

## HOW TO PERFORM A NAME SEARCH ON ADAMKYC

### Initial Preparation:

- Ensure you have all necessary details of the individual or company (full name, date of birth/incorporation, nationality/place of incorporation etc.).
- Log into your ADAMKYC account at [adamkyc.net](https://adamkyc.net).

### Conducting the Search:

- Enter the name of the individual or company in the search bar.
- Specify additional parameters (date of birth/incorporation, nationality, etc.) to refine the search.
- Review the list of potential matches provided by ADAMKYC.

### Analyzing Search Results:

- Carefully compare details from your records with the search results to identify any matches.
- Look for exact matches as well as close variations or aliases.
- Review the details provided for each match, including lists they appear on (sanctions, PEPs, watch-lists).

### Documentation and Evidence:

- For each identified match, download a detailed report directly from ADAMKYC.
- Attach the downloaded search results to the customer's file as evidence of the search.
- Note that searches will also appear in the search history of the user on the ADAMKYC website, providing an additional record.

### Follow-Up Actions:

- If a match is found, follow your organization's procedures for dealing with potential AML risks.
- Report any matches as required by your local regulations and compliance policies.

### Continuous Monitoring and Updates:

- Set up alerts in ADAMKYC for ongoing monitoring of individuals or companies of interest.
- Regularly review and update your search criteria based on changing regulations and updated information.

### Compliance and Reporting:

- Ensure all AML checks and outcomes are documented for compliance and audit purposes.
- Regularly review and update your AML procedures in line with evolving regulations and best practices.

## IMPORTANT NOTE

ADAMkyc is a specialized tool designed to streamline the compliance process by searching through an array of critical lists, including sanctions (covering people, companies, and assets), watch-lists, lists of disqualified directors and companies, as well as financial crime lists. Its focused approach ensures that the search is only conducted on these specific lists, and does not extend to all individuals or entities. This targeted search capability makes ADAMkyc an efficient resource for businesses seeking to ensure compliance with international regulations, by exclusively identifying individuals or entities that are flagged on these key lists, thereby enhancing due diligence processes and risk management strategies.