

Remote onboarding made easy: Vet and verify directors in 5 steps

Onboarding new corporate clients? It's important to confirm details about company directors for both trust and compliance. Here's how to make the process straightforward.



Accurate information is the foundation of compliance. Missing or incorrect details can lead to delays or compliance risks down the line.

Step 1: Collect the basics

What's needed?

Start by gathering essential information, including:

- **Full name** as listed in legal records
- **Date of birth** for identification purposes
- **Nationality**, which may have regulatory implications
- **Official ID** details, like a passport or national ID

How to find it:

Ask the directors to provide this information directly through your onboarding process or secure communications. You can also retrieve some details from the company's registration documents.



Verification isn't just about ticking a box - it's about ensuring you're working with the right people and protecting your business from potential risks.

Step 2: Verify information

How to cross-check:

Match the collected details with information in official databases or records. Look for:

- The director's name and position listed in the **company's official registration**
- **Any discrepancies** in roles or documentation

Where to verify information:

Online databases and compliance tools can save hours of manual work. Many platforms allow you to cross-check individuals quickly and flag any inconsistencies.



Use remote verification software for ID and liveness checks to confirm the director is physically present and matches the official documents, reducing the risk of fraud.

Step 3: Conduct liveness checks

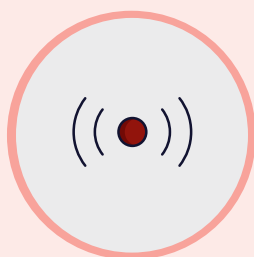
Checking directors are who they claim to be.

This step ensures the person providing the information is who they claim to be. Here's how to do it:

- **Use identity verification software** to confirm the director's identity matches the official documents
- **Incorporate liveness checks** to ensure that the person verifying their identity is a live human, not a fake image or recording

What's needed?

- **A live image or video of the director** for comparison against their official ID
- **Access to a remote verification tool** for identity checks to save time on manual reviews



This step ensures your business doesn't inadvertently partner with someone who could damage your reputation or lead to regulatory penalties.

Step 4: Evaluate client risk

Key points to review:

To protect your business, screen directors for signs of:

- Inclusion in global **watchlists or sanctions**
- **Political exposure** or relations with PEPs
- Any **history of financial misconduct** such as CCJs or bankruptcy
- Connections to **industries or locations with higher regulatory risks**

Solutions to support you:

Compliance platforms often include sanctions screening and access to global watchlists, making this step faster and more thorough.



Compliance doesn't stop at onboarding - it's an ongoing process. By keeping up-to-date records and monitoring for changes, you'll stay prepared for audits and protect your business long-term.

Step 5: Monitor for any changes

Stay updated:

Directorships can change, and so can risk levels. Automated monitoring systems can **alert you to new developments as they happen**, so you stay ahead of any potential issues before they become problematic.

What to monitor for:

- **Role changes:** Has the director taken on a new role or stepped down?
- **Company status updates:** Is the company dissolved, merged, or under investigation?
- **New risks:** Are there new sanctions, legal actions, or adverse media reports involving the director?
- **Jurisdiction changes:** Has the director moved to or taken on roles in a new location with different AML requirements?
- **Name or identity updates**

[Request a demo](#) of our AML software at northrow.com and see how you can successfully carry out remote verification checks in seconds, not days.