

Approving Official(s):

[Senior administrator(s) responsible for approving the policy.]

Responsible Office:

[Office responsible for policy dissemination, updates, and reviews.]

Effective Date:

[Month, day, and year the policy (or revision) takes effect.]

Next Review Date:

[Month, day, and year for the initial or next scheduled review. New policies or major revisions should be reviewed within one year; subsequent reviews should occur at least once every three years.]

KYC policy

1. Policy Statement

[A clear and concise statement of the Company's intent regarding the policy's subject matter, including its scope and applicability.]

2. Purpose

[Explain the rationale for the policy, including any legal, regulatory, or business requirements it addresses.]

3. Audience

[Identify the stakeholders affected by the policy, such as "All employees," "Subcontractors," or "Third-party suppliers."]

4. Definitions

[Define key terms with specialized meanings relevant to the policy.]

5. Policy Implementation

[Outline how the policy will be carried out, including key responsibilities and any necessary procedures. Use subheadings for clarity. If procedures are documented separately, specify the responsible department for oversight.]

6. Compliance and Consequences of Non-Compliance

[Describe the risks and potential consequences of violating the policy, including disciplinary actions, legal implications, or business risks.]

7. Related Information

[Provide links or references to related policies, legal or regulatory frameworks, guidelines, or relevant forms and templates.]

8. Contact Information

For any questions regarding this policy, please contact:

[Insert name/office, phone number, and email address.]

9. Policy History

[Indicate whether this is a new policy or if it replaces an existing one. List previous versions with effective dates and revisions, if applicable.]

10. Policy URL (if applicable)

[Indicate where the policy can be accessed online if published on the Company website.]

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