



**INTERNATIONAL  
COMPLIANCE**  
ASSOCIATION

# ICA Certificate in KYC and CDD Syllabus

## CDD - Why Bother?

- What is customer due diligence?
- Why is CDD important?
- Regulatory drivers: AML, tax, conduct of business
- CIP vs. CDD vs. KYC - an overview of terms
- The international perspective - EU ML directives, US, APAC

## The Risk-Based Approach to CDD

- What is a risk-based approach?
- Navigating key risk factors and common red flags
- Applying simplified, standard and enhanced due diligence
- Risk rating and acceptance
- Firm-wide risk assessments

## Key CDD Concepts

- Private persons vs. legal entities
- Customer verification
- Customer profile
- Nature and purpose of the relationship
- Beneficial ownership & control
- Ongoing monitoring, customer screening

## Core KYC Frameworks

- The CDD process and its key stakeholders
- Recording KYC information - data management, KYC templates
- Elements of an effective KYC infrastructure
- Industry-wide KYC utilities and other emerging trends

## What It's Like Working in KYC

- The 3 dimensions of KYC - risk, operations, service
- The importance of working to policy standards
- Common practices in different industries
- Ownership & accountability: 3 Lines of defence, escalation paths
- Overview of industry guidance and resources