

Client Onboarding and Anti Money Laundering Factsheet

B P Collins is a UK-based law firm dedicated to upholding the principles of transparency, integrity, and regulatory compliance in all our client interactions.

We prioritise compliance with relevant UK legislation and regulations, including the Proceeds of Crime Act 2002 (POCA), Money Laundering, Terrorist Financing, and Transfer of Funds (Information on the Payer) Regulations 2017 (Money Laundering) as amended, and other applicable anti-money laundering laws.

FAQs

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Our client onboarding process

B P Collins is looking forward to working with you, and the next step is for B P Collins to formally engage you as a client so that work can commence. If you are an existing client, you will have received this document as the documentation we hold for you will need to be updated for us to remain compliant with our legal and regulatory obligations.

We have a comprehensive client and matter onboarding process designed to meet our regulatory obligations while providing a smooth and efficient experience. Our process involves collecting and verifying relevant client information, assessing risk factors, and conducting due diligence checks to mitigate the risk of money laundering, fraud, and other financial crimes.

Through our partnership with First AML, we utilise their cutting-edge technology to streamline these processes, reducing manual effort, and ensuring accurate and efficient compliance checks.

Q: Who is First AML?

A: First AML is our compliance partner. We have engaged with them to conduct Know Your Client (KYC) checks on you or your associated entity, ensuring compliance with the relevant UK legislation. Their team of local specialists will securely collect your identification documents and other necessary personal information to verify your identity, allowing us to comply with the Money Laundering regulations. Please provide the requested information to First AML, as they will email or text you a link to an electronic verification form that you need to complete online. If you have any questions or require assistance, you can visit their [support page](#) or [help centre](#).

Q: Is my personal information safe with First AML?

A: Yes, your personal information is kept secure by First AML. First AML are a trusted platform provider that follows robust privacy and security measures. Your data is stored on their Software Platform, hosted on AWS Servers based in Dublin. First AML's platform operates under ISO 27001 certification and are fully GDPR compliant. All data transmitted to their platform servers is encrypted using TLS for end-to-end protection. First AML's developers adhere to secure development practices and receive regular training. Access to your information is restricted to authorised individuals who have a legal basis for access and must meet strict information security and contractual requirements. First AML ensures that only a limited number of authorised personnel have access to your data.

Q: How will my information be used?

A: Your information will be used solely for the purpose of conducting Client Due Diligence (CDD), Know Your Client, Know Your Business, and identity verification, as required by the UK regulations. Your information will remain confidential and will not be shared outside of First AML or B P Collins without your consent.

Q: What is Electronic Identity Verification?

A: Electronic Identity Verification is a process conducted by First AML to ensure the validity of an individual's identity document(s) and address information. First AML has designed an Electronic Identify Verification form

that can be easily completed by individuals worldwide using their smart devices. The form requires individuals to take a photo of their chosen identity document(s) and provide the necessary personal identity information based on the applicable legislation. This streamlined process aims to simplify the AML process and reduce the administrative burden associated with manual Identity Verification. For further guidance, please see the [Electronic verification: Help Centre](#)

Q: How do I complete the First AML Verification form?

A: The First AML Verification form can be completed on a smartphone, tablet, or desktop computer with a camera. To start, click the “Open the verification form” link provided in the email sent to you by the First AML team. Make sure to have your chosen ID document handy. For a step-by-step demonstration and detailed instructions, please consult the [help centre article on completing the Verification form](#).

- [How to Complete the Identity Verification Form - Desktop: Video](#)
 - [How to Complete the Identity Verification Form - Mobile: Step by Step](#)
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Q: Will there be a fee?

A: Yes. The fee will depend on the number of individuals and/or entities that we need to identify and/or screen which is set out in the engagement letter. This fee will appear on your invoice. Typically, an individual client will pay £10, whilst a corporate entity or a trust will pay £40 per entity. All charges are subject to VAT at the applicable rate. We reserve the right to increase the charges in proportion to an equivalent increase in the fees charged to us by our third-party search and screening provider.

Q: What should I do if I encounter an error message while completing the verification form?

A: If you come across an error message while filling out the verification form and are unsure how to resolve it, First AML has an article explaining the reasons behind two common error messages, namely “Missing Token” and “Camera/Microphone Access Denied.” The article also provides guidance on resolving these errors. You can access the [full article on error messages here](#).

Q: Is there an alternative option for identity verification?

A: If you prefer an alternative to electronic identity verification, you have the option to provide certified copies of your identity and address documentation. For detailed guidelines on identity verification and certification options, please refer to the [Identity Verification & Certification Guidelines](#).

Q: What additional information may be required for entity verification?

A: If your entity (such as a company, trust, partnership, etc.) is being onboarded or verified by First AML, they may ask you to provide additional relevant information, such as confirmation of your shareholding arrangement, trust deeds, and evidence of source of wealth. First AML will typically request this information through a secure

web form sent to you by their team. The secure web form allows you to upload documents or provide necessary information securely, without the need to send sensitive documentation through email.

Q: What does the shareholding confirmation question mean?

A: In the UK, reporting entities are legally obliged to determine the true beneficial owners of their clients. This will always be a private individual. If you have been asked to confirm the shareholding arrangement of your private company, it is because certain arrangements, such as nominee shareholders or shares held on behalf of another person, may not be publicly displayed on the Company Extract.

Q: What is source of wealth/funds?

A: Under the Money Laundering regulations, reporting entities often need to obtain information regarding the source of funds or wealth of their clients. This information is required to demonstrate the legitimacy of the funds or wealth. The need for source of wealth information depends on various criteria and is a common request. For a comprehensive explanation of why you are being asked about your source of wealth and a list of example evidence you can provide, please refer to the [What is Source of Wealth/Funds? article](#).

Q: How do I contact First AML?

A: If you have a query and cannot find the relevant solution in the [Help Centre](#) articles, you can reach out to First AML Support. They strive to respond to your questions as quickly as possible. While searching the available resources on the Help Centre is often the best way to find immediate answers, you also have the option to submit a ticket or engage with the chatbot.