



CENTRAL BANK OF EGYPT
Egyptian Banking Institute

KYC & CDD Best Practices

ACCREDITED BY



A Partnership for Quality

Compliance and Governance



800-P26-CE-1



In-Class



24 hours

Course Description:

This course is intended for professionals working in AML/CTF, financial crime deterrence, compliance, risk, internal audit, and client-facing roles. Participants will learn how to strengthen Know Your Customer (KYC) and Customer Due Diligence (CDD) practices by identifying key areas for improvement and implementing effective risk mitigation strategies. The course addresses challenges across all segments of banking—from high-net-worth individuals to corporates, SMEs, and other organizational structures.

Target Audience:

- AML/CTF
- Financial Crime Deterrence,
- Compliance,
- Risk and Internal Audit departments
- Employees in client facing roles who either face conflicts and/or 'relationship management' dilemmas

Course Objectives:

- Understand the Importance of KYC
- Explain the Importance of CDD
- Describe Retail Customer KYC and CDD
- Apply Corporate Customer KYC and CDD
- Differentiate between KYC and CDD for SME
- Discuss What makes a relationship high risk?
- Clarify Charity KYC and CDD
- Apply Non-Face-to-face Customers
- Discuss HNW KYC and CDD
- Understand Other types of structure and KYC/CDD
- Apply Enhanced Due Diligence
- Cover Final Practical Issues

Course Outline:

Module 1: The Importance of KYC

- Why does KYC matter?
- What are the challenges face in practice?
- Governance of KYC
- Who should conduct KYC?
- Who should challenge KYC?
- What can go wrong with KYC?
- Where is KYC most used
- KYC and sanctions risk

Module 2: The Importance of CDD

- The Products
- The Clients
- PEPs and other high-risk individuals
- Discretion and secrecy
- Relationship management
- Understanding sources of wealth
- Conflicts of interest
- Taxation
- Willful blindness
- What can go wrong with CDD?

Module 3: Retail Customer KYC and CDD

- The nature of the regulations including FATF.
- How KYC and CDD work together.
- Considering the role of sanctions risk.
- What information is really required?
- How is it used?
- How is information collected and validated?
- What information needs to be enriched?
- What are the sources?

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- Storing information.
- The obligations to update data
- Managing and reporting data.
- Best practices.

Module 4: Corporate Customer KYC and CDD

- The nature of the regulatory obligations including FATF
- What do we need to know?
- Shareholders and controllers
- Considering the role of sanctions risk
- What level of identification is required?
- Conflicts of interest
- Identifying the company
- Ensuring the company is who you think they are
- Understanding complex company structures and how to solve the puzzle
- When to visit the company
- Obtaining independent information
- Using relevant third party data
- Associates and affiliates
- Relevant third party analysis
- Best and developing practices

Module 5: SME KYC and CDD

- What approach needs to be addressed?
- How much reliance to place on company records?
- Understanding sources of wealth
- Identifying key individuals in the organization
- Obtaining levels of assurance
- Dealing with knowledge within the firm
- What can go wrong?
- Best and developing practices

Module 6: What makes a relationship high risk?

- High risk activities
- High risk businesses

- High risk people
- High risk countries
- Non-face to face customers
- Non-resident customers
- Legitimate tax planning & evasion
- The impact of the risk assessment on KYC and CDD
- Emerging best practices
- Using the risk matrix approach

Module 7: Charity KYC and CDD

- What are the special issues relating to charities that might be a concern.
- Regulatory guidance and best practice.
- How do you identify a charity?
- Where is the third party information?
- What information is useful?
- How can you achieve required assurance?

Module 8: Non-Face-to-face Customers

- The current guidance.
- Understanding the risk and control issues.
- Creating baseline approaches.
- Recognising outliers.
- Identifying issues.
- Using and monitoring warning signs
- Automation approaches.
- How can software help you?

Module 9: HNW KYC and CDD

- What is a HNW?
- How does this change KYC and CDD?
- What are the additional concerns?
- How will this change your approach?
- Where will the information come from?
- Current best practice approaches



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Module 10: Other types of structure and KYC/CDD

- Trusts
- Financial institutions
- Partnerships and joint ventures
- Overseas units, partners and associates
- Special purpose vehicles

Module 11: Enhanced Due Diligence

- What really is EDD.
- Current international guidance
- What should be done in practice
- Ongoing monitoring obligations
- Actions to be taken
- Data mining and approaches
- How to ask for additional information
- Emerging best practice
- Software solutions and scenarios

Module 12: Final Practical Issues

- Problems faced in practice
- The issues regarding family and close relationships
- The relationship between a person and their company
- Practical steps to be taken
- Sharing information regarding AML/CFT within a Group
- Using software and data mining
- Lessons from recent cases

Assessment Strategy

Participants will be informally assessed on their interaction during sessions and their participation in group exercises.

Course completion will grant participants:

2 CEUs.

Course Language:

English.

Prerequisites:

None.