'Add New Sub-Organisation'.

Name	Parent Org	Email	Status
Demo IDV (DEMOIDV)		scan-notifications@membercheck.com	Active
MemberCheck Demo Company (MCDEMO)			Active

To create a **new user account** to assign to the suborganisation, refer out [Getting Started > Set Up Users](#).

Set Up Users

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
	✗	✗	✗	✗	✗

Each organisation and suborganisation can have multiple users without limit. However, each organisation or suborganisation can only have **1 Compliance Officer** assigned.

Role	Number of users (per organisation or suborganisation)
Compliance Officer	1
Advanced User	Unlimited
Standard User	Unlimited
Billing Officer	Unlimited
Data Entry Operator	Unlimited
Auditor	Unlimited

The user roles and their access permissions are described in [Overview > User Roles](#).

Create New User and assign to Suborganisation

If a new user account is required, create the suborganisation first before creating the new user account.

In the example, we create the new user account and then assign the user to the relevant organisation or suborganisation.







The screenshot displays the 'Users' management interface. On the left is a dark blue sidebar with navigation options: Individual Scan, Single Scan, Batch Scan, Scan Results, Batch Scan Results, Monitoring Results, Corporate Scan, Reports, Monitoring List, Administration, Organisations, Users (highlighted), and Data Management. The main content area is divided into three sections:

- Find Users:** A search panel with filters for Organisation (All), Access Rights (All), Role (All), and Status (All). It includes input fields for Username, Email, First Name, Last Name, and Organisation, and a dropdown for Access Rights. A status filter shows 'All' selected, with other options being Active, Inactive, and Locked. Buttons for Search, Clear, and Download CSV are present. A message states '4 users found. Select a row to view details.'
- User List:** A table with columns: Username, Full Name, Role, Email, Last Login, and Status. It lists four users: demo.aaron (Standard User), demo.amelie (Advanced User), demo.anita (Standard User), and mc.com.officer (Compliance Officer). An 'Add New User' button is located below the table.
- Create New User Form:** A form with fields for First Name, Last Name, Address, Postal Address, Phone Number, Fax Number, Username, and Email. It also features an MFA dropdown (set to Disabled) and an Organisation(s) text input. A User Role dropdown is set to 'Please select - required'. 'Add' and 'Cancel' buttons are at the bottom.

You can select multiple organisations or suborganisations to assign to the user as appropriate.

Setup and Customise Scan Settings

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					

Settings and Policies

A number of settings and policies can be applied to streamline and standardise the scanning and matching process, in accordance with the appropriate AML/CTF or AML/CFT legislation. They can be applied at organisation level to have preset settings, or set as `User Defined` to provide flexibility for the authorised user to adjust prior to scanning.

Customisation of the scan settings and policies may significantly reduce the number of false positive matches, enabling a more targeted and refined screening process.







The following scan settings and policies listed below affect matching and is recommended to be reviewed.

- **Watchlist** category selection to define scope of screening
- **Name Match type** for exact or close matches on names
- **Close name match rate** threshold for relevant of results
- **Whitelist policy** to take into consideration due diligence decisions
- **Country of residence policy** to match using location information available in the watchlist profiles
- **Default country of residence** to nominate a default country where the screened individual's country of residence in the address cannot be identified
- **Politically Exposed Person (PEP) jurisdiction policy** to enable exclusion of PEPs and RCAs (Relatives and Close Associates) within specific countries e.g. domestic PEPs.
- **Ignore Date of Birth Policy** to enforce matching of Date of Birth or Year of Birth

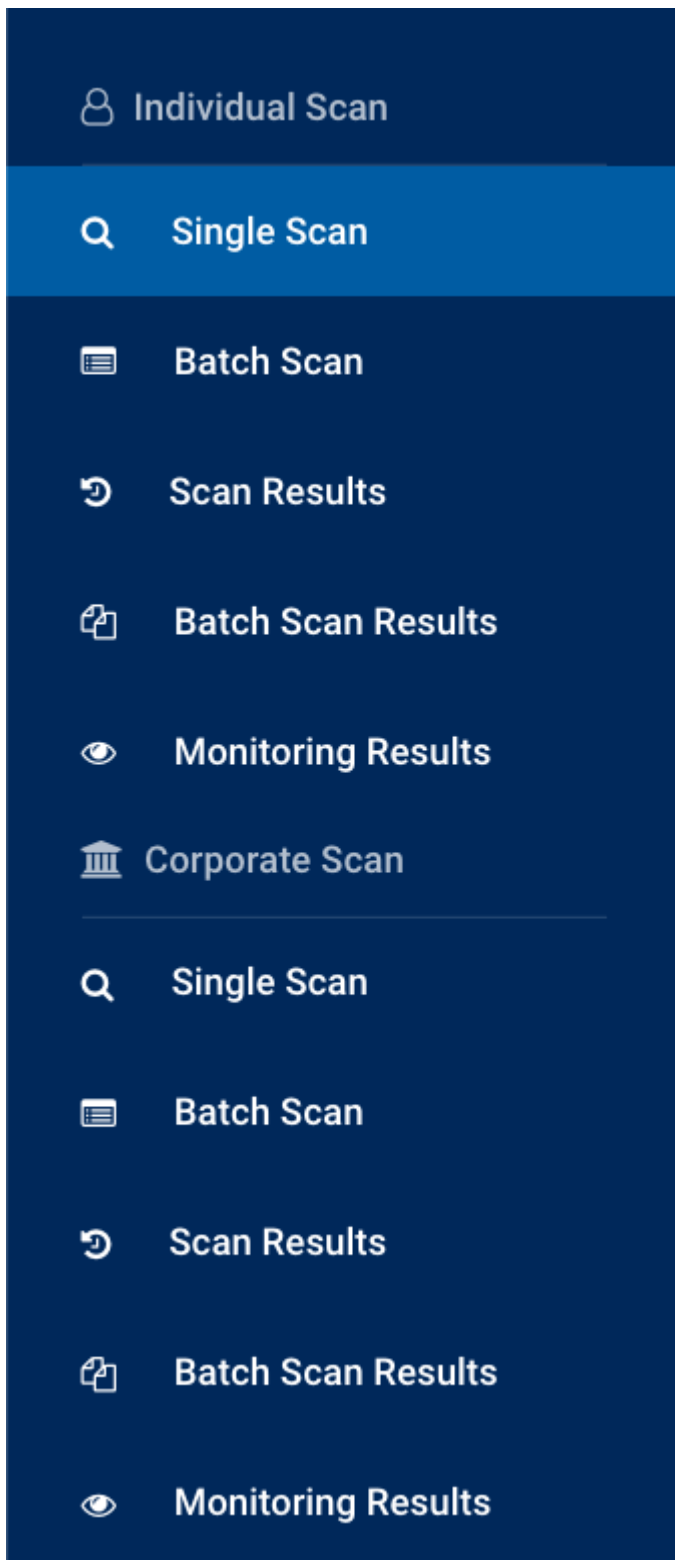
For details of the settings and policies, please refer to [Scan Settings in Guides > Administration > Manage Organisation](#).

Single Scans of Individuals

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					

You can screen for PEP & Sanction, Law Enforcement, Regulatory Enforcement and Adverse Media checks for an individual person as well as ID Verification screening via **Individual Scan > Single Scan**.



Before Running a Scan

To perform a scan of a person, you will need to check or select the following before entering details:

1. Organisation

- 2. Scan service type
- 3. Scan settings

Organisation

If you are part of a multi-level organisation structure, select the organisation which you would like to run the check for from the drop-down list for **Organisation**.

If you are part of a single level organisation, you do not need to do anything for this step.


Scan Service Type

If your organisation and user account has been enabled with additional scan services, you have the option to select these services such as ID Verification.

By default, **PEP and Sanctions** is selected.

Scan Settings

There are multiple settings provided to manage the scope and coverage of PEP, sanction and adverse media screening as per your organisation's risk level compliance requirements.

 **Compliance Officers** can predetermine and preset these settings or set them to be user defined to enable the settings to be changed during scanning. These settings are defined in the [Organisation Settings](#).

Scan Setting Details and Description

Option	Description
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Name Match Type Used to determine how closely a watchlist profile must match a person's name before being considered a match. The options are `Exact`, `Exact (Including Middle Name)` or `Close`.

Exact

Scan results show matches where the First and Last Name match exactly. Middle names are also taken into account. Middle Name matching does not eliminate watchlist entities with no middle name. Scan results include:

- The First and Middle and Last Name match exactly.
- The First and Last Name match exactly and the watchlist record Middle Name contains the Middle Name.
- The First and Last Name match exactly and the watchlist record has no Middle Name.
- The First and Last Name match exactly and the Middle Name does not match.

Exact (Including Middle Name)

- The First and Middle and Last Name match exactly.
- The First and Last Name match exactly and the watchlist record Middle Name contains the Middle Name.
- The First and Last Name match exactly and the watchlist record has no Middle Name.

Close

- The First Name and Last Name or Latin-based Full Name match based on phonetic matching algorithm (including sounding names) and fuzzy searches. Middle Names and Original Script Names (non-Latin based such as Cyrillic, Chinese, Korean etc) are ignored.

Match Rate If **Close** Name Match Type is selected, this can be used to control the results by setting a match rate

A higher threshold will return results with minor variations whereas a lower threshold will return larger sound of the name.

Example: The name **John** at various thresholds:

- **100%>**: John .
- **80%**: John , Johnnie , Johnny .
- **50%**: John , Johnnie , Johnny , Jon , Joan , Jonah , Jean , Jan , Joanne , Joanna , Janie , Gena ,
- **1%**: John , Johnnie , Johnny , Jon , Joan , Jonah , Jean , Jan , Joanne , Joanna , Janie , Gena , (Jayne , Juan etc.

Example: The first name and last name **Richard JOHN** at various thresholds (asterisk indicates exists middle name or last name and may not contain **Richard** or **John**):

- **100%**: Richard JOHN , Richard * JOHN , John RICHARD , John * RICHARD , Richard John * .
- **80%**: Richard JOHN , Richard * JOHN , John RICHARDS , John * RICHARDS , John RICHARDSON , John REICHARDT .
- **50%**: Richard JOHN , Richard * JOHN , Richard John * , John Richard * , John * RICHARD , John * RICHARDS , John RICHARDSON , John * RICHARDSON , John REICHARDT , Jon RICHARDS , Johnny RICHARDSON , * John RICHARDS , John ROCHARD , Joan RICHARDS etc.
- **1%**: Richard JOHN , Richard * JOHN , Richard John * , * Richard JOHN , John Richard * , John RICHARDS , John * RICHARDS , John RICHARDSON , John * RICHARDSON , John REICHARDT , Jon RICHARDSON , Johnny RICHARDS , Johnny RICHARDSON , * John RICHARDS , John ROCHARD , Joan RICHARD , Joanne RICHARD , Joanne RICHARDS , Joanne RICHARDSON , Richard JANE , Jayne RICHARD , Jean-Pierre RICHARD , Jean-paul RICHARD , June RICHARD , June RICHARDS , June RICHARDSON , Richard GENAO , Richard GIANNI . Juan RICHARTE etc.

Whitelist Policy

If Due Diligence has previously been carried out, profiles marked as `No Match` are whitelisted, and can be excluded from being returned and displayed. This can help eliminate match results previously determined to be a match.

This option requires a `Client ID` to be associated with the person during scanning for identification.

The options are:

- `Apply` : Whitelisted profiles marked as `No Match` for the person being scanned are excluded and do not appear in the results.
- `Ignore` : Display all results regardless of previous due diligence decisions.

(Country of Residence Policy)

Used for matching the Country in the Address of the person with the locations associated with the match. This option requires the Country to be specified in the Address field when scanning for the person.

The options are:

- `Apply to All` : Apply the matching of country to all profiles for all categories.
- `Apply to PEP` : Apply the matching of country only to profiles with the category `PEP` (Politically Exposed Person).
- `Apply to POI` : Apply the matching of country only to profiles with the category `POI` (Profile of Interest).
- `Apply to RCA` : Apply the matching of country only to profiles with the category `RCA` (Relatives and Close Associates).
- `Apply to SIP (incl. TER)` : Apply the matching of country only to profiles with the category `SIP` (Sanctioned Individual Person), which includes `Terrorism`.
- `Ignore` : Display all results regardless of whether the country matches with the profiles.

Default Country of Residence Used for nominating a Country of Residence for an individual's address where a country cannot be identified which are not blank but do not contain an identifiable country, if a **Default Country of Residence** has been set, it will be automatically assigned to the individual as the Country of Residence.

This setting is defined by the Compliance Officer in the **Organisation Settings**.

Apply to blank Addresses Used in conjunction with **Residence Policy** and **Default Country of Residence**, this is used for eliminating match results where the individual's Country of Residence is not found in any of the Locations in the matching entity.

This option applies the preset Default Country of Residence to blank addresses during PEP and Sanctions screening.

PEP Jurisdiction Used for eliminating match results where the country of jurisdiction of the PEP profile in the watchlist is excluded (e.g. domestic PEPs). One or more countries for inclusion or exclusions may be defined by the Compliance Officer in the **Organisation Settings > PEP Jurisdiction Countries**.

The options are:

- **Apply** : Apply policy for either inclusion or exclusion of specific PEP jurisdictions.
- **Ignore** : Ignore any exclusion of PEP jurisdictions.

Exclude Deceased Persons Used for eliminating match results where the person is recorded as deceased.

The options are:

- **Yes** : Exclude deceased persons from matching results.
- **No** : Include deceased persons in matching results.

Web Search Perform additional search for adverse media on third party search engines e.g. Google search. This is an independent search for adverse media to the existing adverse media sources within PEP and Sanctions.

The options are:

- **Yes** : Run the scan on available search engines for adverse media.
- **No** : Do not run additional independent adverse media search.

FATF Jurisdiction Risk Perform additional search to include technical compliance and effectiveness ratings, based on FATF Jurisdiction Risk rating for countries linked to matched profiles.

The options are:

- **Yes** : Include FATF Jurisdiction Risk rating information.
- **No** : Do not include FATF Jurisdiction Risk rating information.

Watchlists Scope of watchlist categories the organisation has defined for the new scan. This list is provided as is and cannot be changed during scanning.

The **Compliance Officer** can edit this list in **Organisation Settings > List Access**.

Running a Single Scan

PEP, Sanction and Adverse Media screening

To start screening an individual for PEP, sanctions and adverse media, the following are necessary information:

- **First Name and Last Name or Full Name or Original Script Name**
- **Client ID** (check conditions below)

- **Date of Birth** (check conditions below)

Client ID

Formerly "Member Number". A unique reference identifier for the individual is required if you want to add the person for ongoing monitoring or perform due diligence.

You may use a Customer Reference or Client Account ID or any unique identifier for the person.

In cases where individuals do not have and never will have a Client ID, such as staff for example, arbitrary Client IDs can be used and prefixed by a letter, or letters, to distinguish them from your regular client base.

In cases where individuals may be allocated a unique identifier in the future, such as new clients for example, an arbitrary number should not be allocated. The prospect or client number that will be allocated to the individual when they become a 'new client' should be used as the Client ID for scanning and monitoring purposes. In this way due diligence decisions will be allocated to the real client number and subsequently the whitelist will also be appropriately applied to that Client ID.

Date of Birth

The Date of Birth will be required during scanning if your **Compliance Officer** has enabled this feature in the **Organisation Settings > Ignore Blank DOB**.

The more information you are able to provide for the person will enable more targeted matches and improve the results returned.

Providing Scan Information

You can provide information of the individual in the following fields:

Field	Required	Field Limit	Description
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First Name	Conditional	255 char	<p>First name or Given name of the individual.</p> <p>This field is <i>Mandatory</i>, unless you are entering an Original Script Name or Full Name.</p> <p>Where only the initial of the first name is available, you can enter the letter followed by an asterisk.</p> <p>Example:</p> <ul style="list-style-type: none"> • K* will return matching profiles containing first names such as Kay, Karim, Ken, Kennard, Kennedy, Kenneth, Kevin etc • Ken* will return matching profiles containing first names such as Ken, Kennard, Kennedy, Kenneth etc
Middle Name	Optional	255 char	If the individual has multiple middle names, enter all middle names separated by spaces.
Last Name	Conditional	255 char	<p>Last Name or Surname or Family Name of the individual.</p> <p>This field is mandatory, unless you are entering an Original Script Name or Full Name.</p> <p>If the individual has a single mononymous name, enter the name in this field.</p>

Original Script Name/Full Name	Conditional	255 char	Non-Latin names such as Cyrillic, Hebrew, Chinese, Korean, Japanese, Arabic, Indian names etc in original script should be entered in this field due to different matching algorithms in the system.
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You can also enter Latin-based **full name** in this field if you are not able to separate the individual's name into First, Middle and Last, or if you are uncertain of the order of the First and Last Name.

Unless you are entering the **First and Last Name**, this field is mandatory.

This field can be hidden if the **Original Script Search/Full Name** setting is disabled by the **Compliance Officer** in the **Organisation Settings**.

Gender	Optional	-	Select from the drop down list. Options are:
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- Male (M)
- Female (F)
- Unspecified (X)

Matches will include entities with no gender recorded or other values such as Unknown, Not specified or Transgender, etc.

Date of Birth	Conditional	10 digits with "/" or 4 digits	Use the format DD/MM/YYYY or YYYY . Matching will be performed on date of birth or year of birth. This field is mandatory if the Compliance Officer has enabled the feature to ignore blank DOBs in the Organisation Settings.
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Client ID	Conditional	100 char	<p>Unique identifier for the individual such as Customer Reference Number or Account ID.</p> <p>This unique ID is associated with due diligence decisions and ongoing monitoring updates. Retaining the same Client ID for an individual will assist with tracking changes.</p> <p>This field is mandatory if the Compliance Officer has enabled the update monitoring list feature or if you have elected to perform due diligence and monitoring.</p> <p>If you do not have a Client ID to uniquely identify and track the individual, you are welcome to use the auto-generate function to suggest an identifier (✕).</p>
Country of Residence (Address)	Optional	255 char	<p>There are no restrictions imposed on the format. Only the identified country in the Address is used for comparing country of residence when the Residence Policy is applied.</p>
ID Number	Optional	100 char	<p>Use this field to refine and target your search for identification numbers like Passport Number, National ID, VAT/Tax Number, and Professional Registration Number.</p> <p>The watchlist profile must contain the identifier and contain the entered identifier to be returned as a result. We recommend using this with caution.</p>
Email Address	Optional	128 char	<p>Optionally, enter an email address for the individual to run a check for compromised information in known data breaches. This search is provided as supplementary information about the individual and is not required as part of the AML KYC regulatory compliance checks.</p>

Update Monitoring List

Optional

-

To add the member to ongoing monitoring, select this check box to add the member to the Monitoring List. Only members with a Client ID will be able to be monitored by the system.

Where the Compliance Officer has set the monitoring settings to be automatically added during scans, you will be displayed an appropriate message. Any scans with a Client ID will automatically be added for ongoing monitoring.

Note: This option is only visible if your organisation and user account is enabled for monitoring.

ID Verification (IDV)

Customer identity verification consists of 2 key processes: **ID Check** (document verification) and **FaceMatch** (biometric facial matching).

You can verify the identity of an individual using either or both options as part of the ID Verification service.

To screen an individual for ID Verification (name, address, date of birth), you will need the following to get started:

- **First Name and Last Name** or **Original Script Name** (check conditions below)
- **Date of Birth**
- **Mobile Number** or **Email Address** for biometric facial matching

When is Original Script Name required

The requirement for **First Name, Middle Name and Last Name**, or **Original Script Name** depends on the Country selected for verification.

All countries require First and Last Name, except China. If China is selected as the Country of verification, then the Original Script Name should be entered.

Methods for ID Verification and face matching

You can run the ID Verification on behalf of the individual or have the verification completed by the individual themselves. For biometric facial matching, this must be completed by the individual themselves.

Options:

- Run the verification yourself
- SMS the verification to the individual
- Email the verification to the individual

If you opt to run the verification yourself, you will be presented with the option to email the biometric facial matching to the individual within this process.

Providing Scan Information

You can fill in information of the individual in the following fields to initiate the ID Check and FaceMatch processes. Depending on the IDV option selected, you will be required to provide some information. For biometric face matching, the individual will need to complete the verification themselves on their own device or computer with a camera:

Field	Required	Field Limit	Description
Country of Verification	Required	-	Country for source of verification of the individual's details.
Mobile Number	Conditional	14 digits	If you have selected to SMS the verification, select the country prefix and enter the individual's mobile number to receive the SMS with a URL to complete the verification process.
Email Address	Conditional	128 characters	If you have selected to Email the verification, enter the individual's email address to receive the email with a URL to complete the verification process.
First Name	Required	255 char	First name or Given name of the individual. If there are multiple names for the given name, enter the first name into this field and the additional names into Middle Name.
Middle Name	Optional	255 char	If the individual has multiple middle names, enter all middle names separated by spaces.
Last Name	Required	255 char	Last Name or Surname or Family Name of the individual.
Original Script Name	Conditional	255 char	Script Name. This only applies to identity verifications for Chinese data sources.

Date of Birth Optional 10 Enter the individual's date of birth in the format DD/MM/YYYY

You can run PEP & Sanction or ID Verification scans separately or combine both within a single scan.

Selecting these scan options will present relevant fields and filters for screening.

The screenshot displays the 'Single Scan' interface. At the top, there are navigation icons for 'Support', a user profile, and a UK flag. Below this, a progress bar shows '1. Service' as the active step and '2. PEP and Sanctions' as the next step. A dropdown menu for 'Organisation' is set to 'MemberCheck Demo PEP IDV (DEMOPEPIDV)'. A confirmation message states: 'The scan will be run for MemberCheck Demo PEP IDV with Organisation ID DEMOPEPIDV.' Under the heading 'I want to Scan:', there are two options: 'PEP and Sanctions' (checked) and 'ID Verification' (unchecked). The 'PEP and Sanctions' option includes a description: 'Screen your customers and applicants against global PEP, Sanctions and Adverse Media sources.' The 'ID Verification' option includes a description: 'Verify the identity of your customers and applicants through verification of document information and biometric face matching.' A 'Continue' button is located at the bottom left of the main content area.

If you have opted to send the verification for the individual to complete themselves, the email or SMS will contain your organisation name.

Examples of the Email and SMS received by the individual, "MOCK PASS", to perform the verification from company "MemberCheck Demo PEP IDV":



Hi MOCK PASS

MemberCheck Demo PEP IDV has requested that you verify your identity. To begin please click the button below.

[Start verification](#)

This request was sent from support@membercheck.com.

Today 12:55

Hi MOCK, MemberCheck Demo PEP IDV has requested that you verify your identity using the MemberCheck service. Please click on the link: <https://v-staging.realm.com/8721bc341b20459a90511113c481f457>, to begin. If you need assistance please email support@membercheck.com



Text Message



Duplicate ID Verification detection

To minimise accidental duplicate scans for ID Verification which may send multiple SMS requests to your customer or applicant to verify themselves, the system has a built-in duplicate detection mechanism. This mechanism will detect for the same name (First, Middle, Last or Full Name) being scanned within a period of 24 hours within your organisation.

You can opt to continue or cancel to stop the duplicate scan.

Getting access to a demo account

If you would like to trial the ID Verification service, please contact your MemberCheck Account Manager or support@membercheck.com

Quick How-To Guides

Screen by separate First, Middle and Last Name

Example of screening with **First Name, Middle Name, Last Name** and with a **Client ID** for monitoring and due diligence for recording of assessed risk.

☰ Single Scan
[Switch to classic interface](#)
[Support](#)

Organisation:

I want to Scan:
 PEP and Sanctions ID Verification

Scan Settings:

Match Type: [Exact](#) | Whitelist Policy: [Apply](#) | PEP Jurisdiction: [Ignore](#) | Residence Policy: [All](#) | Default Country of Residence: [Australia](#)

Exclude Deceased Persons: [Yes](#) | Web Search (Adverse Media): [No](#)

<p>First Name: <input type="text" value="Required Field"/></p>	<p>Middle Name: <input type="text"/></p>	<p>Last Name: <input type="text" value="Required Field"/></p>
<p>Original Script Name or Full Name: ? <input type="text" value="Name in Cyrillic, Arabic, Hebrew, Chinese etc, or full name"/></p>	<p>Date of Birth: <input type="text" value="DD/MM/YYYY or YYYY"/></p>	<p>Gender: <input type="text"/></p>
<p>Country of Residence (Address): ? <input type="text"/></p>	<p><input checked="" type="checkbox"/> Perform Due Diligence</p> <p><input checked="" type="checkbox"/> Update Monitoring List ?</p>	
		<p>Member Number/Client ID: ? <input type="text" value="Required Field"/> </p> <p><small>Note: Enter Client ID to enable Monitoring and Due Diligence for the individual.</small></p>

[Scan](#)
[Clear](#)

Screen by Full Name

Example of screening with **Full Name** and with a **Client ID** for monitoring and due diligence for recording of assessed risk.

Single Scan
Switch to classic interface
Support
User Profile

Organisation:

I want to Scan:
 PEP and Sanctions ID Verification

Scan Settings:

Match Type: **Exact** |
 Whitelist Policy: **Apply** |
 PEP Jurisdiction: **Ignore** |
 Residence Policy: **All** |
 Default Country of Residence: **Australia**

Exclude Deceased Persons: **Yes** | Web Search (Adverse Media): **No**

<p>Match Type: ?</p> <input checked="" type="radio"/> Exact <input type="radio"/> Exact (Incl. Mid Name) <input type="radio"/> Close	<p>Whitelist Policy: ?</p> <input checked="" type="radio"/> Apply <input type="radio"/> Ignore	<p>PEP Jurisdiction: ?</p> <input type="radio"/> Exclude: Australia <input checked="" type="radio"/> Ignore	<p>Residence Policy: ?</p> <input checked="" type="checkbox"/> Apply to All <input checked="" type="checkbox"/> Apply to PEP <input checked="" type="checkbox"/> Apply to RCA <input checked="" type="checkbox"/> Apply to SIP (TER) <input type="checkbox"/> Ignore	<p>Default Country of Residence: ?</p> <p>Australia</p> <input checked="" type="checkbox"/> Apply to Blank Addresses ?
--------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------

<p>Exclude Deceased Persons: ?</p> <input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Web Search (Adverse Media): ?</p> <input type="radio"/> Yes <input checked="" type="radio"/> No	<p>Watchlists: ?</p> <p>PEP (Tier 1, Tier 2, Tier 3)</p> <p>RCA</p> <p><small>SIP - Terror, Organised Crime, Financial Crime, Narcotics Crime, Modern Slavery, Bribery and Corruption, Cyber Crime, Disqualified Directors, Other, Sanctions Lists (All), Law Enforcement, Regulatory Enforcement</small></p>
-----------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

First Name:

Original Script Name or Full Name: ?

Country of Residence (Address): ?

Middle Name:

Date of Birth:

Perform Due Diligence
 Update Monitoring List ?

Last Name:

Gender:

Member Number/Client ID: ?

Note: Enter Client ID to enable Monitoring and Due Diligence for the individual.

Scan
Clear

Screen by Original Script Name with additional web search

Example of screening with **Original Script Name** and with a **Client ID** for monitoring and due diligence for recording of assessed risk.

Single Scan [Switch to classic interface](#) [Support](#)

Organisation: MemberCheck Demo PEP IDV (DEMOPEPIDV)

I want to Scan: PEP and Sanctions ID Verification

Scan Settings: Match Type: **Exact** | Whitelist Policy: **Apply** | PEP Jurisdiction: **Ignore** | Residence Policy: **All** | Default Country of Residence: **Australia** | Exclude Deceased Persons: **Yes** | Web Search (Adverse Media): **No**

First Name: Middle Name: Last Name:

Original Script Name or Full Name: Date of Birth: Gender:

Country of Residence (Address):

Perform Due Diligence Update Monitoring List

Member Number/Client ID:

Note: Enter Client ID to enable Monitoring and Due Diligence for the individual.

Screen with additional web search

Example of screening with **First Name, Last Name** with the option to include additional web search.

Single Scan
Switch to classic interface
Support
User Profile

Organisation: ▼

MemberCheck Demo PEP IDV (DEMOPEPIDV)

I want to Scan: PEP and Sanctions ID Verification

Scan Settings:

Match Type: **Exact**
Whitelist Policy: **Apply**
PEP Jurisdiction: **Ignore**
Residence Policy: **All**
Default Country of Residence: **Australia**

Exclude Deceased Persons: **Yes**
Web Search (Adverse Media): **No**

Match Type: ?

Exact

Exact (Incl. Mid Name)

Close

Whitelist Policy: ?

Apply

Ignore

PEP Jurisdiction: ?

Exclude: Australia

Ignore

Residence Policy: ?

Apply to All

Apply to PEP

Apply to RCA

Apply to SIP (TER)

Ignore

Default Country of Residence: ?

Australia

Apply to Blank Addresses ?

Exclude Deceased Persons: ?

Yes

No

Web Search (Adverse Media): ?

Yes

No

Watchlists: ?

PEP (Tier 1, Tier 2, Tier 3)

RCA

SIP - Terror, Organised Crime, Financial Crime, Narcotics Crime, Modern Slavery, Bribery and Corruption, Cyber Crime, Disqualified Directors, Other, Sanctions Lists (All), Law Enforcement, Regulatory Enforcement

First Name: Required Field

Middle Name:

Last Name: Required Field

Original Script Name or Full Name: ?

Name in Cyrillic, Arabic, Hebrew, Chinese etc, or full name

Date of Birth:

DD/MM/YYYY or YYYY

Gender:

Perform Due Diligence

Update Monitoring List ?

Member Number/Client ID: ?

Required Field

Note: Enter Client ID to enable Monitoring and Due Diligence for the individual.

Scan
Clear

Screen without due diligence or monitoring

Example of screening with **First Name, Middle Name, Last Name** without monitoring and due diligence for the individual.

Single Scan [Switch to classic interface](#) [Support](#)

Organisation: MemberCheck Demo PEP IDV (DEMOPEPIDV)

I want to Scan: PEP and Sanctions ID Verification

Scan Settings: Match Type: **Exact** | Whitelist Policy: **Apply** | PEP Jurisdiction: **Ignore** | Residence Policy: **All** | Default Country of Residence: **Australia** | Exclude Deceased Persons: **Yes** | Web Search (Adverse Media): **No**

First Name: Middle Name: Last Name:

Original Script Name or Full Name: Date of Birth: Gender:

Country of Residence (Address):

Perform Due Diligence Update Monitoring List

Member Number/Client ID:

Note: Enter Client ID to enable Monitoring and Due Diligence for the individual.

Screen to exclude domestic PEPs

Example of screening with **First Name** and **Last Name** and the exclusion of domestic PEPs, in this example, Australia is defined in the list of countries in **PEP Jurisdiction - Exclude** in Organisation Settings.

☰ Single Scan

[Switch to classic interface](#)
[Support](#)

Organisation:

I want to Scan:
 PEP and Sanctions ID Verification

Scan Settings:
 Match Type: [Exact](#) | Whitelist Policy: [Apply](#) | PEP Jurisdiction: [Ignore](#) | Residence Policy: [All](#) | Default Country of Residence: [Australia](#)
 Exclude Deceased Persons: [Yes](#) | Web Search (Adverse Media): [No](#)

First Name: <input type="text" value="Required Field"/>	Middle Name: <input type="text"/>	Last Name: <input type="text" value="Required Field"/>
Original Script Name or Full Name: ? <input type="text" value="Name in Cyrillic, Arabic, Hebrew, Chinese etc, or full name"/>	Date of Birth: <input type="text" value="DD/MM/YYYY or YYYY"/>	Gender: <input type="text"/>
Country of Residence (Address): ? <input type="text"/>	<input checked="" type="checkbox"/> Perform Due Diligence <input checked="" type="checkbox"/> Update Monitoring List ?	Member Number/Client ID: ? <input type="text" value="Required Field"/> ↔ <small>Note: Enter Client ID to enable Monitoring and Due Diligence for the individual.</small>

[Scan](#)
[Clear](#)

Run Customer ID Verification on behalf of the individual

Example of a document verification check (ID Check) on behalf of an individual. This option provides the quickest turnaround time for results. Results sometimes may take up to a few minutes for processing to complete.

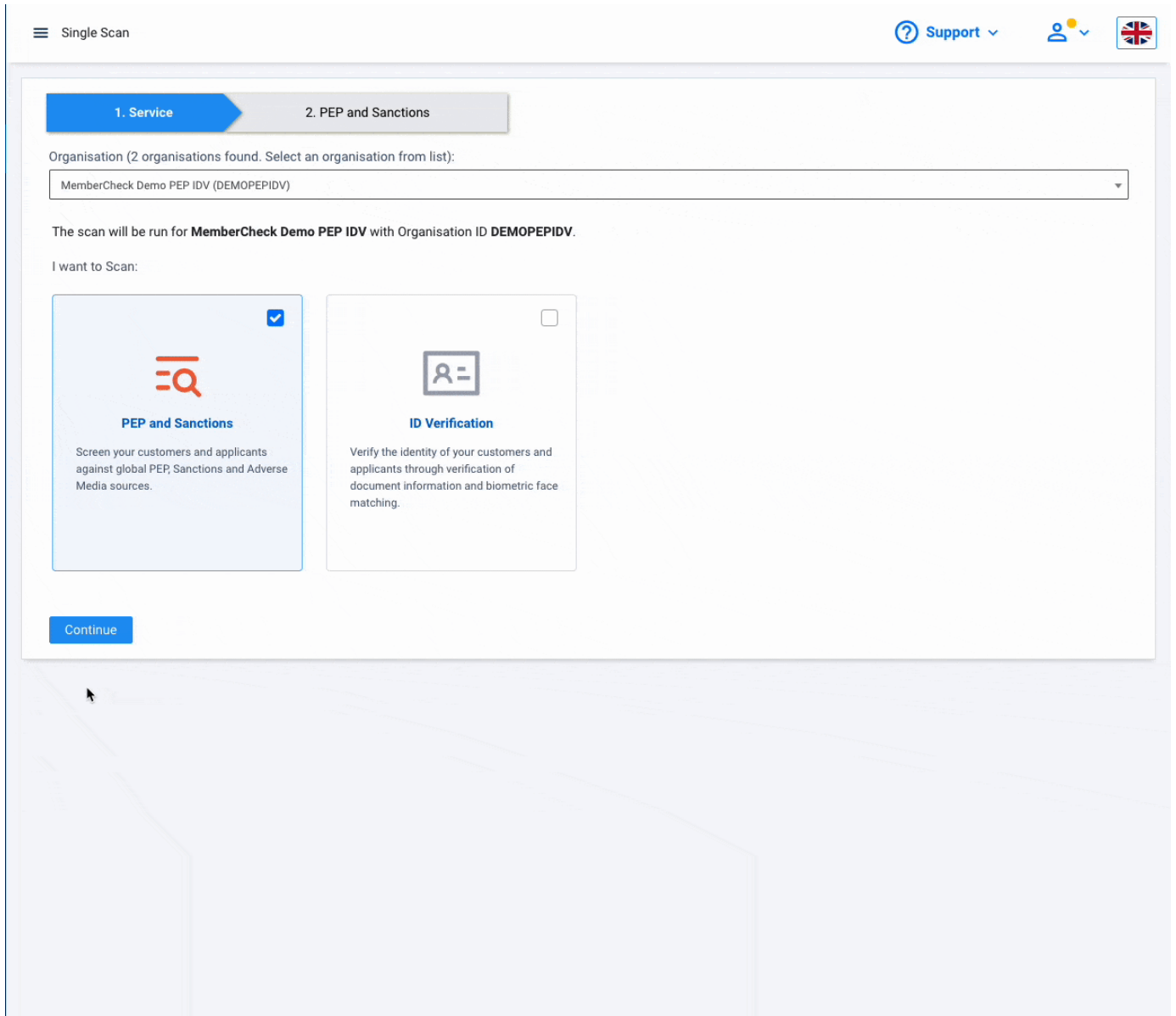
The screenshot shows the 'Single Scan' interface. At the top, there are navigation elements: a hamburger menu, 'Single Scan', 'Support', a user profile icon, and a UK flag. Below this is a progress bar with two steps: '1. Service' (active) and '2. PEP and Sanctions'. A dropdown menu is open, showing 'MemberCheck Demo PEP IDV (DEMOPEPIDV)'. Below the dropdown, it states: 'The scan will be run for MemberCheck Demo PEP IDV with Organisation ID DEMOPEPIDV.' Under 'I want to Scan:', there are two options: 'PEP and Sanctions' (checked) and 'ID Verification' (unchecked). The 'PEP and Sanctions' option includes a description: 'Screen your customers and applicants against global PEP, Sanctions and Adverse Media sources.' The 'ID Verification' option includes a description: 'Verify the identity of your customers and applicants through verification of document information and biometric face matching.' A 'Continue' button is located at the bottom left of the main content area.

Result status of N/A or Not Available

If you only see statuses of **N/A** (not available) and do not see any conclusive results at the bottom of the screen, the verification process may still be in progress. In this case, navigate to the **Scan Results** screen to refresh and view the latest status, noting that it may take some time depending on the data sources and services.

Email Customer ID Verification to the individual

Example of a document verification check (ID Check) request to be sent to the individual to complete via email. Until the individual completes the verification, the status of this will remain as Pending



Common Questions

? What if the individual has a mononymous single name?

If the individual only has a mononymous name, you can either:

- A: Enter a dash - in the **First Name** field and enter the single name into the **Last Name** field, or
- B: Enter the name into the **Original Script/Full Name** field.

The first approach (A) will return results with profiles where it only contains the mononymous name, or where **Last Name** matches, whereas the latter approach (B) may return additional results where names containing the entered text are returned.

? Why can't I change the scan settings?

The Compliance Officer for your organisation may have preset the scan settings based on the organisation's risk and compliance obligations. For any changes to these settings, your Compliance Officer can review these settings at **Administration > Organisations > {Organisation Name} > Settings**.

? I do not see any monitoring options during scan







Your organisation or your user account is likely not enabled for the ongoing monitoring service.

Check with your organisation's Compliance Officer for access.

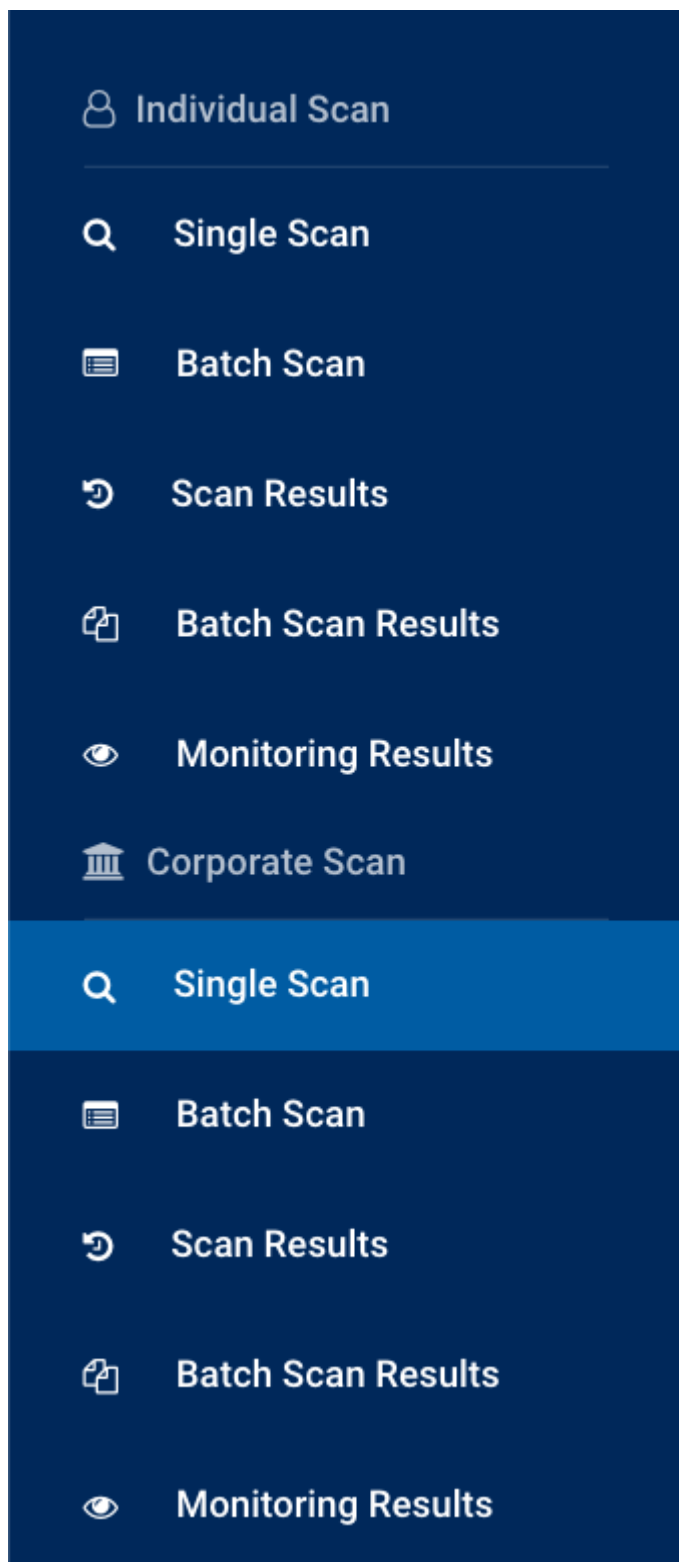
If you are a Compliance Officer or manage the MemberCheck service on behalf of your organisation, get in touch with your MemberCheck Account Manager or at sales@membercheck.com to enquire about this service.

Single Scans of Corporates

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					

You can screen for Sanction, Law Enforcement, Regulatory Enforcement and Adverse Media checks for a business or corporate via **Corporate Scan > Single Scan**.



Before Running a Scan

To perform a scan of a business or corporate, you will need to check or select the following before entering details:

1. Organisation

2. Scan service type

3. Scan settings

Organisation

If you are part of a multi-level organisation structure, select the organisation which you would like to run the check for from the drop-down list for **Organisation**.

If you are part of a single level organisation, you do not need to do anything for this step.


Scan Service Type

If your organisation and user account has been enabled with additional scan services, you have the option to select these services such as Know Your Business screening.

By default, **Sanctions and Adverse Media** is selected.

Scan Settings

There are settings provided to manage the scope and coverage of sanction screening as per your organisation's risk level compliance requirements.

 **Compliance Officers** can predetermine and preset these settings or set them to be user defined to enable the settings to be changed during scanning. These settings are defined in the [Organisation Settings](#).

Scan Setting Details and Description

Option	Description
--------	-------------

Name Used to determine how closely a watchlist profile must match the company name before being considered a match.
Match Type

Stopwords (i.e. incorporated, pty) are ignored and excluded from matching. Special characters (except punctuation) are ignored in **Close** name match scans.

Exact

Scan results show matches where the watchlist record name is exactly the same as that entered in the search.

Close

Scan results show matches where the watchlist record name is matched based on phonetic matching.

Match Rate If `Close` Name Match Type is selected, this can be used to control the results by setting a match rate. A higher threshold will return results with minor variations in the name whereas a lower threshold will

Example 1: The name `Greenoil` at various thresholds could return these variations:

- **100%:** `Greenoil`
- **80%:** `Greenoil`
- **50%:** `Greenoil, Greenwill, Greenlay, Greenhill`
- **30%:** `Greenoil, Greenwill, Greenlay, Greenhill, Greenall, Greenhall, Greenwell, Greenl`
- **10%:** `Greenoil, Greenwill, Greenlay, Greenhill, Greenall, Greenhall, Greenwell, Greenl
Cornwall etc`

Example 2: The name `Bayer` at various thresholds:

- **100%:** `Bayer`
- **80%:** `Bayer`
- **50%:** `Bayer, Baer, Payeer`
- **30%:** `Bayer, Baer, Payeer, Bauer, Beyer, Bower, Buyer, Beer, Veier`
- **10%:** `Bayer, Baer, Payeer, Bauer, Beyer, Bower, Buyer, Beer, Veier, Bayard, Barre, Bea`

Whitelist Policy

If Due Diligence has previously been carried out, profiles marked as `No Match` are whitelisted, and can eliminate match results previously determined to not be a true match.

This option requires an `Client ID` to be associated with the company during scanning for identification.

The options are:

- `Apply` : Whitelisted profiles marked as `No Match` for the company being scanned are excluded a
- `Ignore` : Display all results regardless of previous due diligence decisions.

Country of Operation Policy

Used for matching the Country of the company with the locations associated with the matching profile field when scanning for the corporate entity.

The options are:

- `Apply to All` : Apply the matching of country.
- `Ignore` : Display all results regardless of whether the country matches with the profiles.

Default Country of Operation

Used for nominating a Country of Operation where a country cannot be identified. For addresses which **Operation** has been nominated, it will be automatically assigned to the corporate entity as the Country.

This setting is defined by the Compliance Officer in the **Organisation Settings**.

Apply to blank Addresses

Used in conjunction with **Country of Operation Policy** and **Default Country of Operation**. This is used in any of the Locations in the matching entity's profile.

This option applies the preset Default Country of Operation to blank addresses during Sanction scans.

Web Search (Adverse Media)	Extend the search for additional adverse media on Google. The options are: <ul style="list-style-type: none">• Yes : Run the scan on available search engines for adverse media.• No : Do not run additional adverse media search.
FATF Jurisdiction Risk	Perform additional search to include technical compliance and effectiveness ratings, based on FATF I The options are: <ul style="list-style-type: none">• Yes : Include FATF Jurisdiction Risk rating information.• No : Do not include FATF Jurisdiction Risk rating information.
Watchlists	Scope of watchlist categories the organisation has defined for the new scan. This list is provided as it The Compliance Officer can edit this list in Organisation Settings > List Access .

Running a Single Scan

Sanction and Adverse Media screening

To start screening a company, the following are necessary information:

- **Company Name**
- **Client ID** (check conditions below)

Optional

- **Registration Number**

• Country of Operation

Client ID

Formerly "Entity Number". A unique reference number or profile name for the company is required if you want to add the company for ongoing monitoring or perform due diligence.

You may use a Company Reference or Account ID or a profile name to keep track of this entity.

In cases where a company may be allocated an account number in the future, such as new clients for example, an arbitrary number should not be allocated. The prospect or company number that will be allocated to the company when they become a 'new client' should be used as the Client ID for scanning purposes. This way, due diligence decisions will be allocated to the account and subsequently the whitelist will also be appropriately applied to that Client ID.

Providing Scan Information

You can provide information of the company in the following fields:

Field	Required	Field Limit	Description
-------	----------	-------------	-------------

Company Name	Mandatory	255 char	This field is <i>Mandatory</i> . Text which falls within the stopwords will be ignored e.g. <code>incorporated</code> and <code>pty</code> .
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Stopwords can be customised within the [Organisation administration settings](#).

Wildcard search is supported if you are uncertain of the company suffix. Append the asterisk (`*`) to the end of the company name.

Registration Number	Optional	100 char	Company's unique identifier including Business Registration Number, OFAC Unique ID, SIC Number, DUNS number, VAT/Tax Number, and IMO number for shipping vessels. The Registration Number entered will be used in the matching process and Company Name matches will be returned if the Registration Number is contained in the watchlist record. Entering a Registration Number can significantly reduce false matches to target the search for an organisation.
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Country of Operation (Address)	Optional	Batch File and API: 255 char	Select the country of operation or registration from the drop down list. If entering this information via the CSV or XML batch file, or REST API , you can enter the ISO 3166-1 2-letter country code, country name or the full address, however, only the country will be used during matching.
Client ID	Conditional	100 char	<p>Unique identifier for the company such as Company Reference Number or Account Number or profile name.</p> <p>This unique ID is associated with due diligence decisions and ongoing monitoring updates. Retaining the same Client ID for the company will assist with tracking of changes.</p> <p>This field is mandatory if the Compliance Officer has enabled the update monitoring list feature or if you have elected to record due diligence decisions and monitoring.</p> <p>If you do not have a Client ID to uniquely identify and track the company, you are welcome to use the auto-generate function to suggest an identifier (✕).</p>

Wildcard search for Company Names

If you are uncertain of the official or full entity name including the suffix, or if there are additional branch or division information which may be included in the company name, you may use the wildcard search by appending an asterisk (*) to the end of the name.

For example, searching for **Bank of America *** will match with the following profiles:

- Bank of America
- Bank of America Corporation
- Bank of America Hawaii
- Bank of America Investment Services
- Bank of America N.A.
- Bank of America, National Association etc.

Know Your Business

The Know Your Business verification consists of 2 processes: Know Your Business (verify company details) and Ultimate Beneficial Owner (identify shareholders and beneficial owners of the business).

To run a business check for a company, you will need the following to get started:

- **Company Name** or business **Registration Number**
- **Jurisdiction of Registry (Country or Country-State)**

Searching by Registration Number

The ability to search by Registration Number is dependent on the jurisdiction registry and is not within the control of MemberCheck.

Providing Scan Information

You can provide information of the individual in the following fields:

Field	Required	Field Limit	Description
Country	Required	-	Jurisdiction or Country where the business is registered in.
State	Mandatory	-	Some countries have different jurisdictions separated by state e.g. United States - Alaska, Canada - British Columbia etc
Company Name	Conditional	255 char	Name of business. This field is <i>Mandatory</i> , unless you are entering a Registration Number .
Registration Number	Conditional	100 char	Business registration number. This field is <i>Mandatory</i> , unless you are entering a Registration Number .

You can run the Sanction scans or Know Your Business scans separately or together within a single scan.

After running a scan for Know Your Business and having identified the correct profile matching your search, you will need to request for the relevant information for your verification to complete the KYB scan:

- Request for the specific documents - All historical documents available of the business from the jurisdiction registry will be available for selection.
- Request for company details and UBO - Enhanced profile details including shareholders and beneficial owners.

Ensure you complete the KYB process

If you do not complete either of these 2 actions above, you will only be able to view the company searched without any supporting information or evidence for verification.

1. Search for a company

After searching for a company, you will be presented with company profiles matching your search.

2. Request for documentation

Once you have identified the company record you are searching for, select **View Document** to see a list of available documents from the jurisdiction registry. Each document will display the associated cost where you can request and download the document.

Sample reports of the various types of documents can be previewed before purchasing. Where sample reports are available, you will see a pop-up tooltip when hovering your mouse over the Document Title. Click on the Document Title to preview the PDF.

Document availability

Most of these documents may take some time to be delivered from the registry. Please give this process some time before checking the **Scan Results** screen for access to the documents.

3. Request for company details and UBO

Within each company profile, there is the option to request for additional company details that contain shareholders and beneficial owners. Select **Get Details and UBO** to request the enhanced company profile.

Availability of UBO information

Though we strive to provide this information for as many jurisdictions as possible, it may not be available for all, and there could be instances where it is unavailable.

Quick How-To Guides

Screen by Company Name and Registration Number







Screen by Company Name with additional web search and jurisdiction risk check

Run a Know Your Business check

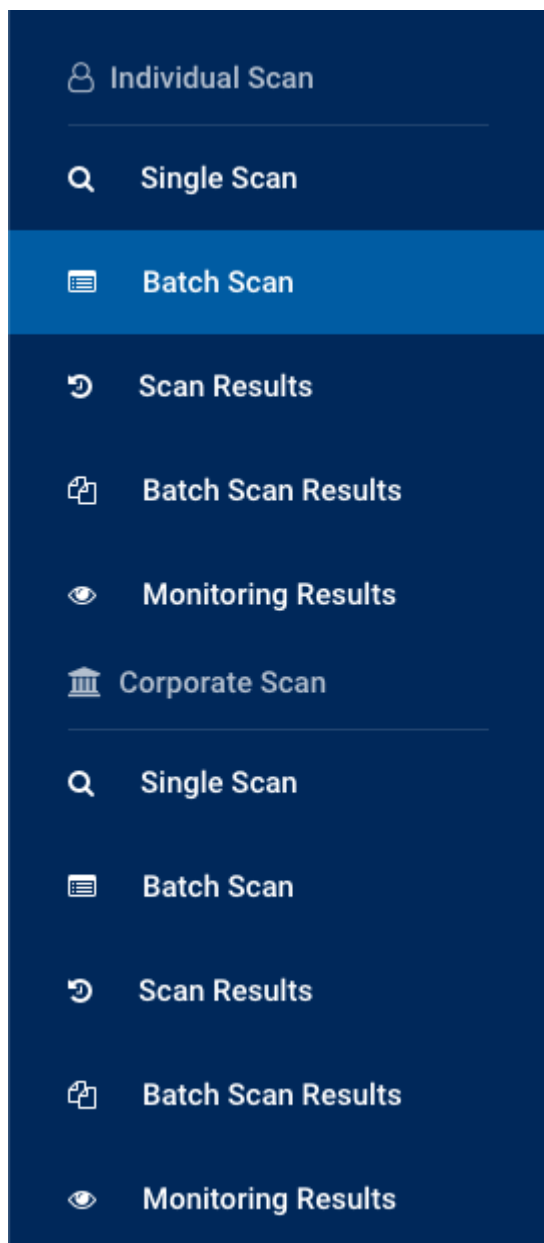
Run a business check to verify and understand the company using the Know Your Business (KYB) and Ultimate Beneficial Owner (UBO) features.

Batch Scans for Individuals

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					


You can screen for PEP & Sanction, Law Enforcement, Regulatory Enforcement and Adverse Media checks for individuals in volume via **Individual Scan > Batch Scan**.



Before Running a Scan

To perform a batch scan of individuals, you will need to check or select the following, and have your CSV or XML batch file prepared:

1. Organisation
2. Scan settings
3. Batch file in CSV or XML format (UTF-8 encoded recommended)

 **CSV or XML batch file templates**

To help you get started, you can [download CSV and XML templates and sample batch files here](#).


Organisation

If you are part of a multi-level organisation structure, select the organisation which you would like to run the check for from the drop down list for **Organisation**.

If you are part of a single level organisation, you do not need to do anything for this step.

Scan Settings

There are multiple settings provided to manage the scope and coverage of PEP & Sanction screening as per your organisation's risk level compliance requirements.

 **Compliance Officers** can predetermine and preset these settings or set them to be user defined to enable the settings to be changed during scanning. These settings are defined in the [Organisation Settings](#).

Scan Setting Details and Description

Option	Description
--------	-------------

Name Match Type Used to determine how closely a watchlist profile must match a person's name before being considered a match. The options are `Exact`, `Exact (Including Middle Name)` or `Close`.

Exact

Scan results return matches where the First and Last Name match exactly. Middle names are also taken into account. Middle Name matching does not eliminate watchlist entities with no middle name. Scan results include:

- The First and Middle and Last Name match exactly.
- The First and Last Name match exactly and the watchlist record Middle Name contains the Middle Name.
- The First and Last Name match exactly and the watchlist record has no Middle Name.
- The First and Last Name match exactly and the Middle Name does not match.

Exact (Including Middle Name)

- The First and Middle and Last Name match exactly.
- The First and Last Name match exactly and the watchlist record Middle Name contains the Middle Name.
- The First and Last Name match exactly and the watchlist record has no Middle Name.

Close

- The First Name and Last Name match based on a phonetic matching algorithm (similar sounding names). Middle Names are ignored.

Match Rate If **Close** Name Match Type is selected, this can be used to control the results by setting a match rate

A higher threshold will return results with minor variations whereas a lower threshold will return larger sound of the name.

Example: The name **John** at various thresholds:

- **100%:** John .
- **80%:** John , Johnnie , Johnny .
- **50%:** John , Johnnie , Johnny , Jon , Joan , Jonah , Jean , Jan , Joanne , Joanna , Janie , Gena ,
- **1%:** John , Johnnie , Johnny , Jon , Joan , Jonah , Jean , Jan , Joanne , Joanna , Janie , Gena , (Jayne , Juan etc.

Example: The first name and last name **Richard JOHN** at various thresholds (asterisk indicates exists middle name or last name and may not contain **Richard** or **John**):

- **100%:** Richard JOHN , Richard * JOHN , John RICHARD , John * RICHARD , Richard John * .
- **80%:** Richard JOHN , Richard * JOHN , John RICHARDS , John * RICHARDS , John RICHARDSON , John REICHARDT .
- **50%:** Richard JOHN , Richard * JOHN , Richard John * , John Richard * , John * RICHARD , John * RICHARDS , John RICHARDSON , John * RICHARDSON , John REICHARDT , Jon RICHARDS , Johnny RICHARDSON , * John RICHARDS , John ROCHARD , Joan RICHARDS etc.
- **1%:** Richard JOHN , Richard * JOHN , Richard John * , * Richard JOHN , John Richard * , John RICHARDS , John * RICHARDS , John RICHARDSON , John * RICHARDSON , John REICHARDT , Jon RICHARDSON , Johnny RICHARDS , Johnny RICHARDSON , * John RICHARDS , John ROCHARD , Joan RICHARD , Joanne RICHARD , Joanne RICHARDS , Joanne RICHARDSON , Richard JANE , Jayne RICHARD , Jean-Pierre RICHARD , Jean-paul RICHARD , June RICHARD , June RICHARDS , June RICHARDSON , Richard GENAO , Richard GIANNI . Juan RICHARTE etc.

Whitelist Policy

If Due Diligence has previously been carried out, profiles marked as **No Match** are whitelisted, and can be excluded from being returned. This can help eliminate match results previously determined to not be relevant.

This option requires a **Client ID** to be associated with the person.

The options are:

- **Apply** : Whitelisted profiles marked as **No Match** for the person being scanned are excluded and do not appear in the results.
- **Ignore** : Display all results regardless of previous due diligence decisions.

(Country of Residence Policy)

Used for matching the Country in the Address of the person with the locations associated with the match. This option requires the Country to be specified in the Address field when scanning for the person.

The options are:

- **Apply to All** : Apply the matching of country to all profiles for all categories.
- **Apply to PEP** : Apply the matching of country only to profiles with the category **PEP** (Politically Exposed Person).
- **Apply to POI** : Apply the matching of country only to profiles with the category **POI** (Profile of Interest).
- **Apply to RCA** : Apply the matching of country only to profiles with the category **RCA** (Relatives and Close Associates).
- **Apply to SIP (incl. TER)** : Apply the matching of country only to profiles with the category **SIP** (Sanctioned Individual Person), which includes **Terrorism**.
- **Ignore** : Display all results regardless of whether the country matches with the profiles.

Default Country of Residence

Used for nominating a Country of Residence for an individual's address where a country cannot be identified. This setting applies to addresses which are not blank but do not contain an identifiable country, if a **Default Country of Residence** has been set. It will be automatically assigned to the individual as the Country of Residence.

This setting is defined by the Compliance Officer in the **Organisation Settings**.

Apply to blank Addresses Used in conjunction with **Residence Policy** and **Default Country of Residence**, this is used for eliminating matches where the individual's Country of Residence is not found in any of the Locations in the matching entity.

This option applies the preset Default Country of Residence to blank addresses during PEP and Sanctions screening.

PEP Jurisdiction Used for eliminating match results where the country of jurisdiction of the PEP profile in the watchlist is a domestic PEP. One or more countries for exclusions may be defined by the Compliance Officer in the **Settings > PEP Jurisdiction - Exclude**.

The options are:

- **Exclude** : Excludes from matching, PEPs with locations within the defined PEP Jurisdiction exclusion list.
- **Ignore** : Ignore any exclusion of PEP jurisdictions.

Exclude Deceased Persons Used for eliminating match results where the person is recorded as deceased.

The options are:

- **Yes** : Exclude deceased persons from matching results.
- **No** : Include deceased persons in matching results.

FATF Jurisdiction Risk	Perform additional search to include technical compliance and effectiveness ratings, based on FATF countries linked to matched profiles.
	The options are:

- **Yes** : Include FATF Jurisdiction Risk rating information.
- **No** : Do not include FATF Jurisdiction Risk rating information.

Running a Batch Scan

To start screening for multiple individuals using a batch file, the following are necessary information:

- **Organisation ID**
- **First Name and Last Name or Full Name or Original Script Name**
- **Client ID** (check conditions below)
- **Date of Birth** (check conditions below)

Client ID

Formerly "Member Number". A unique reference identifier or profile name for the individual is required if you want to add the person for ongoing monitoring or perform due diligence.

You may use a Customer Reference or Client Account ID or any unique identifier for the person.

In cases where individuals do not have and never will have a Client ID, such as staff for example, arbitrary Client IDs can be used and prefixed by a letter, or letters, to distinguish them from your regular client base.

In cases where individuals may be allocated a Client ID in the future, such as new clients for example, an arbitrary number should not be allocated. The client number that will be allocated to the individual when they become a 'new client' should be used as the Client ID for scanning purposes. In this way, due diligence decisions will be allocated to the real client identifier and subsequently the whitelist will also be appropriately applied to that Client ID.

Date of Birth

The Date of Birth will be required during scanning if your **Compliance Officer** has enabled this feature in the **Organisation Settings > Ignore Blank DOB**.

The more information you are able to provide for the person will enable more targetted matches and improve the results returned.

Batch files are processed asynchronously. Once the system has completed the upload, it will process the file in the background, enabling you to navigate to other areas of the site, or start uploading another batch file.

Quick How-To Guides

Upload and scan batch file

Upload a CSV, XML or ZIP of the batch file and preview the contents of the file before running the scan. The formatting of the batch file will be validated during this process.

MEMBER CHECK

INDIVIDUAL SCAN

- Single Scan
- Batch Scan**
- Scan Results
- Batch Scan Results
- Monitoring Results

CORPORATE SCAN

- Single Scan
- Batch Scan**
- Scan Results
- Batch Scan Results
- Monitoring Results

REPORTS

- Reports
- Monitoring List

ADMINISTRATION

- Organisations
- Users
- Data Management

Batch Scan

Organisation (5 organisations found. Select an organisation from list):
Demo MemberCheck PEP (DEMOPEP)

Scan Settings:

Match Type: **Exact** | Whitelist Policy: **Apply** | PEP Jurisdiction: **Exclude: None** | Residence Policy: **Apply to PEP** | Default Country of Residence: **Australia**

Exclude Deceased Persons: **Yes**

The batch file will be run for **Demo MemberCheck PEP** with Organisation ID **DEMOPEP**

Upload a CSV or XML Batch File:

Drag and drop a file here or click

Note: Batch files should be in **CSV** or **XML** format. **ZIP** compression of these formats are also acceptable. For assistance in creating these batch files, refer to the [Help Guide for batch file templates and samples](#).

Update Monitoring List

Preview and Scan

Duplicate entries and Client ID detection

Preprocessing of batch files include detection of duplicate entries and Client IDs within the same batch file. If the batch validation setting is turned off, duplicate entries will be ignored and excluded from processing. If the validation setting is turned on, the system will not proceed until the duplicates are removed or corrected.

Errors with batch file

Upload a batch file (CSV, XML or ZIP of CSV or XML file) and preview the contents of the file before running the scan.

If there are formatting issues with the batch file, these specific cells will be highlighted for correction in your CSV or XML file, or the source which generated the files. Duplicate entries and Client IDs are also detected and highlighted for your attention. From this screen, you may choose **Close** to stop the batch scan process until the file is corrected, or **Scan Anyway** to ignore the problematic entries and proceed with the scan.

Batch file validation

- Please note that the batch file validation is limited to formatting checks only, and does not check for validity of contents.
- Duplicate entries found within the batch file will not allow the system to proceed until they are removed or corrected.
- If you are unable to proceed to scan the erroneous batch file, your organisation settings may be stopping you from doing so. Please check the **Batch Setting** as described in [Administration > Manage Organisation](#)

MEMBER CHECK PEP

INDIVIDUAL SCAN

- Single Scan
- Batch Scan**
- Scan Results
- Batch Scan Results
- Monitoring Results

CORPORATE SCAN

- Single Scan
- Batch Scan**
- Scan Results
- Batch Scan Results
- Monitoring Results

Reports

- Monitoring List

ADMINISTRATION

- Organisations
- Users
- Data Management

Batch Scan

Support

Organisation (5 organisations found. Select an organisation from list):

Demo MemberCheck PEP (DEMOPEP)

Scan Settings:

Match Type: **Exact** | Whitelist Policy: **Apply** | PEP Jurisdiction: **Ignore** | Residence Policy: **All** | Default Country of Residence: **Australia**

Exclude Deceased Persons: **Yes**

The batch file will be run for **Demo MemberCheck PEP** with Organisation ID **DEMOPEP**

Upload a CSV or XML Batch File:

Drag and drop a file here or click

Note: Batch files should be in **CSV** or **XML** format. **ZIP** compression of these formats are also acceptable. For assistance in creating these batch files, refer to the [Help Guide for batch file templates and samples](#).

Update Monitoring List

Preview and Scan

View results of batch scan

On completion of the batch scan you may opt to run another batch scan if you have multiple files or view results of the batch scan. Results of batch scans are available in **Individual Scan > Batch Scan Results**

Organisation: MemberCheck Demo PEP IDV (DEMOPEPIDV)

Scan Settings:

Match Type: [Exact](#) | Whitelist Policy: [Apply](#) | PEP Jurisdiction: [Ignore](#) | Residence Policy: [All](#) | Default Country of Residence: [Australia](#)

Exclude Deceased Persons: [Yes](#)

Select File:

Drag and drop a file here or click

Update Monitoring List [?](#)

[Scan](#)







Common Questions

? Why can't I change the scan settings?

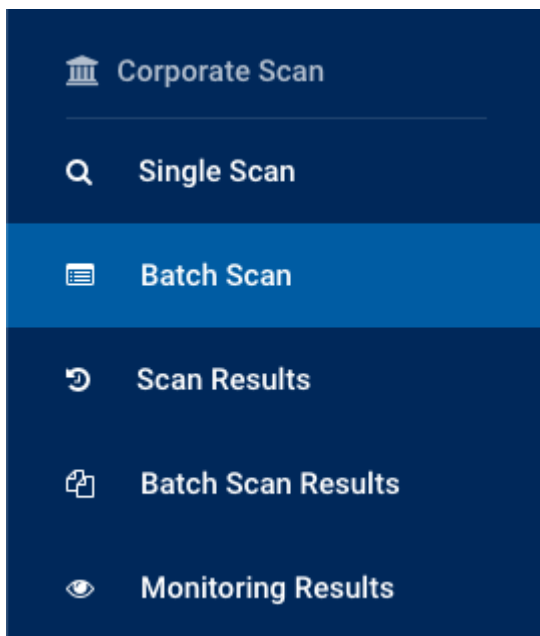
The Compliance Officer for your organisation may have preset the scan settings based on the organisation's risk and compliance obligations. For any changes to these settings, your Compliance Officer can review these settings at **Administration > Organisations > {Organisation Name} > Settings**.

Batch Scans for Corporates

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					


You can screen for Sanction, Law Enforcement, Regulatory Enforcement and Adverse Media checks for companies in volume via **Corporate Scan > Batch Scan**.



Before Running a Scan

To perform a batch scan of companies, you will need to check or select the following, and have your CSV or XML batch file prepared:

1. Organisation
2. Scan settings
3. Batch file in CSV or XML format (UTF-8 encoded recommended)

 **CSV or XML batch file templates**

To help you get started, you can [download CSV and XML templates and sample batch files here](#).


Organisation

If you are part of a multi-level organisation structure, select the organisation which you would like to run the check for from the drop down list for **Organisation**.

If you are part of a single level organisation, you do not need to do anything for this step.

Scan Settings

There are multiple settings provided to manage the scope and coverage of Sanction screening as per your organisation's risk level compliance requirements.

 **Compliance Officers** can predetermine and preset these settings or set them to be user defined to enable the settings to be changed during scanning. These settings are defined in the **Organisation Settings**.

Scan Setting Details and Description

Option	Description
Name Match Type	Used to determine how closely a watchlist profile must match a company's name before being conside The options are <code>Exact</code> or <code>Close</code> .
Exact	Scan results return matches where the Company Name matches exactly.
Close	Scan results show matches where the watchlist record name is matched based on phonetic matching

Match Rate If **Close** Name Match Type is selected, this can be used to control the results by setting a match rate. A higher threshold will return results with minor variations whereas a lower threshold will return larger

Example 1: The name **Greenoil** at various thresholds could return these variations:

- **100%:** Greenoil
- **80%:** Greenoil
- **50%:** Greenoil, Greenwill, Greenlay, Greenhill
- **30%:** Greenoil, Greenwill, Greenlay, Greenhill, Greenall, Greenhall, Greenwell, Greenl
- **10%:** Greenoil, Greenwill, Greenlay, Greenhill, Greenall, Greenhall, Greenwell, Greenl
Cornwall etc

Example 2: The name **Bayer** at various thresholds:

- **100%:** Bayer
- **80%:** Bayer
- **50%:** Bayer, Baer, Payeer
- **30%:** Bayer, Baer, Payeer, Bauer, Beyer, Bower, Buyer, Beer, Veier etc
- **10%:** Bayer, Baer, Payeer, Bauer, Beyer, Bower, Buyer, Beer, Veier, Bayard, Barre, Bea

Whitelist Policy If Due Diligence has previously been carried out, profiles marked as **No Match** are whitelisted, and ca results previously determined to not be a true match.

This option requires a **Client ID** to be associated with the company.

The options are:

- **Apply** : Whitelisted profiles marked as **No Match** for the company being scanned are excluded a
- **Ignore** : Display all results regardless of previous due diligence decisions.

FATF Jurisdiction Risk Perform additional search to include technical compliance and effectiveness ratings, based on FATF i
The options are:

- **Yes** : Include FATF Jurisdiction Risk rating information.
- **No** : Do not include FATF Jurisdiction Risk rating information.

Running a Batch Scan

To start screening for multiple individuals using a batch file, the following are necessary information:

- **Organisation ID**
- **Company Last Name**
- **Client ID** (check conditions below)

Optional:

- **Registration Number**

Client ID

Formerly "Entity Number". A unique reference identifier or profile name for the company is required if you want to add the record for ongoing monitoring or perform due diligence.

You may use a Company Reference or Account ID or any unique identifier for the company.

In cases where the company may be allocated an account number in the future, such as new clients for example, an arbitrary number should not be allocated. The company account number that will be allocated to the company when they become a 'new client' should be used as the Client ID for scanning purposes. In this way, due diligence decisions will be allocated to the real account number and subsequently the whitelist will also be appropriately applied to that Client ID.

Batch files are processed asynchronously. Once the system has completed the upload, it will process the file in the background, enabling you to navigate to other areas of the site, or start uploading another batch file.

There is a protection mechanism in place which will detect if the same batch file name has been processed in the organisation within the last 12 months to warn of duplicate batch processing, whereby you can continue to proceed or cancel the duplicate batch scan.

Quick How-To Guides

Upload and scan batch file

Upload a CSV, XML or ZIP of the batch file and preview the contents of the file before running the scan. The formatting of the batch file will be validated during this process.

MEMBER CHECK

Corporate Batch Scan

Organisation (5 organisations found. Select an organisation from list):
Demo MemberCheck PEP (DEMOPEP)

Scan Settings:
Match Type: **Exact** | Whitelist Policy: **Apply**

The batch file will be run for **Demo MemberCheck PEP** with Organisation ID **DEMOPEP**

Upload a CSV or XML Batch File:
Drag and drop a file here or click

Note: Batch files should be in **CSV** or **XML** format. **ZIP** compression of these formats are also acceptable.
For assistance in creating these batch files, refer to the [Help Guide for batch file templates and samples](#).

Update Monitoring List

Preview and Scan

Duplicate entries and Client ID detection

Preprocessing of batch files include detection of duplicate entries and Client IDs within the same batch file. If the batch validation setting is turned off, duplicate entries will be ignored and excluded from processing. If the validation setting is turned on, the system will not proceed until the duplicates are removed or corrected.

Errors with batch file

Upload a batch file (CSV, XML or ZIP of CSV or XML file) and preview the contents of the file before running the scan. If there are formatting issues with the batch file, these specific cells will be highlighted for correction in your CSV or XML file, or the source which generated the files. From this screen, you may choose **Close** to stop the batch scan process until the file is corrected, or **Scan Anyway** to ignore the problematic entries and proceed with the scan.

Batch file validation

- Please note that the batch file validation is limited to formatting checks only, and does not check for validity of contents.
- If you are unable to proceed to scan the erroneous batch file, your organisation settings may be stopping you from doing so. Please check the **Batch Setting** as described in [Administration > Manage Organisation](#)

MEMBER CHECK

Corporate Batch Scan

Support

Organisation (5 organisations found. Select an organisation from list):

Demo MemberCheck PEP (DEMOPEP)

Scan Settings:

Match Type: **Close (≥ 80%)** | Whitelist Policy: **Apply**

The batch file will be run for **Demo MemberCheck PEP** with Organisation ID **DEMOPEP**

Upload a CSV or XML Batch File:

Drag and drop a file here or click

Note: Batch files should be in **CSV** or **XML** format. **ZIP** compression of these formats are also acceptable. For assistance in creating these batch files, refer to the [Help Guide for batch file templates and samples](#).

Update Monitoring List

Preview and Scan

View results of batch scan

On completion of the batch scan you may opt to run another batch scan if you have multiple files or view results of the batch scan. Results of batch scans are available in **Individual Scan > Batch Scan Results**

Organisation:
MemberCheck Demo Monitoring Scans (DEMOMCMON)

Scan Settings:

Match Type: **Exact** Whitelist Policy: **Apply**

Match Type: Exact Whitelist Policy: Apply
 Close Ignore

Select File:

Drag and drop a file here or click

Update Monitoring List

Scan

Batch scan completed.
[View Result](#)







Common Questions

? Why can't I change the scan settings?

The Compliance Officer for your organisation may have preset the scan settings based on the organisation's risk and compliance obligations. For any changes to these settings, your Compliance Officer can review these settings at **Administration > Organisations > {Organisation Name} > Settings**.

Monitoring Results

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					

Ongoing Monitoring

Ongoing monitoring is integrated into the existing individual and corporate scan processes for a convenient way to access and manage monitoring of individuals and corporate entities, review outcome of monitoring scans and perform risk assessment for due diligence.

Monitoring Results are separated for Individuals and Corporates and can be accessed via **Scan Results** and **Monitoring Results**.

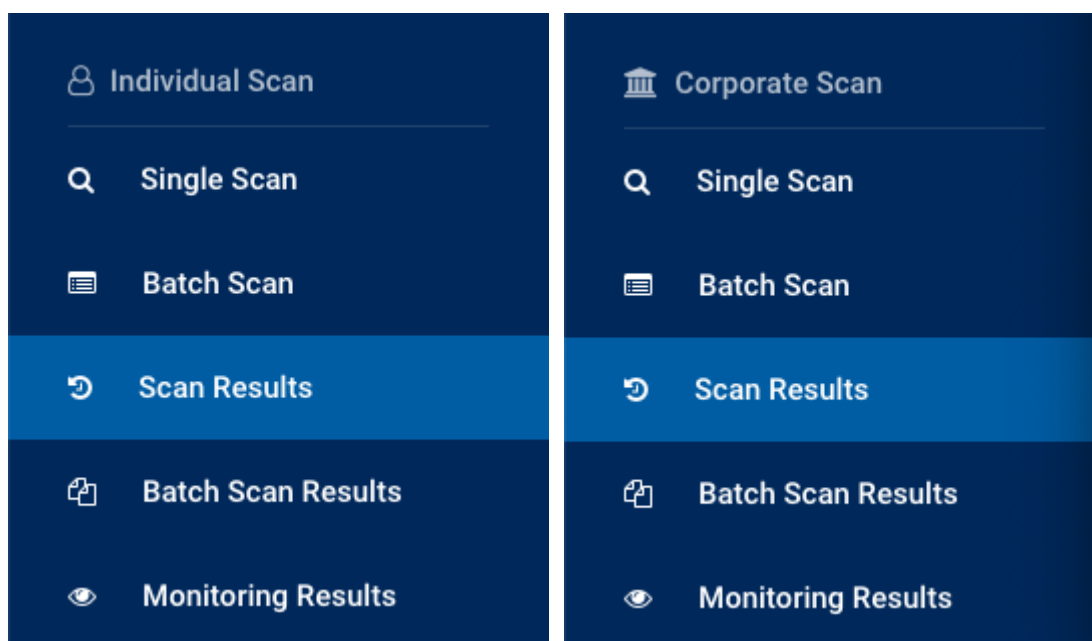
Detected changes in profiles which match monitored individuals or corporate entities will indicate the type of change (new matched profile, updated profile details of matches, or removed matches). These notifications are independent of any due diligence decisions applied.

Notifications of detected changes can be configured to be emailed or notified via API. These monitoring settings are described in greater detail at [Manage Organisations](#)

Viewing Changes for Individuals and Corporates

Monitoring Scan Results for specific entities

To view results of the automated monitoring scans for individuals, use **Individual Scan > Scan Results** or for companies, use **Corporate Scan > Scan Results**. You can filter and view the monitoring changes from a high level or filter to view changes for a specific individual.




Monitoring Scan Activities



There are two types of ongoing monitoring scan activities performed by the system automatically:

- **Monitoring Scans** - detects changes in monitored entities against the frequently updated watchlists on a regular basis and displays the differences in the watchlist profile from when the ongoing process schedule is last run.
- **Monitoring Rescans** - runs a scan of the monitored entities against the entire watchlist database and returns matches found. This process does not detect and highlight changes in the profiles returned. This process runs on the anniversary of the subscription renewal date for all active entities in the **Monitoring List**.

Monitoring Status of Matches

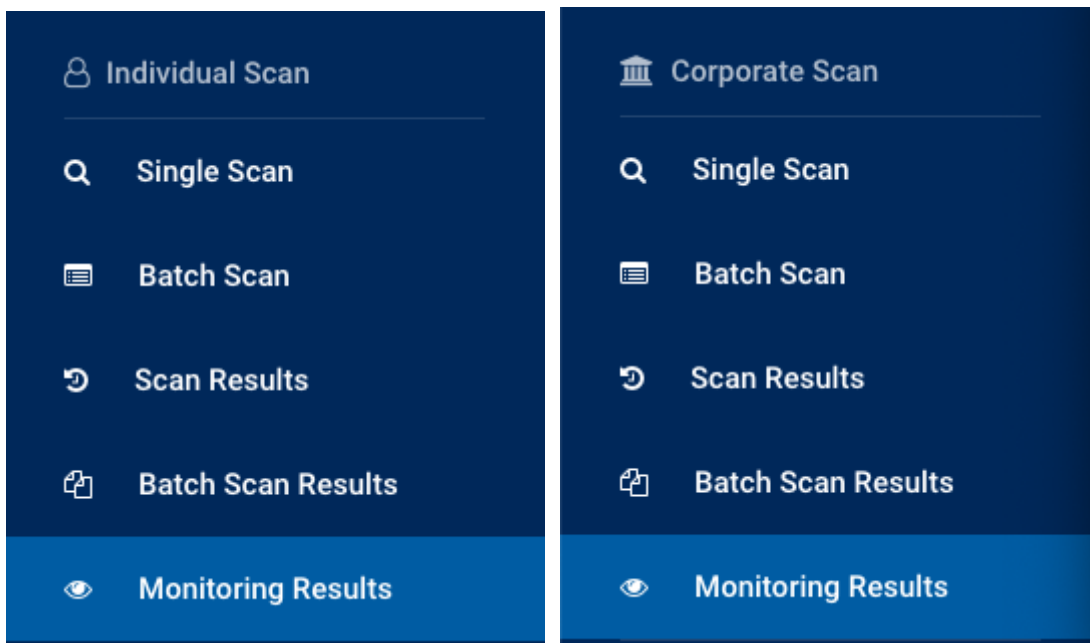
You can filter the monitoring statuses to assist with your prioritisation and escalation of due diligence and risk assessment.

Status	Icon	Description
New Matches		Automatic monitoring scans where a new match was found for the individual or company ("entity"). This may be due to new profiles being added to the watchlists, or updated watchlist profile information which now matches with the monitored entity.

Updated Matches		Automatic monitoring scans where the profile of an existing match for the entity has been updated, or updated profile in the watchlist now matches the monitored entity.
Removed Matches		Automatic monitoring scans where an existing match no longer applies to the entity due to removal of the profile from the watchlists.
No Changes		Automatic monitoring scans where no changes were found for the monitored entity.

Monitoring Results

For an overview of the monitoring scan activities, which can be run **Daily**, **Weekly**, **Fortnightly**, **Quarterly** or **Semi Annually**, use **Individual Scan > Monitoring Results** or **Corporate Scan > Monitoring Results** for individuals and companies respectively. This provides an overview of the number of entities being monitored and the results. You can drill down to view detailed changes for a monitored individual or corporate similar to **Scan Results**.



By default, only monitoring scans which contain changes in matched results are displayed in the list (**Monitoring with updates**). To view a full list of all monitoring activities, select the option **All monitoring scans**.

Organisation (12 organisations found. Select an organisation from list):
 MemberCheck Demo PEP IDV (DEMOPEPIDV)

Scan Date:
 DD/MM/YYYY - DD/MM/YYYY

Scan Result:
 Monitoring with updates All monitoring scans

[Search](#) [Download](#) 311 scans found. Select a row to view details.

Display 5 records per page

Date	Total Individuals Monitored	Individuals Checked	New Matches	Updated Entities	Removed Matches	Status
Jul 27, 2023	22	3	0	2	0	Completed
Jul 26, 2023	22	3	0	1	0	Completed
Jul 22, 2023	22	2	0	1	0	Completed
Jul 21, 2023	22	3	0	0	1	Completed
Jul 20, 2023	22	3	0	1	0	Completed

Column Name	Description
Date	Date the monitoring process was run.
Total Individuals/ Companies Monitored	Total number of active monitored entities in the Monitoring List on the day of scan.
Individuals/ Companies Checked	Number of profiles in the daily watchlist data flagged as <i>possible</i> matches during the first stage of the monitoring process. The system will perform additional detailed checks to confirm if the profile is a new, updated or removed match.
New Matches	Number of new results which match the monitored entity.
Updated Entities	Number of matched results with changes in the profile which still match the monitored entity.
Removed Matches	Number of results which no longer match the monitored entity.
Status	Status of the monitoring process. Statuses may be <code>Completed</code> , <code>In progress</code> or <code>Error</code> .

You may select a row for the day the monitoring scan was run to view detailed information of the results of the monitoring scan and the scan settings and policies applied.

Monitoring Rescan

In addition to continuous monitoring of entities against the daily updated watchlist, an annual rescan is performed for all active monitored entities in the **Monitoring List** on the date of Subscription Renewal. This is an automated process to proactively ensure compliance with regulations, mitigate financial and reputational risk and reduce the likelihood of inadvertent engagement with sanctioned parties.

The rescan process checks against the entire watchlist database and disregards any whitelisting and due diligence decisions that may have been applied. This process reports on whether the entity has a **Match** or **No Match**, and does not report on changes to the profile e.g. new, updated or removed matches.

The outcome of the rescan can be viewed via the following screens:

- **Scan Results** - Select **Monitoring Rescans** in the scan type filter

Scan Service:

PEP, Sanctions & Adverse Media ID Verification

Scan Type:

Batch Scans Single Scans Monitoring Scans Monitoring Rescans

- **Monitoring Results** - this activity will be displayed in the list as "Rescanned".

Display 5 records per page

< 1 2 3 4 5 ... 15 >

Date	Total Individuals Monitored	Individuals Checked	New Matches	Updated Entities	Removed Matches	Status
Jul 28, 2023	10015	2349	0	2	0	Completed
Jul 21, 2023	10015	2254	0	7	0	Completed
Jul 14, 2023	10015	10015 (Rescanned)	-	-	-	Completed
Jul 01, 2023	10015	1215	0	1	0	Completed
Jun 10, 2023	10015	1241	0	30	2	Completed

Click on the row to view detailed results of the rescan:

Monitoring Results > Monitoring Scan Details

Support | User | Global

Return to Results

Monitoring Rescanned on Jul 14, 2023 for MemberCheck Demo Monitoring Scans (DEMOMCMON)

Total Individuals Monitored: 10015 Match Scan: Close (>= 80%)

Individuals Rescanned: 10015 Whitelist Policy: Not Applicable

New Matches: - PEP Jurisdiction: Ignored

Updated Entities: - Exclude Deceased: No

Removed Matches: - Default Country of Residence: Australia (also applied to blank Addresses)

Residence policy applied to All categories

Category	Matched Individuals	Total Matches	Watchlists Scanned
TER	0	0	PEP (Tier 1, Tier 2, Tier 3)
PEP	41	53	POI
POI	96	116	RCA
SIP	157	266	SIP - Terror, Organised Crime, Financial Crime, Narcotics Crime, Modern Slavery, Bribery and Corruption, Cyber Crime, Disqualified Directors, Other, Insolvency, Sanctions Lists (All), Law Enforcement, Regulatory Enforcement, Reputational Risk
RCA	61	62	

Scan Filters:

Result: Matches Found | Categories: All | Decisions: All | Risks: All | Monitoring Status: All

Scan Result:

Matches Found

No Matches Found

Categories:

All

TER

PEP

POI

RCA

SIP (subcategories)

Decision Includes:

All

Not Reviewed

Match

No Match

Not Sure

Assessed Risk:

All

High

Medium

Low

Unallocated

Monitoring Status:

All

New Matches

Updated Entities

Removed Matches

No Changes

Individual Search: NA

Search | Download | 281 results found. Select a row to view details.

How-To Guides

View all monitored individuals

To view *all monitored individuals*, within **Scan Results**, you can simply select to filter **Scan Type** for **Monitoring Scans**.

Organisation:
MemberCheck Demo Monitoring Scans (DEMOMCMON)

User:
All

Scan Date:
DD/MM/YYYY - DD/MM/YYYY

Scan Type:
 Batch Scans Single Scans Monitoring Scans

Scan Service:
 PEP & Sanctions ID Verification

Scan Results Settings:

Match Type: All | Whitelist: All | Result: Matches Found | Categories: All | Decisions: All | Risks: All

Match Type:	Whitelist Policy: ?	Scan Result:	Categories: ?	Decision Includes:	Assessed Risk:
<input checked="" type="checkbox"/> Exact	<input checked="" type="checkbox"/> Applied	<input checked="" type="checkbox"/> Matches Found	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All
<input checked="" type="checkbox"/> Exact (Incl. Mid Name)	<input checked="" type="checkbox"/> Ignored	<input type="checkbox"/> No Matches Found	<input type="checkbox"/> TER	<input type="checkbox"/> Not Reviewed	<input type="checkbox"/> High
<input checked="" type="checkbox"/> Close			<input type="checkbox"/> PEP	<input type="checkbox"/> Match	<input type="checkbox"/> Medium
			<input type="checkbox"/> RCA	<input type="checkbox"/> No Match	<input type="checkbox"/> Low
			<input type="checkbox"/> SIP (subcategories)	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Unallocated

Individual Member Search: ?
NA

Search Download 37 scans found. Select a row to view details.

Display 5 records per page

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
	ABOMON VDYMIT	Kuzikos Mitostakis				Aug 26, 2020			

View monitored individuals with specific outcomes

To view *all monitored individuals with specific outcomes*, you can select the relevant **Monitoring Status** by `New Matches`, `Updated Entities`, `Removed Matches`.

Organisation:
MemberCheck Demo Monitoring Scans (DEMOMCMON)

User:
All

Scan Date:
DD/MM/YYYY - DD/MM/YYYY

Scan Type:
 Batch Scans Single Scans Monitoring Scans

Scan Service:
 PEP & Sanctions ID Verification

Scan Results Settings:

Match Type: All | Whitelist: All | Result: Matches Found | Categories: All | Decisions: All | Risks: All | Monitoring Status: New Matches, Updated Entities

Match Type: <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Exact (Incl. Mid Name) <input checked="" type="checkbox"/> Close	Whitelist Policy: ? <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	Scan Result: <input checked="" type="checkbox"/> Matches Found <input type="checkbox"/> No Matches Found	Categories: ? <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> PEP <input type="checkbox"/> RCA <input type="checkbox"/> SIP (subcategories)	Decision Includes: <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Match <input type="checkbox"/> No Match <input type="checkbox"/> Not Sure	Assessed Risk: <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Monitoring Status:
 All
 New Matches ●
 Updated Entities ●
 Removed Matches ●
 No Changes

Individual Member Search: ?
NA

Search Download 2703 scans found. Select a row to view details.

View specific monitored individual

To view all changes for a specific individual, you can specify the unique identifier for the individual in **Client ID**.

Organisation: MemberCheck Demo Monitoring Scans (DEMOMCMON)

User: All

Scan Date: DD/MM/YYYY - DD/MM/YYYY

Scan Type:
 Batch Scans
 Single Scans
 Monitoring Scans

Scan Service:
 PEP & Sanctions
 ID Verification

Scan Results Settings:

Match Type: All | Whitelist: All | Result: Matches Found | Categories: All | Decisions: All | Risks: All | Monitoring Status: All Changes

Match Type: <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Exact (Incl. Mid Name) <input checked="" type="checkbox"/> Close	Whitelist Policy: <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	Scan Result: <input checked="" type="checkbox"/> Matches Found <input type="checkbox"/> No Matches Found	Categories: <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> PEP <input type="checkbox"/> RCA <input type="checkbox"/> SIP (subcategories)	Decision Includes: <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Match <input type="checkbox"/> No Match <input type="checkbox"/> Not Sure	Assessed Risk: <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Monitoring Status:
 All
 New Matches
 Updated Entities
 Removed Matches
 No Changes

Individual Member Search: NA

Search Download 2703 scans found. Select a row to view details.

Compare updated profile information

Select an entry to view the matching profile. If the monitoring scan has flagged a matching profile as updated, these changes are highlighted and displayed on the left-hand side which contains the latest profile information.

Display records per page

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
	<input checked="" type="checkbox"/>	MON-54021	MARIA LOPEZ	23/09/1954	PEP	Jan 17, 2021	1	0 0 0 1	H M L
	<input checked="" type="checkbox"/>	MON-54021	MARIA LOPEZ	23/09/1954	PEP	Dec 22, 2020	1	0 0 0 1	H M L
	<input checked="" type="checkbox"/>	MON-54021	MARIA LOPEZ	23/09/1954	PEP	Dec 05, 2020	1	0 0 0 1	H M L
	<input checked="" type="checkbox"/>	MON-54021	MARIA LOPEZ	23/09/1954	PEP SIP	Oct 18, 2020	4	0 0 0 4	H M L
	<input checked="" type="checkbox"/>	MON-54021	MARIA LOPEZ	23/09/1954	PEP SIP	Oct 15, 2020	4	0 0 0 4	H M L

Monitoring scanned on Jan 17, 2021 for MemberCheck Demo PEP IDV (DEMOPEPIDV)

First Name: MARIA	DOB: 23/09/1954
Middle Name:	Address:
Last Name: LOPEZ	3453 Duncan Street, Preston, VIC, 3000
Original Script/Full Name:	Gender:
	Member Number: MON-54021

Scan Policies:
 Match scan: Exact Residence policy ignored
 Whitelist policy: Not Applicable
 PEP jurisdiction: Ignored
 Exclude Deceased: No

- Summary Card View
- Full Card View**
- Summary Grid View
- Full Grid View

Updated Profile

AKA Maria Lopez

PEP

Bolivian

Bolivia

Decision (Risk): Not Reviewed

General Information

Categories: Politically Exposed Person (PEP)
 Primary Location: Bolivia Enter Date: 2015-01-27
 Further Information: PEP Tier 1

Also Known As

Full Name	Title
María Morena López	
Maria Morena	
María Morena López	
María Morena Lopez	

Roles

Title	Country	From	To

Old Profile

AKA Maria Lopez Ms

PEP

Bolivian

Bolivia

Decision (Risk): Not Reviewed

General Information

Categories: Politically Exposed Person (PEP)
 Primary Location: Bolivia Enter Date: 2015-01-27
 Further Information: PEP Tier 1

Also Known As

Full Name	Title
María Morena López	
Maria Morena	

Roles

Title	Country	From	To
Former Minister of Sustainable Energy	Bolivia	23 January 2015	18 January 2017

View New Matches

Example of a new profile being added to the watchlist that has triggered a new match:

Display records per page

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>	MON-43824	MOHAMMAD IBRAHIM		31/08/1970	SIP	Jan 18, 2021	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>	MON-33926	MARIA GONZALEZ		19/12/1977	PEP	Jan 18, 2021	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>	MON-36234	FIONA SMITH		14/04/1984	SIP	Jan 17, 2021	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>	MON-41798	OLIVER HOLMES		4/08/1979	PEP	Jan 16, 2021	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>	MON-15452	KRISHNA CHANDRA		13/10/1966	SIP	Jan 11, 2021	1	0 0 0 1	H M L

Monitoring scanned on Jan 17, 2021 for MemberCheck Demo PEP IDV (DEMOPEPIDV)

First Name: FIONA DOB: 14/04/1984

Middle Name: Address:

Last Name: SMITH Gender:

Original Script/Full Name: Member Number: MON-36234

Scan Policies:

Match scan: Exact Residence policy ignored

Whitelist policy: Not Applicable

PEP jurisdiction: Ignored

Exclude Deceased: No

Summary Card View | Full Card View | Summary Grid View | Full Grid View

Added Profile

AKA Fiona Dorothy Smith

SIP

British

Aberdeen, United Kingdom

[Download](#)

[Summary](#)

Decision (Risk):

Not Reviewed

General Information

Categories: Special Interest Person (SIP)

Primary Location: Aberdeen, United Kingdom **Enter Date:** 2021-01-14

View Updated Entities

Example of an existing match that has an updated profile in the latest watchlist. A side by side comparison of the new (left side) and previous (right side) profile is displayed for review and due diligence:

Display records per page

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
	<input checked="" type="checkbox"/>	MON-54021	MARIA LOPEZ	23/09/1954	PEP	Jan 17, 2021	1	0 0 0 1	H M L
	<input checked="" type="checkbox"/>	MON-54021	MARIA LOPEZ	23/09/1954	PEP	Dec 22, 2020	1	0 0 0 1	H M L
	<input checked="" type="checkbox"/>	MON-54021	MARIA LOPEZ	23/09/1954	PEP	Dec 05, 2020	1	0 0 0 1	H M L
	<input checked="" type="checkbox"/>	MON-54021	MARIA LOPEZ	23/09/1954	PEP SIP	Oct 18, 2020	4	0 0 0 4	H M L
	<input checked="" type="checkbox"/>	MON-54021	MARIA LOPEZ	23/09/1954	PEP SIP	Oct 15, 2020	4	0 0 0 4	H M L

Monitoring scanned on Jan 17, 2021 for MemberCheck Demo PEP IDV (DEMOPEPIDV)

First Name: MARIA DOB: 23/09/1954
 Middle Name: Address:
 Last Name: LOPEZ 3453 Duncan Street, Preston, VIC, 3000
 Original Script/Full Name: Gender:
 Member Number: MON-54021

Scan Policies:

Match scan: Exact Residence policy ignored
 Whitelist policy: Not Applicable
 PEP jurisdiction: Ignored
 Exclude Deceased: No

Summary Card View Full Card View Summary Grid View Full Grid View

[Download](#) [Summary](#)

Updated Profile
 AKA **Maria Lopez**
 PEP
 Bolivian
 Bolivia

Decision (Risk):
 Not Reviewed

General Information

Categories: Politically Exposed Person (PEP)
 Primary Location: Bolivia Enter Date: 2015-01-27
 Further Information: PEP Tier 1

Also Known As

Full Name	Title
María Morena López	
Maria Morena	
María Morena López	
María Morena Lopez	

Roles

Title	Country	From	To

Old Profile
 AKA **Maria Lopez** Ms
 PEP
 Bolivian
 Bolivia

Decision (Risk):
 Not Reviewed

General Information

Categories: Politically Exposed Person (PEP)
 Primary Location: Bolivia Enter Date: 2015-01-27
 Further Information: PEP Tier 1

Also Known As

Full Name	Title
María Morena López	
Maria Morena	

Roles

Title	Country	From	To
Former Minister of Sustainable Energy	Bolivia	23 January 2015	18 January 2017

Locations

View Removed Matches

An example where a previously matched profile has been removed from the watchlists that has triggered a **No Match** result:

Display 5 records per page

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>	MON-53620	MARY LLOYD		18/08/1953	SIP	Jan 14, 2021	0	0 0 0 1	H M L
<input checked="" type="checkbox"/>	MON-19390	KEITH COX		8/11/1975	SIP	Jan 14, 2021	0	0 0 0 1	H M L
<input checked="" type="checkbox"/>	MON-26597	NEIL EDWARDS		30/10/1950	SIP	Jan 14, 2021	0	0 0 0 1	H M L
<input checked="" type="checkbox"/>	MON-26638	NEIL EDWARDS		10/12/1950	SIP	Jan 14, 2021	0	0 0 0 1	H M L
<input checked="" type="checkbox"/>	MON-14692	PETER CASE		20/09/1943	SIP	Jan 14, 2021	0	0 0 0 1	H M L

Monitoring scanned on Jan 14, 2021 for MemberCheck Demo PEP IDV (DEMOPEPIDV)

First Name: MARY DOB: 18/08/1953
 Middle Name: Address: 600 Short Street, Preston, VIC, 3000
 Last Name: LLOYD Gender:
 Original Script/Full Name: Member Number: MON-53620

Scan Policies:
 Match scan: Exact Residence policy ignored
 Whitelist policy: Not Applicable
 PEP jurisdiction: Ignored
 Exclude Deceased: No

- Summary Card View
- Full Card View**
- Summary Grid View
- Full Grid View

Removed Profile
 Mary Eleanor Lloyd
 SIP
 American

Decision (Risk):
 Not Reviewed

General Information
 Categories: Special Interest Person (SIP)

Sources and Adverse Media

ID	Category	Date of Capture
----	----------	-----------------

Enable and Disable Monitoring

Monitoring for individuals and companies can be enabled or disabled by toggling the switch button in the Monitor column.

Display 5 records per page

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
<input type="checkbox"/>	MON-36501	ARTURO GUTIERREZ		6/01/1985	PEP	Jan 17, 2021	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>	MON-41798	OLIVER HOLMES		4/08/1979	PEP	Jan 16, 2021	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>	MON-53620	MARY LLOYD		18/08/1953	SIP	Jan 14, 2021	0	0 0 0 1	H M L
<input checked="" type="checkbox"/>	MON-19390	KEITH COX		8/11/1975	SIP	Jan 14, 2021	0	0 0 0 1	H M L
<input checked="" type="checkbox"/>	MON-26597	NEIL EDWARDS		30/10/1950	SIP	Jan 14, 2021	0	0 0 0 1	H M L

Individuals and companies enabled for monitoring will appear in the **Monitoring List**.

If you enable monitoring for an individual or company with an existing entry in the Monitoring List (same Client ID) you will be prompted to confirm replacement of the existing entry in the Monitoring List.

Viewing All Monitoring Scans or Updates only

Organisation:

Scan Date:

Scan Result:
 Monitoring with updates All monitoring scans

128 scans found. Select a row to view details.







Display records per page < 1 2 3 4 5 ... 13 >

Date	Total Members Monitored	Members Checked	New Matches	Updated Entities	Removed Matches	Status
Jan 18, 2021	54967	18	2	10	0	Completed
Jan 17, 2021	54967	8	1	3	0	Completed
Jan 16, 2021	54967	331	1	0	0	Completed
Jan 14, 2021	54967	392	0	0	56	Completed
Jan 11, 2021	54967	236	8	14	0	Completed
Dec 26, 2020	54967	16	1	3	0	Completed
Dec 25, 2020	54967	16	0	1	0	Completed
Dec 24, 2020	54967	200	3	0	0	Completed
Dec 22, 2020	54967	2913	20	21	5	Completed
Dec 05, 2020	54967	1157	6	1	1474	Completed

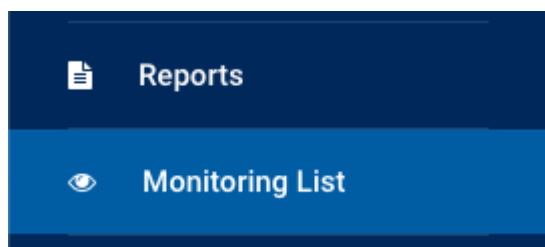
< 1 2 3 4 5 ... 13 >

Monitoring List

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					

Monitoring List enables you to view, search and manage the monitoring of individuals and corporates ("entities").





Individuals and Corporates are listed separately in the **Monitoring List**. Select **List Type** to jump between views.

The following Individual details are available:

Field	Description
Checkbox	Ability to select one or more entities to enable monitoring, pause monitoring or remove from the Monitoring List entirely.
Monitor	Toggle switch to indicate if the associated individual is being actively monitored or not. <input checked="" type="checkbox"/> monitoring of the individual is active <input type="checkbox"/> monitoring of the individual is paused
Client ID	Client ID (or Customer Reference or Client/Account ID or unique profile name) of scanned individual. Client IDs are unique.

First Name	First Name of scanned individual.
Middle Name	Middle Name of scanned individual.
Last Name	Last Name of scanned individual.
Original Script Name/ Full Name	Original Script Name or Full Name of scanned individual.
DOB	Date of birth of scanned individual.
Address	Address of scanned individual.
Added By	Name of user who added the individual for monitoring.
Date Added	Date the individual was first added to the Monitoring List.

The following Corporate details are available:

Field	Description
Checkbox	Ability to select one or more entities to enable monitoring, pause monitoring or remove from the Monitoring List entirely.
Monitor	Toggle switch to indicate if the associated entity is being actively monitored or not.  monitoring of the corporate entity is active  monitoring of the corporate entity is paused
Client ID	Client ID (or Company Reference or Client/Account ID or profile name) of scanned corporate entity. Client IDs must be unique.
Company Name	Company Name of scanned corporate entity.
Registration Number	Company registration number, e.g ABN, ACN, NZBN, CRN, RN etc of scanned corporate entity.
Address	Address of scanned corporate entity.
Added By	Name of user who added the corporate entity for monitoring.

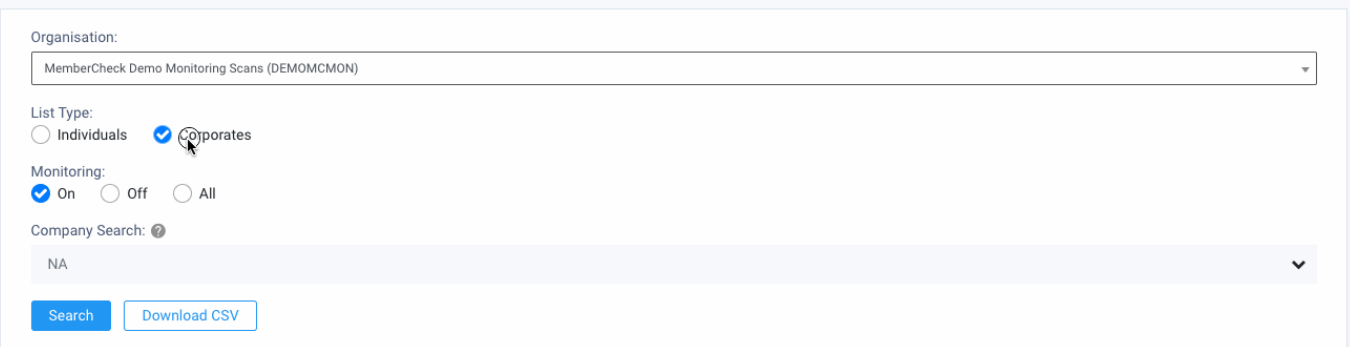
Date Added

Date the corporate entity was first added to the Monitoring List.

Quick How-To Guides

Switch between Individuals and Corporate Monitoring Lists

Individuals and Corporates are listed separately in the **Monitoring List**. Select **List Type** to jump between views.



The screenshot shows a web interface for filtering a Monitoring List. It includes the following elements:

- Organisation:** A dropdown menu with the text "MemberCheck Demo Monitoring Scans (DEMOMCMON)".
- List Type:** Two radio button options: "Individuals" (unselected) and "Corporates" (selected).
- Monitoring:** Three radio button options: "On" (selected), "Off" (unselected), and "All" (unselected).
- Company Search:** A search input field containing "NA" and a magnifying glass icon.
- Buttons:** A blue "Search" button and a "Download CSV" button.

View Active and Paused Monitoring of Individuals and Corporates

All entities enabled for ongoing monitoring are displayed in the **Monitoring List**. This list may include entities added to the Monitoring List but paused (**Off**) from being actively monitored until a time when they are removed from the Monitoring List entirely, or re-enabled to resume monitoring (**On**).

Organisation:
MemberCheck Demo Monitoring Scans (DEMOMCMON)

List Type:
 Individuals Corporates

Monitoring:
 On Off All

Individual Search:

54953 individuals found.

Display records per page < 1 2 3 4 5 ... 5496 >

<input type="checkbox"/>	Monitor	Member Number	First Name	Middle Name	Last Name	Original Script Name	DOB	Address	Added By	Date Added
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-KRYMIT	Kyriakos		Mitsotakis				mc.compliance	Aug 26, 2020 6:42:59 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-ALEDIA	Alexandros		Diakopoulos				mc.compliance	Aug 26, 2020 6:42:21 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-KAMHAR	Kamala		HARRIS				mc.compliance	Aug 26, 2020 6:40:34 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-JAMMUR	James		MURDOCH				mc.compliance	Aug 26, 2020 6:40:16 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-RUPMUR	Rupert		MURDOCH				mc.compliance	Aug 26, 2020 6:39:55 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-GEOALE	George		ALEX				mc.compliance	Aug 26, 2020 6:39:36 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-FOUMOU	Fouad		MOUSSA				mc.compliance	Aug 26, 2020 6:36:33 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-AHMALI	Ahmad		ALI				mc.compliance	Aug 26, 2020 6:35:53 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-LUCCOR	Lucy		CORMACK				mc.compliance	Aug 26, 2020 6:35:32 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-FIRELK	Firos	EI	KOTOB				mc.compliance	Aug 26, 2020 6:34:36 PM

< 1 2 3 4 5 ... 5496 >

Automated annual rescans

All actively monitored entities in the Monitoring List are rescanned against the entire watchlist database (excluding custom watchlists) on the renewal date of your subscription. This does not include paused items.


You have the option to remove all entities from the Monitoring List before your subscription expires. See [Automatically clear Monitoring List on subscription renewal](#) below for details.

Searching for a specific Individual

Organisation: MemberCheck Demo Monitoring Scans (DEMOMCMON)

List Type: Individuals Corporates

Monitoring: On Off All

Individual Search: 

54967 individuals found.

Display 10 records per page < 1 2 3 4 5 ... 5497 >

<input type="checkbox"/>	Monitor	Member Number	First Name	Middle Name	Last Name	Original Script Name	DOB	Address	Added By	Date Added
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-KRYMIT	Kyriakos		Mitsotakis				mc.compliance	Aug 26, 2020 6:42:59 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-ALEDIA	Alexandros		Diakopoulos				mc.compliance	Aug 26, 2020 6:42:21 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-KAMHAR	Kamala		HARRIS				mc.compliance	Aug 26, 2020 6:40:34 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-JAMMUR	James		MURDOCH				mc.compliance	Aug 26, 2020 6:40:16 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-RUPMUR	Rupert		MURDOCH				mc.compliance	Aug 26, 2020 6:39:55 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-GEOALE	George		ALEX				mc.compliance	Aug 26, 2020 6:39:36 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-FOUMOU	Fouad		MOUSSA				mc.compliance	Aug 26, 2020 6:36:33 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-AHMALI	Ahmad		ALI				mc.compliance	Aug 26, 2020 6:35:53 PM

Searching for a specific Corporate

Organisation:
 MemberCheck Demo Monitoring Scans (DEMOMCMON)

List Type:
 Individuals Corporates

Monitoring:
 On Off All

Company Search: ?

NA

Company Name: (All or part of Company Name) Entity Number: (Full Entity Number) Clear

Search Download CSV 537 corporates found.

Display 10 records per page

< 1 2 3 4 5 ... 54 >

<input type="checkbox"/>	Monitor	Entity Number	Company Name	ID Number	Address	Added By	Date Added
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-ASSURE	Assure Protection Services			mc.compliance	Aug 26, 2020 6:31:59 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-ELRODEO	El Rodeo			mc.compliance	Aug 26, 2020 6:29:58 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-BRIGHSUN	Brighsun			mc.compliance	Aug 26, 2020 6:26:30 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMON-REDROSES	Red Roses Family Day Care Pty Ltd			mc.compliance	Aug 26, 2020 6:26:17 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMCMON.3031685	HILLBECK LIMITED			mc.demo.abigail	Oct 17, 2019 4:09:52 PM

Pause Monitoring for Corporate (or Individual)

Organisation:

List Type:
 Individuals Corporates

Monitoring:
 On Off All

Company Search:

524 corporates found.

Display records per page

Monitor	Entity Number	Company Name	ID Number	Address	Added By	Date Added
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMCMON.48754	BENEVOLENCE INTERNATIONAL FOUNDATION		mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMCMON.41303	RABITA TRUST		mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMCMON.39178	SALAFIST GROUP FOR CALL AND COMBAT		mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMCMON.39179	ASBAT AL-ANSAR		mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMCMON.3206173	PRIME BOARD INTERNATIONAL		mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMCMON.3206172	R & S TRADERS		mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMCMON.3206160	OZONE INTERNATIONAL		mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMCMON.3206149	MM TRADERS		mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMCMON.3208547	AWAIS INDUSTRIES (PVT) LTD		mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABCMCMON.5208702	TECNOPLACA SINALIZACAO EIRELI		admin	Oct 01, 2019 9:28:52 AM

Remove Corporate (or Individual) from Monitoring List

Entities which can easily be toggled off to pause from monitoring. However if you do not want an entity to be monitored at all (e.g. due to changes in your organisation membership), you can remove an entity entirely from the Monitoring List. Entities which are both actively monitored or paused can be removed from the Monitoring List.

Removal of entities from the Monitoring List does not affect scan history of the entity.

Additionally, removed entities can be added back to the Monitoring List from **Scan Results**.

Organisation:
MemberCheck Demo Monitoring Scans (DEMOMCMON)

List Type:
 Individuals Corporates

Monitoring:
 On Off All

Company Search: ?
NA

Display 10 records per page

<input type="checkbox"/>	Monitor	Entity Number	Company Name	ID Number	Address	Added By	Date Added
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABCMCMON.48754	BENEVOLENCE INTERNATIONAL FOUNDATION			mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABCMCMON.3206173	PRIME BOARD INTERNATIONAL			mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABCMCMON.3206172	R & S TRADERS			mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input type="checkbox"/>	ABCMCMON.3206160	OZONE INTERNATIONAL			mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input type="checkbox"/>	ABCMCMON.3206149	MM TRADERS			mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input type="checkbox"/>	ABCMCMON.3208547	AWAIS INDUSTRIES (PVT) LTD			mc.demo.abigail	Oct 17, 2019 4:09:52 PM
<input type="checkbox"/>	<input type="checkbox"/>	ABCMCMON.5208702	TECNOPLACA SINALIZACAO EIRELI			admin	Oct 01, 2019 9:28:52 AM
<input type="checkbox"/>	<input type="checkbox"/>	C00127	PERDUE FAMILY REVOCABLE MANAGEMENT TRUST		USA	mc.demo.adam	Sep 26, 2019 5:26:04 PM
<input type="checkbox"/>	<input type="checkbox"/>	C00126	PERDUE FAMILY WEALTH PRESERVATION TRUST		Wichita USA	mc.demo.adam	Sep 26, 2019 5:26:04 PM
<input type="checkbox"/>	<input type="checkbox"/>	C00125	REVOCABLE FAMILY TRUST #1		Wichita USA	mc.demo.adam	Sep 26, 2019 5:26:04 PM

Bulk remove Individual (or Corporate) from Monitoring List

Multiple entities can be removed from being monitored in bulk (e.g. due to changes in your organisation membership).

Entities which are both actively monitored or paused can be removed from the Monitoring List using the **Bulk Remove** feature. Simply select the **List Type** and enter a list of Client IDs in the text box provided. A maximum of 10,000 entries can be removed at once within the text box.

Removal of entities from the Monitoring List does not affect scan history of the entity.

Additionally, removed entities can be added back to the Monitoring List from **Scan Results**.

Monitoring List
[Switch to classic interface](#)
[Support](#)

Organisation: MemberCheck Demo PEP IDV (DEMOPEPIDV)

List Type: Individuals Corporates

Monitoring: On Off All

Individual Search: NA

25 individuals found.

Display 15 records per page < 1 2 >


<input type="checkbox"/>	Monitor	Member Number	First Name	Middle Name	Last Name	Original Script/Full Name	DOB	Address	Added By	Date Added
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-MICHSMIT	Matthew		SMITH		1/5/1981	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-SALLSMIT	Sandra		SMITH		7/7/1980	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-RICHSMIT	Ronald		SMITH		3/2/1950	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-ROBESMIT	Robin		SMITH		9/11/1960	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-KEVISMIT	Kendra		SMITH		5/9/1970	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-WILLSMIT	Wesley		SMITH		5/9/1979	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-EARNSMIT	Emily		SMITH		4/5/1955	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-HARRSMIT	Henry		SMITH		9/4/1984	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-MIKESMIT	Steven		SMITH		5/9/1979	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-GEORSMIT	Garry		SMITH		3/1/1963	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-LEESMIT	Lester		SMITH		6/3/1988	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-KELLSMIT	Kerri		SMITH		7/6/1985	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-TRAVSMIT	Thomas		SMITH		2/7/1975	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-DOUGSMIT	Darren		SMITH		4/3/1980	AU	mc.com.officer2	May 07, 2021 3:01:47 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DEMO-DONASMIT	Duncan		SMITH		1/4/1975	AU	mc.com.officer2	May 07, 2021 3:01:47 PM

< 1 2 >

Automatically clear Monitoring List on subscription renewal







Depending on your organisation requirements, you can clear the Monitoring List of **all** entities on renewal of your organisation subscription account. To do so, the **Compliance Officer** can select the option in **Administration > Organisations > Monitoring Settings > Auto-clear all entities from monitoring on subscription renewal date**.

Ongoing Monitoring:

- Turn on Monitoring
- Enable email notification of updates detected
- Auto-clear all entities from monitoring on subscription renewal date 

Scan Results for Individuals

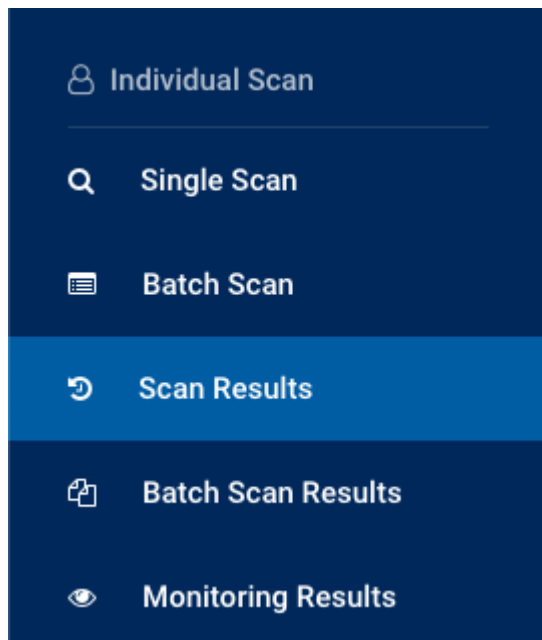
Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					

Standard User Permissions

Whilst **Compliance Officers**, **Advanced Users** and **Auditors** have access to view scan results performed by all users associated with the organisation, **Standard Users** are able to only view scan results performed by themselves.

Individual Scan > Scan Results displays the match results for the individuals screened from both Single and Batch scans, and includes ID Verification scans, Monitoring scans and Monitoring Rescans, if available.



By default, it lists **Single Scan** results of **PEP & Sanctions** for **Matches Found** only. You can change the filters to expand or refine the scan results displayed using the options available for

Scan Date, Scan Service, Scan Type, Scan Filters, Due Diligence Decisions and Individual Search for a person or persons.

If you are part of a multi-level organisation or if you have multiple users associated with your organisation account, you can additionally filter by **Organisation** and **Users** who have performed the scans.

Scan Filters to filter by scan settings and results:

Default filter settings where scans with **No Matches Found** are excluded in **Scan Result**.

Scan Service:
 PEP, Sanctions & Adverse Media ID Verification

Scan Type:
 Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Scan Filters:

Match Type: All | Whitelist: All | Result: Matches Found | Categories: All | Decisions: All | Risks: All | Web Search: All

<p>Match Type:</p> <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Exact (Incl. Mid Name) <input checked="" type="checkbox"/> Close	<p>Whitelist Policy: ?</p> <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	<p>Scan Result:</p> <input checked="" type="checkbox"/> Matches Found <input type="checkbox"/> No Matches Found	<p>Categories: ?</p> <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> PEP <input type="checkbox"/> POI <input type="checkbox"/> RCA <input type="checkbox"/> SIP (subcategories)	<p>Decision Includes:</p> <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Match <input type="checkbox"/> No Match <input type="checkbox"/> Not Sure	<p>Assessed Risk:</p> <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Web Search:
 Yes
 No

Individual Search: ?

Scan Result Settings for all scans regardless of match results:

Note that both **Single Scans** and **Batch Scans** are selected. Both **Matches Found** and **No Matches Found** are selected.

Scan Service:
 PEP, Sanctions & Adverse Media ID Verification

Scan Type:
 Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Scan Filters:

Match Type: **All** | Whitelist: **All** | Result: **All** | Categories: **All** | Decisions: **All** | Risks: **All** | Web Search: **All** ^

Match Type: <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Exact (Incl. Mid Name) <input checked="" type="checkbox"/> Close	Whitelist Policy: ? <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	Scan Result: <input checked="" type="checkbox"/> Matches Found <input checked="" type="checkbox"/> No Matches Found	Categories: ? <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> PEP <input type="checkbox"/> POI <input type="checkbox"/> RCA <input type="checkbox"/> SIP (subcategories)	Decision Includes: <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Match <input type="checkbox"/> No Match <input type="checkbox"/> Not Sure	Assessed Risk: <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Web Search:
 Yes
 No

Individual Search: ?
 NA

Scan Result Settings when ID Verification is selected:

Filter ID Verification scans based on the outcome of **IDV Result** (Quick ID) and **FaceMatch Result** biometric screening.

Scan Service:
 PEP, Sanctions & Adverse Media ID Verification

Scan Type:
 Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Scan Filters:

Match Type: **All** | Whitelist: **All** | Result: **Matches Found** | Categories: **All** | Decisions: **All** | Risks: **All** | Web Search: **All** | IDV Result: **All** | FaceMatch Result: **All** ^

Match Type: <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Exact (Incl. Mid Name) <input checked="" type="checkbox"/> Close	Whitelist Policy: ? <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	Scan Result: <input checked="" type="checkbox"/> Matches Found <input type="checkbox"/> No Matches Found	Categories: ? <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> PEP <input type="checkbox"/> POI <input type="checkbox"/> RCA <input type="checkbox"/> SIP (subcategories)	Decision Includes: <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Match <input type="checkbox"/> No Match <input type="checkbox"/> Not Sure	Assessed Risk: <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Web Search: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IDV Result: <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Requested <input type="checkbox"/> Incomplete <input type="checkbox"/> Pass <input type="checkbox"/> Partial Pass <input type="checkbox"/> Pending <input type="checkbox"/> Fail	FaceMatch Result: <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Requested <input type="checkbox"/> Incomplete <input type="checkbox"/> Pass <input type="checkbox"/> Review <input type="checkbox"/> Pending <input type="checkbox"/> Fail
---------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Individual Search: ?
 NA

Scan Result Settings when Monitoring Scans is selected:

Filter scans based on the outcome of ongoing monitoring and type of detected change.

Scan Service:
 PEP, Sanctions & Adverse Media ID Verification

Scan Type:
 Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Scan Filters:

Match Type: **All** | Whitelist: **All** | Result: **Matches Found** | Categories: **All** | Decisions: **All** | Risks: **All** | Monitoring Status: **All Changes** ^

Match Type: <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Exact (Incl. Mid Name) <input checked="" type="checkbox"/> Close	Whitelist Policy: ? <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	Scan Result: <input checked="" type="checkbox"/> Matches Found <input type="checkbox"/> No Matches Found	Categories: ? <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> PEP <input type="checkbox"/> POI <input type="checkbox"/> RCA <input type="checkbox"/> SIP (subcategories)	Decision Includes: <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Match <input type="checkbox"/> No Match <input type="checkbox"/> Not Sure	Assessed Risk: <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Monitoring Status:
 All
 New Matches ●
 Updated Entities ●
 Removed Matches ●
 No Changes

Individual Search: ?
 NA

Scan Result Settings when Monitoring Rescans is selected:

Filter for rescans where actively monitored entities are rescanned against the full database on day of account subscription renewal.

Scan Service:
 PEP, Sanctions & Adverse Media ID Verification

Scan Type:
 Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Scan Filters:

Match Type: **All** | Whitelist: **All** | Result: **All** | Categories: **All** | Decisions: **All** | Risks: **All** ^

Match Type: <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Exact (Incl. Mid Name) <input checked="" type="checkbox"/> Close	Whitelist Policy: ? <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	Scan Result: <input checked="" type="checkbox"/> Matches Found <input checked="" type="checkbox"/> No Matches Found	Categories: ? <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> PEP <input type="checkbox"/> POI <input type="checkbox"/> RCA <input type="checkbox"/> SIP (subcategories)	Decision Includes: <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Match <input type="checkbox"/> No Match <input type="checkbox"/> Not Sure	Assessed Risk: <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Individual Search: ?
 NA

Individual Search to filter by individuals scanned:

Expand the **Individual Search** panel to search for a specific individual in Batch and/or Single Scans.

Scan Service:
 PEP, Sanctions & Adverse Media ID Verification

Scan Type:
 Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Scan Filters:
 Match Type: [All](#) | Whitelist: [All](#) | Result: [All](#) | Categories: [All](#) | Decisions: [All](#) | Risks: [All](#) | Web Search: [All](#) ▼

Individual Search: ⓘ

NA ▲

First Name: (All or part of First Name) Middle Name: (All or part of Middle Name) Last Name: (Full Last Name)

Original Script Name or Full Name: (Full Original Script Name or Full Name) Client ID: (Full Client ID) [Clear](#)

[Search](#) [Download](#)

Searching and Filtering Scan Results

Scan Result Settings:

Fields	Description
<p>Name Match Type</p>	<p>Filter by name Match Type used during scans.</p> <p>The options are <code>Exact</code> , <code>Exact (Including Middle Name)</code> and <code>Close</code> .</p> <p>By default, all options are selected.</p>
<p>Whitelist Policy</p>	<p>Filter if whitelist policy was applied during the scan. Profiles marked as <code>No Match</code> are whitelisted and excluded from being returned and displayed again.</p> <p>The options are: <code>Apply</code> and <code>Ignore</code> .</p> <p>By default, all options are selected</p>

Scan Result Filter by the outcome of the scan. Options are `Matches Found` and `No Matches Found` .

By default, `Matches Found` is selected.

Categories Filter results by the major category type of the matching profile.

The categories are: `TER` (Terrorism), `PEP` (Politically Exposed Person), `POI` (Profile of Interest), `RCA` (Relatives or Close Associates of PEP), `SIP` (Special Interest Person).

`SIPs` have filters for additional subcategories such as `Sanctions Lists`, `Law Enforcement`, `Regulatory Enforcement`, `Organised Crime`, `Financial Crime`, `Narcotics Crime`, `Modern Slavery`, `Bribery & Corruption`, `Cybercrime`, `Disqualified Directors`, `Reputational Risk`, `Insolvency` and `Other` (association or involvement in other offences).

By default, `All` categories are selected.

Decision Includes Filter results by due diligence decisions applied to the matching profile.

The decisions available are: `Not Reviewed`, `Match`, `No Match` and `Not Sure` .

By default, `All` decisions are selected.

Assessed Risk Filter results by due diligence risk assessments applied to the matching profile.

The assessed risk options are: `High`, `Medium`, `Low` and `Unallocated` .

By default, `All` assessed risk levels are selected.

Web Search Filter results where additional web search for adverse media was performed.

The options are: `Yes` and `No` .

By default, `All` options are selected.

ID Verification Scan Result Settings:

Fields	Description
IDV Result	<p>Filter by result of ID Verification.</p> <p>The options are <code>All</code>, <code>Not Requested</code>, <code>Incomplete</code>, <code>Pass</code>, <code>Partial Pass</code>, <code>Pending</code> and <code>Fail</code>.</p> <p>By default, the <code>All</code> option is selected.</p>
FaceMatch Result	<p>Filter by result of biometric face matching for ID Verification.</p> <p>The options are <code>All</code>, <code>Not Requested</code>, <code>Incomplete</code>, <code>Pass</code>, <code>Review</code>, <code>Pending</code> and <code>Fail</code>.</p> <p>By default, the <code>All</code> option is selected.</p>

Individual Search:

For a quick and specific search of an individual screened, use the **Individual Search** panel.

To search for fields where contents exist, use an asterisk (*).

Fields	Description
First Name	<p>Search results by the First Name entered during scan. Search supports full or partial matching.</p> <p>Example: <code>Joh</code> returns <code>Joh</code>, <code>John</code>, <code>Johnny</code> etc.</p>
Middle Name	<p>Search results by the Middle Name entered during scan. Search supports full or partial matching.</p>
Last Name	<p>Search results by the Last Name entered during scan. Search supports full matching only.</p>

Original Script Name or Full Name Search results by the Original Script Name or Full Name entered during scan. Latin-based text are not case-sensitive and the exact full name in the correct order should be used. For original script text, it must be entered exactly as screened, including casing.

Example: If you have screened with the **Full Name** Renée DUMAS , this can be found when filtering for Renée Dumas or renée dumas but not with Renee Dumas. or Dumas Renée

Client ID Search results by Client ID entered during scan. Search supports exact full matching only.

Filtering scans by categories and subcategories:

Special Interest Persons (SIP) are further categorised into subcategories. See descriptions of the [SIP subcategories](#).

☰ Scan Results
Support

Organisation (3 organisations found. Select an organisation from list):

User:

Scan Date:

Scan Service:
 PEP & Sanctions ID Verification

Scan Type:
 Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Scan Filters:

Match Type: All | Whitelist: All | Result: Matches Found | Categories: All | Decisions: All | Risks: All | Web Search: All

Match Type:

 Exact
 Exact (Incl. Mid Name)
 Close

Whitelist Policy:

 Applied
 Ignored

Scan Result:

 Matches Found
 No Matches Found

Categories:

 All
 TER
 PEP
 RCA
 SIP (subcategories)

Decision Includes:

 All
 Not Reviewed
 Match
 No Match
 Not Sure

Assessed Risk:

 All
 High
 Medium
 Low
 Unallocated

Web Search:
 Yes
 No

Individual Search:

22768 scans found. Select a row to view details.

Display records per page

<
1
2
3
4
5
...
4554
>

Monitor	Client ID	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
<input type="checkbox"/>	DEMO-DARRBROW	Darren BROWN			SIP	May 08, 2021	25	1 0 24 0	L
<input type="checkbox"/>	DEMO-JOHNROW	John BROWN		1970	PEP SIP RCA	May 08, 2021	25	1 0 4 20	L
<input type="checkbox"/>	DEMO-DAVIMORR	David MORRIS			PEP SIP	May 08, 2021	25	1 0 4 20	L
<input type="checkbox"/>	DEMO-SCOTAMORR	Scott Allen MORRISON		1968	PEP SIP RCA	May 08, 2021	6	1 0 3 2	L
<input type="checkbox"/>	DEMOID-103	成竞业		1959	PEP	May 08, 2021	1	0 3 0 1	

Viewing Scan Results





Scan results of individuals screened are summarised as follows. Results are displayed in chronological order from most recent first.

The table below contains all possible columns. What is viewed on-screen is dependent on the **Scan Service** selected:

Field	Description
Monitor	If a Client ID has been assigned to the individual during scanning, a toggle switch to enable or disable monitoring is displayed.
Client ID	The unique identifier or profile name assigned to the individual during scanning.
Name (First Middle Last)	The name entered during screening, combining First, Middle and Last Name.
Original Script Name/Full Name	The non-Latin Original Script Name or Latin-based Full Name entered during screening.
DOB	Date of Birth or Year of Birth entered during screening.
ID Number	Identifier for the individual entered during screening.
Categories	<p>Major categories of matched profiles. These can be one or any combination of the following:</p> <ul style="list-style-type: none"> • TER : Special Interest Persons - exposure or associations with terrorist related activities. • PEP : Politically Exposed Persons • POI : Profiles of Interest • RCA : Relatives or Close Associates of PEPs. • SIP : Special Interest Person - People on Sanctions, Regulatory Enforcement, Law Enforcement lists, and Adverse Media sources. • A blank Category indicates that no matches were found.
Date	Date the scan was run.
Matches	<p>Number of matching profiles for the scanned individual.</p> <p>∅ indicates no matches found.</p>




Due Diligence

Number of due diligence decisions made against the matching profiles based on the decision types:

-  Match
-  Not Sure
-  No Match
-  Not Reviewed

Risk

Assessed risks assigned to matching profiles:

-  High
-  Medium
-  Low

Comment

Remark or comment associated with the due diligence decision.

IDV⁺

Online ID verification status of individual's Name, DOB and Address against verified sources:

- **Not Requested** : Identity document verification not requested
- **Incomplete** : Identity document verification request not completed by a member of your organisation. Incomplete processes are not able to be resumed at this point in time.
- **Pass** : Data is able to be fully verified
- **Partial** : Data is able to be partially verified
- **Fail** : Data is unable to be verified
- **Pending** : Verification by the individual not yet started or incomplete.

FaceMatch⁺

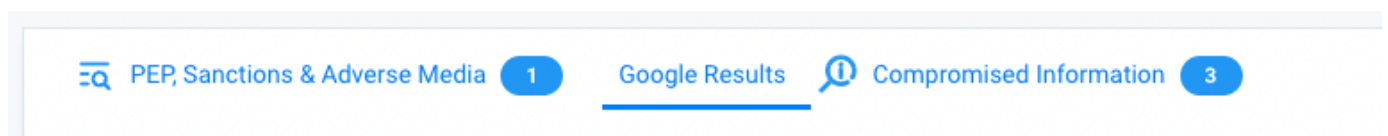
Biometric face matching of the individual including liveness detection, facial recognition and data extraction using OCR (optical character recognition):

- **Not Requested** : Facial matching verification not requested
- **Incomplete** : Facial matching verification request not completed by a member of your organisation. Incomplete processes are not able to be resumed at this point in time.
- **Pass** : Biometric is able to be fully verified
- **Review** : Biometric is partially verified and should be reviewed
- **Fail** : Biometric does not match and is unable to be verified
- **Pending** : Biometric verification by the individual not yet complete.

⁺ These are available if your organisation has subscribed to the **ID Verification** service and if the ID Verification Scan Service is selected.

Web Search for adverse media

If the web search option was selected for additional adverse media on popular search engines, you will see an additional tab with the search engine results.



The first 10 most relevant results are displayed and each link will open up to a new browser tab.

Compromised Information

If an email address was entered for the Individual during the PEP, sanction and adverse media check, you will see an additional tab with a list of sites with known data breaches for the email address.



FATF Jurisdiction Risk

If the FATF Jurisdiction Risk option was selected during scan, you will see an additional tab containing information about the country associated with the matched profile, if available.



Viewing Scan Result Details

Matching profile information are displayed in **card** or **grid** format with either a **summary** or **full** detailed card view of the profile.


Click on a scan result record to view details of matching profiles:

Card views provide a quick look into the matching profile with the high level summary with the options to expand to view details.

Grid views provide an additional table with summarised profile details with an overview and comparison of results. Where information in the profiles match with the scanned individual, cells are highlighted to indicate full match or partial match.

Card view

Summary Card View | **Full Card View** | Summary Grid View | Full Grid View



AKA Hung-sun Ho

PEP

DOB 1921

Chinese/Hong Kong

Deceased - 26 May 2020

Decision (Risk):
Not Reviewed

Download | Summary

Also Known As: Ho Hung-sun Hung Sun Ho Ho Hung Sun Stanley Hung Sun Ho Stanley Hung Sun Ho

Original Script Names: 何鴻燊 鴻燊何

Roles: Former Member of the Economic Development Council - Macau

Locations: Macau Hong Kong

Linked Individuals: Chiu Ha Ho (PEP) Ung-iok Chan (SIP/RCA) Deborah Ho (RCA)

Linked Companies: Sociedade de Jogos de Macau, S.A. - SIF (Former Managing Director/Chairperson of the B

General Information


Categories: Politically Exposed Person (PEP)

Original Script Names: 何鴻燊; 鴻燊何;

Further Information: PEP Tier 2

Also Known As

Full Name	Title
Ho Hung-sun	
Hung Sun Ho	
Ho Hung Sun	
Stanley Hung Sun Ho	



AKA Wai Hong Ho Mr

PEP

DOB 1984

Chinese/Hong Kong

Hong Kong

Decision (Risk):
Not Reviewed

Download | Summary


Also Known As: Stanley Wai Hong Ho Stanley Wai Hong Ho Wai-Hong Ho Ho Wai Hong 何偉航 偉航何

Original Script Names: 何偉航 偉航何

Roles: Member of the 6th Sai Kung District Council (Pak Sha Wan Constituency) - Hong Kong (From: 1 January 2...

General Information

Categories: Politically Exposed Person (PEP)



AKA Kai Ho Ho Mr

PEP

Download | Summary

Also Known As: Kai Ho Stanley Ho Stanley Kai Ho Ho Stanley Kai Ho Ho Kai Ho Ho Ho Kai Ho

Grid view

Scanned on **Aug 26, 2020 6:23:11 PM** by mc.compliance for MemberCheck Demo Monitoring Scans (DEMOMCMON)

First Name: **Stanley** DOB:

Middle Name: Address:

Last Name: **HO** Gender:

Original Script/Full Name: Member Number: **ABCMON-STAH0**

Scan Policies:

Match scan: **Exact (Incl. Mid Name)** Residence policy ignored

Whitelist policy: **Applied**

PEP jurisdiction: **Exclude: None**

Exclude Deceased: **No**

Summary Card View | Full Card View | Summary Grid View | Full Grid View

Display 5 records < 1 2 >

Full Name	Script Name	DOB	Address	Gender	Category	Subcategory	<input type="checkbox"/> Decision (Risk)	Comment
Hung-sun Ho	何鴻榮, ...	1921		Male	PEP		<input type="checkbox"/>	Not Reviewed
Wai Hong Ho	何偉航, ...	1984	Hong Kong	Male	PEP		<input type="checkbox"/>	Not Reviewed
Kai Ho Ho			Hong Kong	Male	PEP		<input type="checkbox"/>	Not Reviewed
Ngai Kam Ho			Hong Kong		PEP		<input type="checkbox"/>	Not Reviewed
Ngai Kam Ho			Heng Fa Chuen, , Hong Kong	Male	PEP		<input type="checkbox"/>	Not Reviewed

< 1 2 >

Detailed information of profiles are displayed in the cards and may include:

Fields	Description
--------	-------------

Profile Details

Key profile information:

- Full Name
- Category e.g. **PEP** , **POI** , **SIP** , **RCA** , **TER**
- Date or Year of Birth
- Nationality
- Primary country or location
- Deceased Date, if applicable
- Due diligence decision and risk level assessment
- **Tax haven** and **Sanction** indicators based on the primary country of residence.

General Information

- Categories of the profile e.g. Politically Exposed Person (PEP), Special Interest Person (SIP) - Regulatory Enforcement
- Original Script Name
- The date the record was last reviewed or updated
- Further information and profile notes

PEPs are further categorised into tiers based on the level of risk exposure. See below for [description of PEP Tiers](#).

Also Known As

- Name - aliases or other names associated with the individual
- Type - type of name variation e.g. original script name, name spelling variation, shortened name, maiden name, nickname, previous name, fake name.

Roles

This is only available for PEP profiles:

- Title - represents the job Role of the PEP in the particular PEP position
- Country - represents the country of the government for the political position
- Segment - the category of in scope positions for the PEP for a particular country
- Status - represents whether the particular role is Current or Former . There can be more than one Current and Former roles held by the PEP.
- From - represents the Start date of the term of office in the particular role, where available
- To - represents the End date of the term of office in the particular role, where available.

Important Dates

For each Date:

- Type - e.g. Date of Birth, Deceased Date
- Date

Locations

All registered or known locations associated with the individual:

- Country
- City
- Address
- Type e.g. place of birth, residential, business, previous residential, previous business

Official Lists

Name of Sanction List this profile appears in.

- Name - name of the official Sanctions list e.g. Office of Foreign Asset Control
- Category - category of the official list
- Measures - list of measures enforced by the official list e.g. asset freeze, travel ban
- Origin - country or region of the official list
- Type - type of sanction classified by the official list
- Status - status of the entity on the official list i.e. `current` or `former` .

Identifiers

List of ID numbers or tax number of the individual.

- Type - type of identifier e.g. tax number, national ID, passport number, OFAC unique ID, SECO unique ID
- Value

Sources and Adverse Media

For each Source:

- URL - link to the source of information regarding the entity
- Category - category type of source e.g. PEP, Sanction, Adverse Media, Law Enforcement, ID/V (ID Verification)
- Date of Capture - date the source article was recorded. This may contain multiple dates where the source was reviewed and recorded.
- Info - additional information on the publication e.g. publication date, credibility, language of the article, title and summary, if available



Links to news articles may be out of date or broken depending on how recently they have been reviewed. Some source articles contain cached PDF copies. **If the cached PDF is available, this is provided as a hyperlink in Date of Capture.**

Linked Individuals

List of persons associated with the organisation.

- Full Name
- Category e.g. PEP, RCA
- Description



Click on the name of a **Linked Individual** to view further information of the person.

Linked Companies

Lists any associations with businesses and companies such as founder, executive, associate, shareholder, adviser of the company.

- Name
- Categories e.g. SIE
- Description



Click on a **Linked Company** to view further information of the company.

Something amiss with the profile data?

If the information in the existing profile data appears to be outdated, incomplete or unclear as to reasons for being listed in the watchlist, you can report this profile directly to the MemberCheck team for review. See tip on how to [report profile for review](#).

Profile Categories

Politically Exposed Person (PEP) Tiers

PEPs are categorised into 3 different tiers depending on their level of risk exposure:

Category	Description
----------	-------------

PEP Tier

Represents:

1

- Head of state and their deputies

- Head and members of government (national level in unitary states; sub-federal/state level in federations; supranational level European Commission, Europe Council) and their deputies

- Heads and top commanders of the armed forces - armed forces joint command members, commanders of the main branches of the armed forces

- Members of the legislature (national level in unitary states; sub-federal/state level in federations; supranational level European Parliament)

- Heads and members of last-instance courts (supreme, constitutional, high, European Court of Justice, specialised courts)

- Heads and members of central banks and court of auditors (national level in unitary states; sub-federal/state level in federations; supranational level European Court of Auditors)

- Party leaders and executive council members (Parties represented in the national parliament of unitary states and in the federal and sub-federal parliaments in federations)

PEP Tier**2**

Represents:

- Senior diplomats (ambassadors, high-commissioners, charge d'affaires, permanent representatives)
- Heads and board members of the executive bodies of international organisations established by treaty (the highest governing bodies of ARI list of organisations)
- Members of the board of directors of SOEs, top executives (C-level)
- Senior officials (e.g. high-ranking civil servants, director generals, directors, heads of units) of agencies and boards appointed by the head of state, the government (cabinet and ministries) and the parliament
- Members of executive (e.g. governor, prefect) bodies at sub-national level in unitary states and below sub-federal level in federal jurisdictions
- Members of legislative (e.g. aldermen, councillors) bodies at sub-national level in unitary states and below sub-federal level in federal jurisdictions
- Mayor of capital city and large municipalities (megapolis)
- Judges, justices, magistrates, prosecutors, attorneys in courts with jurisdiction at sub-national level in unitary states and below the sub-federal level in federations
- Commanders of major national military units (battalions, brigades, flotillas, bases)

PEP Tier**3**

Represents:

- Middle ranking diplomats (minister-counsellors, councillors, 1st Secretaries and 2nd Secretaries) and low-ranking diplomats (attaché)
- Mayor, council member and senior officials of medium to small municipality.

Profile of Interest (POI)

Profile of Interest is a category designed to capture legacy data of PEPs who served on relevant PEP positions more than 12 months ago, as well as legacy data of profiles which no longer fits the new Reputational Risk Exposure methodology.

Subcategories of Special Interest Persons (SIP)

Category	Description
Sanctions Lists	Persons appearing on official financial sanctions lists who are involved, or suspected of being involved, in illegal activities.
Law Enforcement	Persons appearing on an official law enforcement public domain site as either wanted, investigated, or arrested by an official law enforcement body or the police; or individuals or entities charged, prosecuted, convicted and/or sentenced by a competent criminal court that constitutes a criminal act.
Regulatory Enforcement	Persons listed on an official regulatory enforcement public domain site against whom official regulatory administrative action has been taken by a government or independent regulatory agency responsible for the supervision and oversight of specific administrative regulations or rules for breaches of said rules and regulations.
Organised Crime	Persons involved or alleged to have been involved in criminal activity relating to organised crime, including illicit arms trafficking, smuggling or illicit trafficking in goods, and organised crime groups, gangs and syndicates.
Financial Crime	Persons involved or alleged to have been involved in criminal activity relating to financial crime, including financial and non-financial fraud, money laundering, tax offences, embezzlement, counterfeiting of currency, high-value theft and robbery, insider trading, unexplained wealth orders / interim assets freeze, and failure to comply with relevant financial regulations.
Narcotics Crimes	Persons involved or alleged to have been involved in criminal activity relating to narcotics, including production, trafficking and distribution of drugs.
Modern Slavery	Persons involved or alleged to have been involved in criminal activity relating to modern slavery, including human trafficking and exploitation, labour trafficking and exploitation, and sex trafficking and exploitation.

Bribery & Corruption	Persons involved or alleged to have been involved in criminal activity relating to bribery and corruption, including being bribed, bribing another person (including facilitation payments), bribing a foreign public official, failure of a relevant commercial organisation to prevent bribery, and corrupt practices.
Cyber Crime	Persons involved or alleged to have been involved in criminal activity relating to cybercrime, including identity theft, scams, hacking, and credit card or payment fraud.
Other	Individuals involved with other alleged offences related to any of the above categories but without evidence of official action by relevant national or foreign authorities.
Disqualified Directors	Individuals that have been disqualified as acting as company directors (for UK only).
Reputational Risk	Individuals that have been involved or alleged to have been involved in activities which exposes a risk in reputation.
Insolvency	Individuals that have been declared as bankrupt or insolvent (for UK and Ireland only).
Custom Watchlist	Individuals that have been listed in your organisation's self managed custom watchlist.

You can view a PDF of the major [sanctions, regulatory and law enforcement list sources](#).

ID Verification

If ID Verification was included in the screening, additional information will be displayed for the individual scanned.

PEP and Sanctions **ID Verification**

Scanned on Jul 13, 2021 3:04:52 PM by mc.com.officer2 for MemberCheck Demo PEP IDV (DEMOPEPIDV)

[Download](#)



Customer data supplied

First Name: Paul Mobile Number: +610400000000
 Middle Name: John Country: Australia (AU)
 Last Name: BROWN

i FaceMatch requested

ID Check Results

Overall Result: Pass

Sources	Name	Date of Birth	Address
AU Driver Licence	PASS	PASS	N/A
Commercial Credit Bureau 1	PASS	PASS	FAIL
Proprietary Data Set	FAIL	FAIL	PASS
Overall	PASS	PASS	FAIL

Result Indicators	
PASS	Data matched at source
FAIL	Data failed to match at source
PARTIAL	Data partially matched at source
-	Data not present at source
N/A	Data not applicable at source

Result Details

Parameter	Results
First Name	Paul
Middle Name	John
Last Name	Brown
Birth Date	1965-01-01
Phone	+610400000000
Country	Australia
Address	1 Short Street, Perth, Western Australia 6000
Latitude	115.81613
Longitude	-31.9523
National ID	123456789
National Id Secondary	WA
National ID Type	Driver Licence Number

FaceMatch Results

Overall Result: Pass

FaceMatch Checks	Result
Document Check	PASS
Anti-Tamper Check	PASS
Not Expired	PASS
Face Comparison	PASS
Passive Liveness Check	PASS
Data Comparison	PASS

Detailed information of individual's data and biometric matching results vary between country sources used for verification and generally includes:

Fields	Description
--------	-------------

ID Check Results Overall data matching result based on successful verification against 2 or more independent sources.

Includes list of sources used for data matching of individual's Name, Date of Birth and Address.

Identity Check Verification Results Details entered by the individual or customer for verification including document type for verification e.g. Passport number, Driver Licence number, Government or Tax ID number, Health Card number, Visa number, Vehicle Plate number, Voter ID number etc.

These document verification types vary based on country selected for verification.

FaceMatch Check Results Verification results of biometric matching including:

- Document check
- Anti-Tamper check
- Verification document not expired
- Face comparison
- Passive liveness check
- Data comparison
- Screen Replay attack check

FaceMatch Comparison Photos of documentation used for verification including a liveness video, where available.

To keep a copy of the report of the results, you can click on the **Download** button to save as PDF, Word or Excel. Please note that the ability to enlarge photos and viewing of the Liveness video is only available online and is not included in the downloadable report.

Downloading Reports

For record keeping and for purposes of auditing for your organisation, you can download reports of your screening activities and the associated results in PDF, Word, Excel and CSV formats. Where large volumes of data are downloadable, the application may only offer download in CSV format.

This option is available through the **Download** button in all screens where download of reports are available.

In the **Scan Results** screen, the Download button offers the ability to:

- Preview PDF report before download
- Export as PDF
- Export as Word
- Export as Excel
- Export as CSV
- Export Results Summary report.

The **Results Summary report** option enables you to download a summary of all the profiles of matched results for your PEP and Sanction screening, and is available in both the **Scan Results** and **Batch Scan Results** screens. This report is available in CSV format only and is compressed and downloaded as a ZIP file. **The ZIP file is secured and password protected using the email address of the person who generated this report.** If you have initiated the download of this report, the password to the ZIP file will be your registered email address in the application and entered as lower case. To check which email address you have registered in the system, you can review the information in **My Profile**.

Email Address to unlock Results Summary Report

If the email address has different casing such as `UserName@domain-name.com` then the password to unlock the ZIP file will be `username@domain-name.com`

Availability of reports during trials and demos

If you are trialling the service on a demo environment, only the PDF and CSV options are available.

Quick How-To Guides

Filtering for all results with Original Script Name or Full Name

Organisation: MemberCheck Demo PEP IDV (DEMOPEPIDV)

User: All

Scan Date: DD/MM/YYYY - DD/MM/YYYY

Scan Type: Batch Scans Single Scans Monitoring Scans

Scan Service: PEP & Sanctions ID Verification

Scan Results Settings: Match Type: All | Whitelist: All | Result: All | Categories: All | Decisions: All | Risks: All

Individual Search: ?

NA

First Name: (All or part of First Name) Middle Name: (All or part of Middle Name) Last Name: (Full Last Name)

Original Script Name or Full Name: (Full Original Script Name or Full Name) Member Number: (Full Member Number) [Clear](#)

[Search](#) [Download](#) 14 scans found. Select a row to view details.

Display 5 records per page

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>	DEMO-SCOTMORR	Scott MORRISON			PEP SIP	May 05, 2021	2	0 0 0 2	H M L
		Paul John BROWN			PEP	May 03, 2021	1		
<input checked="" type="checkbox"/>	2021-JPX-002		習近平		PEP SIP	May 03, 2021	1	0 0 0 1	
<input checked="" type="checkbox"/>	2021-JPX-002		習近平		PEP SIP	May 03, 2021	1	0 0 0 1	
			習近平		PEP SIP	May 03, 2021	1		

Filtering results by Category

The Category filter only displays the matching profiles with the same category. It does not affect the overall number of matches in the scan result summary.

Organisation: MemberCheck Demo PEP IDV (DEMOPEPIDV)

User: All

Scan Date: DD/MM/YYYY - DD/MM/YYYY

Scan Service: PEP & Sanctions ID Verification

Scan Type: Batch Scans Single Scans Monitoring Scans

Scan Results Settings:

Match Type: All | Whitelist: All | Result: Matches Found | Categories: PEP | Decisions: All | Risks: All

Match Type: Exact Exact (Incl. Mid Name) Close

Whitelist Policy: Applied Ignored

Scan Result: Matches Found No Matches Found

Categories: All TER PEP RCA SIP (subcategories)

Decision Includes: All Not Reviewed Match No Match Not Sure

Assessed Risk: All High Medium Low Unallocated

Individual Search: NA

[Search](#) [Download](#) 14 scans found. Select a row to view details.

Display 5 records per page

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>	DEMO-SCOTMORR	Scott MORRISON			PEP SIP	May 05, 2021	2	0 0 0 2	H M L
		Paul John BROWN			PEP	May 03, 2021	1		
<input checked="" type="checkbox"/>	2021-JPX-002	习近平			PEP SIP	May 03, 2021	1	0 0 0 1	
<input checked="" type="checkbox"/>	2021-JPX-002	习近平			PEP SIP	May 03, 2021	1	0 0 0 1	
		习近平			PEP SIP	May 03, 2021	1		

Viewing profile information in card summary mode

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>	DEMO-SCOTMORR	Scott MORRISON			PEP SIP	May 05, 2021	2	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	H M L

Scanned on May 05, 2021 6:54:39 PM by mc.com.officer2 for MemberCheck Demo PEP IDV (DEMOPEPIDV)

First Name: Scott DOB: Address: Canberra, Australia

Middle Name: Gender: Member Number: DEMO-SCOTMORR

Last Name: MORRISON

Original Script/Full Name:

Scan Policies:


Match scan: Exact Default country of residence: Australia (also applied to blank Addresses)

Whitelist policy: Applied Residence policy applied to All categories

PEP jurisdiction: Ignored

Exclude Deceased: Yes

Summary Card View
Full Card View
Summary Grid View
Full Grid View



Scott John Morrison

PEP DOB 13 May 1968 Australian

[Download](#) [Details](#)

Also Known As: S. C. Morrison S C Morrison Morrison Scott

Roles: Member of the House of Representatives for Cook, New South Wales (5th Term) - Australia (From: 30 ...)

Locations: Shop 3, 346 Port Hacking Road New South Wales 2229, Caringbah, Australia

Linked Individuals: Jenny Morrison (RCA) Abbey Morrison (RCA) Lily Morrison (RCA)

Linked Companies: Asian Development Bank - SIE (Former Governor for Australia)

Decision (Risk): Not Reviewed

Card and Grid views

The card view is useful for quick access to the matching profiles to view details, however for larger number of matching profiles, the grid view provides an overview of the key information of the matching profiles. The grid view also provides the option to perform due diligence risk assessment in bulk.

Display 5 records per page

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>	DEMO-WILLSMIT	William SMITH		5/9/1979	SIP RCA	May 05, 2021	30	0 0 0 30	H M L
<input checked="" type="checkbox"/>	DEMO-HARRSMIT	Harriet SMITH		9/4/1984	RCA	May 05, 2021	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>	DEMO-MIKESMIT	Mike SMITH		5/9/1979	RCA	May 05, 2021	2	0 0 0 2	H M L
<input checked="" type="checkbox"/>	DEMO-MICHSMIT	Michael SMITH		1/5/1981	SIP RCA	May 05, 2021	50	0 0 0 50	H M L
<input checked="" type="checkbox"/>	DEMO-GEORSMIT	George SMITH		3/1/1963	SIP RCA	May 05, 2021	50	0 0 0 16	H M L

Scanned on May 05, 2021 10:24:06 PM by mc.compliance for MemberCheck Demo Monitoring Scans (DEMOMCMON)

First Name: George DOB: 3/1/1963

Middle Name: Address: USA

Last Name: SMITH Gender:

Original Script/Full Name: Member Number: DEMO-GEORSMIT

Scan Policies:
 Match scan: Close (>= 90%) Residence policy ignored
 Whitelist policy: Ignored
 PEP jurisdiction: Exclude: None
 Exclude Deceased: No

Summary Card View
 Full Card View
 Summary Grid View
 Full Grid View

George Bundy Smith 100%

RCA

American

New York, United States of America

Also Known As: George Bundy Smith Jr

[Download](#) [Details](#)

Decision (Risk): Not Reviewed

George Smith 100%

[Download](#) [Details](#)

Viewing Cached Sources and Adverse Media

Sources and adverse media links can be archived, moved, removed and changed causing broken links in the original URL. Where available, a PDF copy of the article is cached and made available with the date of the captured snapshot.

To access this, look for hyperlinked dates in **Date of Capture**

MEMBER CHECK
A MEMBER CHECK COMPANY

Scan Results Switch to classic interface Support

Scott John Morrison Download Summary

PEP
DOB: 13 May 1968
Australian

Decision (Risk): Not Reviewed Comment:

General Information

Categories: Politically Exposed Person (PEP)
Enter Date: 2008-11-05
Further Information: PEP Tier 1

Also Known As

Roles

Important Dates



Locations


Sources and Adverse Media

URL	Category	Date of Capture
https://www.aph.gov.au/Senators_and_Members/Parliamentarian?MPID=E3L	PEP, ID/V	2020-02-23
https://tallyroom.aec.gov.au/HouseDivisionPage-24310-112.htm	PEP	2019-05-31
https://www.pmc.gov.au/sites/default/files/publications/ministry-list-26-may-2019.pdf	PEP	2019-05-27
www.news.com.au/national/federal-election/who-is-scott-morrison-everything-you-must-know-about-aust-ralias-prime-minister/news-story/919d90eda21ef398b8abbf146a72b341	PEP, ID/V	2019-02-28
https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Parliamentary_Library/Parliamentary_Handbook/Current_Ministry_List	PEP	2018-08-28
https://www.bbc.co.uk/news/world-australia-45292637	PEP	2018-08-24
http://www.aph.gov.au/Senators_and_Members/Members/Members_Photos	PEP	2016-10-13
http://www.aph.gov.au/Senators_and_Members/Parliamentarian_Search_Results?expand=1&q=&mem=1&par=-1&gen=0&ps=100&st=1	PEP	2016-07-25
http://www.theguardian.com/australia-news/2016/feb/13/malcolm-turnbulls-new-cabinet-and-ministry-the-full-list	PEP	2016-02-19
http://www.adb.org/about/governors#AFG	PEP, ID/V	2016-02-12
http://www.adb.org/about/governors#NET	PEP, ID/V	2016-02-11
http://www.adb.org/about/board-governors	PEP	2016-02-08
		2015-10-08, 2015-07-14, 2015-04-28, 2015-02-16, 2014-

Report profile for review

Directly report profile data issues or submit questions about a specific profile. Expand the options for the profile and select the most appropriate Subject and enter your comment or query. If wish to report a profile to be outdated, please include details with hyperlinks to publicly available sources or official lists for review.

Single Scan Support  



John Brown Mr

SIP
American
United States of America

Decision (Risk): Not Reviewed Comment:

General Information


Categories: Special Interest Person (SIP) - Law Enforcement, Special Interest Person (SIP) - Regulatory Enforcement
Primary Location: United States of America **Enter Date:** 2007-02-06
Further Information: Regulatory Enforcement Lists

Locations

Country	City	Address
United States of America		

Sources and Adverse Media







URL	Category	Date of Capture
http://www.accessdata.fda.gov/scripts/wlcfm/recentfiles.cfm	Law Enforcement	2006-04-10



ies.cfm

Scan Results for Corporates

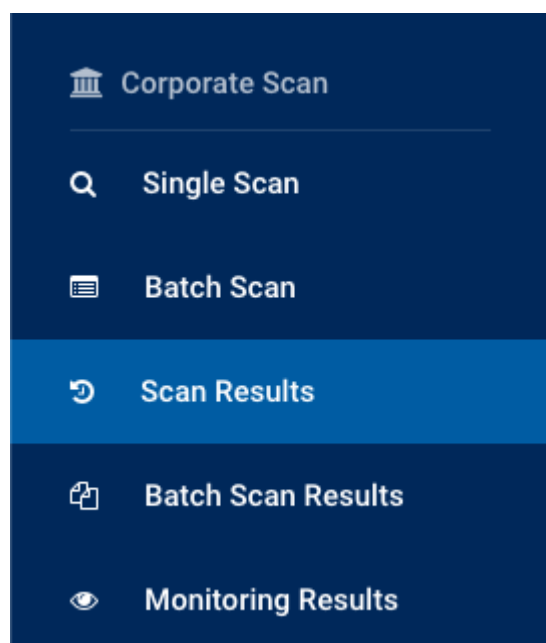
Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					

Standard User Permissions

Whilst **Compliance Officers**, **Advanced Users** and **Auditors** have access to view scan results performed by all users associated with the organisation, **Standard Users** are able to only view scan results performed by themselves.

Corporate Scan > Scan Results displays the match results for the companies screened.



By default, it lists **Single Scan** results for Sanction and Adverse Media **Matches Found** only. You can change the filters to expand or further refine the scan results displayed using the options available for **Scan Service**, **Scan Type**, **Scan Result Settings** and **Company Search**.

If you are part of a multi-level organisation or if you have multiple users associated with your organisation account, you can additionally filter by **Organisation** and **Users** who have performed the scans.

Scan Results Settings to filter by scan settings and results:

Default filter settings where scans with **No Matches Found** are excluded in **Scan Result**.

User:

Scan Date:

Scan Service: Sanctions & Adverse Media Know Your Business

Scan Type: Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Scan Filters:

Match Type: All	Whitelist: All	Result: Matches Found	Categories: All	Decisions: All	Risks: All	Web Search: All
Match Type: <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Close	Whitelist Policy: ? <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	Scan Result: <input checked="" type="checkbox"/> Matches Found <input type="checkbox"/> No Matches Found	Categories: ? <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> POI <input type="checkbox"/> SIE (subcategories)	Decision Includes: <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Match <input type="checkbox"/> No Match <input type="checkbox"/> Not Sure	Assessed Risk: <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated	Web Search: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Company Search: ?

Scan Result Settings for all scans regardless of match results:

Note that both **Single Scans** and **Batch Scans** are selected. Both **Matches Found** and **No Matches Found** are selected.

User:

Scan Date:

Scan Service: Sanctions & Adverse Media Know Your Business

Scan Type: Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Scan Filters:

Match Type: All	Whitelist: All	Result: All	Categories: All	Decisions: All	Risks: All	Web Search: All
Match Type: <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Close	Whitelist Policy: ? <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	Scan Result: <input checked="" type="checkbox"/> Matches Found <input checked="" type="checkbox"/> No Matches Found	Categories: ? <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> POI <input type="checkbox"/> SIE (subcategories)	Decision Includes: <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Match <input type="checkbox"/> No Match <input type="checkbox"/> Not Sure	Assessed Risk: <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated	Web Search: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Company Search: ?

Scan Result Settings when Monitoring Scans is selected:

Filter scans based on the outcome of ongoing monitoring and type of detected change.

User:

Scan Date:

Scan Service: Sanctions & Adverse Media Know Your Business

Scan Type: Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Scan Filters:

Match Type: **All** | Whitelist: **All** | Result: **Matches Found** | Categories: **All** | Decisions: **All** | Risks: **All** | Monitoring Status: **All Changes** ▲

<p>Match Type:</p> <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Close	<p>Whitelist Policy: ?</p> <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	<p>Scan Result:</p> <input checked="" type="checkbox"/> Matches Found <input type="checkbox"/> No Matches Found	<p>Categories: ?</p> <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> POI <input type="checkbox"/> SIE (subcategories)	<p>Decision Includes:</p> <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Match <input type="checkbox"/> No Match <input type="checkbox"/> Not Sure	<p>Assessed Risk:</p> <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated
-----------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Monitoring Status:

 All
 New Matches ●
 Updated Entities ●
 Removed Matches ●
 No Changes

Company Search: ?

Scan Result Settings when Monitoring Rescans is selected:

Filter for rescans where actively monitored entities are rescanned against the full database on day of account subscription renewal.

User:

Scan Date:

Scan Service: Sanctions & Adverse Media Know Your Business

Scan Type: Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Scan Filters:

Match Type: All	Whitelist: All	Result: Matches Found	Categories: All	Decisions: All	Risks: All
Match Type: <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Close	Whitelist Policy: ? <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	Scan Result: <input checked="" type="checkbox"/> Matches Found <input type="checkbox"/> No Matches Found	Categories: ? <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> POI <input type="checkbox"/> SIE (subcategories)	Decision Includes: <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Match <input type="checkbox"/> No Match <input type="checkbox"/> Not Sure	Assessed Risk: <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated

Company Search: ?

Company Search to filter by companies scanned:

Search for a specific company in Batch and/or Single Scans.

User:

Scan Date:

Scan Service: Sanctions & Adverse Media Know Your Business

Scan Type: Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Scan Filters:

Match Type: All	Whitelist: All	Result: All	Categories: All	Decisions: All	Risks: All	Web Search: All
Match Type: <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Close	Whitelist Policy: ? <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	Scan Result: <input checked="" type="checkbox"/> Matches Found <input checked="" type="checkbox"/> No Matches Found	Categories: ? <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> POI <input type="checkbox"/> SIE (subcategories)	Decision Includes: <input checked="" type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Match <input type="checkbox"/> No Match <input type="checkbox"/> Not Sure	Assessed Risk: <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated	Web Search: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Company Search: ?

Company Name: <input type="text" value="(All or part of Company Name)"/>	Registration Number: <input type="text" value="(All or part of Registration Number)"/>	Client ID: <input type="text" value="(All or part of Client ID)"/>	<input type="button" value="Clear"/>
-----------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	-----------------------------------------------------------------------	--------------------------------------

Filtering for Know Your Business checks:

Filter scans for all Know Your Business checks, which are conducted via Single Scans only.

User: All

Scan Date: DD/MM/YYYY - DD/MM/YYYY

Scan Service: Sanctions & Adverse Media Know Your Business

Scan Type: Batch Scans Single Scans Monitoring Scans Monitoring Rescans

Company Search: NA

Search Download

Searching and Filtering Scan Results

Scan Result Settings:

Fields	Description
<p>Name Match Type</p>	<p>Filter by the Name Match Type used during scans.</p> <p>The options are <code>Exact</code> and <code>Close</code>.</p> <p>By default, all options are selected.</p>
<p>Whitelist Policy</p>	<p>Filter if whitelist policy was applied during the scan. Profiles marked as <code>No Match</code> are whitelisted and excluded from being returned and displayed again.</p> <p>The options are: <code>Apply</code> and <code>Ignore</code>.</p> <p>By default, all options are selected</p>
<p>Scan Result</p>	<p>Filter by the outcome of the scan. Options are <code>Matches Found</code> and <code>No Matches Found</code>.</p> <p>By default, <code>Matches Found</code> is selected.</p>

Categories

Filter results by the major category type of the matching profile.

The categories are: TER (Terrorism), POI (Profile of Interest), SIE (Special Interest Entity).

SIEs have filters for additional subcategories such as Sanctions Lists, Law Enforcement, Regulatory Enforcement, Organised Crime, Financial Crime, Narcotics Crime, Modern Slavery, Bribery & Corruption, Cybercrime, Disqualified Directors, Reputational Risk, Insolvency and Other (association or involvement in other offences).

By default, All categories are selected.

Decision Includes

Filter results by due diligence decisions applied to the matching profile.

The decisions available are: Not Reviewed, Match, No Match and Not Sure.

By default, All decisions are selected.

Assessed Risk

Filter results by due diligence risk assessments applied to the matching profile.

The assessed risk options are: High, Medium, Low and Unallocated.

By default, All assessed risk levels are selected.

Web Search

Filter results where additional web search for adverse media was performed.

The options are: Yes and No.

By default, All options are selected.

Company Search:

For a quick and specific search of the company scanned, use the **Company Search** panel.

To search for fields where contents exist, use an asterisk (*).

Fields	Description
Company Name	Search results by the Company Name entered during scan. Search supports full or partial matching. Example: <code>com</code> returns <code>Company</code> , <code>Computer Whizz</code> , <code>The Company</code> etc.
Registration Number	Search results by the Registration Number entered during scan. Search supports full and partial matching.
Client ID	Search results by Client ID entered during scan. Search supports full and partial matching.

Filtering scans by categories and subcategories:

Special Interest Entities (SIE) are further categorised into subcategories. Descriptions of the **SIE subcategories** are described below.

Organisation: MemberCheck Demo Monitoring Scans (DEMOMCMON)

User: All

Scan Date: DD/MM/YYYY - DD/MM/YYYY

Scan Type: Batch Scans Single Scans Monitoring Scans

Scan Results Settings:

Match Type: All | Whitelist: All | Result: Matches Found | Categories: SIE | Decisions: All | Risks: All

Match Type: Exact Close

Whitelist Policy: Applied Ignored

Scan Result: Matches Found No Matches Found

Categories: All TER SIE (subcategories)

Decision Includes: All Not Reviewed Match No Match Not Sure

Assessed Risk: All High Medium Low Unallocated

SIE Subcategories: Sanctions Lists Law Enforcement Regulatory Enforcement Organised Crime Financial Crime Narcotics Crime Modern Slavery Bribery & Corruption Cyber Crime Disqualified Directors Other Insolvency [Clear](#)

Company Search: NA

[Search](#) [Download](#) 11 scans found. Select a row to view details.

Display 5 records per page

Monitor	Entity Number	Company Name	ID Number	Categories	Date	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>	DEMO-MALIVER	Maliver		SIE	May 06, 2021	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>	DEMO-GEPS	GE Power Systems GmbH		SIE	May 06, 2021	1	0 0 0 1	H M L

Viewing Scan Results

Scan results of companies screened are summarised as follows. Results are displayed in chronological order from most recent first.

The table below contains all possible columns. On-screen visibility depends on the selected **Scan Service**:

Field	Description
-------	-------------

Monitor If an **Client ID** has been assigned to the company during scanning, a toggle switch to enable or disable monitoring is displayed.

Client ID The unique identifier assigned to the company during scanning.

Company Name	The name entered during screening.
---------------------	------------------------------------

Registration Number	The company registration number entered during screening.
----------------------------	-----------------------------------------------------------

Categories	<p>Major categories of matched profiles. These can be one or any combination of the following:</p> <ul style="list-style-type: none">• TER : Special Interest Entity - exposure or associations with terrorist related activities.• POI : Profile of Interest - exposure or associations with terrorist related activities.• SIE : Special Interest Entity - Organisations on Sanctions, Regulatory Enforcement, Law Enforcement lists, and Adverse Media sources.• A blank Category indicates that no matches were found.
-------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Date	Date the scan was run.
-------------	------------------------

Documents	<p>Number of registry documents requested.</p> <p>This may be 0 or more depending on whether you have requested for any registry documents.</p>
------------------	-------------------------------------------------------------------------------------------------------------------------------------------------

Enhanced Profile	<p>Number of enhanced profile data (UBO) requested.</p> <p>This may be 0, 1 or more depending on whether you have requested for the UBO, and for 1 company record or multiple company records.</p>
-------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Matches	<p>Number of matching profiles for the scanned company.</p> <p>0 indicates no matches found.</p>
----------------	--------------------------------------------------------------------------------------------------

Due Diligence Number of due diligence decisions made against the matching profiles based on the decision types:

- Match
- Not Sure
- No Match
- Not Reviewed

Risk Assessed risks assigned to matching profiles:

- High
- Medium
- Low

Comment Remark or comment associated with the due diligence decision.

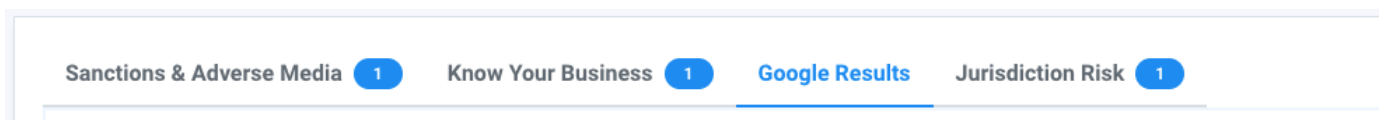
Know Your Business check

If the business check for Know Your Business was selected for screening, you will see an additional tab for the KYB results.



Web Search for adverse media

If the web search option was selected for additional adverse media on popular search engines, you will see an additional tab with the search engine results.



The first 10 most relevant results are displayed and each link will open up to a new browser tab.

FATF Jurisdiction Risk

If the FATF Jurisdiction Risk option was selected during scan, you will see an additional tab containing information about the country associated with the matched profile, if available.



Viewing Scan Result Details

Matching profile information for Sanction and Adverse Media are displayed in **card** or **grid** format with either a **summary** or **full** detailed card view of the profile.

Click on a scan result record to view details of matching profiles:

Card views provide a quick look into the matching profile with the high level summary with the options to expand to view details.

Grid views provide an additional table with summarised profile details with an overview and comparison of results. Where information in the profiles match with the scanned company, cells are highlighted to indicate full match or partial match.

Display 5 records per page

Monitor	Entity Number	Company Name	ID Number	Categories	Date	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>	DEMO-MALIVER	Maliver		SIE	May 06, 2021	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>	DEMO-GEPS	GE Power Systems GmbH		SIE	May 06, 2021	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>	DEMO-MOROILF	Moro Islamic Liberation Front		TER SIE	May 06, 2021	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>	DEMO-SEMICON	Semiconductor Manufacturing International Corp		SIE	May 06, 2021	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>	DEMO-SUGON	Sugon		SIE	May 06, 2021	1	0 0 0 1	H M L

Scanned on May 06, 2021 11:50:22 AM by mc.compliance for MemberCheck Demo Monitoring Scans (DEMOMCMON)

Company Name: Maliver Address: Australia

ID Number: Entity Number: DEMO-MALIVER

Scan Policies:

Match scan: Close

Whitelist policy: Applied

Summary Card View
Full Card View
Summary Grid View
Full Grid View

Maliver Pty Limited [Download](#) [Details](#)

SIE 🇺🇸 Subcategory: Regulatory Enforcement

📍 5 Wallangra Road New South Wales 2030, Dover Heights, Australia Linked Individuals: [Melissa Louise Caddick \(SIP\)](#)

Decision (Risk): Not Reviewed

Detailed information of profiles are displayed in the cards and may include:

Fields	Description
--------	-------------

Profile Details

Key profile information:

- Company Name
- Category e.g. SIE , TER
- Country or location
- Due diligence decision and risk level assessment
- Tax haven and Sanction indicators based on the primary location of the company.

General Information

- Categories of the profile e.g. Special Interest Entity (SIE) - Regulatory Enforcement
- Business Type - type of business e.g. privately-held company, publicly-traded company, charitable organisation, bank
- Activities - description of core activities or services provided
- The date the record was last reviewed or updated
- Further information and profile notes

Also Known As

- Name - aliases or other names associated with the organisation
- Type - type of name variation e.g. original script name, name spelling variation, name abbreviation, previous name, brand name, fake name.

Locations

All registered or known locations associated with the organisation:

- Country
- City
- Address
- Type e.g. registered, operating, previous, branch office, representative office, headquarters

Official Lists

Name of Sanction List this profile appears in.

- Name - Name of the official Sanctions list e.g. Office of Foreign Asset Control
- Category - category of the official list
- Measures - list of measures enforced by the official list e.g. asset freeze, travel ban
- Origin - country or region of the official list
- Type - type of sanction classified by the official list
- Status - status of the entity on the official list i.e. `current` or `former` .

Identifiers

List of registration and ID numbers of the company.

- Type - type of identifier e.g. DUNS number, business registration number, business registration date, tax number, OFAC unique ID, SECO unique ID
- Value

**Sources and
Adverse Media**

Links to online sources and adverse media for the profile.

- URL - link to the source of information regarding the entity
- Category - category type of source e.g. Sanction , Adverse Media , Law Enforcement , ID/V (ID Verification) etc
- Date of Capture - date the source article was recorded. This may contain multiple dates where the source was reviewed and recorded.
- Info - additional information on the publication e.g. publication date, credibility, language of the article, title and summary, if available



Links to news articles may be out of date or broken depending on how recently they have been reviewed. Some source articles contain cached PDF copies. **If the cached PDF is available, this is provided as a hyperlink in Date of Capture.**

**Linked
Individuals**

Individuals associated with the entity with a description of the relationship.

- Full Name
- Category e.g. PEP , RCA
- Description



Click on a **Linked Individual** to view further information of the person.


Linked Companies

Lists of organisations associated or affiliated with the entity with a description of the relationship.

- Name
- Category e.g. SIE
- Description



Click on a **Linked Company** to view further information of the company.

 **Something amiss with the profile data?**

If the information in the profile data appears to be outdated, incomplete or unclear as to reasons for being listed in the watchlist, you can report this profile directly to the MemberCheck team for review. See tip on how to [report profile for review](#).

Know Your Business profiles are also able to be viewed in **card** or **grid** view with an additional **document view** of requested documents for the company.

Profile Categories

Profile of Interest (POI)

Profile of Interest is a category designed to capture legacy data of profiles which no longer fits the new Reputational Risk Exposure methodology.

Subcategories of Special Interest Entities (SIE)

Category	Description
Sanctions Lists	Entities appearing on official financial sanctions lists what are involved, or suspected of being involved, in illegal activities.
Law Enforcement	Entities appearing on an official law enforcement public domain site as either wanted, investigated, or arrested by an official law enforcement body or the police; or individuals or entities charged, prosecuted, convicted and/or sentenced by a competent criminal court that constitutes a criminal act.
Regulatory Enforcement	Entities listed on an official regulatory enforcement public domain site against whom official regulatory administrative action has been taken by a government or independent regulatory agency responsible for the supervision and oversight of specific administrative regulations or rules for breaches of said rules and regulations.
Organised Crime	Entities involved or alleged to have been involved in criminal activity relating to organised crime, including illicit arms trafficking, smuggling or illicit trafficking in goods, and organised crime groups, gangs and syndicates.
Financial Crime	Entities involved or alleged to have been involved in criminal activity relating to financial crime, including financial and non-financial fraud, money laundering, tax offences, embezzlement, counterfeiting of currency, high-value theft and robbery, insider trading, unexplained wealth orders / interim assets freeze, and failure to comply with relevant financial regulations.
Narcotics Crimes	Entities involved or alleged to have been involved in criminal activity relating to narcotics, including production, trafficking and distribution of drugs.
Modern Slavery	Entities involved or alleged to have been involved in criminal activity relating to modern slavery, including human trafficking and exploitation, labour trafficking and exploitation, and sex trafficking and exploitation.

Bribery & Corruption	Entities involved or alleged to have been involved in criminal activity relating to bribery and corruption, including being bribed, bribing another person (including facilitation payments), bribing a foreign public official, failure of a relevant commercial organisation to prevent bribery, and corrupt practices.
Cyber Crime	Entities involved or alleged to have been involved in criminal activity relating to cybercrime, including identity theft, scams, hacking, and credit card or payment fraud.
Other	Entities involved with other alleged offences related to any of the above categories but without evidence of official action by relevant national or foreign authorities.
Disqualified Directors	Entities that are associated with company directors who have been disqualified or professionally suspended (for UK only).
Reputational Risk	Entities involved or alleged to have been involved in activities which exposes a risk in reputation.
Insolvency	Entities that have been declared as bankrupt or insolvent (for UK and Ireland only).
Custom Watchlist	Entities that have been listed in your organisation's self managed custom watchlist.

You can view a PDF of the major [sanctions, regulatory and law enforcement list sources](#).

Know Your Business checks

If a business check was included in the screening, additional information will be displayed for the company scanned.

Monitor	Service	Client ID	Company Name	Categories	Date	Documents	Enhanced Profile	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>		MON-CKYB-KIWIBANK-NZ	Kiwibank	SIE	Dec 11, 2023	2	1	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>		MON-CKYB-KIWIBANK-NZ	Kiwibank	SIE	Dec 11, 2023			1	0 0 0 1	
<input type="checkbox"/>		MON-KYB-KYCKR-GB	Kyckr		Dec 10, 2023	3	1	0		
<input type="checkbox"/>		KYB-HSBCLTD-GB	HSBC Limited		Dec 10, 2023	1	1	0		

Sanctions & Adverse Media **1** **Know Your Business 1** Google Results Jurisdiction Risk **1**

KYB scanned on Dec 11, 2023 4:36:09 PM by mc.com.officer2 for MemberCheck
Demo Co (MCDEMO)
 Company Name: Kiwibank Registration Number:
 Country: New Zealand State:
 Client ID: MON-CKYB-KIWIBANK-NZ

Summary Card View
 Full Card View
 Summary Grid View
 Full Grid View
 Document View

KIWIBANK LIMITED [Download](#) [Details](#)

ACN: 9429036917211 **Documents:** [Enhanced Company Profile](#) [Financial Statements](#)
 Registered **Company Details & UBO:** [Company Information](#) [Addresses](#)

If no company profile was found, or no documents or UBO were requested, the **Documents** and **Enhanced Profile** columns will be empty.

Monitor	Service	Client ID	Company Name	Categories	Date	Documents	Enhanced Profile	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>		MON-CKYB-KIWIBANK-NZ	Kiwibank	SIE	Dec 11, 2023	2	1	1	0 0 0 1	H M L
<input checked="" type="checkbox"/>		MON-CKYB-KIWIBANK-NZ	Kiwibank	SIE	Dec 11, 2023			1	0 0 0 1	
<input type="checkbox"/>		MON-KYB-KYCKR-GB	Kyckr		Dec 10, 2023	3	1	0		
<input type="checkbox"/>		KYB-HSBCLTD-GB	HSBC Limited		Dec 10, 2023	1	1	0		

Sanctions & Adverse Media **1** **Know Your Business 0** Google Results Jurisdiction Risk **1**

KYB scanned on Dec 11, 2023 4:03:04 PM by mc.com.officer2 for MemberCheck
Demo Co (MCDEMO)
 Company Name: Kiwibank Registration Number:
 Country: New Zealand State:
 Client ID: MON-CKYB-KIWIBANK-NZ

No matches were found, or no Documents or Enhanced Profiles were requested.

Detailed information of the business check may vary between registry jurisdictions and generally includes:

Fields	Description
Company Summary	High-level identification of the business including company name, registration number and status of registration.
Documents	List of requested documents and the status of delivery. Delivery of documents range from near real time to 7 days.
Company Information	Company details including legal and registration details.
Addresses	List of registered addresses
Directors and Shareholders	List of representatives such as shareholders, directors and secretaries, the type of entity (`Person` or `Company`), role, percentage of holdings, address and appointment date.
Ultimate Beneficial Owner(s)	Individual(s) identified as the ultimate beneficial owner including name, nationality, address, and date of birth.

Downloading Reports

For record keeping and for purposes of auditing for your organisation, you can download reports of your screening activities and the associated results. All reports are available in PDF format. Some reports are also available in Word, Excel and CSV formats. Where large volumes of data are downloadable, the application may only offer download in CSV format.

This option is available through the **Download** button in all screens where download of reports are available.

In the **Scan Results** screen, the Download button offers the ability to:

- Preview PDF report before download
- Export as PDF
- Export as Word
- Export as Excel

- Export as CSV
- Export Results Summary report.

For **Know Your Business** checks, the following download options are available:

- Preview PDF report of the business check activity
- Export as PDF of the business check activity
- Download documents of requested from the jurisdiction registry
- Download Enhanced Company Profile of the UBO check

The **Results Summary report** option enables you to download a summary of all the profiles of matched results for your Sanction screening, and is available in both the **Scan Results** and **Batch Scan Results** screens. This report is available in CSV format only and is compressed and downloaded as a ZIP file. **The ZIP file is secured and password protected using the email address of the person who generated this report.** If you have initiated the download of this report, the password to the ZIP file will be your registered email address in the application and entered as lower case. To check which email address you have registered in the system, you can review the information in **My Profile**.

Email Address to unlock Results Summary Report

If the email address has different casing such as `UserName@domain-name.com` then the password to unlock the ZIP file will be `username@domain-name.com`

Availability of reports during trials and demos

If you are trialling the service on a demo environment, only the PDF and CSV options are available.

Quick How-To Guides

Viewing Cached Sources and Adverse Media

Sources and adverse media links can be archived, moved, removed and changed causing broken links in the original URL. Where available, a PDF copy of the article is cached and made available with the date of the captured snapshot.

To access this, look for hyperlinked dates in **Date of Capture**

MEMBER CHECK
CORPORATE SCAN RESULTS

Corporate Scan Results

Summary Card View | Full Card View | Summary Grid View | Full Grid View

Download | Summary

Genbank

SIE
Crimea-based commercial bank put in temporary administration by the Central Bank of Russia.
www.genbank.ru

Decision (Risk): **Not Reviewed** | Comment:

General Information

Categories: Special Interest Entity (SIE) - Sanctions Lists, Special Interest Entity (SIE) - Regulatory Enforcement, Special Interest Entity (SIE) - Reputational Risk
Business Types: Bank | **Last Reviewed:** 2023-05-03
Original Script Names: АО "ГЕНБАНК"; АО «ГЕБАНК»; акционерное общество ГЕНБАНК;
Further Information: Currently listed as a sanctioned entity by HMT
 The bank has a SWIFT/BIC code: GEOORUMM and a Registration ID 1137711000074 (russia)
 Currently listed as a sanctioned entity by OFAC
 BIC: GEOORUMM
 Listed as a sanctioned entity by the National Security and Defence Council of Ukraine - president decree No. 133/2017 dated 15 May 2017
 OSN: акционерное общество «ГЕНБАНК»
 Reg.number: 1137711000074 Reg.date: 10 June 2013

Also Known As

Name	Type
Aktionerное Obshchestvo Genbank	Name Spelling Variation
AO Genbank	Name Spelling Variation
Closed Joint Stock Company Genbank	Name Spelling Variation
Closed Joint-Stock Company Genbank	Name Spelling Variation
Genbank AO	Name Spelling Variation
Genbank, AO	Name Spelling Variation
GEOORUMM	Name Spelling Variation
Joint Stock Company Genbank	Name Spelling Variation
Joint-Stock Company Genbank	Name Spelling Variation
JSC Genbank	Name Spelling Variation
акционерное общество ГЕНБАНК	Original Script Name
АО "ГЕНБАНК"	Original Script Name
АО «ГЕБАНК»	Original Script Name

Report profile for review

Directly report profile data issues or submit questions about a specific profile. Expand the options for the profile and select the most appropriate Subject and enter your comment or query. If wish to report a profile to be outdated, please include details with hyperlinks to publicly available sources or official lists for review.

Corporate Scan Results
[Switch to classic interface](#)
[Support](#)

Company Name	Address	Category	Subcategory	Decision (Risk)	Comment
Microsoft	Isle of Man	SIE	Regulatory Enforcement	<input type="checkbox"/>	Not Reviewed
Microsoft Corporation	One Microsoft Way, Washington 98052-6399, Redmond, United States of America	SIE	Law Enforcement Bribery and Corruption	<input type="checkbox"/>	Not Reviewed

Microsoft

[Download](#) [Summary](#)

SIE

📍 Isle of Man

📌 Fake Representative cold calling

Decision (Risk): Comment: [Not Reviewed](#)

🔍 **General Information**

Categories: Special Interest Entity (SIE) - Regulatory Enforcement

Primary Location: Isle of Man **Enter Date:** 2010-12-09

📍 **Locations**







Country	City	Address
Isle of Man		

📄 **Sources and Adverse Media**

URL	Category	Date of Capture
http://www.gov.im/fsc/enforcement/ViewNews.gov?page=lib/news/fsc/oftwarningbogusc.xml&menuid=11570	Financial Regulator	2010-12-09

Due Diligence

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					


Standard User Permissions

Whilst **Compliance Officers**, **Advanced Users** and **Standard Users** can perform due diligence and risk level assessments, **Standard Users** are able to assess and make due diligence decisions on scan results performed by themselves.

Recording Due Diligence and Risk Level Assessments

You can record due diligence decisions, add notes and risk level assessments against matched profiles for both individual and corporate entities scanned for your organisation. This process is integrated into the screening process and is accessible via **Individual Scan > Scan Results** and **Corporate Scan > Scan Results**.

If you have included a unique reference Client ID during screening, you will see a button for the **Decision (Risk)** and **Comment** beneath the profile image.



Apple Incorporated

SIE

📍 One Infinite Loop, California 95014,
Cupertino, United States











📄 Computer, technology and ebook distributor

🌐 www.apple.com

Decision (Risk): Comment:

✎ Not Reviewed

By default, all results are flagged as **Not Reviewed** until a decision is applied. The options available are as follows:

Status	Icon	Description
Not Reviewed		Default status until a decision is applied.
		The number in the box indicates the number of matches for the individual or company entity which are not reviewed.
Match		The number in the box indicates the number of matches for the entity which are recorded as match.
		
Unsure		The number in the box indicates the number of matches for the entity which are recorded as unsure.
		
No Match		The number in the box indicates the number of matches for the entity which are recorded as no match.
		
High		Indicates at least 1 recorded high risk level profile. Risk level applies to Matched and Not Sure decisions only.
Medium		Indicates at least 1 recorded medium risk level profile. Risk level applies to Matched and Not Sure decisions only.

Low



Indicates at least 1 recorded low risk level profile. Risk level applies to **Matched** and **Not Sure** decisions only.

Understanding the Due Diligence Summary

A summary of the number of decisions and risk levels are displayed in the **Scan Results** screen for each screened entity.

Example of an individual scan which resulted in **25 matching profiles** and all matching profiles have not yet been reviewed:

Before due diligence:

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>	DEMO-DARRBROW	Darren BROWN			SIP	May 08, 2021	25	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	H M L

After due diligence:

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>	DEMO-DARRBROW	Darren BROWN			SIP	May 08, 2021	25	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	H M L

On completion of due diligence, this was found that **23 profiles are not true matches, 1 profile cannot be certain of a match and 1 matched profile**. The assessed risk level for this individual is considered **low risk**:

Add Due Diligence Decisions to Matched Profiles

Due diligence decisions, risk level assessments and comments can be applied to a single profile or multiple profiles at once.

You can also replace with a new decision against the profile by adding a new match decision. A history of the decisions will be retained for auditing purposes.

Organisation: MemberCheck Demo Monitoring Scans (DEMOMCMON)

User: All

Scan Date: DD/MM/YYYY - DD/MM/YYYY

Scan Type: Batch Scans Single Scans Monitoring Scans

Scan Service: PEP & Sanctions ID Verification

Scan Results Settings: Match Type: All | Whitelist: All | Result: Matches Found | Categories: All | Decisions: Not Reviewed | Risks: All

Individual Search: First Name: David | Last Name: MORRIS

Search Download 1 scan found. Select a row to view details.

Monitor	Member Number	Name (First Middle Last)	Original Script/Full Name	DOB	Categories	Date	Matches	Due Diligence	Risk
<input checked="" type="checkbox"/>	DEMO-DAVIMORR	David MORRIS			PEP SIP	May 08, 2021	25	0 0 0 25	H M L

Scanned on May 08, 2021 11:02:10 PM by mc.compliance for MemberCheck Demo Monitoring Scans (DEMOMCMON)

First Name: David DOB:

Middle Name: Address: Australia

Last Name: MORRIS Gender:

Original Script/Full Name: Member Number: DEMO-DAVIMORR

Scan Policies: Match scan: Exact Residence policy ignored
 Whitelist policy: Ignored
 PEP jurisdiction: Exclude: None
 Exclude Deceased: No

Summary Card View Full Card View Summary Grid View Full Grid View

Display 5 records

Full Name	Script Name	DOB	Address	Gender	Category	Subcategory	Decision (Risk)	Comment
David Charles Morris		30 Dec 1955	Australia	Male	PEP		<input type="checkbox"/> Not Reviewed	
David R Morris		28 Jan 1930	Kidderminster, United Kingdom	Male	PEP		<input type="checkbox"/> Not Reviewed	
David Morris		1928		Male	PEP		<input type="checkbox"/> Not Reviewed	
David Morris		03 Jan 1966	United Kingdom	Male	PEP		<input type="checkbox"/> Not Reviewed	
David A Morris			Washington D.C., United States of America	Male	PEP		<input type="checkbox"/> Not Reviewed	

If your organisation has predefined risk levels set, the associated risk levels are displayed as a guideline with a recommended risk score. You may elect the risk level based on your own risk assessment.


Match Decision

Subcategory:

High Risk: SIE - Financial Crime SIE - Law Enforcement

Medium Risk: SIE - Regulatory Enforcement

Low Risk: SIE - Reputational Risk

 The risk level is set to **"High Risk"** based on the results of the subcategories matching the predefined rules of this organisation. You may choose a different risk level based on your own risk assessment.

Match Decision:







Not Reviewed

Add Comment (max 200 characters)

The Compliance Officer can define the risk levels for the categories and subcategories within the Organisation administration screens. Refer to [Risk Settings](#) for details.

Manage Organisation and Suborganisations

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					

The **Compliance Officer** can edit organisation and scan settings for their organisation and suborganisations. You may like to add multiple suborganisations under your parent organisation for different departments or for specific scan criteria and scope for PEP & Sanction screening.

Organisation Details

The **Details** tab allows you to view or edit the following details for the organisation selected from the **Organisation List**:


MCDEMO Details
Settings
Monitoring Settings
Users
List Access
Risk Settings


Name:

Fax Number:

Email:

Country:

Report Logo: 


 Drag and drop a file here or click

Org ID:

Phone Number:

Send Scan Notification Emails to:
 Compliance Officer
 Organisation

Time zone:

Address:

Subscription Start Date:
May 13, 2020

Termination Date:
-

Renewal Date:
May 13, 2024

Update
Cancel
Deactivate Organisation
Delete Organisation

Field	Required	Character Limit	Description
Name	Mandatory	100	<p>Legal name of the organisation.</p> <p>If you change the name of your parent organisation, please notify support@membercheck.com so that we can update our records.</p>
Org ID	Mandatory	20	<p>Unique identifier for the selected organisation. Your parent organisation Org ID will be assigned to you during enrolment.</p> <p>For suborganisations, you can assign your own Org ID or allow the system to automatically assign an Org ID.</p> <p>The Org ID is key to identifying the organisation you are scanning for in batch files and API requests.</p>
Address	Mandatory	499	Address of the organisation or head office. Free format
Fax Number	Optional	50	Free format.
Phone Number	Optional	50	Free format.
Email	Conditional	125	<p>Organisation email or email address to receive scan notifications.</p> <p>This is <i>Mandatory</i> if you opt to have Scan Notification Emails to set to <code>Organisation Email</code></p>
Scan Notification Emails to	Mandatory	-	<p>Options: <code>Compliance Officer</code> (default), <code>Organisation Email</code></p> <p>Batch scan notifications are sent to the Compliance Officer's email address by default. If you prefer to have batch scan notifications sent to a different email address, select the <code>Organisation Email</code> and enter the alternative email address in Email.</p> <p>This setting applies to batch scan notification emails only.</p>

Country	Mandatory	-	Country where the organisation is based. This affects the Time zone used for the organisation.
Time zone	Mandatory	-	<p>Time zone is automatically set based on the selected Country, however it can be changed to cater for different regions with different time zone settings.</p> <p>This time zone will be used for all dates and times displayed for the organisation, with the exception of the Activity Report, which is based on Australian Eastern Standard/Daylight Saving Time (UTC +10/11).</p> <p>Time zone is displayed against the Last Login date and time on the MemberCheck banner, for reference</p> <p>For users that are assigned to an organisation belonging to a group of organisations with different time zones, the time zone displayed against the Last Login date and time will be that of the group's parent organisation.</p>
Report Logo	Optional	-	<p>An organisation logo can be uploaded to be included for display in exported reports (PDF, Excel, Word).</p> <p>Supported formats: gif, jpg and png .</p> <p>Maximum logo dimensions (pixels): 150 width, 100 height.</p> <p>Maximum file size: 100 KB .</p>

Scan Settings

The default **User Defined** option enables the users to select the scan criteria prior to scanning and offers the greatest flexibility.

MCDEMO Details
Settings
Monitoring Settings
Users
List Access
Risk Settings

Batch Setting

Batch Validation
 On Off

Individual Scan Settings

Default Name Match Type:
 Exact Exact (Incl. Middle Name) Close
 User Defined

Close Name Match Rate (%):
 ≥ 80 User Defined (defaults to 80%)

Whitelist Policy:
 Apply Ignore User Defined

Country of Residence Policy:
 Apply to All Apply to PEP Apply to POI
 Apply to RCA Apply to SIP (incl. TER) Ignore
 User Defined

Default Country of Residence/Operation:

Apply Country of Residence to Blank Addresses:
 Yes No User Defined

PEP Jurisdiction Policy:
 Apply Ignore User Defined

PEP Jurisdiction Countries:
 Exclude from screening:
 Include in screening:

Exclude Deceased Persons:
 Yes No User Defined

Original Script Search/Full Name:
 On Off

Ignore Blank DOB:
 On Off

Limit Scan results (1-200):
 Exact Match:
 Close Name Match:

Corporate Scan Settings

Default Name Match Type:
 Exact Close User Defined

Close Name Match Rate (%):
 ≥ 80 User Defined (defaults to 80%)

Stopwords (comma-separated):

Incorporated, Proprietary Limited, Private Limited, Pty Ltd, Pte Ltd, Limited Liability Company, Public Limited Company, Public Company Limited, Public Limited, Aktiefolag, Anpartsselskab, Sociedad de Responsabilidad Limitada, Societa A Responsabilita Limitata, Societe à Responsabilité Limitée, Gesellschaft mit beschränkter Haftung, Aktiengesellschaft, Societe Anonyme, Sociedad Anonima, Sendirian Berhad, Sdn Bhd, Berhad, Kabushiki Kaisha, Joint Stock Company, Open Joint Stock Company, Open Joint-Stock Company, Private Limited Company, Company Private Limited, Company (Private) Limited, Co Ltd, S.R.L., S.A.R.L, SARL, SP: z o.o., SA/NV, NV/SA, LLC, PLC, Kft, Ltda, Ltd, PAO, CJSC, PJSC, DMCC, FZCO, FZE, BV, AB, AG, ApS, SIA, d.o.o., Oü, Oy, K.K.

Whitelist Policy:
 Apply Ignore User Defined

Default Country of Operation:
 N/A

Country of Operation Policy:
 Apply to All Ignore User Defined

Apply Default Country to Blank Addresses:
 Yes No User Defined

Limit Scan results (1-200):
 Exact Match: Close Name Match:

IDV Scan Settings

Available Countries:

Australia
Austria
Brazil
Canada
China
Denmark
Finland
France
Germany
India
Italy
Mexico
Netherlands
New Zealand
Norway
Singapore
South Africa
Sweden
Switzerland
United Kingdom
United States

Default Country:

Update
Cancel
Deactivate Organisation
Delete Organisation

Batch Setting

Field	Required	Description
-------	----------	-------------

**Batch
Validation**

Mandatory

A setting that determines if batch file validation is performed prior to scanning.

Options are:

On - Default. Any batch file with incorrect formatting or containing invalid data will be rejected and the batch scan will show an error and a status of Error will be displayed against the scan in the Batch Scan History.

Off - Any batch file with incorrect formatting or containing invalid data will be accepted and the batch scan will be completed by ignoring the incorrectly formatted or invalid data.

Individual Scan Settings

Setting options to **User Defined** enables the user or API client to specify their preference during screening.

Field	Required	Description
-------	----------	-------------

Default Name Match Type	Mandatory	A setting that defines the default name match type across the organisation for all scans. The options are <code>Exact</code> , <code>Exact (Including Middle Name)</code> , <code>Close</code> or <code>User Defined</code> .
--------------------------------	-----------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Exact

Scan results show matches where the First and Last Name match exactly. Middle name matching does not eliminate watchlist entities with no middle name. Scans will match:

- The First and Middle and Last Name match exactly.
- The First and Last Name match exactly and the watchlist record Middle Name contains a space.
- The First and Last Name match exactly and the watchlist record has no Middle Name.
- The First and Last Name match exactly and the Middle Name does not match.

Exact (Including Middle Name)

- The First and Middle and Last Name match exactly.
- The First and Last Name match exactly and the watchlist record Middle Name contains a space.
- The First and Last Name match exactly and the watchlist record has no Middle Name.

Close

- The First Name and Last Name match based on a phonetic matching algorithm (Middle Names are ignored).

Close Name Match Rate Mandatory Applicable for Close name matches only. Improves relevance of scan results by setting a match rate threshold.

Options are:

1 - 100 % - Refines the scan results to display only name matches with a match rate equal to or greater than the value entered. Accepted values are between 1 and 100.

User Defined - Default. The user can specify a threshold at the time the scan is performed. If no value is entered, the threshold is equal to 80%.

Example: The name **John** at various thresholds:

- **100%:** John .

- **80%:** John , Johnnie , Johnny .

- **50%:** John , Johnnie , Johnny , Jon , Joan , Jonah , Jean , Jan , Joanne , Joanna .

- **1%:** John , Johnnie , Johnny , Jon , Joan , Jonah , Jean , Jan , Joanne , Joanna , Jayne , Juan etc.

Whitelist Policy Mandatory A setting that ensures previous due diligence decisions, i.e, an individual is determined to be a match, are taken into account in future scans. Therefore, previous match results will not be returned as new matches.

Options are:

Apply - Watchlist entity matches previously classified as No Match are excluded from future scans.

Ignore - All watchlist entities matching the scanned individual are displayed. Previous match results are shown.

Country of Residence Policy	Mandatory	A setting, for individual scans, which allows matches to be ignored if the individual's Country of Residence is different to that of the matching watchlist entity. This rule can be applied to selected category matches.
------------------------------------	-----------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Options are:

Apply to All - All watchlist entity matches where the individual's Country of Residence is different to the watchlist entity's locations are excluded from the scan results. This includes **Apply to PEP**, **Apply to RCA**, and **Apply to SIP** settings.

Apply to PEP - PEP (Politically Exposed Persons) watchlist entity matches where the individual's Country of Residence is different to the PEP's locations are excluded from the scan results.

Apply to RCA - RCA (Relatives or Close Associates) watchlist entity matches where the individual's Country of Residence is different to the RCA's Country of Residence are excluded from the scan results.

Apply to SIP (incl. TER) - SIP (Special Interest Person) watchlist entity matches where the individual's Country of Residence is different to the SIP's locations are excluded from the scan results.


Ignore - Country of Residence Match Policy is not applied.

Default Country of Residence Mandatory Used for nominating a Country of Residence for the individual's address where a country is not identified in the member's address. To utilise the Country of Residence Policy, a country needs to be identified in the member's address, which are not blank but do not contain an identifiable country, if a **Default Country of Residence** is nominated, it will be automatically assigned to the member as the Country of Residence.

For **MemberCheck users outside Australia**, selecting a **Default Country of Residence** for the address of a member where a country does not already exist in the member's address.

For **Australian MemberCheck users**, selecting `Australia` as the **Default Country of Residence** for member addresses that do not contain a `State` or "Australia".

The default setting is `Not specified`, which has no impact on member scans.

 Default Country of Residence should be set once and not changed as no record is kept of changes.


 Only a Compliance Officer can select a **Default Country of Residence**, it cannot be changed by other users.

Apply to blank Addresses Mandatory Used in conjunction with **Country of Residence Policy** and **Default Country of Residence**. Default Country of Residence is used where Member addresses are blank during PEP and Sanction scans. Including a Country of Residence during PEP and Sanction scans helps to eliminate false positives and provides a catch all if Member addresses do not contain any information.

Options are:

`Yes` - Applies specified Default Country of Residence for all blank Member addresses.

`No` - No changes to blank Member addresses.

PEP Jurisdiction Policy	Mandatory	A setting which allows matching PEPs and their RCAs to be either excluded or included being one of the countries in the exclusion or inclusion list.
		The default which is set by the scanning organisation's Compliance Officer, is Exclude (specified in Exclude from screening field). If there are no countries specified in either this policy will be ignored.
		Options are:
		Apply - PEPs and their RCAs are either included or excluded if the PEP's Jurisdiction Countries inclusion or exclusion list.
		Ignore - No PEPs or their RCAs are excluded or included.
		 If no country is selected in PEP Jurisdiction - Exclude , this is the same as selecting Apply .
Exclude from screening	Optional	Allows you to specify countries to exclude from the scan results of PEPs and their RCAs displayed in the adjacent input box. Your obligations under the appropriate AML/CTF or AMC/CFT legislation should determine whether you choose to exclude.
Include in screening	Optional	Allows you to specify countries to include within the scan results of PEPs and their RCAs displayed in the adjacent input box. Your obligations under the appropriate AML/CTF or AMC/CFT legislation should determine whether you choose to include.
Exclude Deceased Persons	Mandatory	Allows you to specify if deceased persons are to be excluded from the scan results. Options are: Yes - exclude profiles where the person is tagged as deceased. No - include profiles where the person is tagged as deceased.

Original Script/Full Name Search Mandatory A setting, which when turned **On**, provides an additional **Original Script Name** or **Full** allow single and batch scanning of a person's name in its original script (e.g. Arabic, Japanese, Thai and other non Latin/Roman scripts).

Options are:

On - Name matching is performed based on **First** and **Middle** and **Last Name** and **Or**

Off - Name matching is performed based on **First** and **Middle** and **Last Name**.

Ignore Blank DOB Policy Mandatory A setting, which when turned **On**, allows matches where the watchlist entity does no

Options are:

On - Eliminates match results where the date of birth is blank for either the member

When this option is **On**, a watchlist entity that could be a true match may be eliminat of birth.

Off - DOB is optional. If a valid Date of Birth (DD/MM/YYYY) is entered, the Scan Re incomplete or no Date of Birth.

Limit Scan Results Mandatory Set limits on the maximum number of scan results returned for **Exact** and **Close** n

Defaults to **100** for Exact name match type and **200** for Close name match type. Ac

Corporate Scan Settings

Field	Required	Description
-------	----------	-------------

**Default
Name
Match
Type**

Mandatory

A setting that defines the default name match type across the organisation for all scan

Options are:

Exact - The corporate data entered into the system will only result in a match should**Close** - The corporate data entered into the system will result in a match should the d

**Close
Name
Match
Rate**

Mandatory

Applicable for Close name match type only. Adjust relevance of scan results by setting (somewhat similar sounding name).

Options are:

Match rate - Define the closeness of name matching. Scan results will return matches 100 . Setting this rate will apply to all scans performed within the organisation account

User Defined - Default. The user can specify a threshold at the time the scan is performed. The value entered is the percentage of the match rate.

Example 1: The name **Greenoil** at various thresholds with the variations returned:

- **100%:** Greenoil
- **80%:** Greenoil
- **50%:** Greenoil, Greenwill, Greenlay, Greenhill
- **30%:** Greenoil, Greenwill, Greenlay, Greenhill, Greenall, Greenhall, Green
- **10%:** Greenoil, Greenwill, Greenlay, Greenhill, Greenall, Greenhall, Green
Cornwall etc

Example 2: The name **Bayer** at various thresholds:

- **100%:** Bayer
- **80%:** Bayer
- **50%:** Bayer, Baer, Payeer
- **30%:** Bayer, Baer, Payeer, Bauer, Beyer, Bower, Buyer, Beer, Veier etc

Stopwords Optional List of words or phrases to be ignored for Corporate scans. By default, this contains c

The system default is available if you choose to use this, or customise this to cater to

On occasion, we may update the system default to improve the searchability for our cl
on **Reset to Default**.

Whitelist Policy Mandatory A setting that ensures previous due diligence decisions, i.e, a member is determined to
will not be returned as a match.

Options are:

Apply - Member and watchlist entity matches previously classified, after due diligenc

Ignore - All watchlist entities matching the scanned member are displayed. Previous

Limit Scan Results Mandatory Set limits on the maximum number of scan results returned for **Exact** and **Close** na
Defaults to **100** for Exact name match type and **200** for Close name match type. Acc

Customisation of company stopwords

When customising your company or entity stopwords, be careful not to include common words or suffixes which
may also form part of an organisation name, as this may return more results for matches which are irrelevant.

IDV Scan Settings

Field	Required	Description
Available Countries	Read only	A list of countries enabled for your organisation for ID Verification. This list of verification sources applies to all suborganisations and cannot be customised.

**Default
Country**

Optional

Set a default country if you would like a pre-selected country to appear in the field **Country of Verification** in **Single Scan**.

This provides a pre-selected value, but does not restrict the user from selecting a different country for verification.

This may be useful if majority of the verification sources are the same.

Monitoring Settings

Define scan setting options for ongoing monitoring. These can be set to be the same as **Settings** or adjusted to cater for variations depending on your organisation's AML/CTF obligations.

MCDEMO Details Settings **Monitoring Settings** Users List Access Risk Settings

Ongoing Monitoring:

Turn on Monitoring

Auto-clear all entities from monitoring on subscription renewal date ?

Monitoring Frequency:

Interval: Daily Last Monitoring Date: Mar 14, 2024

Notifications:

Enable email notification of updates detected

Enable callback URL notification of updates detected

`https://yourdomain.com/api/no`

Individual Scan Settings (Monitoring scans only)

Default Name Match Type: Exact Exact (Incl. Middle Name) Close

Close Name Match Rate (50 - 100%): ≥ 80 User Defined (defaults to 80%)

Country of Residence Policy: Apply to All Apply to PEP Apply to RCA Apply to SIP (incl. TER) Ignore

Apply Country of Residence to Blank Addresses: Yes No

PEP Jurisdiction Policy: Apply Ignore

Exclude Deceased Persons: Yes No

Corporate Scan Settings (Monitoring scans only)

Default Name Match Type: Exact Close

Close Name Match Rate (50 - 100%): ≥ 80 User Defined (defaults to 80%)

Country of Operation Policy: Apply to All Ignore

Apply Default Country to Blank Addresses: Yes No

Update Monitoring List when Scanned?

Individual Scans: Yes No User Defined (defaults to Yes) User Defined (defaults to No)

Corporate Scans: Yes No User Defined (defaults to Yes) User Defined (defaults to No)

Update Cancel Deactivate Organisation Delete Organisation

Some additional features to note:

Field	Description
-------	-------------

Turn on Monitoring Check this option to enable ongoing monitoring for your organisation.

This is not checked by default.

Auto-clear all entities from monitoring on subscription renewal date

On the first day of subscription renewal, all active entities in the Monitoring List are rescanned. Check this option to automatically clear all entities from the Monitoring List on the first day of subscription renewal.

This is not checked or enabled by default.

Monitoring Frequency

Displays the preset interval for ongoing monitoring for your organisation account and the date the process was last run. These values are read-only and can be: `Daily`, `Weekly`, `Fortnightly`, `Monthly`, `Quarterly` and `Semi Annually`.

To change the interval to reduce the frequency of ongoing monitoring, please contact your Account Manager or MemberCheck Support.

Enable email notifications of monitoring updates

Check this option to receive email notifications if changes are detected in the watchlist which may affect monitored individuals and or companies. Emails will be sent to the Compliance Officer or Organisation Email.

This is not checked or enabled by default.

Enable callback URL notification of updates detected

Check this option to receive API notifications if changes are detected in the watchlist which may affect monitored individuals and or companies.

The specified callback URL must be available via GET method without authentication. For detailed usage of the callback URL, refer to [FAQ](#)

This is not checked or enabled by default.

Update Monitoring List for New Individual Scan

Preference for adding new individual scans (single, batch and API) to the Monitoring List.

Options are:

Yes - Automatically add all scans to the Monitoring List. Users are not able to change this option during scans.

No - Do not add scans to the Monitoring List. Users are not able to change this option during scans.

User Defined (defaults to Yes) - Add scans to the Monitoring List. User is able to change this before running a scan, batch scan or via API request.

User Defined (defaults to No) - Do not add scans to the Monitoring List. User is able to change this before running a scan or batch scan or via API request.

Update Monitoring List for New Corporate Scan

Preference for adding corporate scans (single, batch and API) to the Monitoring List.

Options are:

Yes - Automatically add all scans to the Monitoring List. Users are not able to change this option during scans.

No - Do not add scans to the Monitoring List. Users are not able to change this option during scans.

User Defined (defaults to Yes) - Add scans to the Monitoring List. User is able to change this before running a scan, batch scan or via API request.

User Defined (defaults to No) - Do not add scans to the Monitoring List. User is able to change this before running a scan or batch scan or via API request.

Users

The **Users** tab allows you to view or edit the following details, for the organisation selected from the **Organisation List**.

MCDEMO Details Settings Monitoring Settings **Users** List Access Risk Settings

Compliance Officer:
MemberCheck CO Demo (mc.com.officer2)

Display 10 records

Unassigned Users				Filter Users
Username	Full Name	Role	Status	
demo.jane	Jane Smith	Standard User	Active	Assign

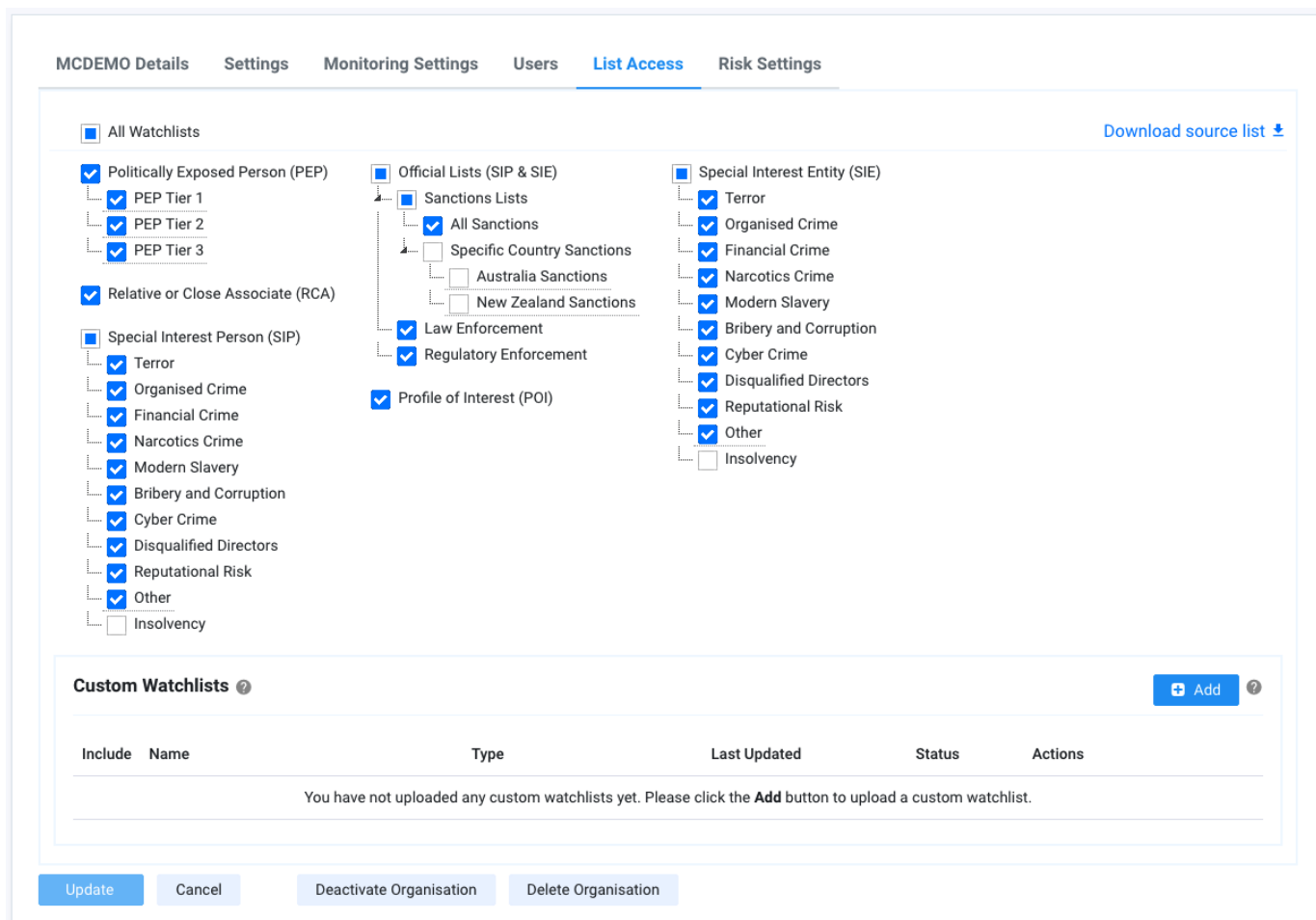
Assigned Users				Filter Users
Username	Full Name	Role	Status	
demo.alice	Alice Ainsley	Advanced User	Active	Unassign

Update Cancel Deactivate Organisation Delete Organisation

Field	Description
Compliance Officer	Name of the assigned Compliance Officer for the selected Organisation. Compliance Officers in suborganisations are also available for selection in the list.
Unassigned Users	List of users associated with the primary organisation which are not assigned to the selected organisation or suborganisation.
Assigned Users	List of users assigned to the selected organisation or suborganisation.

List Access

The **List Access** tab allows you to view or select the available watchlists in the system, and the selected watchlists for the selected organisation or suborganisation.



A detailed list of sources utilised in the system for Sanctions, Regulatory Enforcement and Law Enforcement are available for your download and reference via **Download source list**.

Individual List Categories

Description of the watchlist categories which apply to Individual scans:

- **Politically Exposed Persons (PEP)** PEPs are categorised into 3 different tiers depending on their level of risk exposure.

Tier	Description
PEP Tier 1	Represents Heads of state (including royal families) and government; cabinet members (including European Commission) and parliaments (including European Parliament); Members of legislative assemblies and governments at state level in case of federal jurisdictions; Heads and senior members of Judiciary (including European Court of Justice), Central Banks (including European Central Bank), Military, Law Enforcement, Auditors (including EU Court of Auditors); Top Ranking Political Party Officials.

PEP
Tier
2

Represents Members of legislative and executive bodies at regional, provincial, cantonal or equivalent levels (below the level of states in case of federal jurisdiction); Judges, justices, magistrates, prosecutors, attorneys in courts with jurisdiction at regional, provincial or equivalent level; Senior diplomats; Senior board members of State-Owned Enterprises (SOEs); Senior officials of International Organisations (IOs); Mayors of capital and global cities; Heads and senior members of mainstream, religious groups.

PEP
Tier
3

Represents Heads and senior members of International NGOs; Heads, board members and senior officials of Trade-Unions; Advisers, Heads of cabinet and similar roles of senior officials of the military, judiciary, law enforcement, central banks and other state agencies, Authorities and state bodies; Senior civil servants at regional and provincial level; Middle ranking diplomats; Mayors and members of legislative and executive bodies at the local level.

- **Relatives or Close Associates (RCA)**

- **Persons of Special Interest (SIP)** - subdivided into the categories of:

Category	Description
Terror	Persons involved or alleged to have been involved in criminal activity relating to terrorism, including proliferation of weapons of mass destruction, terrorist financing and support, and crimes with terrorist connections.
Organised Crime	Persons involved or alleged to have been involved in criminal activity relating to organised crime, including illicit arms trafficking, smuggling or illicit trafficking in goods, and organised crime groups, gangs and syndicates.
Financial Crime	Persons involved or alleged to have been involved in criminal activity relating to financial crime, including financial and non-financial fraud, money laundering, tax offences, embezzlement, counterfeiting of currency, high-value theft and robbery, insider trading, unexplained wealth orders / interim assets freeze, and failure to comply with relevant financial regulations.
Narcotics Crimes	Persons involved or alleged to have been involved in criminal activity relating to narcotics, including production, trafficking and distribution of drugs.
Modern Slavery	Persons involved or alleged to have been involved in criminal activity relating to modern slavery, including human trafficking and exploitation, labour trafficking and exploitation, and sex trafficking and exploitation.
Bribery & Corruption	Persons involved or alleged to have been involved in criminal activity relating to bribery and corruption, including being bribed, bribing another person (including facilitation payments), bribing a foreign public official, failure of a relevant commercial organisation to prevent bribery, and corrupt practices.

Cyber Crime	Persons involved or alleged to have been involved in criminal activity relating to cybercrime, including identity theft, scams, hacking, and credit card or payment fraud.
Disqualified Directors	Individuals that have been disqualified as acting as company directors (for UK only).
Other	Individuals involved with other alleged offences related to any of the above categories but without evidence of official action by relevant national or foreign authorities.
Insolvency (United Kingdom and Ireland only)	Individuals that have been declared as bankrupt or insolvent. By default, <i>Insolvency</i> related profiles are not included in the standard scope of PEP & Sanctions.

Corporate List Categories

Description of the watchlist categories which apply to Corporate scans:

- **Entities of Special Interest (SIEs)** - subdivided into the categories of:

Category	Description
Terror	Entities involved or alleged to have been involved in criminal activity relating to terrorism, including proliferation of weapons of mass destruction, terrorist financing and support, and crimes with terrorist connections.
Organised Crime	Entities involved or alleged to have been involved in criminal activity relating to organised crime, including illicit arms trafficking, smuggling or illicit trafficking in goods, and organised crime groups, gangs and syndicates.
Financial Crime	Entities involved or alleged to have been involved in criminal activity relating to financial crime, including financial and non-financial fraud, money laundering, tax offences, embezzlement, counterfeiting of currency, high-value theft and robbery, insider trading, unexplained wealth orders / interim assets freeze, and failure to comply with relevant financial regulations.
Narcotics Crimes	Entities involved or alleged to have been involved in criminal activity relating to narcotics, including production, trafficking and distribution of drugs.

Modern Slavery	Entities involved or alleged to have been involved in criminal activity relating to modern slavery, including human trafficking and exploitation, labour trafficking and exploitation, and sex trafficking and exploitation.
Bribery & Corruption	Entities involved or alleged to have been involved in criminal activity relating to bribery and corruption, including being bribed, bribing another person (including facilitation payments), bribing a foreign public official, failure of a relevant commercial organisation to prevent bribery, and corrupt practices.
Cyber Crime	Entities involved or alleged to have been involved in criminal activity relating to cybercrime, including identity theft, scams, hacking, and credit card or payment fraud.
Disqualified Directors	Entities that are associated with company directors who have been disqualified or professionally suspended (for UK only).
Other	Entities involved with other alleged offences related to any of the above categories but without evidence of official action by relevant national or foreign authorities.
Insolvency	Entities that have been declared as bankrupt or insolvent (for UK and Ireland only).

Consolidated Categories

Official watchlist consisting of Sanctions, Financial Regulation and Law Enforcement which apply to both Individual and Corporate scans:

- **Official Lists (SIP & SIE)** - subdivided into the categories of:

Category	Description
----------	-------------

Sanction
Lists

These can be further sub divided into:

- All Sanctions Lists

- Specific Country Sanctions:
 - Australia Lists, which comprise the following:
 - DFAT (Australia) Autonomous Sanctions

 - DFAT (Australia) Consolidated Sanctions List

 - New Zealand Lists, which comprise the following:
 - New Zealand Police Designated Terrorists - Non-UN Listed Entities

 - Ministry of Foreign Affairs and Trade (aligned with United Nations sanctions)

Law
Enforcement

Persons or entities appearing on an official law enforcement public domain site as either wanted, investigated, or arrested by an official law enforcement body or the police; or individuals or entities charged, prosecuted, convicted and/or sentenced by a competent criminal court that constitutes a criminal act.

Regulatory
Enforcement

Persons or entities listed on an official regulatory enforcement public domain site against whom official regulatory administrative action has been taken by a government or independent regulatory agency responsible for the supervision and oversight of specific administrative regulations or rules for breaches of said rules and regulations.

Custom Watchlists

You can include any specific watchlists or blacklists for your organisation to extend the PEP and Sanction screening.

For details on adding your own lists, refer to [Manage Custom Watchlists](#)

Risk Settings

The **Risk Settings** tab enables you to standardise risk levels for PEP and Sanction categories and subcategories across your organisation.

Set **High**, **Medium** or **Low** risk levels for any combination of categories and subcategories. These pre-defined levels are then displayed as recommended risk scores during due diligence workflows, but are not enforced.

Category risk levels apply to any unclassified subcategories under them. However, an explicitly set subcategory level takes precedence over its parent category level.

The overall risk score shown reflects the highest associated category/subcategory level for that profile.

MCDEMO Details
Settings
Monitoring Settings
Users
List Access
Risk Settings

Risk Level Categories

Clear

i Category and subcategory risk levels are mutually exclusive. Risk levels for the categories are for unclassified subcategories.

Politically Exposed Person (PEP) H M L

PEP Tier 1 H M L

PEP Tier 2 H M L

PEP Tier 3 H M L

Special Interest Person (SIP) H M L

Terror H M L

Organised Crime H M L

Financial Crime H M L

Narcotics Crime H M L

Modern Slavery H M L

Bribery and Corruption H M L

Cyber Crime H M L

Disqualified Directors H M L

Reputational Risk H M L

Other H M L

Insolvency H M L

Special Interest Entity (SIE) H M L

Terror H M L

Organised Crime H M L

Financial Crime H M L

Narcotics Crime H M L

Modern Slavery H M L

Bribery and Corruption H M L

Cyber Crime H M L

Disqualified Directors H M L

Reputational Risk H M L

Other H M L

Insolvency H M L

Relative or Close Associate (RCA) H M L

Profile of Interest (POI) H M L

Official Lists (SIP & SIE)

Sanctions Lists H M L

Law Enforcement H M L

Regulatory Enforcement H M L

Update
Cancel
Deactivate Organisation
Delete Organisation

An example of how this would be viewed within the scan result due diligence workflow:

✎ Match Decision
✕

Subcategory:

High Risk: SIE - Financial Crime SIE - Law Enforcement

Medium Risk: SIE - Regulatory Enforcement

Low Risk: SIE - Reputational Risk

The risk level is set to **"High Risk"** based on the results of the subcategories matching the predefined rules of this organisation. You may choose a different risk level based on your own risk assessment.

Match Decision:

Not Reviewed
▼

Add Comment (max 200 characters)

OK

Cancel

Deactivate Organisation

For organisations that are no longer used but require retention of historical scan results and reports, you may deactivate the suborganisation or organisation. Deactivated organisations remain accessible for historical information but will not allow new scans or monitoring.

Users must be assigned to at least 1 active organisation


Please note that all users must have at least 1 active organisation assigned to their account to access MemberCheck.

Delete Organisation

For unused organisations and suborganisations without historical scans, you can deactivate or delete them.

To delete organisations with historical data, run Data Management to erase it first. Reassign or unassign all users associated with the organisation or suborganisation before deleting the account. For security, only organisations with no users or historical data can be deleted.







Deleted accounts cannot be restored.

 **Users must be assigned to at least 1 active organisation**

Please note that all users must have at least 1 active organisation assigned to their account to access MemberCheck.

Manage Users

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					

Key Elements

- User details
- Assigned organisation
- Role and Access Rights
- API Access Key

A user can be assigned to one or multiple organisations and suborganisations. To create a user account, you must also assign an organisation or suborganisation to the user.

A user is assigned to a single role which applies to all the associated organisation. If a user plays different roles for different suborganisations, we would recommend they be created with multiple user accounts with the relevant roles for the associated suborganisation.

Each user account must have a unique **Username** and **Email**.

Each organisation can only be assigned a single **Compliance Officer**, however a **Compliance Officer** can be assigned to multiple organisations or suborganisations.

Roles and Access Rights

For a summary of the permissions available to the various user roles, refer to **Overview > User Roles**.

User Roles offer a quick and easy way to allocate permissions for users. Access rights provide additional fine-tuning of a user's access to features. Access rights are dependent on the user role selected and you may see different permissions displayed based on the **User Role** selected.

Access Rights	Description
Single Scan	Permission to perform single scans for individuals.
Scan Results	Permission to view scan results.
Batch Scan	Permission to perform batch scans for individuals.
Batch Scan Results	Permission to view batch scan results
Corporates	Access to Corporate scan functionality. This is used in addition to the above permissions to enable the user to run corporate scans, view corporate scan results, run corporate batch scans and view corporate batch scan results.
Due Diligence Decisions	Permission to perform due diligence decisions. The user may be able to view the final match decision but is not able to view history of due diligence decisions and comments.
Due Diligence Report	Permission to view the Due Diligence Reports for individuals and corporates.
Activity Report	Permission to view the Activity Reports for individuals and corporates.
Organisation Management	Permission to manage organisation settings. This applies to Compliance Officers of a suborganisation.
Data Management	Permission to remove scan data. This applies to Compliance Officers of a suborganisation.
Monitoring	Permission to access the ongoing monitoring features including adding scans to the monitoring list.

User Account Statuses

User accounts will have one of the following statuses:

Status	Description
Pending	Account pending user activation. User must set up password and security question/answer to activate. For API only accounts, this can remain Pending and will not affect the API key access.
Active	Account is active and web access is available to the service.
Inactive	Account is deactivated and will not be able to access the service.
Locked	Account is/was locked due to multiple failed login attempts. Locked accounts are automatically unlocked after a period of time, however the status remains as Locked for the attention of the Compliance Officer.

API Access Key

Your access to the MemberCheck service includes API access.

To integrate with MemberCheck's API, generate an API key for each user that requires access. Users can create one API key at a time in their profile's **API Access Key** field.

Separate user and system accounts for API

As API Keys are associated with user accounts, having a separate user account with its own API Key for your production system reduces the risk of impact if the individual user's account is deactivated if they were ever to leave your company.

API Keys are specific to environments

The API keys are different for the Demo and Production environments. If you have accounts in both environments, please use the environment specific key to enable your requests to be successfully authenticated and authorised. Also check the API URL relevant to the location of your account.

Deactivate User Account

Users who have left the organisation or no longer need MemberCheck access can be deactivated. This helps improve security and management of access.

Delete User Account

For pending user accounts or user accounts which do not have any associated historical scans, you can delete these to help improve security and management of access.

Deleted accounts cannot be restored.

 **Users must be assigned to at least 1 active organisation**

Please note that all users must have at least 1 active organisation assigned to their account to access MemberCheck.

Custom Watchlists

Custom watchlists are managed within the Organisation's **List Access** tab and is only available to the **Compliance Officer**. Custom watchlists enables you to expand on the available sources provided by MemberCheck, making this a versatile solution for clients who have specific blacklists for screening.

Whether you have a single-level organisation or part of a multi-level organisation, the **Compliance Officer** at every organisation and suborganisation level can upload and manage their own custom watchlists. These custom watchlists can be enabled for inclusion in PEP & Sanction screening for suborganisations.

Example of a multi-level organisation where the root parent organisation displays a blank for **Parent Org**:

Name	Parent Org	Compliance Officer	Email	Status
Demo IDV (DEMOIDV)		May Smith (demo.may@membercheck.com)	scan-notifications@membercheck.com	Active
Demo IDV Branch A (MCAU114652)	DEMOIDV	May Smith (demo.may@membercheck.com)	scan-notifications@membercheck.com	Active
DEMO PEP Sub-Branch A1 (MCAU114662)	DEMOIDV > MCAU114652	May Smith (demo.may@membercheck.com)	scan-notifications@membercheck.com	Active
MemberCheck Demo Company (MCDEMO)		May Smith (demo.may@membercheck.com)	scan-notifications@membercheck.com	Active

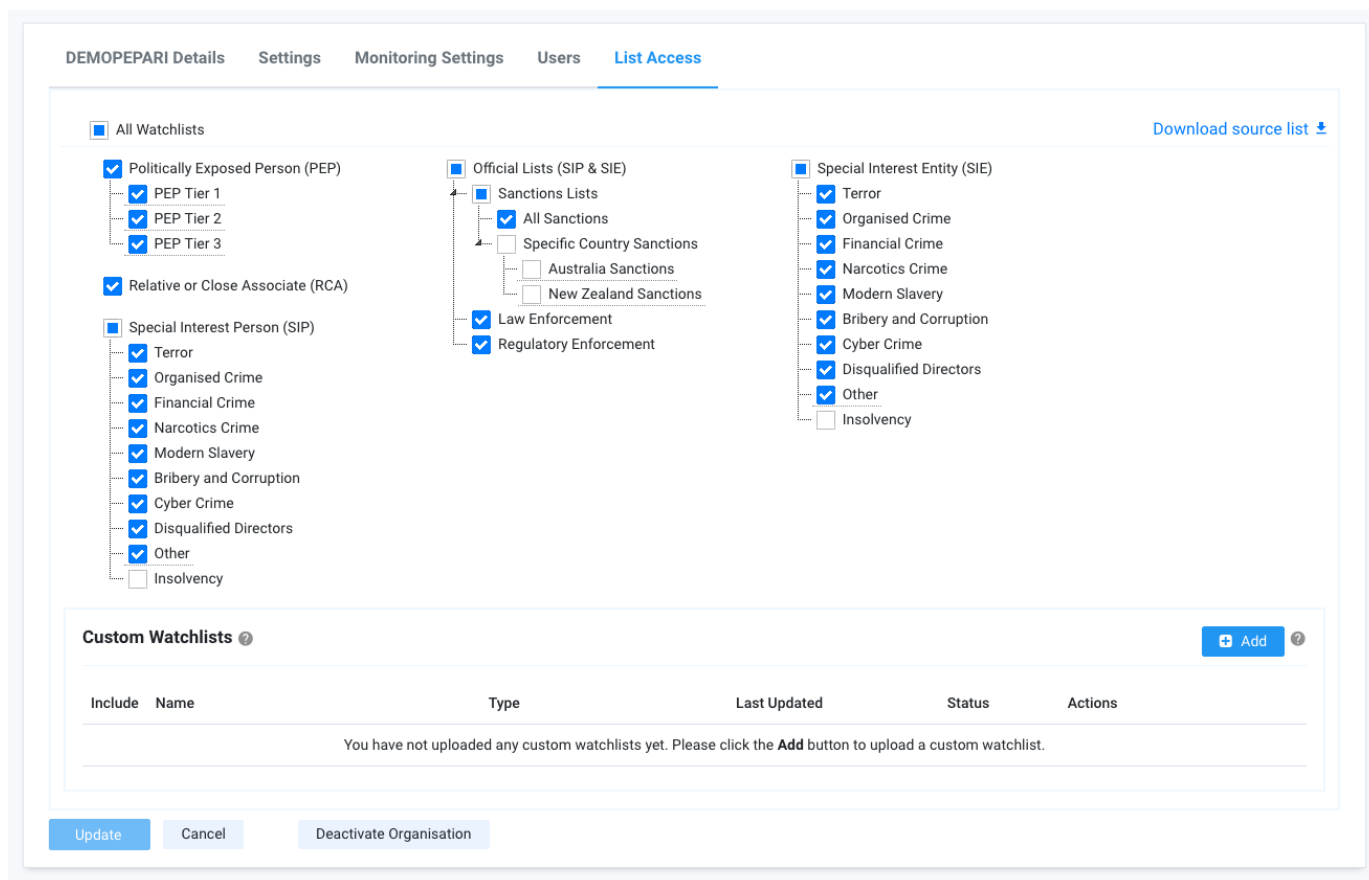
Adding a Custom Watchlist

You can add new custom watchlists within the **List Access** tab of your selected organisation.

Custom Watchlist formatting and samples

Before uploading the custom watchlist, please check [Custom WatchList Templates](#) for information on structuring the watchlists as well as access available samples to help get you started.

The default screen where no custom watchlists are set up yet:



You can create a custom watchlist to contain:

- Individual profiles only
- Corporate profiles only
- Both types of profiles.

The formatting of the CSV for Individuals and Corporates are different and require that these are maintained in separate CSVs.

Field	Required	Character Limit	Description
Watchlist Name	Mandatory	50	Name of the watchlist for easy identification.
Description	Optional	500	Description of the watchlist.

Upload Watchlist Type	Mandatory	-	Select the type of watchlist you would like to upload. Options are: Individual file - Select this option to upload a single CSV of Individual profiles. Corporate file - Select this option to upload a single CSV of Corporate profiles. Both - Select this option to upload the 2 CSV files of both types of profiles.
------------------------------	-----------	---	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Upload File	Mandatory	-	Upload CSV of Individual and/or Corporate profiles.
--------------------	-----------	---	-----------------------------------------------------

Depending on which option you have selected for upload, you may see the following panes.

Add Custom Watchlist

You can create your own custom watchlists by uploading CSV of profiles. For help with the CSV templates, refer to the [Help Guide](#).

Watchlist Name:

Required Field

Description (Optional)

I want to upload:

Individual file 

Corporate file

Both

Upload File:



Drag and drop a file here or click

choose file

Add Watchlist

Cancel

Combine or separate watchlists for Individuals and Corporates?

The system provides for both approaches depending on your preference and availability of organisation data. You may prefer to maintain both types of profiles within the same custom watchlist or maintain separate watchlists for Individuals and Corporates.

Please note that you can only remove and delete the CSV file by removing the Custom Watchlist. You are not able to select individual CSV files within the custom watchlist to remove. This may assist you in your decision to main combined or separate watchlists for the different entities.

Editing a Custom Watchlist

You can edit the custom watchlist to change the following:

- Change Watchlist Name
- Change Watchlist Description
- Upload updated replacement CSV files

When you select an existing custom watchlist or the associated **Edit** button, the **Replace Custom Watchlist** pane is displayed with options to upload both Individual and Corporate profiles. This option enables you to extend the custom watchlist to include both types of entity profiles, regardless of whether you had initially only uploaded profiles for a single type of entity.

To update your custom watchlists with new profiles, changed profile details, or removal of profiles, select the required watchlist and upload the latest CSV into the relevant Individual and/or Corporate file upload boxes to replace the existing data.

Within this pane, you can download the latest uploaded CSV files for reference.

Example of editing a custom watchlist with both Individual and Corporate profiles:

The screenshot displays the 'Custom Watchlists' interface. On the left, a table lists watchlists with columns for 'Include', 'Name', 'Type', 'Last Updated', 'Status', and 'Actions'. One watchlist, 'Blacklist - High Exposure - 2021', is selected. The 'Type' column shows buttons for 'Individual' and 'Corporate'. The 'Actions' column has 'Edit' and 'Delete' buttons.

On the right, the 'Replace Custom Watchlist' modal pane is open. It contains the following fields and options:

- Watchlist Name:** A text input field containing 'Blacklist - High Exposure - 2021'.
- Description:** A text area containing 'List of high risk exposure entities updated for Jun 2021. Includes both Individuals and Corporates'.
- List Files:** Two links with download icons: 'Individual - Blacklist - Master Copy.csv (Individual)' and 'Corporate - Blacklist - Master Copy.csv (Corporate)'.
- Replace File:** Two dashed boxes, each with a person icon and a building icon, containing the text 'Drag and drop a file here or click' and a 'choose file' button.
- Buttons:** 'Replace Watchlist' and 'Cancel' buttons at the bottom.

Example of editing a custom watchlist with only Individual profiles:

Custom Watchlists ? ↻

Include	Name	Type	Last Updated	Status	Actions
<input checked="" type="checkbox"/>	Blacklist - High Exposure - 2021	Individual Corporate	Sep 24, 2021	Updated	Edit Delete
<input checked="" type="checkbox"/>	Special Interest - 2021	Individual	Sep 24, 2021	Updated	Edit Delete

Replace Custom Watchlist ?


You can create your own custom watchlists by uploading CSV of profiles. For help with the CSV templates, refer to the [Help Guide](#).


Watchlist Name:

Description (Optional)

List Files:
[Individual - SIP - Master Copy - 2021.csv \(Individual\)](#)

Replace File:


 Drag and drop a file here or click


 Drag and drop a file here or click

Screening against the Custom Watchlist

When a custom watchlist is added, it is activated for the organisation or suborganisation it was uploaded for only. Any associated suborganisations inherit access to the custom watchlists, however, it is not activated by default.

The Compliance Officer for the suborganisation and the Compliance Officer for the parent organisation can opt to enable the custom watchlists. It is not possible to hide the custom watchlists within the organisation hierarchy.

To include the custom watchlists in the PEP and Sanction screening process, simply select the checkbox under **Include** against the associated custom watchlist entry. To exclude the custom watchlist from being included in the screening, simply deselect the checkbox.

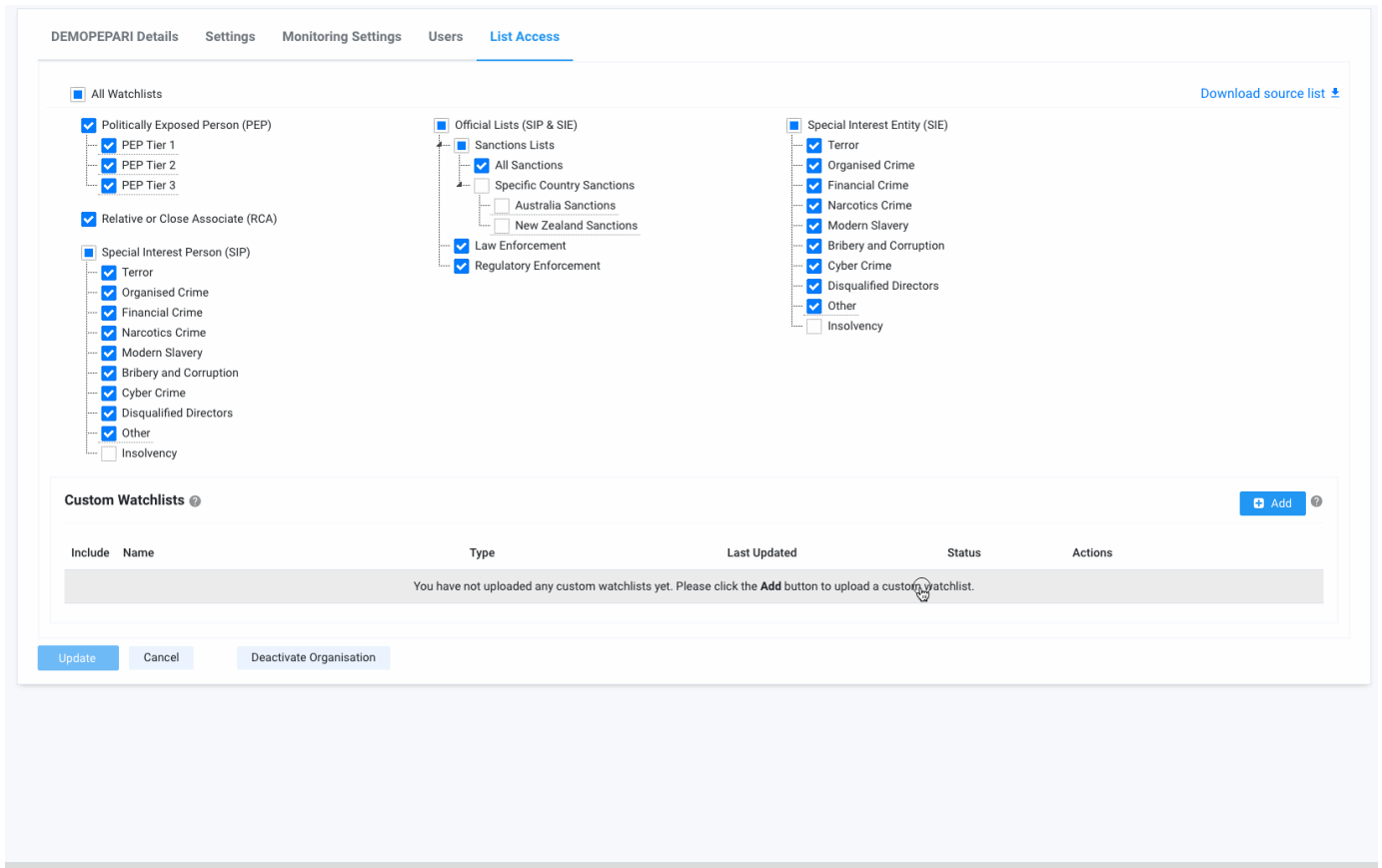
Deleting a Custom Watchlist

To remove profiles uploaded in the custom watchlist, you can delete the custom watchlist entry. If you have both Individual and Corporate profiles combined in the single custom watchlist, deleting of the custom watchlist will remove both types of profiles as you cannot select the CSVs separately to remove.

Quick How-To Guides

Add a new custom watchlist of Individual profiles

Example of creating a new custom watchlist of Individual profiles.



Add a new custom watchlist of both Individual and Corporate profiles

Example of creating a new custom watchlist of both Individual and Corporate profiles.

DEMOPEPARI Details Settings Monitoring Settings Users **List Access**

All Watchlists [Download source list](#)

Politically Exposed Person (PEP)

- PEP Tier 1
- PEP Tier 2
- PEP Tier 3

Relative or Close Associate (RCA)

Special Interest Person (SIP)

- Terror
- Organised Crime
- Financial Crime
- Narcotics Crime
- Modern Slavery
- Bribery and Corruption
- Cyber Crime
- Disqualified Directors
- Other
- Insolvency

Official Lists (SIP & SIE)

Sanctions Lists

- All Sanctions
- Specific Country Sanctions
 - Australia Sanctions
 - New Zealand Sanctions
- Law Enforcement
- Regulatory Enforcement

Special Interest Entity (SIE)

- Terror
- Organised Crime
- Financial Crime
- Narcotics Crime
- Modern Slavery
- Bribery and Corruption
- Cyber Crime
- Disqualified Directors
- Other
- Insolvency

Custom Watchlists

Include	Name	Type	Last Updated	Status	Actions
You have not uploaded any custom watchlists yet. Please click the Add button to upload a custom watchlist.					

Refresh custom watchlist

The creation, update or removal of a watchlist may take some time between minutes to hours, depending on the volume of data and the load activity on the server.

You can click on the refresh icon next to the Custom Watchlist to refresh the screen to display the latest status.

Custom Watchlists

Include	Name	Type	Last Updated	Status	Actions
<input checked="" type="checkbox"/>	Blacklist - High Exposure - 2021	<input type="button" value="Individual"/> <input type="button" value="Corporate"/>		Update pending	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Edit an existing custom watchlist

Example of updating the watchlist of Corporate profiles.

DEMOPEPARI Details Settings Monitoring Settings Users **List Access**

All Watchlists [Download source list](#)

- Politically Exposed Person (PEP)
 - PEP Tier 1
 - PEP Tier 2
 - PEP Tier 3
- Relative or Close Associate (RCA)
- Special Interest Person (SIP)
 - Terror
 - Organised Crime
 - Financial Crime
 - Narcotics Crime
 - Modern Slavery
 - Bribery and Corruption
 - Cyber Crime
 - Disqualified Directors
 - Other
 - Insolvency

Official Lists (SIP & SIE)

- Sanctions Lists
 - All Sanctions
 - Specific Country Sanctions
 - Australia Sanctions
 - New Zealand Sanctions
 - Law Enforcement
 - Regulatory Enforcement

Special Interest Entity (SIE)

- Terror
- Organised Crime
- Financial Crime
- Narcotics Crime
- Modern Slavery
- Bribery and Corruption
- Cyber Crime
- Disqualified Directors
- Other
- Insolvency

Custom Watchlists [Add](#)

Include	Name	Type	Last Updated	Status	Actions
<input checked="" type="checkbox"/>	Blacklist - High Exposure - 2021	Individual Corporate	Sep 24, 2021	Updated	Edit Delete

Update
Cancel
Deactivate Organisation

Delete a custom watchlist

Organisations [Switch to classic interface](#) [Support](#)

2 organisations found. Select a row to view details.

Name	Parent Org	Compliance Officer	Email	Status
MemberCheck Demo PEP (DEMOPEPARI)		MemberCheck CO Demo (demo.co@membercheck.com)	scan-notifications@membercheck.com	Active
MemberCheck Demo PEP IDV (DEMOPEPIDV)		MemberCheck CO Demo (demo.co@membercheck.com)	scan-notifications@membercheck.com	Active

[Add New Sub-Organisation](#)

DEMOPEPARI Details [Settings](#) [Monitoring Settings](#) [Users](#) [List Access](#)

All Watchlists [Download source list](#)

Politically Exposed Person (PEP)

- PEP Tier 1
- PEP Tier 2
- PEP Tier 3

Relative or Close Associate (RCA)

Special Interest Person (SIP)

- Terror
- Organised Crime
- Financial Crime
- Narcotics Crime
- Modern Slavery
- Bribery and Corruption
- Cyber Crime
- Disqualified Directors
- Other
- Insolvency

Official Lists (SIP & SIE)

- Sanctions Lists
 - All Sanctions
 - Specific Country Sanctions
 - Australia Sanctions
 - New Zealand Sanctions
 - Law Enforcement
 - Regulatory Enforcement

Special Interest Entity (SIE)

- Terror
- Organised Crime
- Financial Crime
- Narcotics Crime
- Modern Slavery
- Bribery and Corruption
- Cyber Crime
- Disqualified Directors
- Other
- Insolvency

Custom Watchlists [Refresh](#) [Add](#)

Include	Name	Type	Last Updated	Status	Actions
<input checked="" type="checkbox"/>	Blacklist - High Exposure - 2021	Individual	Sep 24, 2021	Updated	Edit Delete

[Update](#) [Cancel](#) [Deactivate Organisation](#)

Reports

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor

Permissions

Compliance Officers and **Auditors** have access to view reports for all associated organisations, active and disabled.

Advanced Users, Standard Users and **Billing Officers** have access to view reports for all associated organisations which are active.

Report Types

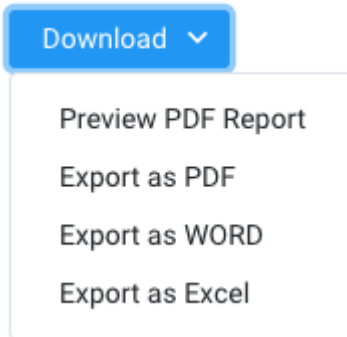
The following reports are available in the system.

Report Name	Section	Description
Organisation Activity	Reports	Scan activities per day for the selected organisation. The report includes number of scans for both PEP & Sanctions and as ID Verification. This report is generated overnight and does not include scan activities of the current day.

Organisation Group Activity	Reports	<p>Summary of total number of scans for one or more selected organisation.</p> <p>The report includes activities for both PEP & Sanctions and ID Verification.</p> <p>This report is generated overnight and does not include scan activities of the current day.</p>
Monitoring	Reports	<p>Ongoing monitoring activities per day for both individuals and corporates.</p> <p>The report includes number of individuals and corporates being monitored on a regular basis and the number of detected changes to profiles affecting monitored entities.</p>
Individual Due Diligence	Reports	<p>A report of due diligence decisions and comments recorded against individual scan matches.</p> <p>This applies to PEP & Sanctions scans only.</p>
Corporate Due Diligence	Reports	<p>A report of due diligence decisions and comments recorded against company scan matches.</p>
Business and UBO Check Activity Report	Reports	<p>A report for Know Your Business checks including requested documents and enhanced company profiles, request dates, associated delivery statuses, and prices.</p>
Results Summary Report	Scan Results (Individuals and Corporates)	<p>A report containing a summary of all profile matches returned and the associated due diligence decisions. This report is only available in CSV format.</p>

To view the reports, select the **Report Type**, select an **Organisation or suborganisation** from the available list and the period of activity. The **Activity Date** defaults to "year to date".

For a quick view of the report contents, select from **Download** the option [Preview PDF Report](#) . You may also opt to download a copy as PDF, Word or Excel.









Screening Activity Details and Results

For record keeping and for purposes of auditing for your organisation, you can download reports of your screening activities and the associated results, and lists of monitored entities. The reports can be downloaded in PDF, Word, Excel and CSV formats. Where large volumes of data are downloadable, the application may only offer download in CSV format.

The report download options are available as a **Download** button throughout the application within the **Scan Results**, **Batch Scan Results**, **Monitoring Results** and **Monitoring List** screens.

Data Management

Permissions

Compliance Officer	Advanced User	Standard User	Data Entry Operator	Billing Officer	Auditor
					

The **Compliance Officer** can remove historical scan data and whitelists for the organisation.

It is recommended that *before deleting any data* from the system, you have downloaded all the relevant reports for audit management. **Data deleted from the system is permanent and cannot be retrieved.**

Within **Data Management**, you can select to delete the following types of data for your organisation:

Option	Description
1 - Data from ID Verification only scans	This options enables you to delete all historical ID Verification only scans. This option is only visible if your organisation has subscribed to the ID Verification service.
2 - Data from selected PEP & Sanctions batches	This options enables you to individually select from a list of individual or corporate batch scans for deletion.
3 - PEP & Sanction data, where No Matches were found from single and batch scan information	If you choose to delete only data that had no matches, it is recommended that prior to deletion, you download a Full Report for all batch scans that have been run so that you can keep a record of all members that have been scanned whether they lead to a match or no match.

4 - Data from all single scan, batch scan and whitelist information

This option deletes **all scan data including single scan data, batch scan data and all whitelist information**. **Scan Results** and **Batch Scan Results** will show no scans found. Matches previously added to the whitelist will also be deleted.

If your organisation has subscribed to **ID Verification**, this option will also remove all ID Verification scan information.

If you choose to delete all scan and whitelist information, it is recommended that **prior to deletion, you run the appropriate Individual and Corporate Due Diligence Reports so that you can keep a record of all due diligence decisions recorded.**

Please note: If you have entities in the Monitoring List, these will continue to be monitored and are unaffected.

5 - Data from selected single scans

This options enables you to filter and select specific individual or corporate scans for deletion.

If your organisation has subscribed to **ID Verification**, this option will also enable you to remove ID Verification scans.

6 - Data from KYB only scans

This options enables you to delete all historical Know Your Business only scans.

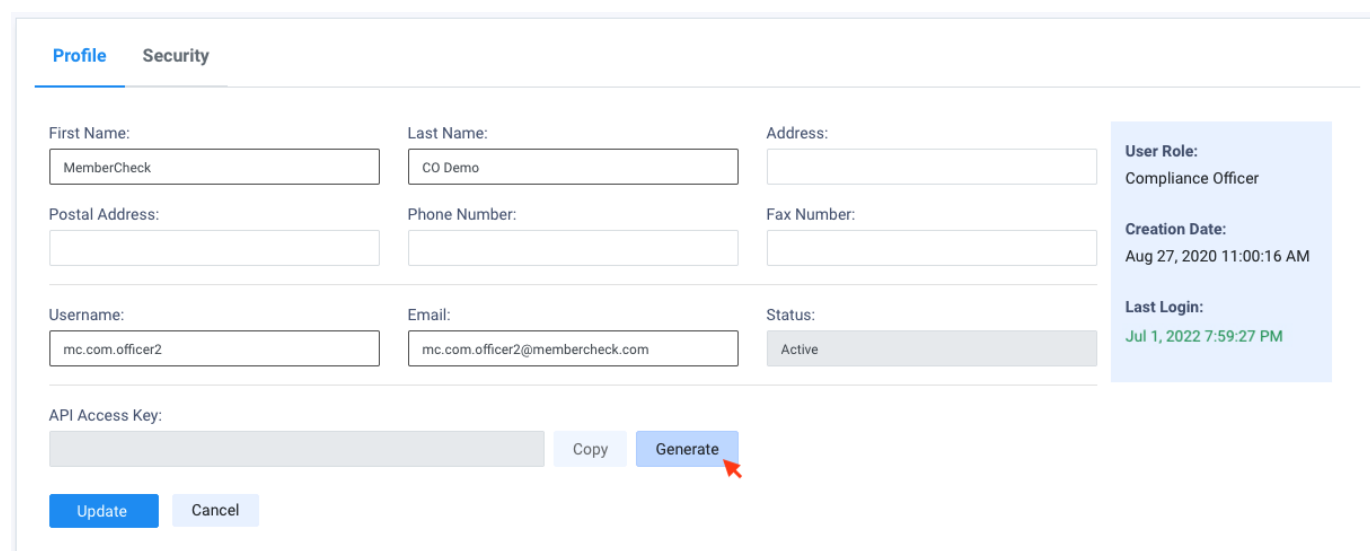
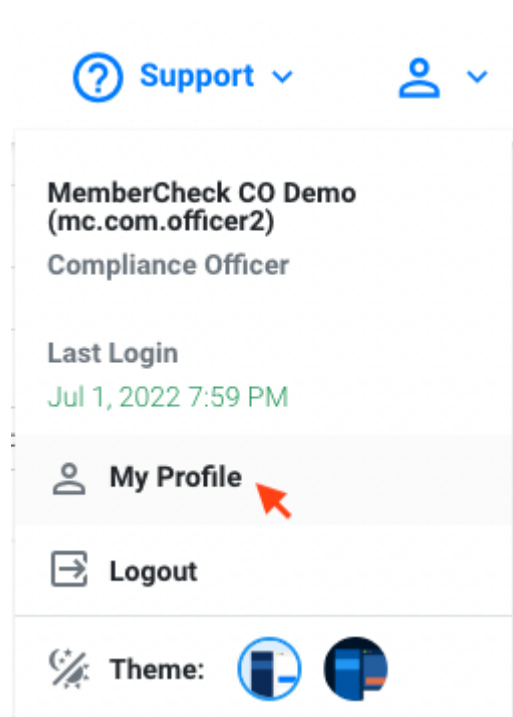
Once you have completed due diligence on a batch file it is recommended that you delete selected batch data (option 2) or only data that lead to no matches (option 3), to comply with National Privacy Principles.

Deleting scan data means that there will be no record of it in the **Scan Results** or **Batch Scan Results**. Whitelist entries are only retained if you choose to delete selected batches (option 2) or only data that lead to no matches (option 3).

API Key

Generate Your Own API Key

All users are able to generate an API key for their own accounts via **My Profile** screen after logging in.



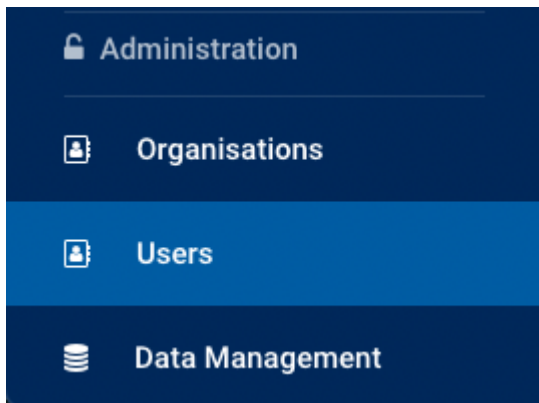
A screenshot of the 'Profile' settings page. The page has two tabs: 'Profile' (selected) and 'Security'. The form contains several input fields: 'First Name' (MemberCheck), 'Last Name' (CO Demo), 'Address', 'Postal Address', 'Phone Number', 'Fax Number', 'Username' (mc.com.officer2), and 'Email' (mc.com.officer2@membercheck.com). The 'Status' is 'Active'. On the right, a blue box displays user information: 'User Role: Compliance Officer', 'Creation Date: Aug 27, 2020 11:00:16 AM', and 'Last Login: Jul 1, 2022 7:59:27 PM'. At the bottom, there is an 'API Access Key' field, a 'Copy' button, and a 'Generate' button (highlighted with a red arrow). Below these are 'Update' and 'Cancel' buttons.

Once your API Access Key has been generated, click on **Update** to save the changes to your profile.

Generate API Key for another account

A **Compliance Officer** can generate an API Key for any user account assigned to their organisation or suborganisation.

This can be managed through **Administration > User**.



Once you have selected the required user account to view the profile details, click **Generate** for **API Access Key**.

First Name: MemberCheck	Last Name: CO Demo	Address: 	Creation Date: Jun 12, 2020 12:29:11 PM Last Login: Jul 1, 2022 7:59:27 PM Last Active: Jul 23, 2022 8:12:25 PM
Postal Address: 	Phone Number: 	Fax Number: 	
Username: mc.com.officer2	Email: mc.com.officer2@membercheck.com	Status: Active	
API Access Key: 	Copy	Generate	

Once your API Access Key has been generated, click on **Update** to save the changes to your profile.

Dedicated user accounts for API access only

You may like to consider using a dedicated user account for your systems to minimise any disruptions relating to an individual user's account. For example, when a staff member leaves the company and their account is deactivated.

Important Note

API keys are different for the Demo and Production environments and within different regions. If you have accounts in both environments, please use the environment specific key to ensure your requests are able to be authenticated and authorised.

Batch File Templates and Samples

Templates

Batch scans for **Individuals** and **Corporates** are separate due to their different schema and contents.

The **templates** and **sample** batch files have been provided to assist you in preparing your batch files, and you will need to make some minor adjustments to appropriate the files for your organisation.

Description	Download Template	
Batch file template for Individuals	CSV	XML
Batch file template for Corporates	CSV	XML
All batch file templates (Individuals and Corporates)	ZIP	

Sample Batch Files

For a quick start, you can download the sample CSV and XML batch files which contain sample text and preset fields.

Before running the sample batch file you will need to ...

Please replace the generic Org ID `DEMOORG` in the sample batch with the **Org ID** assigned to you during enrolment.

To ensure the file formatting and encoding is retained, we recommend editing these sample files via a text editor rather than Excel or Numbers as these applications can change the formatting and structure of the CSV files.

Individual Sample Batch Files

Minimum requirements for due diligence or monitoring:

Preview batch file

x


Show 5 entries

Items: 4

Search

	Organisation ID	Client ID	First Name	Middle Name	Last Name	DOB	Address	Gender	Original Script Name	ID Number
1	DEMOORG	DEMOID-100	Scott	John	MORRISON					
2	DEMOORG	DEMOID-101	Chris		BOWEN					
3	DEMOORG	DEMOID-102							Anthony Norman ALBANESE	
4	DEMOORG	DEMOID-103							成竞业	

Type of Data Required

 Download Sample

CSV

XML

- Org ID
- Client ID
- First Name and Last Name
- Original Script Name
- Full Name

You must include either **First Name and Last Name**, or **Original Script Name**. If you are not able to separate the First and Last Names, you can enter the individual's Full Name into the **Original Script Name** or **Full Name** field.

Minimum requirements (no due diligence or monitoring):

Preview batch file

x


Show 5 entries

Items: 4

Search

	Organisation ID	Client ID	First Name	Middle Name	Last Name	DOB	Address	Gender	Original Script Name	ID Number
1	DEMOORG		Scott	John	MORRISON					
2	DEMOORG		Chris		BOWEN					
3	DEMOORG								Anthony Norman ALBANESE	
4	DEMOORG								廖嫦娥	

Type of Data Required

 Download
Sample

• Org ID

CSV

XML

• First Name and Last Name

• Original Script Name

• Full Name

You must include either **First Name and Last Name**, or **Original Script Name**. If you are not able to separate the First and Last Names, you can enter the individual's Full Name into the **Original Script Name** or **Full Name** field.


Full member details with Gender, Original Script Names/Full Name and ID Number:

Preview batch file ×

Show entries Items: 4 Search

	Organisation ID	Client ID	First Name	Middle Name	Last Name	DOB	Address	Gender	Original Script Name	ID Number
1	DEMOORG	DEMOID-100	Scott	John	MORRISON	13/05/1968	AU	Male		PA234567
2	DEMOORG	DEMOID-101	Chris		BOWEN	1973	Fairfield, NSW, Australia	Male		PA1000111
3	DEMOORG	DEMOID-102				02/03/1963	AU	M	Anthony Norman ALBANESE	PA0123456
4	DEMOORG	DEMOID-103				1959	15 Coronation Drive, Yarralumla, ACT 2600, AU	Male	廖婊娥	DE1234567

Type of Data Required

 Download
Sample

[CSV](#)[XML](#)

- Org ID
- Client ID
- First Name and Last Name
- Date of Birth
- Address
- Gender
- Script Name or Full Name
- ID Number

You must include either **First Name and Last Name**, or **Original Script Name**. If you are not able to separate the First and Last Names, you can enter the individual's Full Name into the **Original Script Name or Full Name** field.

Original Script Search or Full Name not enabled for your organisation

If your organisation does not have the **Original Script Search/Full Name** setting activated, the **Original Script Name/Full Name** field should not be included from your batch files.

Full member details with Gender and ID Number (excluding Original Script Name/Full Name):


Preview batch file

x

Organisation ID	Client ID	First Name	Middle Name	Last Name	DOB	Address	Gender	ID Number
1 DEMOORG	DEMOID-100	Scott	John	MORRISON	13/05/1968	AU	Male	PA234567
2 DEMOORG	DEMOID-101	Chris		BOWEN	1973	Fairfield, NSW, Australia	Male	PA1000111
3 DEMOORG	DEMOID-102	Anthony	Norman	ALBANESE	02/03/1963	AU	M	PA0123456
4 DEMOORG	DEMOID-103	Jingye		CHENG	1959	Yarralumla, ACT 2600, AU	Male	DE1234567

Type of Data Required	 Download Sample
-----------------------	---------------------------------------------------------------------------------------------------

- Org ID [CSV](#) [XML](#)
- Client ID
- First Name and Last Name
- Date of Birth
- Address
- Gender
- ID Number

 **Original Script Search/Full Name setting**

To check if your organisation has this setting enabled, check out this [FAQ](#) or get in contact with your Compliance Officer.

Corporate Sample Batch Files

Minimum requirements for due diligence and monitoring:

Preview batch file x

Show entries Items: 4 Search

	Organisation ID	Client ID	Company Name	Registration Number	Address
1	DEMOORG	DEMOID-C-10	Microsoft Corporation		
2	DEMOORG	DEMOID-C-11	Alpha, Bravo & Charlie Pty Ltd		
3	DEMOORG	DEMOID-C-12	The Company		
4	DEMOORG	DEMOID-C-13	Apple Incorporated		

Type of Data Required	 Download Sample
-----------------------	-----------------------------------------------------------------------------------------------------

CSV

XML

- Org ID
- Client ID
- Company Name

Minimum requirements (no due diligence or monitoring):

Preview batch file ×

Show entries Items: 4 Search

	Organisation ID	Client ID	Company Name	Registration Number	Address
1	DEMOORG		Microsoft Corporation		
2	DEMOORG		Alpha, Bravo & Charlie Pty Ltd		
3	DEMOORG		The Company		
4	DEMOORG		Apple Incorporated		

Type of Data Required

↓ Download Sample

CSV

XML

- Org ID
- Company Name

Full company details:

Preview batch file ×

Show entries Items: 4 Search

	Organisation ID	Client ID	Company Name	Registration Number	Address
1	DEMOORG	DEMOID-C-10	Microsoft Corporation	91-1144442	One Microsoft Way, Redmond WA 98052-6399, United States
2	DEMOORG	DEMOID-C-11	Alpha, Bravo & Charlie Pty Ltd	91-1144442	United States
3	DEMOORG	DEMOID-C-12	The Company	C1234567	US
4	DEMOORG	DEMOID-C-13	Apple Incorporated	942404110	US

Type of Data Required	Download Sample
	CSV XML
• Org ID	
• Client ID	
• Company Name	
• Registration Number	
• Address/Country	

CSV Batch Files Explained

A CSV (comma separated values) file is a text file containing records and fields delimited with commas. You can create a CSV file containing multiple records where each line records represents a profile. The CSV file follows a specific format and specific order of fields.

- Each line of the file represents a record (details of one individual or entity)
- Each line of the profile starts with your assigned Organisation ID. This information is available in your account enrolment email or within the Organisation Details if you have appropriate access.
- Headings are optional in the CSV. If included, the first line must start with `OrgId` to be recognised.
- Each line is terminated with a carriage return and line feed, `CRLF` or `\r\n`.
- The sequence order of the fields are important as they will be processed as specific types of information
- Details containing commas (e.g. addresses, company names etc.) should be enclosed with double quotes (")
- Special symbols should be replaced by HTML characters e.g. `&` should be written as `&`;

- Each line is separated or delimited by commas without spaces in between fields. The commas are necessary to differentiate the sequence of fields. Do not remove the commas even if fields are empty
- Batch files containing original script, umlauts or diacritics should be saved in UTF-8 encoding to preserve the information.

Batch files for **Individuals** and **Corporates** are separate and different due to their different structure and contents.

Individuals

Based on your organisation settings, the requirements for the minimum information required to be included in the batch file may differ.

Additional information may be required as a minimum for the batch file to be processed if for example:

- **Date of Birth** is required if **Ignore Blank DOB** is enabled
- **Client ID** is required if **Ongoing Monitoring** is enabled

If your organisation has **Default Country** specified and **Apply Blank Address** enabled, leaving the **Address** field blank will default to the specified country.

The order of the fields in the CSV file are important and are as follows:

Field	Order	Required	Character Limit	Remarks
OrgID	1	Mandatory	20	<p>The OrgID associated with the organisation or suborganisation you are scanning against.</p> <p>This is assigned to your organisation during enrolment. If unsure, please contact your organisation's Compliance Officer.</p>
ClientID	2	Conditional	100	<p>Unique identifier for the individual such as Customer Reference Number.</p> <p>This is required for due diligence decisions and for ongoing monitoring.</p>

FirstName	3	Mandatory	255	<p>First name or Given name of the individual.</p> <p>This field is required unless you are entering an Original Script Name or Full Name.</p> <p>If the person has a single mononymous name, enter a dash (-) in this field and the mononymous name into LastName.</p>
MiddleName	4	Optional	255	<p>If the individual has multiple middle names, enter all middle names separated by spaces.</p>
LastName	5	Mandatory	255	<p>Last Name or Surname or Family Name of the individual.</p> <p>If the individual has a single mononymous name, enter the name in this field.</p>
DateofBirth	6	Conditional	10	<p>This is Required if Ignore Blank DOB is enabled for the organisation by the Compliance Officer.</p> <p>Supported formats: DD/MM/YYYY or YYYY</p>
Address	7	Optional	255	<p>You may enter the full address enclosed in double quotes, or just the Country. Only the Country in the address field will be used for matching.</p>
Gender	8	Optional	20	<p>The application will recognise: Female , F , Male , or M .</p>
OriginalScriptName	9	Optional	255	<p>Non-Latin-based original script name such as Cyrillic, Hebrew, Chinese, Korean, Arabic etc, or Latin-based full name if unable to identify and separate by First and Last Names.</p>
IDNumber	10	Optional	100	<p>Identifier for the individual such as Passport Number, National ID, VAT/Tax Number, Professional Registration Number.</p>

An example of a CSV batch file viewed in a spreadsheet e.g. MS Excel

	A	B	C	D	E	F	G	H	I
1	OrgID	ClientID	FirstName	MiddleName	LastName	DateOfBirth	Address or Country	Gender	OriginalScriptName or Full Name (DO NOT DELETE HEADER LINE)
2	YOURORGID	1001-JS	John		SMITH	1/12/1965	1 Short St, Sydney, NSW Australia	Male	
3	YOURORGID	1002-KS	Kevin		SMITH	1980	Australia	M	
4	YOURORGID	1003-LS	Lisa	Jones	SMITH	1975	AU	F	
5	YOURORGID	-			MANISH	1998	Canberra, ACT, Australia		
6	YOURORGID		Scott		MORRISON	1968			
7	YOURORGID		K*		RUDD	21/09/1957	Australia		
8									

An example of a CSV batch file viewed in a text editor e.g. Atom. Some advanced text editors can provide greater insight to the structure and encoding of a CSV file compared to Excel spreadsheet.

```

sample_individual_batch.c... x
1 OrgID,ClientID,FirstName,MiddleName,LastName,DateOfBirth,"Address or Country",Gender,OriginalScriptName
  or Full Name (DO NOT DELETE HEADER LINE)
2 YOURORGID,1001-JS,John,,SMITH,01/12/1965,"1 Short St, Sydney, NSW Australia",Male,
3 YOURORGID,1002-KS,Kevin,,SMITH,1980,Australia,M,
4 YOURORGID,1003-LS,Lisa,Jones,SMITH,1975,AU,F,
5 YOURORGID,-,,MANISH,1998,"Canberra, ACT, Australia",,
6 YOURORGID,,Scott,,MORRISON,1968,,
7 YOURORGID,,K*,,RUDD,21/09/1957,Australia,,
  
```

The key elements of the CSV batch file:

The screenshot shows a text editor window with a CSV file. Annotations on the left side explain key elements of the file:

- Line #1:** Default header provided for reference
- Lines #2 - #4:** Contains ClientID which will enable due diligence and ongoing monitoring of the individual
- Line #5:** Mononymous name with dash in FirstName field
- Line #7:** Initial of FirstName with asterisk to indicate partial scan required

Additional annotations at the bottom of the screenshot include:

- OrgID:** Change to reflect your Org ID as per enrolment email or Organisation Details
- DateOfBirth:** Supports format 'DD/MM/YYYY' and 'YYYY'
- Gender:** Can be 'F', 'Female', 'M', 'Male'
- "CRLF" line ending**
- "UTF-8" encoding**

Corporates

The order of the fields in the CSV file are as follows:

Field	Order	Required	Character Limit	Remarks

OrgID	1	Mandatory	20	<p>The OrgID associated with the organisation or suborganisation you are scanning against.</p> <p>This is assigned to your organisation during enrolment. If unsure, please contact your organisation's Compliance Officer.</p>
ClientID	2	Optional		<p>Unique identifier for the company such as Company Reference Number or Account Number.</p> <p>This is Required for due diligence decisions.</p>
CompanyName	3	Mandatory	255	Name of company.
RegistrationNumber	4	Optional	100	Company's registration number such as ABN, ACN, NZBN, CRN, RN or equivalent.
Address	5	Optional	255	<p>The company's country of operation or registration. Enter the ISO 3166-1 2-letter country code, or the country name. You can also enter the full address (there are no restrictions imposed on the address format). Only the country component will be used for comparing country of operation or registration when the Country of Operation policy is applied during scanning.</p>

An example of a CSV viewed in a spreadsheet e.g. MS Excel

	A	B	C	D	E
1	OrgID	ClientID	CompanyName	RegistrationNumber	Address or Country (DO NOT DELETE HEADER LINE)
2	YOURORGID	C2101	Microsoft Corporation	91-1144442	One Microsoft Way, Redmond WA, USA
3	YOURORGID	C2102	Micro Software		India
4	YOURORGID	C2103	The Alphabet Company		Australia
5	YOURORGID	C2104	Apple, Bravo & Charlie		AU
6					

An example of a CSV batch file viewed in a text editor e.g. Atom. Some advanced text editors can provide greater insight to the structure and encoding of a CSV file compared to Excel spreadsheet.


```

sample_corp_batch.csv
1 OrgID,ClientId,CompanyName,RegistrationNumber,"Address or Country" (DO NOT DELETE HEADER LINE)
2 YOURORGID,C2101,Microsoft Corporation,91-1144442,"One Microsoft Way, Redmond WA, USA"
3 YOURORGID,C2102,Micro Software,,India
4 YOURORGID,C2103,The Alphabet Company,,AU
5 YOURORGID,,"Apple, Bravo & Charlie",,
6

sample_corp_batch.csv* 1:1 CRLF UTF-8 Plain Text GitHub

```

The key elements of the CSV batch file:

Line #1: Default header provided for reference

Lines #2 - #4: Contains ClientID which will enable due diligence and ongoing monitoring of the company

OrgID: Change to reflect your Org ID as per enrolment email or Organisation Details

"CRLF" line ending

"UTF-8" encoding

XML Batch Files Explained

Individuals

The batch XML file can be validated against the following DTD.

```

<?xml version="1.0" encoding="UTF-8"?>
<!ELEMENT InputList (Person+)><!ELEMENT Person (OrgID, MemberNumber?, ClientID?,
FirstName, MiddleName?, Surname, DOB?, Address?, Gender?, ScriptNameFullName?,
IDNumber?)>
<!ELEMENT OrgID (#PCDATA)>
<!ELEMENT MemberNumber (#PCDATA)> <!-- superseded by ClientID -->
<!ELEMENT ClientID (#PCDATA)>
<!ELEMENT FirstName (#PCDATA)>
<!ELEMENT MiddleName (#PCDATA)>
<!ELEMENT Surname (#PCDATA)>
<!ELEMENT DOB (#PCDATA)>
<!ELEMENT Address (#PCDATA)>
<!ELEMENT Gender (#PCDATA)>
<!ELEMENT OriginalName (#PCDATA)> <!-- (if Original Script Search is enabled) -->

```

```
<!ELEMENT ScriptNameFullName (#PCDATA)> <!-- (if Original Script Search is
enabled) -->
<!ELEMENT IDNumber (#PCDATA)>
```

The format of the XML file may be similar to the following example where we have the full address in Address :

```
<?xml version="1.0" encoding="utf-8" ?>
<InputList>
  <Person>
    <OrgID>DEMOORG</OrgID>
    <ClientID>DEMOID-100</ClientID>
    <FirstName>John</FirstName>
    <MiddleName>Andrew</MiddleName>
    <Surname>SMITH</Surname>
    <DOB>13/05/1968</DOB>
    <Address>1 Short Street, Sydney, 2000 NSW, Australia</Address>
    <Gender>Male</Gender>
    <ScriptNameFullName></ScriptNameFullName>
    <IDNumber>M1234567</IDNumber>
  </Person>
</InputList>
```

This can be simplified using the ISO 3166-1 2-letter country code in Address :

```
<?xml version="1.0" encoding="utf-8" ?>
<InputList>
  <Person>
    <OrgID>DEMOORG</OrgID>
    <ClientID>DEMOID-100</ClientID>
    <FirstName>John</FirstName>
    <MiddleName>Andrew</MiddleName>
    <Surname>SMITH</Surname>
    <DOB>13/05/1968</DOB>
    <Address>AU</Address>
    <Gender>Male</Gender>
    <ScriptNameFullName></ScriptNameFullName>
    <IDNumber>M1234567</IDNumber>
  </Person>
</InputList>
```

Corporates

The batch XML file can be validated against the following DTD.

```
<?xml version="1.0" encoding="UTF-8"?>
  <!ELEMENT InputList (Company+)>
  <!ELEMENT Company (OrgID, EmployerNumber?, ClientID?, CompanyName, IDNumber?,
RegistrationNumber?, Address?)>
  <!ELEMENT OrgID (#PCDATA)>
  <!ELEMENT EmployerNumber (#PCDATA)> <!-- superseded by ClientId -->
  <!ELEMENT ClientID (#PCDATA)>
  <!ELEMENT CompanyName (#PCDATA)>
  <!ELEMENT IDNumber (#PCDATA)> <!-- superseded by RegistrationNumber -->
  <!ELEMENT RegistrationNumber (#PCDATA)>
  <!ELEMENT Address (#PCDATA)>
```

The format of the XML file may be similar to the following example where we have the full address in `Address` :

```
<?xml version="1.0" encoding="utf-8" ?>
  <InputList>
    <Company>
      <OrgID>DEMOORG</OrgID>
      <ClientID>DEMOID-C-100</ClientID>
      <CompanyName>ABC Corporation</CompanyName>
      <RegistrationNumber>12 345 678 012</RegistrationNumber>
      <Address>One Alphabet Way, Sydney, 2000, NSW, Australia</Address>
    </Company>
  </InputList>
```

This can be simplified using the ISO 3166-1 2-letter country code in `Address` , and the spaces removed from the ABN in `RegistrationNumber` :

```
<?xml version="1.0" encoding="utf-8" ?>
  <InputList>
    <Company>
      <OrgID>DEMOORG</OrgID>
      <ClientID>DEMOID-C-100</ClientID>
      <CompanyName>ABC Corporation</CompanyName>
      <RegistrationNumber>12345678012</RegistrationNumber>
      <Address>AU</Address>
    </Company>
  </InputList>
```

Common Questions

? Batch file not able to be processed

If a batch file is not able to be processed, please check if the following are applicable to your batch file **Encoding and formatting**:

- The file has UTF-8 encoding
- Line breaks for each record is separated by carriage return and line feed e.g. CRLF or \r\n
- Ampersands should be replaced with HTML format e.g. & ;
- The OrgID in the profile records refers to your own organisation. The header should not be changed.

? Should I use Excel or a text editor to view a batch file?

Both options provide different advantages and can be used to complement each other.

Viewing the CSV batch file via a spreadsheet such as MS Excel will provide a quick overview of the contents of the CSV file and if contents are listed under the correct fields or columns. However, it does not provide detailed information on the encoding, or type of line breaks used in the file, or if there are correct number of specified fields in a row. Additionally, Excel may have some limitations on the size of the contents of a cell.

An advanced text editor e.g. *Atom*, *Notepad++*, *Sublime Text*, to name a few, provides detailed insights to the encoding and structure of the CSV file, the explicit number of fields per row, and the ability to control and change the encoding of the file and line breaks. However, it may be a bit more challenging to obtain an overview of the contents compared to a spreadsheet.

Therefore, it is not unusual to use Excel for an initial review of the contents of the batch file. If troubleshooting is required, the use of advanced text editors can be used for more detailed investigation into the batch file.

Custom Watchlist Templates and Samples

MemberCheck supports custom watchlist to enable you to extend the PEP and Sanction screening to include any blacklist or specific lists applicable to your organisation.

The custom watchlist templates for **Individuals** and **Corporates** require separate CSVs due to their different structure and schema.

The sample templates have been provided to assist you in preparing your own files.

Templates

Example	Download Sample
Custom watchlist for individual profiles	CSV
Custom watchlist for corporate profiles	CSV

Individual Custom Watchlist

The fields in the CSV file for individual entities are as follows:

Field	Required	Remarks
UniqueID	Mandatory	The unique identifier for the entity for tracking within the system.
Names	Mandatory	Name of the entity including variations in spelling and aliases. Supports multiple names.
DOBs	Optional	Full date of birth or year of birth. Supports multiple dates.
Gender	Optional	Gender of the profile.
Addresses	Optional	Registered or known locations associated with the entity. Supports multiple addresses.

LinkedIndividuals Optional Other individuals associated with this entity. Supports multiple unique identifiers (UniqueID) of profiles defined in the same custom watchlist.

Formatting and Samples

The first row of the CSV contains the header.

Please keep the items in the header and ensure the contents match the sequence of the header items.

Some fields support array of multiple values, for example: Names, Date of Birth, Addresses and Linked Individuals. For multiple values in the array, each set of data should be separated by semicolon (;) and text containing commas (,) should be enclosed with double quotes (").

The first value in the array of multiple values are considered primary data and will be displayed as the main data in the result profile.

Details of supported formats and examples:

Field	Supported Formats	Examples
UniqueID	Up to 10 digits	Unique identifier from 1 up to 10 digits: <ul style="list-style-type: none">• 1• 10001• 100001• 200001

Names

Up to 255 characters per name.

Single name:

Supported name formats:

- FirstName,MiddleName,LastName
- FirstName,LastName
- FirstName LastName
- OriginalScriptName

- "Charles, Montgomery, Burns"
- "Charles, Burns"
- Charles Burns
- - Suharto
- 习近平

For mononymous names, please enter dash (-) for the FirstName and the actual name in the LastName. See example for `Suharto` in the next column.

Multiple names:

- "Charles, Montgomery, Burns; Monty, Burns; Charlie Burns"
- "Jinping XI; 习近平; 近平习"

DOBs

Supported date formats:

Single date:

- DD-MM-YYYY
 - DD/MM/YYYY
 - DD MMM YYYY
 - YYYY-MM-DD
 - YYYY/MM/DD
 - YYYY
- 20-04-1960
 - 20/04/1960
 - 20 APR 1960
 - 1960-04-20
 - 1960/04/20
 - 1960

Multiple dates:

- 1960; 1961; 01/01/1961
- "1950-04-01; 1950-04-02"

Gender

Supported gender values:

- Female
 - Female
 - Male
- female
 - Male
 - male

For "Unspecified" gender, please leave blank.

Addresses

Address contains 6 specific components separated by commas (,).

The country component is essential to enable screening by Country of Residence. Other components are not used in the screening but provide more detailed information for the profile.

Leave the components blank if you do not have information.

- Building name
- Street address
- City
- State or County
- Postal or Zip code
- **Country**

Single location:

- " , , , , , MU "
- " , , Notting Hill, London, , GB "
- " , 213/100 Railway Street, Chatswood, NSW, , AU "
- "Building A, 213/100 Railway Street, Chatswood, NSW, 2067, AU "
- "Character Building, 742 Evergreen Terrace, Springfield, Oregon, , US "

Multiple locations:

- " , , Port Louis, , , MU; , , Pretoria, , , ZA; , , Maputo, , , "
- " , , Notting Hill, London, , GB; , , Canberra, ACT, , AU; , , Arlington, Virginia, , US "
- "Character Building, 742 Evergreen Terrace, Springfield, Oregon, , US; , , San Angelo, Texas, , US "

Note: To minimise incompatibilities with variations country name spelling, we recommend using the IS 3166-1 2-letter code for country names.

LinkedIndividuals

The unique identifier (**UniqueID**) of the individual(s) associated with this entity. Ensure the unique identifier refers to an existing profile in the custom watchlist.

Single associated individual:

- 10001
- 10335

Multiple associated individuals:

- 10001;10002;10335


Example of CSV content

```

1 UniqueID,Names,Gender,DOBs,Addresses,LinkedIndividuals
2 1001,"Charles, Montgomery, Burns; Monty Burns; Charlie Burns",Male,
3 01/01/1961,"Character Building, 742 Evergreen Terrace, Springfield,
4 Oregon,,US; ,,Notting Hill,London,,GB",1002;1003
5 1002,"Liliana, Bancroft;Liliana, Lily, Bancroft;Lily, Bancroft",Female,
6 1955,",,,,,US",1001
1003,Larry Burns, Male,1940-01-01;1939-12-31,",,,Oregon,,US",1001
1004,Clifford Burns,Male,21/04/1980,",,San Angelo,Texas,,US",
1005,- Suharto;- Soeharto,Male,",,,,,ID",

```

Screening for **Charles Burns** would return the following profile from the sample custom watchlist:



AKA Charles Montgomery Burns

SIP

01 Jan 1961

[Download](#)

[Summary](#)

Decision (Risk): Not Reviewed Comment:

General Information

Categories: Special Interest Person (SIP) - Custom Watchlist

Also Known As

Full Name	Title
Monty Burns	
Charlie Burns	

Important Dates

Type	Date
Date of Birth	01 Jan 1961

Locations

Country	City	Address
United States of America	Springfield	Character Building, 742 Evergreen Terrace Oregon
United Kingdom	Notting Hill	London

Linked Individuals

Full Name	Category	Description
Liliana Bancroft	SIP	
Larry Burns	SIP	

Corporate Custom Watchlist

The fields in the CSV file for corporate entities are as follows:

Field	Required	Remarks
UniqueID	Mandatory	The unique identifier for the entity for tracking within the system.
Names	Mandatory	Name of the entity including variations in spelling and aliases. Supports multiple names.
Addresses	Optional	Registered or known locations associated with the entity. Supports multiple addresses.

Formatting and Samples

The first row of the CSV contains the header.

Please keep the items in the header and ensure the contents match the sequence of the header items.

Some fields support array of multiple values, for example: Names, and Addresses. For multiple values in the array, each set of data should be separated by semicolon (;) and text containing commas (,) should be enclosed with double quotes (").

The first value in the array of multiple values are considered primary data and will be displayed as the main data in the result profile.

Details of supported formats and examples:

Field	Supported Formats	Examples
UniqueID	Up to 10 digits	Unique identifier from 1 up to 10 digits: <ul style="list-style-type: none">• 1• 10001• 100001• 200001

Names

Up to 255 characters per name.

Single name:

Supported name formats:

- "AB & C Alphabet Company"
 - "Alpha, Bravo & Charlie Pty. Ltd."
 - Springfield Nuclear Power Plant
 - 關州烟草
- CompanyName
 - OriginalScriptName

Multiple names:

- "AB & C Alphabet Company; ABC Alphabet Company; The Alpha Bet Incorporated; The Company"
- "China Tobacco Industrial Company Ltd; 關州烟草"

Addresses

Address contains 6 specific components separated by commas (,).

The country component is essential to enable screening by Country of Residence. Other components are not used in the screening but provide more detailed information for the profile.

Leave the components blank if you do not have information.

- Building
- Street address
- City
- State or County
- Postal or Zip code
- **Country**

Single location:

- " , , , , , MU "
- " , , Notting Hill, London, , GB "
- " , 213/100 Railway Street, Chatswood, NSW, , AU "
- "Building A, 213/100 Railway Street, Chatswood, NSW, 2067, AU"
- "Tower A, 1002 Evergreen Terrace, Springfield, Oregon, , US"

Multiple locations:

- " , , Port Louis, , , MU; , , Pretoria, , , ZA; , , Maputo, , , MZ "
- " , , Notting Hill, London, , GB; , , Canberra, ACT, , AU; , , Arlington, Virginia, , US "
- "Tower A, 1002 Evergreen Terrace, Springfield, Oregon, , US; , , San Angelo, Texas, , US"

Note: To minimise incompatibilities with variations in country name spelling, we recommend using the ISO 3166-1 2-letter code for country names.

Example of CSV content

```

1 UniqueID,Names,"Addresses(Building,Street address,City,State,Postal
2 code,Country)"
3 1001,Springfield Nuclear Power Plant,",,Springfield,Oregon,,US"
4 1002,"AB & C Alphabet Company; ABC Alphabet Company; The Alpha Bet
  Incorporated; Alpha, Bravo & Charlie Pty. Ltd.; The Company",",,,San
  Angelo,Texas,,US; Building A, 188 Main Street, Sydney, NSW, 2000, AU; ,818
  Cable Street, Parramatta, NSW, 2150, AU"
  1003,"China Tobacco Industrial Company Ltd; 昆明烟草",",,, Kunming, Yunnan
  Province,, CN"
  
```

Screening for ABC Alphabet Company would return the following profile from the sample custom watchlist:

AKA AB & C Alphabet Company
Download Summary

SIE
🇺🇸

Decision (Risk): Not Reviewed Comment:

General Information

Categories: Special Interest Entity (SIE) - Custom Watchlist

Also Known As

Name
ABC Alphabet Company
The Alpha Bet Incorporated
The Company

Locations

Country	City	Address
United States of America	San Angelo	Texas
Australia	Sydney	Building A, 188 Main Street NSW 2000
Australia	Parramatta	818 Cable Street NSW 2150

Encoding and formatting

For the best compatibility and success of processing the CSV custom watchlists, please ensure you apply the following to your CSVs:

- The file has **UTF-8** encoding
- Line breaks for each record is separated by carriage return and line feed e.g. **CRLF** or **\r\n**

- Each set of data within multiple-value array should be separated by semicolon (;)
- Values containing commas (,) should be enclosed with double quotes (")

API Integration

API Testing

Most of the API methods require authentication and requires an API Access Key or Bearer token. All API scans performed in the Developer Centre will count towards the Organisation scan count.

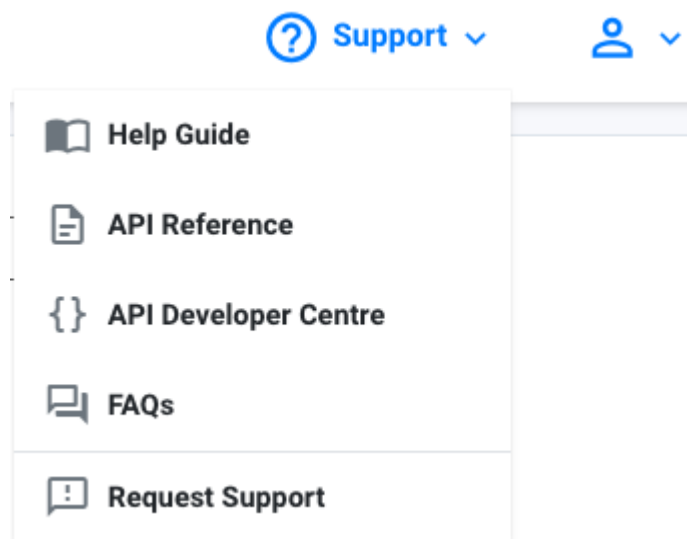
If you need to test the API without impacting on the organisation scan count, please contact your Account Manager or support@membercheck.com with this request.

API V2

API Documentation V2: <https://api.membercheck.com/docs/index.html>

API Developer Centre V2: <https://api.membercheck.com/swagger/index.html>

The API V2 documentation and developer centre (Swagger) is also available within the application under the **Support** menu item.

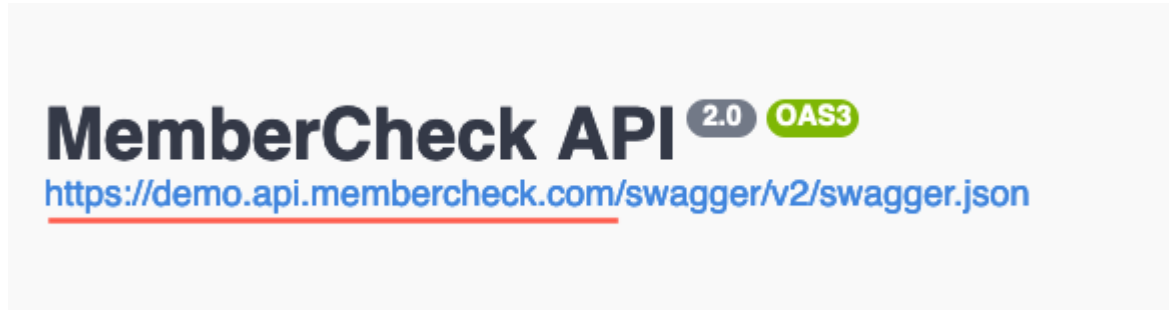


All examples in the API reference documentation refer to the default Demo URL. To send requests to a different environment in a different region, change the URL domain and check that your API key for your account is correct for the specific region and environment.

Default Demo URL: <https://demo.api.membercheck.com/api/v2>

Default Production URL: <https://api.membercheck.com/api/v2>

You can find the API domain for your account within the **API Developer Centre**, accessible via the **Support** menu once you have logged in to the web application.



API Keys

The API keys are different for the Demo and Production environments. If you have accounts in both environments, please use the environment specific key to enable your requests to be successfully authenticated and authorised.

For information on generating an API Key for your account or another user account, please refer to the guide in [API Keys](#).

API V1 (Classic) - decommissioned

Sunsetting API Classic V1

The API Classic V1 has been deprecated and decommissioned as of **May 7, 2023**.

The Classic API V1 documentation is available at the following link for historical reference purposes only:

API Documentation V1: <https://app.membercheck.net/docs/index.html>

FAQ

Login

- [Unable to recognise username or password](#)
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- [Change of the parent Organisation's Compliance Officer](#)

Testing services

- [Dummy test profiles for trialling services](#)
-

Unable to recognise my username or password

MemberCheck operates in multiple regions worldwide, giving clients data sovereignty in their chosen locations. Logins for each region are provided via distinct URLs in the account activation emails. These URLs are provided here for reference.

Region	Link
Asia Pacific (Australia)	https://app.membercheck.com
Asia Pacific (Indonesia)	https://app.id.membercheck.com
Europe (Germany)	https://app.eu.membercheck.com
Middle East (Oman)	https://app.z.membercheck.com

Reset my password

When creating and activating a new account, you are prompted to set up a Security Question and Answer. This enables account verification if you need to reset your password later.

If you skip this step and try resetting your password, you may see random security questions as a precaution against brute force attacks on accounts.

Without a Security Question set, you will need your Compliance Officer or MemberCheck Support to reset your password.

Once you regain access, we highly recommend adding a Security Question and Answer for easier self-service password resets.

Screen an individual by the Original Script name

You can search by the Original Script Name (e.g. Arabic, Chinese, Cyrillic, Korean, Japanese, Thai and other non-Latin/Roman scripts). The **Original Script Search or Full Name** is an option that can be enabled by the Compliance Officer for the organisation as an additional search field.

The non-Latin/Roman script name must be entered into the **Original Script Name or Full Name** field to search against the Original Script Name in the watchlist record. There is no script conversion applied to the name fields (`First Name` , `Middle Name` , `Last Name`).

Example of [screening by Original Script Name](#).

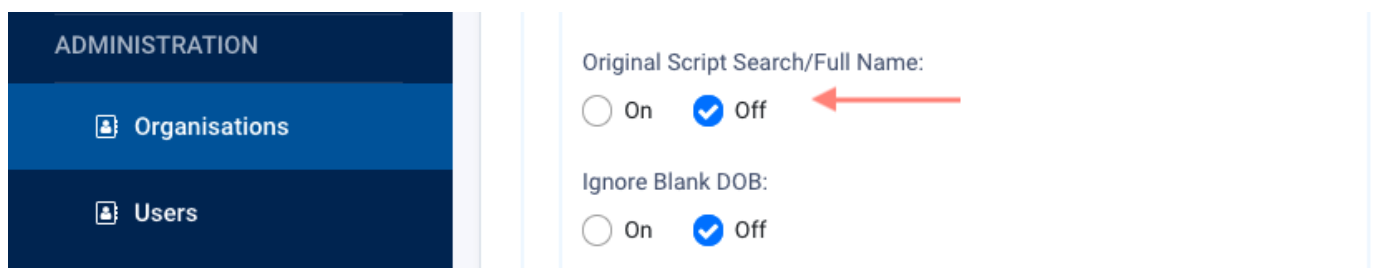
Screen a person's Full Name instead of separating by First and Last Name

If you are not able to separate the individual's name by First Name (or Given Name) and Last Name (or Family Name), you can search by the Full Name. Enter the full name into the **Original Script Name or Full Name** field. You can enter the name with the last/family name at the beginning or the end, e.g. `XI Jinping` or `Jinping XI`

Example of [screening by Full Name](#).

Original Script Name or Full Name field not visible

If you are not able to view the **Original Script Name or Full Name** field in the **Single Scan** screen for Individuals, it is likely that your organisation settings has not enabled this option. Please check with your organisation's Compliance Officer to check this setting within the [Administration > Organisations](#) settings.



Screen by mononymous names (single names)

Where your customer or applicant has a single mononymous name, you can enter the name into the **Last Name** field. You must enter a dash (-) within the **First Name** field to indicate it is a mononym.

Screening for translated names

There are things that you can do to optimise your screening for translated names. We suggest screening with `Close` match with a match rate of `80%` for names that are translated into English and may have variations of spelling.

Options to reduce the number of false matches in Individual scans

MemberCheck is not able to provide any recommendations on your organisation's scan settings for your AML/CTF obligation. However, you can refer to the following information to assist you with optimising your scan settings to reduce false positives.

As the **Compliance Officer**, it is important to review and set up the scan settings in **Administration > Organisations > Settings** to exclude or filter scans which are not relevant.

The following settings and policies should be reviewed:

- **Default Country of Residence** and **Country of Residence Policy** for Individual screening

These 2 settings work in combination to enable the system to match the Member's country of residence against the watchlists. Where a member's country of residence is not able to be identified in the Address during a PEP & Sanction scan, the Default Country of Residence defined by the CO will be used. Similarly, you can set the Default Country of Residence to be use in the event the member's address is blank using the option `Apply to Blank Addresses`.

- **Default Country of Operation** and **Country of Operation Policy** for Corporate screening

Similar to above, these 2 settings work in combination to enable the system to match the company's country of operation against the watchlists. Where a country of operation is not able

to be identified in the Address during a PEP & Sanction scan, the Default Country of Residence defined by the CO will be used.

- **Ignore Blank DOB**

Enabling this setting will enforce matching against date of birth of the member. This will require a DOB to be entered during PEP & Sanction scanning, and the system will only return results where there is a match against the DOB. Where profiles in the watchlists do not contain DOB, these profiles will not be returned in the results.

- **Close Name Match Rate**

Close Name Match Rate sets the results returned based on the similarity of the names by assigning a percentage where 100% is very close with minimal variations and 1% being somewhat similar. The default Close name match rate recommended by the system is 80% , however the Compliance Officer may specify a different Close Match Rate to be applied for all scans, or leave the closeness of the name matching up to the user during scan. The match rate is only applied to names and does not include date of birth or other data of the profile.

A reasonable close name match rate should be considered during scanning as a low Close Name Match Rate could return large number of results containing all types of variations of the entered name.

For more information on these fields and their impact, please refer to [Customise Scan Settings](#).

What does Close Name Match apply to?

The Close Name Match scan type and Close Name Match Rates in PEP, Sanction and Adverse Media screening only applies to the name fields such as First Name, Last Name and Full Name for Latin-based names. Currently, the close matching of names does not include Original Script Name (non-Latin based text e.g. Arabic, Cyrillic, Chinese, Korean etc).

Close Name Match does not include other factors such as Date of Birth or Year of Birth.

What is a Client ID and why is it important

Client ID, formerly "Member Number" for Individuals or "Entity Number" for Companies, is the organisation's unique identifier used to distinguish the individual being scanned (e.g. client

reference, account number or profile name given during scanning). A Client ID is required for recording due diligence decisions, reporting and reconciliation, as well as ongoing monitoring of an Individual.

Similarly, a Client ID is required for recording due diligence decisions, reporting and reconciliation, as well as ongoing monitoring of a Corporate entity.

What if I don't have a Client ID?

Client ID (e.g. client reference, account number or profile name given during scanning) is the organisation's unique identifier used to distinguish the individual being scanned. It is used for recording due diligence decisions, reporting and reconciliation.

In cases where individuals do not have and never will have a Client ID, such as staff for example, arbitrary Client IDs can be used and prefixed by a letter, or letters, to distinguish them from your regular client base.

In cases where individuals may be allocated a Client ID in the future, such as new clients for example, an arbitrary number should not be allocated. The client identifier that will be allocated to the individual when they become a 'new client' should be used as the Client ID for scanning and tracking purposes. In this way, due diligence decisions will be allocated to the real client identifier and subsequently the whitelist will also be appropriately applied to that Client ID.

View or download a list of matches with specific decisions for audit

You can use a combination of options in the **Scan Result Settings** panel in **Scan Results** to filter the view and download the results for your organisation's record keeping.

Scan Results Settings:

Match Type: All	Whitelist: All	Result: Matches Found	Categories: All	Decisions: Match, No Match, Not Sure	Risks: All
Web Search (Adverse Media): All					
Match Type: <input checked="" type="checkbox"/> Exact <input checked="" type="checkbox"/> Exact (Incl. Mid Name) <input checked="" type="checkbox"/> Close	Whitelist Policy: ? <input checked="" type="checkbox"/> Applied <input checked="" type="checkbox"/> Ignored	Scan Result: <input checked="" type="checkbox"/> Matches Found <input type="checkbox"/> No Matches Found	Categories: ? <input checked="" type="checkbox"/> All <input type="checkbox"/> TER <input type="checkbox"/> PEP <input type="checkbox"/> RCA <input type="checkbox"/> SIP (subcategories)	Decision Includes: <input type="checkbox"/> All <input type="checkbox"/> Not Reviewed <input checked="" type="checkbox"/> Match <input checked="" type="checkbox"/> No Match <input checked="" type="checkbox"/> Not Sure	Assessed Risk: <input checked="" type="checkbox"/> All <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unallocated
Web Search (Adverse Media): <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No					

- Go to **Scan Results** for either Individual or Corporate
- Specify a date range or leave blank to report on all scans
- Select the Scan Types **Batch** and **Single Scans** to ensure you have covered both types of scans
- Select the appropriate **Decisions** options e.g. **Match**, **No Match**, **Not Sure**, **Not Reviewed**
- To download the screened entities, click the **Download** button to preview or export the report as an Excel, PDF, Word or CSV file.
- To download the profiles which match the screened entities, click the **Download** button and select **Results Summary Report**.

You may be asked to present a record of screening performed and the due diligence conducted for your business. To do so, you can filter and download reports based on the specific decisions of **Match** and **No Match**.

What names appear under Also Known As?

This section of the profile record contains AKAs (Also Known As), FKAs (Formerly Known As) and aliases for both Individual and Corporate entity profiles. For Individuals, it may contain aliases, maiden names, variations of spelling of names, and original script names. It contains names which differ partially or completely from the name contained in the primary name fields, or names in addition to the name contained in the primary name fields.

Numerical codes appearing in some of the Original Script Names

For Chinese names, some may include the 'Chinese Commercial Codes' applicable to the name. These codes, which are four-digit numbers from 0000 to 9999, have a one-to-one relationship with the corresponding Chinese characters and are searchable. For example, 5045 6602 1627 is equivalent to 习近平.

Accessing cached PDFs of adverse media links

URLs to sources and adverse media links can be archived, moved, removed and changed causing broken links in the original URL. Where available, a PDF copy of the article is cached and made available with the date of the captured snapshot. To access this, look for hyperlinked dates in **Date of Capture**.

Where there are multiple dates with hyperlinks for the same article or publication, these are multiple snapshots taken at the various dates indicated.

Sources and Adverse Media		
URL	Category	Date of Capture
https://privycouncil.independent.gov.uk/privy-council/privy-council-members/	PEP	2021-05-31
https://www.wsj.com/articles/afiniti-names-david-cameron-as-advisory-board-chairman-1155930040?mod=searchresults&page=1&pos=3	PEP, ID/V	2019-09-27
https://www.afiniti.com/team/david-cameron	PEP, ID/V	2019-09-27
http://www.winstonchurchill.org/about/whos-who/honorary-members	PEP	2016-05-23
http://cartertoneducationaltrust.weebly.com/about-us.html	PEP	2016-05-23
http://www.abdabs-yt.co.uk/	PEP	2016-05-23
http://www.youngpilepsy.org.uk/about-us/who-we-are/president-and-vice-presidents/	PEP	2016-05-23
https://www.epilepsysociety.org.uk/president-and-vice-presidents#.V0LIU_krLIU	PEP	2016-05-23
http://www.parliamentaryrecord.com/content/profiles/mp/David-Cameron/Witney/661	PEP, ID/V	2010-07-21
http://www.parliament.uk/biographies/david-cameron/25752	PEP, ID/V	2010-07-21 , 2010-06-24
http://www.number10.gov.uk/news/topstorynews/2010/05/her-majestys-government-49840	PEP	2010-05-21
http://news.bbc.co.uk/1/hi/uk_politics/election_2010/8675705.stm	PEP, ID/V	2010-05-13 , 2010-05-12

Tax Haven and Sanction indicators in the profiles

The profiles provide indicators when an individual's primary country of residence or a business's primary country is on the sanction or tax haven lists.

The sanction list is based on FATF's black and grey lists. The tax haven list includes the top 10 countries from the Corporate Tax Haven Index (CTHI) and WorldData.info compiled from:

- FATF: Financial Action Task Force's black and grey lists
- EU: EU List of Non-Cooperative Countries and Territories
- IMF: International Monetary Fund blacklist
- Oxfam: Corporate Tax Havens list

The term 'tax haven' lacks a universally accepted definition, as there is no absolute measure determining when a country qualifies as one. Countries may be considered tax havens if they provide favourable tax conditions that incentivise foreign individuals or companies to shelter assets or income. Though subjective, the designation relies on factors like low or no taxes on foreign earnings, strict bank secrecy laws, and limited transparency requirements. As a result, the distinction remains unclear, as characteristics considered when labelling jurisdictions as tax havens continuously evolve.

No options available to apply due diligence decisions

You will need to have associated a **Client ID** with the Individual or Corporate entity during scans. A Client ID is required if you would like to perform due diligence on the matches returned for both single scans and batch scans.

Once the Client ID is included during the scan, the options to include due diligence decisions with assessed risk levels for matched profiles will be available to you.

Example where an Individual is assigned with a Client ID and another without a Client ID:

Monitor	Client ID	Name (First Middle Last)	Categories	Date	Matches	Due Diligence	Risk
		Paul John BROWN	PEP	May 03, 2021	1	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	2021-PJB-001	Paul John BROWN	PEP	May 03, 2021	1	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

If you have applied the Client ID during screening and can verify that the Client ID is assigned to the Individual or Corporate entity, but still unable to view the due diligence options, your user account may not be enabled with **Due Diligence Decisions** access rights. In this case, please contact the Compliance Officer for your organisation to activate this permission.

Determining if an individual or corporate is a true match or a false match

If you are having difficulty determining if an entity is a true match or a false match:

- Record the Match Decision as “Not Sure” until additional information is provided that enables a more definitive decision to be made.
- Allocate a Risk, either **Low**, **Medium** or **High**, based on the profile. Check to see what activities the entity may have been involved in, in the past. Also check for any current or expired orders.
- Monitor the entity's transactions for a period to determine if any activity is suspicious.
- Based on the above information, conduct enhanced due diligence if you determine that it is required, i.e. “obtain information about the source of wealth or funds of the customer or beneficial owner and take reasonable steps to verify the source of that wealth”.
- If still unsure, seek assistance from your compliance and legal team.

If you would like information or assistance to conduct enhanced due diligence (EDD), please reach out to your Account Manager or the team at sales@membercheck.com.

Limit of batch file sizes

The file size upload limit for a single batch file is **30 MB**.

For faster and successful uploads of batch files, especially large file sizes, we recommend compressing the CSV or XML file into ZIP for upload. Each ZIP file should only contain a single CSV or XML file.

Possible reasons for failing batch files

There are 3 supported formats for batch file scanning, **CSV**, **XML** and compressed **ZIP** containing a single CSV or XML file. Batch files can be performed via the MemberCheck web application and via REST API.

 **Sample batch file templates to get you started**

[Sample templates of the CSV and XML batch files](#) are available in for your download to help you get started.

CSV format batch files

Refer to the following sections for details and examples of the CSV fields and formatting:

- [Individual CSV Batch Files](#)
- [Corporate CSV Batch Files](#)

When using CSVs, please take note of the following factors which may invalidate your file:

For Individual batch files:

- Check that all mandatory fields are included
- A single individual entity should be contained in a single row/line.

Use a text editor to view formatting and invisible characters

You can use Notepad++ for Windows, or Atom for Mac or Linux or alternative preferred text editors to view if the number of fields are correct for each row as well as invisible characters such as new line characters or carriage return characters.

- Do not add spaces between field separators
- Remove any trailing spaces at the end of the line/row
- Do not include footers or blank lines/rows in the file
- Batch files containing diacritics and original script name should be UTF-8 encoded
- Commas are required to separate all fields even if they are blank. There should be a minimum of 7 fields

Record with only FirstName, LastName (no ClientID, MiddleName, DateofBirth or Address)

```
OrgID,,FirstName,,LastName,,
```

- Multiple names in **First Name**, **Middle Name** or **Last Name** should be separated by a blank space

First Name and Last Name contains multiple names

```
OrgID,ClientID,Anne Marie,Sarah, Van Hallen,DateofBirth,Address
```

- First Names and Middle Names can be combined in **FirstName**, with **MiddleName** left blank.

☰ Combine First and Middle Name into FirstName

```
OrgID,ClientID,Anne Marie Sarah,,Van Hallen,DateofBirth,Address
```

- Single or mononymous name should be added to the **LastName**. **FirstName** should include a dash (-)

☰ Dash in FirstName, single name in LastName

```
OrgID,ClientID,-,,SUHARTO,,
```

- If the Address contains commas (,) to distinguish them from the commas used to separate the fields, the address should be enclosed in double quotes

☰ Multiple lines or commas in Address

```
OrgID,ClientID,FirstName,MiddleName,LastName,DateofBirth,"7 Railway Street, Chatswood, NSW Australia"
```

XML format batch files

Refer to the following sections for details of the data type definition to ensure your XML are well-formed and valid:

- [Individual XML Batch Files](#)
- [Corporate XML Batch Files](#)

RESTful API

If your MemberCheck subscription includes access to API, you can access the RESTful API documentation in **Main Menu > API**. This link is available to all user roles within the organisation.


No option to monitor Individuals and Corporates even though my account has Ongoing Monitoring activated


If your organisation and user account have ongoing monitoring activated and permissions enabled respectively, you will be able to add Individuals and Corporates to the Monitoring List during PEP & Sanction scans.

You will need to associate a unique **Client ID** with the Individual or Company during the screening process for Single Scans or Batch Scans. This cannot be added post-screening. Depending on your organisation settings, once the **Client ID** is assigned, the Individual or Company can then be added to the Monitoring List.

Examples of a Single Scan where users are given the option to update the Monitoring List during screening:

Perform Due Diligence


Update Monitoring List 

Member Number/Client ID: 


Required Field 

Note: Enter Client ID to enable Monitoring and Due Diligence for the individual.

Perform Due Diligence

Update Monitoring List 

Member Number/Client ID: 


Required Field 


Note: Enter Client ID to enable Monitoring and Due Diligence for the individual.

Examples where the organisation has preset the Monitoring List option to be enabled or disabled and cannot be changed during screening:

Perform Due Diligence


Update Monitoring List 


Member Number/Client ID: 

Required Field 

Note: Enter Client ID to enable Monitoring and Due Diligence for the individual.

Perform Due Diligence

Update Monitoring List 

Member Number/Client ID: 

Required Field 

Note: Enter Client ID to enable Monitoring and Due Diligence for the individual.

Changes detected from automated ongoing monitoring

Ongoing monitoring checks for Individuals and Corporate entities in the organisation and suborganisation Monitoring List on a regular basis. Any changes in the profile information may trigger a new match, an update to the match, or removal of a match. These are reflected in the monitoring status such as a **New Matches**, **Updated Entities** or **Removed Matches** and are reported in the **Scan Results and Monitoring Results** screens.

Match Type:	Whitelist Policy:	Scan Result:	Categories:	Decision Includes:	Assessed Risk:
<input checked="" type="checkbox"/> Exact	<input checked="" type="checkbox"/> Applied	<input checked="" type="checkbox"/> Matches Found	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All
<input checked="" type="checkbox"/> Exact (Incl. Mid Name)	<input checked="" type="checkbox"/> Ignored	<input type="checkbox"/> No Matches Found	<input type="checkbox"/> TER	<input type="checkbox"/> Not Reviewed	<input type="checkbox"/> High
<input checked="" type="checkbox"/> Close			<input type="checkbox"/> PEP	<input type="checkbox"/> Match	<input type="checkbox"/> Medium
			<input type="checkbox"/> RCA	<input type="checkbox"/> No Match	<input type="checkbox"/> Low
			<input type="checkbox"/> SIP (subcategories)	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Unallocated

Monitoring Status:

- All
- New Matches
- Updated Entities
- Removed Matches
- No Changes

Notification of detected changes via email and API Callback

You may select the methods to receive notification of detected changes. Supported methods are email and API callback URL. By default, email notification is enabled, and can be switched off.

Notifications can be sent via **email** to the Compliance Officer or the Organisation Email based on the preference in **Administration > Organisations > Details > Send Scan Notification Emails to**.

Notifications can also be sent via **API** through the callback URL defined in the **Administration > Organisations > Monitoring Settings**.

Callback URL

The specified callback URL must be available via the GET method and should not require authentication.

You can specify a URL for the MemberCheck system to notify you via API for any detected changes.

The following parameters will be included in the callback URL query:

- **ClientId:** The Client ID (unique identifier) of the monitored entity.

- **entityType:** The type of monitored entity. It could be `Individual` or `Corporate`.
- **type:** Type of detected change. It could be one of `Added`, `Updated`, or `Deleted`.
- **scanId:** The scan identifier is used to retrieve details of the monitoring scan.

For example, if the callback URL is set to `https://yourdomain.com/api/notification`, the returned callback URL may look like:

- `https://yourdomain.com/api/notification?clientId=ID.1150&entityType=Individual&type=Updated&scanId=1022922`
- `https://yourdomain.com/api/notification?clientId=ID.428&entityType=Corporate&type=Added&scanId=229215`
- `https://yourdomain.com/api/notification?clientId=ID.350&entityType=Corporate&type=Deleted&scanId=229210`

If you are using **API v2**, use **scanId** in `GET /api/v2/member-scans/single/{id}` or `GET /api/v2/corp-scans/single/{id}` for Individual and Corporate entities respectively.

If you are using **API v1**, use **scanId** in `GET /api/v1/member-scans/single/{id}` or `GET /api/v1/corp-scans/single/{id}` to retrieve a summary of the result, and subsequently use the **resultId** in `GET /api/v1/member-scans/single/results/{resultId}` and or `GET /api/v1/corp-scans/single/results/{resultId}` to retrieve detailed information of the profile.

Enable Ongoing Monitoring for my account

Ongoing Monitoring is an additional service in MemberCheck. This is activated during enrolment as part of the subscription agreement.

If you already have an account and would like to activate this service, please contact your Account Manager or at sales@membercheck.com.

Monitoring Scan vs Monitoring Rescan

There are two types of monitoring scans:

- **Monitoring Scans** - detects changes in monitored entities against the frequently updated watchlists on a regular basis and displays the differences in the watchlist profile from when the ongoing process schedule is last run.
- **Monitoring Rescans** - runs on the anniversary of the subscription renewal to scan the monitored entities against the entire watchlist database and returns matches found. This process does not detect and highlight changes in the profiles returned.

The difference between a Monitoring Scan and Monitoring Rescan is the former checks the entities in the Monitoring List against smaller and regularly updated profiles that are updated, newly added or removed from watchlists. The latter checks the entities in the Monitoring List against the entire database watchlist.

You may find that Monitoring Rescans have picked up more matches whereas the Ongoing Monitoring Scan did not. This would be due to profiles that exists in the database but are not new or updated recently to trigger the ongoing monitoring detection mechanism.

Therefore, **New Matches**, **Updated Entities** and **Removed Matches** only applies to Monitoring Scans whereas these statuses are displayed with **-** for Monitoring Rescan activities.

Example below displays both Monitoring Scan and Monitoring Rescan activities:

Date	Total Individuals Monitored	Individuals Checked	New Matches	Updated Entities	Removed Matches	Status
Jul 01, 2022	7	7 (Rescanned)	-	-	-	Completed
Jun 14, 2022	7	1	0	1	0	Completed
Jun 11, 2022	7	1	0	1	0	Completed
Jun 10, 2022	7	1	0	1	0	Completed
Jun 08, 2022	7	2	0	1	0	Completed

List of countries supported for ID Verification

We are continually expanding the scope of countries supported by ID Verification and biometric verification.

The current list of countries are:

Country	Country Code	Pre-registration Required?
Australia	AU	Optional
Austria	AT	No
Brazil	BR	No
Canada	CA	Yes
China	CN	No
Denmark	DK	No
Finland	FI	No
France	FR	No
Germany	DE	No
India	IN	No
Italy	IT	No
Mexico	MX	No
Netherlands	NL	No
New Zealand	NZ	Optional
Norway	NO	No
South Africa	ZA	No
Spain	ES	No
Sweden	SE	No
Switzerland	CH	No
United Kingdom	GB	No

United States

US

No


Country sources that require pre-registration can be applied online via MemberCheck. Country sources where pre-registration is indicated as `Optional` would enable you to have access to additional data sources, but is not mandatory to get started. Please enquire with your Account Manager or sales@membercheck.com for further information.

Removal of countries with poor pass rates

The following countries have been removed from the list for document verification due to poor pass rates:

- Jun 23, 2023: Hong Kong (HK)
- Apr 10, 2024: Singapore (SG)

Watchlists coverage for PEP & Sanctions scan

Please refer to [Sanction Source List](#)  for a comprehensive list of sanction, regulatory and law enforcement source lists covered by the system.

This list may not be exhaustive. Should you have any questions about the coverage of specific lists, please reach out to support@membercheck.com.

Change email recipient for scan notifications

Scan related activities and notifications are emailed to the Compliance Officer by default. To change this setting, the Compliance Officer can specify an alternate email address to receive scan notifications.

To do so, the Compliance Officer should change the preference to select **Send Scan Notification Emails to Organisation** and enter the preferred email address in [Administration > Organisations > Details](#).

Email:

Send Scan Notification Emails to:

 Compliance Officer Organisation

The Email field can accept a single email address only. If you would like to have multiple recipients, we recommend that you have a distribution mailing list or shared mailbox set up within your organisation email service.

Please note, scan notifications cannot be switched off.

Change of the parent Organisation's Compliance Officer

Please have the director of the company, with the **director's role and company signature**, email MemberCheck Support (support@membercheck.com) to authorise the change of Compliance Officer. The following details should be provided in the email:

1. Authorisation to change Compliance Officer
2. Confirmation to **deactivate** or **change the role** of the outgoing Compliance Officer
3. Full name and email address of the new Compliance Officer.

If the outgoing Compliance Officer user account is to be retained, the role will be changed to **Advanced User** .

Dummy test profiles for trialling the services

There are no available preset dummy data which can be used within the trial environment, however we can offer the following suggestions to preview the various services offered.

PEP and Sanctions

To trial the **PEP & Sanction** screening service, we would recommend testing with a well known political figure or special interest person, such as the president or prime minister of your country to sample the data.

Ongoing Monitoring

To sample the ongoing monitoring detection, we would recommend testing with an entity that is trending in the current news which are highly likely to generate adverse media and sanction list updates.

Customer Identity Verification

As of Dec 7, 2022, dummy profiles for use in the trial service for identity verification are no longer available. This change will shift the trial service to be more aligned with the production service.

You can request for a temporary trial account on the [MemberCheck Demo](#) environment to preview the service via the web application and API.





If you would like to trial any of these services, please contact your MemberCheck Account Manager or support@membercheck.com.

Further Assistance

If you have any question which are not covered in this help site, please email us at support@membercheck.com.

Supporting Documentation and Resources

Watchlists and Methodologies

	Document	Description
	Sanctions Source List	Source list of Sanctions covered by MemberCheck.
	Financial Regulatory and Law Enforcement Source List	Source list of Financial Regulatory and Law Enforcement covered by MemberCheck.
	Approach to defining PEPs, Business and SOEs	Approach to the definition of Politically Exposed Persons (PEPs), Businesses and State Owned Enterprises (SOEs).
	PEP Methodology: Approach to defining PEPs	Detailed methodology to the definition and tiers for Politically Exposed Persons (PEPs).

Videos

This video gives an overview of ID Verification options of running the verification on behalf of a customer, or sending the link to the customer via email or SMS for self-completion.

Release Notes

Release 9.5

Released: Mar 17, 2024

Change	Application Section	Description
Feature	Dashboard	Provide visibility into the scan usage for the organisation, with an overview of the breakdown of the major services used.
Feature	Organisation Administration	Compliance Officers can now set standardised <code>High</code> , <code>Medium</code> , <code>Low</code> risk level recommendations for all profile categories and subcategories under the new tab Risk Settings tab. These pre-configured risk levels are displayed during the due diligence workflows to guide - but not enforce - assessments organisation-wide.

Release 9.4.3

Released: Mar 10, 2024

Change	Application Section	Description
Enhancement	Scan Results - Individual & Corporate	Official Lists within the entity profile now include the Status of the sanction lists in the web interface, which can contain both current and former states. The API updated to include the former state (<code>false</code>).
Enhancement	Single Scan - Corporate	Our business check service for KYB now supports the jurisdiction of Malta .
Change	Scan Results - Individual & Corporate	Include Google web search results in PEP & Sanction result report to provide supplementary adverse media information.
Change	Single Scan, Batch Scan, Scan Results - Individual & Corporate	UI label change from Match Type to Name Match Type to clarify the scope of close match screening to the name.

Fix	Administration - Organisation	Fixed time zone mapping on selection of Country in the drop down list for Organisation profile details.
Fix	Batch file validation	Fixed an error with incorrect line terminators (must be CRLF (ASCII <code>\r\n</code>) instead of LF (ASCII <code>\n</code>)), preventing any lines from being recognised during the batch file import process.

Release 9.4.2

Released: Feb 17, 2024

Change	Application Section	Description
Enhancement	Batch Scan - Individual & Corporate	Duplicate entries and Client IDs in batch files are detected and displayed in the batch file preview before scanning. If the batch validation setting is turned off, duplicate entries are ignored and excluded from scanning.
Enhancement	Organisation administration	Compliance Officers are able to delete user accounts and organisation accounts which are unused or have no historical scan activities.
Change	General	The fuzzy name matching process is now separated from Elasticsearch to provide greater control and improve performance of `Close` match scans for batches and ongoing monitoring.
Change	Single Scan Results, Batch Scan Results - Individual & Corporate	`Tax haven` and `Sanctioned` jurisdiction indicators have been expanded to cover other aspects of the profile. These now cover the person's primary location and nationality, and for corporates, the primary and registered locations.

Change	Single Scan Results, Batch Scan Results - Individual & Corporate, Administration Organisation	<p>Update country list names to reflect latest standard ISO 3166-2. Note: The common names North Korea (KP) and South Korea (KR) have been retained.</p> <ul style="list-style-type: none"> • Removed: Abkhazia, South Ossetia, Tibet, Turkish Republic of Northern Cyprus, Kosovo, Netherlands Antilles, Serbia and Montenegro, Macedonia. • Added: Åland Islands (AX), Bonaire, Sint Eustatius and Saba (BQ), French Southern Territories (TF), North Macedonia (MK), United States Minor Outlying Islands (UM)
Fix	Single Scan Results, Batch Scan Results - Individual & Corporate	Improved handling of malformed URLs in Adverse Media source links.
Fix	Single Scan - Individual & Corporate	Fix for **Country** drop down lists which were not loading in some instances.

Release 9.4.1

Released: Dec 23, 2023

Change	Application Section	Description
Change	Single Scan Results, Batch Scan Results - Individual & Corporate	Scope of tax haven countries limited to top 10 most notorious based on the Corporate Tax Haven Index (CTHI).
Change	Single Scan Results, Batch Scan Results - Individual	Documentation for tax haven indicator for individuals have been corrected to refer to the "primary country of residence" instead of "country of nationality".
Fix	Monitoring Results - Corporate	Preview and download of reports for Corporate monitoring results have been fixed to enable reports to be generated and downloaded.

Release 9.4

Released: Dec 10, 2023

Change	Application Section	Description
Feature	Single Scan - Corporate	Business check service for Know Your Business (KYB) and Ultimate Beneficial Owner (UBO) verifications. Search for a company and select from available registry documents for KYB verification. Optionally, request for the company enhanced profile containing detailed company information, associated directors, shareholders and ultimate beneficial owners. These may incur additional charges and you are only charged for the specific information requested.
Feature	Reports	New report for KYB and UBO activities with a list of requested documents or UBO requests, and the associated costs and status of document delivery.
Feature	Single Scan Results, Batch Scan Results - Individual & Corporate	Display new indicators where an individual's country of nationality or a business's primary location has operations in countries considered as tax haven or sanctioned , based on WorldData.info data compiled from various sources including FATF, IMF, EU and Oxfam.
Enhancement	Menu bar	New Video link in the top right menu. Links to a library of "how-to" videos with more in-depth details of various features of the application.
Feature - Experimental	Single Scan Results, Batch Scan Results - Individual & Corporate	Integration with OpenAI ChatGPT for analysis of individual and corporate profiles. This is currently available to a limited number of clients and will be made available to a wider scope of users in due time.
Change	General	Improve cache management in the database.

Release 9.3.5

Released: Oct 1, 2023

Change	Application Section	Description
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Feature	Single Scan, Batch Scan - Corporate	Supports wildcard (*) search for partial names e.g. Bank of Ame* can return results of Bank of America , Bank of America Corporation , Bank of America Investment Services etc.
Feature	Single Scan, Batch Scan - Corporate, Organisation administration	Expand list of default company stopwords and the ability for organisations to manage their own stopwords. Compliance Officers can manage this in Organisation Settings .
Enhancement	Organisation administration	Expand custom watchlist to enable the Compliance Officer of a suborganisation to upload and manage their own Custom Watchlists. This was previously limited to the root parent organisation to manage for all suborganisations.
Enhancement	Scan Results - Individual	Remove case-sensitivity when searching for Latin-based text in Full Name search field in Scan Results - Individual Search .
Enhancement	General	Support for Arabic language within the web user interface.
Fix	Single Scan, Batch Scan - Corporate	Web interface updated to reflect the minimum company name length supported in API of 1 character.
Fix	Organisation administration	<i>Applies to Oman service only.</i> Fix for custom watchlist administration where the list was not able to be removed for the organisation.

Release 9.3.4

Released: August 6, 2023

Change	Application Section	Description
Feature	Single Scan - Corporate, Batch Scan - Corporate	Inclusion of text-to-number translations for company profiles to expand the variation of company name screening when using `Close` match. For example, a company name on the watchlist "Company 55 Limited" can be found using `Close` match type with "Company Fifty Five Limited" or "Company Fifty-Five Limited".
Enhancement	Data Management	Added new option for more granular data deletion of single scan results for Individuals and Corporates. This option is available to Compliance Officers only.

Change	User Management	Added validation during user administration management to prevent orphaned user accounts when not linked to any organisation. All users must be assigned to at least 1 organisation. This feature is available to Compliance Officers only.
Fix	Data Management	Running data management process to remove large number of scan results and whitelist data sometimes returned timeout errors. Fix to improve efficiency of process.

Release 9.3.3

Released: June 25, 2023

Change	Application Section	Description
Feature	Single Scan, Batch Scan - Individual & Corporate	Introducing Jurisdiction Risk ratings. Opt-in to include this information during single scans or batch scans to view the technical compliance and effectiveness ratings for relevant countries based on FATF recommendations.
Enhancement	Single Scan - Individual, Batch Scan - Individual	New field ID Number to enable screening with an identifier (e.g. Passport Number, National ID, VAT/Tax Number).
Enhancement	Single Scan - Corporate, Batch Scan - Corporate	Replaced the Address field for corporate scans with Country of Operation (Address) drop down list to enable screening for country of operation or registration using a standard input. For batch files and API requests, the full address of the corporate entity is still accepted but only the country name or country code (ISO 3166-1 2-letter code) will be used for screening.
Enhancement	Group Activity Report	Added a search field to quickly find an organisation to generate a report. This is useful for multi-level organisations or for resellers managing multiple organisations where the list can be long.
Fix	Scan Results - Corporate, Batch Scan Results - Corporate	Filtering by SIE subcategories sometimes returned no match found for existing profiles. This now correctly displays the filtered profiles.

Fix	Scan Results, Batch Scan Results	<p>Improve handling of malformed URLs in Sources and Adverse Media for PEP and Sanctioned profiles for individuals and companies.</p> <p>Malformatted URLs may not be able to be fixed for existing links, however, these can be reviewed on a case by case basis.</p>
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Release 9.3.2

Released: May 28, 2023

Change	Application Section	Description
Enhancement	Single Scan - Corporate, Batch Scan - Corporate	Improved corporate screening by incorporating fuzzy matching for better searchability of name spelling variations.
Enhancement	Batch Scan - Individual & Corporate	Batch scan workflow includes a preview of the formatting of the batch file before scanning. This applies to the web UI only.
Enhancement	Scan Results Reports	New screenings for PEP and sanctions will now show watchlist categories in reports for better auditing.
Enhancement	ID Verification	Display completion timestamps for Quick ID and FaceMatch verifications in the web UI, reports, and API for reference.
Enhancement	Reports	Reports now feature a modern design consistent with the web interface, incorporating additional PEP, Sanction, and Adverse Media information from version 9.3.1 .
Change	Compromised Information report	Separated the Compromised Information report from the PEP, Sanction, and Adverse Media scan result report for improved clarity.

Release 9.3.1

Released: May 7, 2023

Change	Application Section	Description
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Enhancement	Watchlist data	<p>PEP, sanction and adverse media profiles expanded with</p> <ul style="list-style-type: none"> • additional details for PEP roles, publication information of adverse media sources, official lists and location types • support for multiple images of the individual or corporate entity, where available.
Enhancement	Single Scan - Corporate, Batch Scan - Corporate	Include close match rate threshold to enable adjustment of the closeness of screening of names, ranging from `100`% (almost exact names) to `1`% (somewhat similar sounding names).
Enhancement	Single Scan - Corporate, Batch Scan - Corporate	Improve search by business registration/reference number to return more targetted results and reduce false matches.
Enhancement	Single Scan - Individual, Batch Scan - Individual	Adjustment to the fuzzy matching algorithm to improve relevance and reduce false matches for name screening.
Change	Monitoring List	A limit of `10,000` rows applied to the web interface text area for bulk removal of Monitoring List entities. This does not apply to the API requests, which is dependent on existing API rate limits in the service.
Change	Reports	Reports generated in the Demo environments have been restricted to PDF format and highlights the use for trial purposes only.
Fix	Organisation Activity Report	Fix scan count for PEP & Sanctions service. IDV scan counts were previously combined within Individual Scans section of the report.

Release 9.3

Released: February 26, 2023

Change	Application Section	Description
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Enhancement	Watchlist data	<p>The database for PEP, sanctions and adverse media profiles have been expanded to contain more detailed information.</p> <p>The API has been updated to include the additional information. Please refer to the API Change Log in this Help Guide, or the relevant API documentation for details.</p> <p>The web user interface will be further enhanced in the coming months to reflect the new information and structure.</p>
Enhancement	Single Scan, Batch Scan, Scan Results, Batch Scan Results, Organisation List Access	Inclusion of a new category for "Profile of Interest" (`POI`). This category will be enabled by default in the organisation List Access tab.
Enhancement	Single Scan, Batch Scan, Scan Results, Batch Scan Results, Organisation List Access	Inclusion of a new subcategory, "Reputational Risk", under Special Interest Person (`SIP`) and Special Interest Entity (`SIE`). This subcategory will be enabled if you have selected `SIP` or `SIE` in the organisation List Access tab.
Enhancement	Scan Results - Individual, Batch Scan Results - Individual	Profiles where multiple dates for the same event e.g. date of birth, deceased dates etc are displayed in the Important Dates section.
Enhancement	Scan Results, Batch Scan Results	Sources and adverse media categories have changed and includes `Profile of Interest` and `Reputational Risk Exposure`. `ID/V` is now `Identity`.
Enhancement	Scan Results, Batch Scan Results	A new section, Identifiers , lists a variety of ID numbers and unique IDs recorded for the individual or corporate entity. These IDs were previously within the general notes in Further Information . These identifiers include business registration numbers, OFAC unique IDs, VAT/Tax numbers, BIC numbers, IMO numbers etc.
Enhancement	Single Scan - Corporate	Change in the Corporate scanning to take advantage of the new identifiers. Entering a Registration Number during corporate screening will exclude all profiles which do not have an identifier, or if the identifier does not match from being returned as a potential match. This will produce more targeted results and reduce false matches.
Enhancement	General	Service and product updates will be visible in the new Notifications section in the top menu. This central area enables web users to view and manage messages relating to the service.

Change	Scan Results, Batch Scan Results	The Enter Date for a profile has been replaced by Last Reviewed which provides the date the profile record was last reviewed or updated.
Fix	Monitoring List	Bulk removal of monitoring items from monitoring list fixed. This was previously displaying an error when more than 25 items were in the request.

Release 9.2.1

Released: February 12, 2023

Change	Application Section	Description
Feature	Compromised Data check	Enter an individual's email address during PEP, sanction and adverse media screening to check if the member's data has been compromised in known data breaches.
Enhancement	API	IDV - API expanded to enable document verification (ID Check), or biometric facial matching (FaceMatch), or both. Previously FaceMatch could only be performed together with an ID Check.
Enhancement	API	IDV - API expanded to enable email of the verification request to individuals. Previously, individuals could only receive SMS of the verification link.
Change	IDV	If the process to run the FaceMatch verification on behalf of the individual on the web application was interrupted, the FaceMatch status was previously flagged as <code>Pending</code> . This is now changed to <code>Incomplete</code> to more accurately reflect the status.
Change	Scan Result reports, API	For scans with IDV only screening, null references to the irrelevant PEP and Sanction labels have been removed to clean up the reports and response body in the API.
Fix	Monitoring Results	Viewing of historical profiles which have been removed from the watchlist database in some circumstances were returning an error. Correct display of the profile details of the removed entities.

Change	Application Section	Description
Fix	Monitoring Results	Profiles which were marked as 'removed matches' only in ongoing monitoring were not displaying the details of the profile. These were previously displaying "individual not found" in profile details.

Release 9.2

Released: December 10, 2022

Change	Application Section	Description
Enhancement	Single Scan	IDV - Expanded to enable document verification (ID Check), or biometric facial matching (FaceMatch), or both. Previously FaceMatch could only be performed together with an ID Check ^{**} . See note below.
Enhancement	Single Scan	IDV - Added capability to email customer identity verification to individuals, as well as running the document verification on the individual's behalf. Previously, individuals could only receive SMS of the verification link ^{**} . See note below.
Enhancement	Scan Results	IDV - Images of biometric facial matching and documents included in the scan results for review and verification.
Enhancement	Single Scan, Batch Scan, Organisation Administration	New option to enable inclusion of specific jurisdictions or countries for PEP screening. Previously, there was only the option to exclude specific jurisdictions for PEPs. This is configurable within the organisation administration settings.
Enhancement	Administration	Automated deactivation of Organisation and associated user accounts upon expiry or termination of subscription. The Compliance Officer of an organisation will receive an email to notify of deactivation.
Enhancement	API	Inclusion of a liveness check for the API service which will enable clients to easily check the liveness and status of the API service. Please refer to the API Reference documentation for details at https://api.membercheck.com/docs/index.html?#membercheck-api-health-check .

Change	Application Section	Description
Change	Single Scan - Individuals	Changes to the screening workflow to improve and simplify the selection of services before commencing screening, in anticipation of new services to be introduced in the near future.
Change	Single Scan, Batch Scan	Close Match - Addition of phonetic matching algorithms to improve the relevance and fuzzy matching of names for Individual entities.
Change	General	Various improvements and optimisation within the application to improve responsiveness.

** Note: This is currently only available via the Web UI. API functionality will be made available soon.

Release 9.1.2

Released: October 1, 2022

Change	Application Section	Description
Enhancement	General	Support for French language within the web user interface.
Enhancement	Organisation Administration	Additional options for frequency of Ongoing Monitoring, <code>Daily</code> , <code>Weekly</code> , <code>Fortnightly</code> , <code>Monthly</code> , <code>Quarterly</code> and <code>Semi Annually</code> (see Note below).
Change	User Administration	Increase number of organisations able to be assigned to a user account.
Change	General	Various label changes to the UI to improve comprehension of features.
Fix	Monitoring Results	Monitoring Rescan activities can now be viewed within <code>Monitoring with updates</code> if there are updates resulting from the annual rescan.
Fix	Batch Scan	Improve error handling of CSV batch files that contained headers only without any individual or corporate screening contents.

Change	Application Section	Description
Fix	Scan Results	Fix to display flags for some nationalities which were not appearing in the profile of the matched results.

Changing the ongoing monitoring frequency

Note: Contact your Account Manager or support@membercheck.com if you would like more information on changing the frequency of the ongoing monitoring service for your organisation account.

Release 9.1.1

Released: July 23, 2022

Change	Application Section	Description
Enhancement	Scan Results	Expand downloadable <code>Results Summary Report</code> to include unique client reference, Client ID .
Change	Scan Results	Updated message prompt when downloading <code>Results Summary Report</code> to clarify the use of the email address in lower case as the password for secured ZIP file.
Change	Single Scan, Batch Scan	Scanning by First Name and Last Name by <code>Close Match</code> previously returned results where First and Last Names were interchanged to return potential matches where the order of the names were uncertain or may vary. This has been changed to only display results in the specific order as entered. Where the order of names for First and Last Name is uncertain, enter the name into Full Name field instead for an expanded search for greater potential matches.
Change	Single Scan, Scan Results	Close match scanning of names which exactly match the names entered for Individuals are now displayed at the top of the list of results for improved visibility of returned results.
Change	New User Account	New User accounts created on login will be prompted to specify a security question and answer, which are used for verification during password reset. This is currently optional but is highly recommended that users complete this process.

Release 9.1

Released: May 15, 2022

Change	Application Section	Description
Enhancement	Due Diligence Decisions	All due diligence decisions including Decision, Risk level and Comments are displayed in all reports containing due diligence decisions. Previously all Comments and only the latest Decision and Risk levels were retained and displayed
Enhancement	Scan Results	Ability to directly report issues or questions relating to profile details of Individuals or Corporates to MemberCheck Support team to improve quality of data in the watchlists. Predefined reports include profile data incompleteness or inaccuracies, request for more detailed information of a profile, or reasons for profile being listed in the watchlists
Enhancement	General	Resellers of MemberCheck are able to advise if they would like to display their logo in the main menu of the application. Only horizontal/landscape logo designs are supported at the moment
Fix	Individual - Single Scan, Batch Scan	Fix for <code>Close</code> match screening of mononymous names. This was previously unable to return results. <code>Exact</code> matching for mononymous names is unaffected
Fix	Individual - Single Scan, Batch Scan	Changes to Full Name search to reduce false matches and improve relevance. All names entered in Full Name will search for occurrences of all the names entered. Note: Screening by Full Name with <code>Exact</code> or <code>Exact (incl. Mid Name)</code> match will return the same results as full name does not differentiate the Middle Name
Fix	Monitoring List	Enable CSV download of large volumes of entries within the Monitoring List . The Download CSV button was previously erroring for downloads of over 1 million entries

Release 9.0

Released: December 11, 2021

Change	Description
Enhancement	Support partial search on First Name of an individual. Where only initials are available, use an asterisk (*) after the initial e.g. K* . For partial or incomplete first names, use an asterisk after the name prefix e.g. Ken*
Enhancement	Expand Results Summary Report to include the latest due diligence decisions. This report in CSV format is available for both single and batch scans for Individuals and Corporates
Enhancement	IDV - Detect and warn of duplicate requests for ID verification of the same name within 24 hours
Enhancement	Organisation Administration - Support for Reseller organisations. Compliance Officer of a reseller organisation can manage and track the Subscription Start Dates and Termination Dates of their clients (suborgs)
Enhancement	System notifications - Important account information such as subscription renewal reminders are automatically sent out to the Compliance Officer of the root parent organisation on behalf of the Account Manager
Enhancement	Various enhancements and optimisation in the backend databases to improve scan response time and retrieval of scan results
Change	The default HTTP 404 error page has been given a facelift with helpful links to help the user navigate back to the site and help guide
Fix	Organisation User management - Remove irrelevant message displayed within User administration list where no users are assigned

Release 8.4

Released: September 25, 2021

Change	Description
Feature	Extend PEP & Sanction screening to support Custom Watchlists . Create one or more custom watchlists by uploading CSV files of Individual and Corporate profiles via List Access .
Enhancement	Activity Reports include separate Web Search (adverse media) scan activities to provide more information for reporting.

Change	Description
Enhancement	New status <code>Pending</code> for user accounts which have not yet completed the account set up to differentiate from the default status of <code>Active</code> users.
Enhancement	Within user's Profile screen, change button label for API Access Key from <code>Reset</code> to <code>Generate</code> for clarity of function. Inclusion of a <code>Copy</code> button to enable ease of copying of the API Access Key.
Enhancement	Unsaved settings detected in Administration and Profile screens will prompt to confirm to discard changes to minimise loss of configuration changes.
Change	Email notifications of scan activity and system reminders will be sent from <code>donotreply@membercheck.com</code> instead of <code>admin@membercheck.com</code> .
Fix	Ongoing monitoring change highlights extended to include changes detected in the addition or removal of cached URLs in Date of Capture of the adverse media.
Fix	Fixed possible minor variation where a large number of scan results are returned for <code>Close match</code> type scans performed with <code>Full Name</code> search.

Release 8.3.1

Released: September 4, 2021

Change	Description
Enhancement	Ability to download a report immediately for Single Scans which do not return matches. Additional message displayed in results panel where no results are found for combined screening of PEP & Sanction and web search.
Fix	Various fixes and changes to the backend for Log reports.

Release 8.3

Released: August 29, 2021

Change	Description
Enhancement	Support secure exporting of additional report containing summary of profiles returned for Single and Batch Scans. The CSV report is compressed and downloadable in a password protected ZIP file. Password is the email address of the user who generated the report. Report is available for download as Results Summary Report .
Enhancement	Reports section has been updated to simplify the selection of reports and includes descriptions to improve usability.
Enhancement	Improve the relevance of web search results returned for Google searches.
Change	Email address validation expanded to support additional top level domains.
Change	Email notifications of scans results sent from the Modern UI has changed in the display order. Links to the Modern UI is displayed before Classic UI.
Fix	Full Report and Exception Report of batch results have been cleaned up to display the number of profiles in the major categories of PEP, RCA, SIP, SIE.
Fix	Various fixes to the validation of XML batch files.

Release 8.2

Released: August 15, 2021

Change	Description
Feature	Option to extend PEP and Sanction screening to include a web search on Google for adverse media for Single Scans . Option is available within Scan Settings panel. API - API clients can enable this setting with the new optional property <code>includeWebSearch</code> .
Enhancement	IDV - New verification source for <code>Singapore</code> .
Enhancement	Added option to quickly generate a suggested new Client ID (previously Member Number and Entity Number) during Single Scans. This is available within the UI only.

Change	Description
Enhancement	<p>Inclusion of a document containing source lists used for PEP & Sanction screening within the organisation List Access.</p> <p>The same document is also available in this help guide Resources section.</p>
Change	<p>Relabel fields Member Number and Entity Number in Individual and Corporate Scans to Client ID to reflect the purpose of the field more accurately.</p> <p>API - a new separate property <code>clientId</code> is available and recommended for use over the existing properties <code>memberNumber</code> and <code>entityNumber</code> which will be deprecated in the future. These however will continue to be available until further notice.</p>
Change	<p>Protect users from over clicking buttons and performing duplicate tasks by displaying a progress icon within the pressed button.</p>
Change	<p>Protect users from processing duplicate batch scans. If the same batch file name is identified as being scanned within the last 12 months, a prompt is displayed for the user to proceed or cancel.</p> <p>API - API clients are able to set if duplicate batch file names are allowed to be processed with the new optional property <code>allowDuplicateFileName</code>.</p>
Change	<p>We have received positive and encouraging feedback on the application and are happy to remove the "PREVIEW" status from the modern interface.</p>
Fix	<p>Error in handling new user account setup after expiry of the registration link.</p>

Release 8.1.1

Released: July 18, 2021

Change	Description
Enhancement	<p>Support monitoring notifications of detected changes via API callback URL defined by the Compliance Officer.</p>
Enhancement	<p>Distinguish monitoring rescan activities in Monitoring Results.</p>

Change	Description
Change	Change "monitoring with updates" filter to only display and notify activities with new, updated or removed results. Changes in <code>Monitoring with updates</code> filter in Monitoring Results and trigger for ongoing monitoring notifications.
Change	Update of icons to reflect the updated modern user interface including browser favicons, due diligence icons in Reports, and light and dark themes.
Fix	Error in allowing multiple COs to be assigned to suborganisations causing multiple suborganisations to be displayed in Organisation list. Fix to enforce single CO per suborganisation.
Fix	Error in sending Monitoring Rescan Emails if no Corporate entity exists in Monitoring List.

Release 8.1

Released: June 27, 2021

Change	Description
Feature	Identity Verification includes biometric face matching, an optional feature in Single Scan .
Feature	Actively monitored entities will be rescanned on first day of renewed subscription.
Feature	Ability to bulk remove multiple entities in Monitoring List .
Enhancement	Display watchlist categories for new scans for scope of PEP & Sanction scan by expanding the scan settings in Single Scan .
Enhancement	Organisation subscription and renewal dates displayed in Organisation details.
Enhancement	API - First release of the new version of API v2 to integrate with modern UI. API Reference and Developer Centre can be accessed via the Support menu item.

Release 8.0.1

Released: June 6, 2021

Change	Description
Feature	Screen for both PEP & Sanction and ID Verification with a single click within Single Scan .
Feature	Option to select specific nation of <code>Australia</code> and <code>New Zealand</code> for targetted sanction scans within List Access .
Feature	ID Verification now includes <code>China</code> as an additional source. Supported countries: Australia, New Zealand, Austria, Brazil, Canada, China, Denmark, Finland, France, Germany, India, Italy, Mexico, Netherlands, Norway, South Africa, Sweden, Switzerland, United Kingdom and United States.
Enhancement	Option to preview Reports before downloading as PDF, Word or Excel format.
Change	Hide columns in Scan Results where no data is available for the page view.
Fix	User login times to reflect organisation timezone.
Fix	Enable creation of suborganisations for client accounts where monitoring is not enabled.
Fix	Fix display of original script text in PDF reports. Previously displaying "box" symbols.

Release 8.0

Released: May 9, 2021

Change	Description
Feature	Improved and modernised user interface.
Feature	Supports screening by Full Name for PEP & Sanction.
Enhancement	IDV - Countries for ID Verification now extends beyond Australia and New Zealand to include Austria, Brazil, Canada, Denmark, Finland, France, Germany, India, Italy, Mexico, Netherlands, Norway, South Africa, Sweden, Switzerland, United Kingdom and United States.

Release Notes for MemberCheck Classic

To view the list of changes in the MemberCheck Classic interface, you can refer to the [Release Notes](https://help2.membercheck.com) available at <https://help2.membercheck.com>.

API Change Log

Deprecated

Fields deprecated or scheduled for deprecation, and will be decommissioned (removed).

Name	API Schema	Deprecation Date	Decommission Date
<code>enterDate</code>	Entity EntityCorp	26 Feb 2023	TBA
<code>title</code>	Entity	26 Feb 2023	TBA
<code>NameDetail.title</code>	Entity	26 Feb 2023	TBA
<code>xmlFurtherInformation</code>	Entity EntityCorp	26 Feb 2023	TBA
<code>image</code>	Entity	TBA	TBA
<code>originalScriptNames</code>	Entity EntityCorp	TBA	TBA
<code>dates_Urls</code>	Source	TBA	TBA

Release 9.5

Released: Mar 17, 2024

Name	API Schema	Description
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<code>category</code>	RiskResult	New method to retrieve organisation-wide defined risk levels, and overall risk score, for the specific scan result. The risk levels are set by the Compliance Officer within the application Administration screens.
<code>subcategory</code>		
<code>risk</code>		
<code>overallRisk</code>		

Release 9.4.2

Released: Feb 18, 2024

Name	API Schema	Description
<code>companyProfileAvailable</code> <code>productAvailable</code>	KYBCountryResult	New parameters to indicate if the enhanced company details (including UBO) and registry documents are available for the country jurisdiction.
<code>companyProfileAvailable</code> <code>productAvailable</code>	KYBStateResult	New parameters to indicate if the enhanced company details (including UBO) and registry documents are available for the country-state jurisdiction.
<code>nationalitiesCodes</code>	ScanResult.matchedEntities	2-letter country code of nationality based on ISO 3166-2 standard.
<code>taxHavenCountryResult</code>	ScanResult.matchedEntities CorpScanResult.matchedEntities	Indicator of tax haven jurisdiction.
<code>sanctionedCountryResult</code>	ScanResult.matchedEntities CorpScanResult.matchedEntities	Indicator of sanctioned jurisdiction.

<code>isPrimaryLocation</code>	ScanResult.matchedEntities. taxHavenCountryResults	Additional information of the tax haven jurisdiction and if it applies to the primary location of the entity.
<code>countryCode</code>	CorpScanResult.matchedEntities. taxHavenCountryResults	
<code>comment</code>		
<code>url</code>	ScanResult.matchedEntities. resultEntity.taxHavenCountryResults	
	CorpScanResult.matchedEntities. resultEntity.taxHavenCountryResults	
	ScanResult.matchedEntities. monitoredOldEntity.taxHavenCountryResults	
	CorpScanResult.matchedEntities. monitoredOldEntity.taxHavenCountryResults	

<code>isPrimaryLocation</code>	ScanResult.matchedEntities. sanctionedCountryResults	Additional information of the sanctioned jurisdiction and if it applies to the primary location of the entity.
<code>countryCode</code>	CorpScanResult.matchedEntities. sanctionedCountryResults	
<code>comment</code>		
<code>url</code>	ScanResult.matchedEntities. resultEntity.sanctionedCountryResults	
<code>isBlackList</code>	CorpScanResult.matchedEntities. resultEntity.sanctionedCountryResults	
<code>isGreyList</code>	ScanResult.matchedEntities. monitoredOldEntity.sanctionedCountryResults	
	CorpScanResult.matchedEntities. monitoredOldEntity.sanctionedCountryResults	

scanService

ScanHistoryDetail.scanParam

New parameter returns the type of scan service.

CorpScanHistoryDetail.scanParam

Release 9.4

Released: Dec 10, 2023

Name	API Schema	Description
comment	ScanResult.matchedEntities. taxHavenCountryResult	New parameters to indicate if the individual's primary country of residence or a company's primary address is considered a tax haven country.
url	CorpScanResult.matchedEntities. taxHavenCountryResult	
comment	ScanResult.matchedEntities. sanctionedCountryResult	New parameters to indicate if the individual's primary country of residence or a company's primary address is considered a sanctioned country, and the associated FATF lists. Countries in the "black list" are considered high risk jurisdictions and "grey lists" are countries under increased monitoring.
url	CorpScanResult.matchedEntities. sanctionedCountryResult	
isBlackList		
isGreyList		
isAIAnalysisActive	OrgInfo OrgDetails	Indicates if the AI Analysis service is enabled for organisation.
isKybActive	OrgInfo OrgDetails.corporateScanSettings	Indicates if the Business check service (KYB) is enabled for organisation.
aiAnalysisQuestionCount	ScanResult.matchedEntities CorpScanResult.matchedEntities	Returns the number of remaining questions or credits for AI queries on a profile.
member-scans/single/results/{id}/questions		New methods available in Individual scans to perform AI Analysis of profiles.
member-scans/single/results/{id}/questions/{questionId}		

<code>corp-scans/single/results/{id}/questions</code>		New methods available in Corporate scans to perform AI Analysis of profiles.
<code>corp-scans/single/results/{id}/questions/{questionId}</code>		
<code>kyb/countries</code>		New methods available in business-ubo-checks to support business verifications for Know Your Business (KYB) and Ultimate Beneficial Owner (UBO).
<code>kyb/countries/{countryCode}/states</code>		
<code>kyb/company</code>		
<code>kyb/{scanId}/company/profile</code>		
<code>kyb/{scanId}/products</code>		
<code>kyb/{scanId}/products/order</code>		
<code>kyb/{scanId}/products/status</code>		
<code>kyb/{scanId}/products/{productId}/file</code>		
<code>kyb/{scanId}</code>		
<code>kyb/{scanId}/company/{companyId}/report</code>		
<code>kyb/{scanId}/products/file</code>		
<code>kyb/{scanId}/company/{companyId}/products/file</code>		
<code>kyb/{scanId}/products/sample/{productTitle}/file</code>		
<code>kyb/{scanId}/company/{companyId}/profile/report</code>		
<code>kyb/{scanId}/company/profile/charge</code>		
<code>kyb/{scanId}/products/report</code>		
<code>reports/business-ubo-activity</code>		New method to download report of KYB and UBO activities.
<code>scanType</code>	<code>data-management/scans</code>	Support for KYB scan type.
	<code>data-management/corp-scans</code>	
	<code>data-management/scans/count</code>	

countryCode	CorpScanInputParam.kybParam	New parameters for Business check service (KYB).
registrationNumberSearch		
allowDuplicateKYBScan		
KYBCountry	CorpScanInputParamHistory	Country or country-state code for KYB scan
KYBScanResult	CorpScanResult	Results returned for KYB scan
KYBProductsCount	CorpScanHistoryLog	Returns KYB related information for KYB scans.
KYBCompanyProfileCount		
IsPaS		
IsKYB		
ScanService		

Release 9.3.4

Released: August 6, 2023

Name	API Schema	Description
data-management/member-scans		New method to return a list of Individual scan results and the associated scanId . This provides a subset of functionality to member-scans/single but is specifically catered for API user accounts with data management permissions.
data-management/corp-scans		New method to return a list of Corporate scan results and the associated scanId . This provides a subset of functionality to corp-scans/single but is specifically catered for API user accounts with data management permissions.
data-management/single-scans		New method to delete at a granular level, single scan results for Individual and Corporate entities. This includes PEP, Sanctions & Adverse Media and ID Verification results.

Release 9.3.3

Released: June 25, 2023

Name	API Schema	Description
<code>idNumber</code>	ScanInputParam	Optionally include an ID Number (e.g. Passport Number, National ID, VAT/Tax Number, Professional Registration ID) for screening of the individual to exclude matches that does not contain the entered ID Number.
<code>includeJurisdictionRisk</code>	ScanInputParam BatchScanInputParam CorpScanInputParam CorpBatchScanInputParam	Option to search for FATF jurisdiction risk rating and information for countries associated with matched profiles.
<code>fatfJurisdictionRiskResult.jurisdiction</code>	ScanResult CorpScanResult	Country name of FATF jurisdiction.
<code>fatfJurisdictionRiskResult.effectivenessScore</code>	ScanResult CorpScanResult	Effectiveness score to which the country's measures are effective based on the ratings against the 11 immediate outcomes from FATF.
<code>fatfJurisdictionRiskResult.effectivenessLevel</code>	ScanResult CorpScanResult	Level of effectiveness of the country's measures.
<code>fatfJurisdictionRiskResult.complianceScore</code>	ScanResult CorpScanResult	Compliance score to which the country's implementation of technical requirements of the 40 FATF Recommendations.
<code>fatfJurisdictionRiskResult.complianceLevel</code>	ScanResult CorpScanResult	Level of compliance of the country's technical implementation.
<code>fatfJurisdictionRiskResult.comments</code>	ScanResult CorpScanResult	Summary of compliance with FATF recommendations.
<code>fatfJurisdictionRiskResult.fatfCompliance</code>	ScanResult CorpScanResult	Status of compliance.

<code>fatfJurisdictionRiskResult.fatfComplianceNotes</code>	ScanResult CorpScanResult	Notes on compliance shortcomings.
<code>fatfJurisdictionRiskResult.fatfEffectiveness</code>	ScanResult CorpScanResult	Level of effectiveness of the country's measures.
<code>fatfJurisdictionRiskResult.fatfEffectivenessNotes</code>	ScanResult CorpScanResult	Notes on effectiveness shortcomings.
<code>fatfJurisdictionRiskResult.fatfEffectivenessSubtitles</code>	ScanResult CorpScanResult	Overall level of effectiveness of the country's measures.
<code>fatfJurisdictionRiskResult.countryCode</code>	ScanResult CorpScanResult	Two-letter country code.

Release 9.3.1

Released: May 7, 2023

Name	API Schema	Description
<code>closeMatchRateThreshold</code>	CorpScanInputParam CorpBatchScanInputParam	Specify the close match rate threshold for entity screening (from `100`% for very close to `1`% for somewhat similar). This is optional and defaults to `80`% if not specified.
<code>closeMatchRateThreshold</code>	CorpScanInputParamHistory CorpBatchScanResults CorpMonitoringScanResults	Returns Close Match Rate threshold applied during screening.
<code>matchRate</code>	CorpScanEntity	Returns percentage rate of the matching name of the entity profile.

Release 9.3

Released: February 26, 2023

Name	API Schema	Description
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title	Entity	Removed parameter.
NameDetail.title	Entity	Removed parameter.
disqualifiedDirectors	Entity	New parameter for a list of disqualifications for the profile.
nationalities	Entity	New parameter with the nationalities of the profile.
placeOfBirth	Entity	New parameter for the birth place for the profile.
generalInfo	Entity	Parameter changed to only return the nationality for an individual.
generalInfo	EntityCorp	Parameter changed to return additional information for the company, where available.
enterDate	Entity EntityCorp	Removed parameter.
xmlFurtherInformation	Entity EntityCorp	Removed parameter.
identifiers	Entity EntityCorp	New parameter for a list of registration or ID numbers for the profile.
images	Entity EntityCorp	New parameter with a list of pictures available for the profile.
lastReviewed	Entity EntityCorp	New parameter of date the profile record was last reviewed or updated.
profileOfInterest	Entity EntityCorp	New parameter with detailed profile of interests for the profile.
category	Entity EntityCorp	Parameter includes the new "POI" category of the profile.
categories	Entity EntityCorp	Parameter includes the new "POI" category of the profile.
countryCode	Location	New parameter for the country code of the location.

type	Location	New parameter for the location type.
category	OfficialList	New parameter for the watchlist category of the official list.
measures	OfficialList	New parameter with a list of measures enforced by the official list.
origin	OfficialList	New parameter of the country or region of the official list.
types	OfficialList	New parameter of the type of sanction classified by the official list.
segment	Role	New parameter of the category of in scope positions for the PEP for a particular country.
status	Role	New parameter of the status of the associated role held by the PEP.
details	Source	New parameter with a list of details for the captured source and adverse media.
categories	Source	Changes in the returned values for the category of the source and adverse media.
nameType	NameDetail CorpNameDetail	Change in returned values. Expanded to include more details.
description1	Description	Parameter includes the new "POI" reference for the profile.
description2	Description	Parameter includes the new "Reputational Risk" reference for the profile.
category	AssociatePerson AssociateCorp	Parameter includes the new "POI" reference for the profile.

Release 9.2.1

Released: February 12, 2023

Name	API Schema	Description
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<code>emailAddress</code>	IDVInputParam	New parameter to enable the ID Verification request link to be sent to the individual's email address.
<code>birthDate</code>	IDVInputParam	New parameter for the individuals birth date for ID Verification, if available. Date format: DD/MM/YYYY.
<code>idvSubType</code>	IDVInputParam	New parameter to specify the delivery method and ID Verification type e.g. email/SMS the ID Check, FaceMatch or both.
<code>dataBreachCheckParam.emailAddress</code>	ScanInputParam	New parameter to include the individual's email address to run a compromised information check against a list of known data breaches.
<code>dataBreachCheckResults</code>	ScanResult	New parameter in response body containing a list of email breaches found, if an email address was provided in <code>dataBreachCheckParam.emailAddress</code> .

Release 9.2

Released: December 10, 2022

Name	API Schema	Description
<code>isPepJurisdictionExclude</code>	ScanInputParamHistory BatchScanResults MonitoringScanResults	New parameter to either include or exclude one or more countries for the PEP Jurisdiction policy.
<code>pepJurisdictionCountries</code>	ScanInputParamHistory BatchScanResults MonitoringScanResults	New parameter to specify one or more countries for inclusion or exclusion for PEP Jurisdiction.
<code>pepJurisdictionExclude</code>	ScanInputParamHistory BatchScanResults MonitoringScanResults	Decommission parameter.

Release 9.1.2

Released: October 1, 2022

Name	API Schema	Description
<code>dates</code>	Source	Decommission parameter. Replaced by <code>dates_Urls</code>
<code>dates_Urls</code>	Source	New parameter replacing <code>dates</code> to include link to cached PDF of URL, if available.