

# easyAML

# Team Rollout Toolkit

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A step-by-step guide to rolling easyAML out to your team - ready for 1 July 2026 and beyond.

## Get set up

Account, roles, training - phase by phase.

## Train your team

Sequencing, briefings, FAQs.

## Go live confident

Compliance journey + readiness countdown.

Version 1.0 | June 2026 | [easyaml.com](https://easyaml.com)

**START HERE**

# How to use this toolkit

This is for the person leading your easyAML rollout - usually the [Compliance Officer](#), a partner, or an operations lead. It tells you what compliance looks like under Tranche 2, how easyAML maps to it, and how to [bring your team across](#) without losing momentum.

**[KB link](#)**

A HubSpot article with the full customer-facing detail.

**[AUSTRAC link](#)**

Official regulator guidance - the authoritative source.

**[Talk to easyAML](#)**

Submit a contact form from the easyAML website and our team will be in touch. .

## What's inside

- **Part 1** Tranche 2 in plain English.
- **Part 2** Platform setup, the trainer's view.
- **Part 3** Rolling easyAML out to your team.
- **Part 4** The compliance journey, obligation by obligation.
- **Part 5** Tranche 2 readiness countdown.
- **Part 6** Resources and contacts.
- **Appendices** Printable checklists for each stage.

## PART 1

# Tranche 2

in plain English.

## THE HEADLINE

## What changes on 1 July 2026

From 1 July 2026, Australia's AML/CTF regime extends to professional services - real estate, conveyancing, legal practice, accounting, and trust and corporate services. If your firm provides what AUSTRAC calls a '[designated service](#)', you become a '[reporting entity](#)' from that date, with the same core obligations that have applied to banks since 2006.

## DATES THAT MATTER

### 1 Jul

**Obligations commence**

Risk assessment, program, enrolments, training - all in one place.

### 29 Jul

**Notify AUSTRAC of your Compliance Officer**

Final deadline. Note: your AML obligations still commence on 1 July, regardless.

**Heads-up from AUSTRAC**

"We have an implementation plan" is not a substitute for being operational on day one. AUSTRAC's stated enforcement priority post-1 July is firms that wilfully ignore enrolment or are complicit with money laundering - not firms working in good faith. But the obligations themselves switch on, they don't phase in.

## THE BIG EIGHT

# Your core obligations

Eight things every Tranche 2 firm must have in place. Plus: appoint a [Compliance Officer](#) to oversee the program and act as AUSTRAC's primary contact.

**1. Enrol with AUSTRAC**

One-off, free, opens 31 March 2026.

**2. ML/TF Risk Assessment**

Document your specific risks.

**3. AML/CTF Program**

Policies and controls to manage them.

**4. Customer Due Diligence**

Every customer, before service.

**5. Train your staff**

AML responsibilities, role-based.

**6. Ongoing monitoring**

Track changes in risk and behaviour.

**7. Report to AUSTRAC**

SMRs, TTRs, IFTIs, Annual Report.

**8. Keep records**

7 years from end of relationship.

**+ The CO**

Accountable AML officer, your AUSTRAC contact.

## WHERE IT LIVES

# How easyAML maps to each obligation

Obligation	In easyAML
<b>AUSTRAC enrolment</b>	Done by you directly with <a href="#">AUSTRAC</a> . easyAML stores your AAN once issued.
<b>Risk Assessment (RA)</b>	Compliance > <a href="#">Risk Assessment</a> . Guided questionnaire, 25-30 minutes.
<b>AML/CTF Program</b>	Auto-generated from your <a href="#">RA</a> . Updates automatically as RA changes.
<b>Customer Due Diligence</b>	<a href="#">Transactions</a> menu. KYC for individuals, KYB for entities - unwraps ownership to 25% via ASIC in real time.
<b>Staff training</b>	Training menu. Auto-allocated by role; completion gates <a href="#">CDD</a> access.
<b>Ongoing monitoring</b>	Always-on at every tier. No per-event charge.
<b>Reporting</b>	Report menu. Pre-populated from CDD data; CO submits to AUSTRAC Online.
<b>Record-keeping</b>	Automatic. 7 years. AWS Sydney, ISO 27001 certified.

## PART 2

# Platform setup,

the Compliance Officer's checklist.

## THE PUBLISHED SEVEN-PHASE CHECKLIST

## Setup, phase by phase

The canonical sequence is published at [knowledge.easyaml.com/set-up-checklist](https://knowledge.easyaml.com/set-up-checklist). Below is what to expect at each phase and the gotchas most likely to trip up a first-time team.

1

**First login and account setup**

MFA, business details, AUSTRAC Account Number. 15-30 minutes.

2

**Invite your team and assign roles**

Nine roles to choose from. Each user gets one primary AML role. 15-30 minutes.

3

**Risk Assessment + AML/CTF Program**

CO completes the [RA](#); Program generates automatically. 30-45 minutes.

4

**Personnel Due Diligence and training**

CO first, then the team. Several days to roll out.

5

**First transaction, end to end**

Practice KYC and KYB. 15-30 minutes per transaction.

6

**Going live and ongoing compliance**

Monitoring runs automatically. Reports as required. Ongoing.

7

**Additional configuration**

Branded SMS, integrations, end-client communications. As needed.

## PHASES 1 + 2

# Login, MFA, and inviting your team

## Phase 1: First login

- Log in at [app.easyaml.com](https://app.easyaml.com) using your invitation link.
- Set up MFA. SMS is fine locally, passkey recommended; authenticator app for international staff who can't get Australian SMS.
- Complete the in-platform tutorial - ABN, legal name, trading name, sectors, structure.
- Enter your AUSTRAC Account Number (AAN) once AUSTRAC issues it. ([Enrolment Link](#))

### Watch out

- Invitation links expire after 4 weeks. Use **Forgot Password** at [app.easyaml.com](https://app.easyaml.com) to refresh.
- Make sure you add your AAN in the platform for lodging reports to AUSTRAC, but you can continue setup without it.

## Phase 2: Invite your team

Nine roles, each with a defined permission set. Pick the right primary AML role for each person - it drives both training allocation and platform permissions.

Role	Typical user	Key permissions
<b>Compliance Officer</b>	Accountable AML officer	Full access; signs off <a href="#">RA</a> , <a href="#">Program</a> , SMRs, TTRs
<b>2IC (Deputy CO)</b>	Backup for the CO	Same as CO except can't add/remove primary CO
<b>Senior Manager</b>	Director, partner, principal	<a href="#">Drafts RA</a> , reviews CDD, reports to governing body
<b>Board Member</b>	Directors / governing body	Oversight only
<b>CDD User</b>	Conveyancer, accountant, senior agent, lawyer	Signs off transactions, performs CDD
<b>Frontline Staff</b>	Sales reps, junior practitioners	Initiates <a href="#">KYC/KYB</a> ; can't sign off
<b>Training Only</b>	Back-office, reception	Training only; doesn't consume a paid seat
<b>External Auditor</b>	Independent AML auditor	Read-only access
<b>Integration Developer</b>	Your dev or integrator	API access only

### Two pitfalls AUSTRAC has flagged

- Assigning the full training library to every staff member indiscriminately. Role-based allocation is intentional, defensible to an auditor, and respects people's time.
- Assigning Frontline Staff to anyone who needs sign-off authority. They can't, which creates a bottleneck where every transaction lands on the different roles desk.

**Further reading:** [User roles in easyAML](#)

## PHASES 3, 4 + 5

# Risk Assessment, training, and first transaction

## Phase 3: Risk Assessment and AML Program

1. CO opens Compliance > [Risk Assessment](#).
2. Complete the guided questionnaire (~25-30 minutes). A Senior Manager can draft; the CO approves.
3. On RA approval, the AML/CTF Program generates automatically.
4. Download the [Program](#) as PDF via Compliance > AML/CTF Program.

### Critical path

The AML [Program](#) cannot be generated until the RA is approved. You must review the Program first before you can Approve. Role assignment must happen before training appears in users' dashboards. Don't skip or rush these gates - everything downstream depends on them.

## Phase 4: PDD and training

- CO completes their own PDD first (identity, police check, sanctions and adverse media, self-disclosure under AUSTRAC Rules 5-14).
- CO then initiates PDD for the 2IC, CDD Users and Frontline Staff. Depth varies by role.
- CO completes their own mandatory training.
- Team training auto-allocates by role and gates operational CDD access.

### Watch out

- PDD ideally is completed before staff provide designated services. However, you can proceed without risk is low. One-off, not annual (unless your policies say otherwise).
- If a user can't see their training, their role probably isn't set yet - allocation triggers on role assignment.

## Phase 5: First transaction, end-to-end

5. Create the transaction BEFORE you start providing the designated service.
6. Run **KYC** (individual) or **KYB** (entity - unwraps to 25% beneficial ownership via ASIC).
7. PEP, sanctions, adverse-media screening runs automatically.
8. Review the risk rating. High triggers ECDD and CO sign-off.
9. CO signs off. Staff raise UARs where appropriate; only the CO can lodge an SMR.

### Two rules your team must know from day one

**CDD before service = compliant. CDD after service = potential AUSTRAC breach.**

Build CDD into the start of your engagement workflow, not the end.

**Tipping-off is a criminal offence.** Never tell a customer that an SMR has been or will be lodged. Penalty: up to 2 years' imprisonment.

## PHASES 6 + 7

## Going live and beyond

Phases 6 and 7 cover what running easyAML looks like day-to-day - ongoing monitoring (automatic), periodic reports, branded SMS sender, integrations. Walk through in detail in your kick-off and in Part 4 of this toolkit.

### easyAML often hosts live webinars with the opportunity for Q&A

#### easyAML webinars

To help your team's go live here are some recordings from previous webinars:

- [easyAML Platform Onboarding session - For Compliance Officers \(30min\)](#)
  - This webinar is ideal for Compliance Officers to walk through the platform
- [easyAML Platform Onboarding Session - Day-to-Day AML Operations \(30min\)](#)
  - This webinar is idea for the whole team to watch as it covers the day-to-day of using the easyAML platform for your business AML/CTF compliance.
- [Getting Started with easyAML - Your First KYC Transaction \(30min\)](#)
  - This webiar walks you through how to complete your first KYC Transaction
- [Getting Started with easyAML - Your First KYB Transaction \(30min\)](#)
  - This webinar walks you through how to complete your first KYB Transaction

## PART 3

# Rolling it out

to your team.

## THE ROLLOUT SEQUENCE

## Six steps to go-live

Setting up the platform is the easy part - bringing the team along is where the work sits. Work through these steps in order. Some can overlap; none can be skipped.

**1****CO sets up**

Phase 1-3 setup: account, MFA, business details, Risk Assessment, AML Program, own PDD, own training.

**2****Internal kick-off**

Team briefing. Walk through what's coming, what changes day-to-day, set training expectations.

**3****Team training**

Invite users with correct roles. PDD initiated. Training auto-allocates by role.

**4****Practice transactions**

Dry-run [KYC](#) and KYB so the workflow's familiar before live matters.

**5****Readiness review**

Engagement letters, fee disclosure, existing client comms ready. Final gaps closed.

**6****Live**

CDD on every new matter from go-live. Risk-based re-verification of existing clients in flight.

## THE TEAM BRIEFING

# Run your internal kick-off

Before you ask people to start training, run a 30-45 minute team briefing. The training modules cover the law and the platform; a live session covers the practical concerns people will actually raise.

## Suggested 45-minute agenda

**1****Why this matters (5 min)**

Tranche 2 background, what AUSTRAC expects, what's at stake.

**2****The eight core obligations (10 min)**

Walk through Part 1 of this toolkit at a high level.

**3****What changes day-to-day (10 min)**

CDD before service. UAR not SMR for front-line. The tipping-off rule. Sector-specific examples.

**4****easyAML demo (10 min)**

Show the platform live. Don't lecture from slides.

**5****Q&A (10 min)**

The most important part. Capture what you can't answer; follow up afterwards.

## PRE-LOAD THE ANSWERS

## Common Questions

**"What happens if my clients don't want to do this?"**

Major banks have done VOI for decades. Frame it as something every regulated profession in Australia now does, not something unusual.

**"What if a client refuses?"**

You don't provide the designated service. There's a narrow 'deemed compliance' carve-out for some counterparty situations, but for your direct customers: no CDD means no service. Your CO has the details.

**"What if I notice something suspicious?"**

Raise an Unusual Activity Report (UAR) on the platform. Only the CO decides whether it becomes an SMR. Critically: never tell the customer. Tipping-off is a criminal offence. Carry on business as usual.

**"How much extra time will this take?"**

After the first few transactions, most firms report 10-15 minutes of additional admin per matter, less for repeat customers.

**"Who pays for the KYC checks?"**

That's a firm decision - absorbed, on-charged as a disbursement, or built into a fixed fee. Your principal will have decided this; make sure the answer is consistent across the team.

## COMMON PITFALLS

## Things to flag with your team

**Training left late**

CDD access is gated by mandatory training. Late training = late go-live.

**No 2IC appointed**

Without one, no sign-off, no SMR lodgement, no AUSTRAC response during CO leave.

**CDD as paperwork**

CDD must happen before you provide the service, not at file close.

**PEXA VOI = AML?**

No. VOI confirms identity for land titles. AML adds beneficial ownership, sanctions and risk rating.

**Tipping-off slips**

Don't chase a client for info that was triggered by a UAR they don't know about.

**Full training for all**

AUSTRAC has flagged this. Role-based allocation is intentional and defensible.

## PART 4

# The compliance

journey, end to end.

OBLIGATIONS 1 + 2

## Risk Assessment and AML Program

Your Risk Assessment documents the ML/TF risks your business faces - by customer type, designated service, delivery channel and jurisdiction. Your AML/CTF Program is the policies, controls and procedures that manage those risks. AUSTRAC expects the Program to cover both governance (who's responsible, how oversight works) and procedure (what staff actually do).

### In easyAML

Compliance > Risk Assessment. Guided industry-specific questionnaire, 25-30 minutes. Senior Manager can draft; CO approves. The AML Program generates automatically on RA approval. CO retains responsibility for ensuring it reflects how the business actually operates.

**Further reading:** [RA auto-generates the Program](#) | [AUSTRAC AML/CTF Program reform](#)

## OBLIGATION 3

# Customer Due Diligence

CDD is the process of identifying your customer, understanding the nature and purpose of the relationship, and assessing the ML/TF risk they present. It must happen BEFORE you provide a designated service.

## Three depths of CDD

### Standard CDD

The default. Verify ID, identify beneficial owners (25%), screen [PEP/sanctions](#), [risk-rate](#).

### Simplified CDD

Available for some low-risk types (listed cos, govt). Lighter touch on UBO.

### Enhanced CDD

Triggered for high-risk, PEPs, high-risk jurisdictions. Source of Funds + Wealth.

### In easyAML

Transactions menu. [KYC](#) for individuals, [KYB](#) for entities. KYB unwraps ownership to the 25% threshold in real time via ASIC. PEP, sanctions and adverse-media screening runs automatically. Risk rating is calculated by the platform and drives CDD depth.

### A note on ECDD timing

Whether work can commence while ECDD evidence (Source of Funds / Source of Wealth) is still being gathered is a question worth raising with your CO and BDM for your specific sector. The default is conservative: complete CDD - including ECDD - before providing the designated service.

## OBLIGATION 4

## Ongoing monitoring

Once onboarded, you keep watching. Ongoing monitoring detects changes in customer risk profile, unusual transaction patterns, and material changes in entity structure.

### In easyAML

Runs automatically across all customers, at every subscription tier, with no per-event charge. Re-screening cadence follows risk rating - low risk annually, medium 6-monthly, high quarterly. Transactional sectors re-screen on each new transaction.

### What the platform watches for

#### PEP / sanctions hits

Fresh matches on re-screening.

#### Volume anomalies

Spikes against the customer's baseline.

#### Entity changes

ASIC-detected director or UBO changes.

#### Cash threshold

Transactions at \$10k+ trigger TTR.

#### Jurisdiction shifts

Counterparty moves to higher-risk lists.

#### Behavioural drift

Patterns inconsistent with the risk profile.

**Further reading:** [No additional charge for monitoring](#) | [AUSTRAC ongoing CDD](#)

## OBLIGATION 5

# Reporting to AUSTRAC

Four reports your firm may need to file.

Report	Trigger	Deadline
SMR	Suspicious activity	3 business days (24 hrs for TF)
TTR	Physical cash \$10,000+	10 business days
IFTI	International funds transfer (usually FI, not your firm)	10 business days
Annual	Every year	Jan-Mar. First one: 1 Jul-31 Dec 2026.

### In easyAML

Front-line staff raise UARs in-platform. CO reviews and decides whether to escalate. SMRs and TTRs are pre-populated from transaction data, signed off by the CO, submitted to AUSTRAC Online. AUSTRAC doesn't currently expose a public API for direct submission - that's a regulator constraint, not an easyAML one.

**Further reading:** [Who can lodge an SMR?](#) | [AUSTRAC SMR guidance](#) | [AUSTRAC ITR](#)

## OBLIGATION 6

## Staff training

AUSTRAC expects every reporting entity to train its staff in their AML/CTF responsibilities, appropriate to each role. Indiscriminate full-library [training](#) for everyone is a common mistake AUSTRAC has flagged - role-based allocation is defensible and respects people's time.

Role	Modules	Total time
Frontline Staff	~6	1-1.5 hours
CDD User	~7	1.5-2 hours
Board Member	~9	2-3 hours
Senior Manager	~9	2-3 hours
CO / 2IC	Full library (~15)	3-4 hours

### In easyAML

[Training](#) menu. Modules auto-allocate based on primary AML role. Each ~20-40 minutes, self-paced. Completion is gated - users can't perform CDD until mandatory modules are done.

## OBLIGATIONS 7 + 8

## Records and independent review

### Record-keeping

AUSTRAC requires you to keep records for 7 years from the end of the customer relationship or the date of the transaction - whichever is later. ID documents, CDD records, transaction details, training completion, and the audit trail of your AML decisions.

#### In easyAML

Automatic. All records are retained for 7 years with a full audit trail. AWS Sydney, ISO 27001 certified.

### Independent review

AUSTRAC requires an independent evaluation of your AML/CTF Program every 3 years.

#### Important

Some HubSpot content presents the three-yearly audit as immediately current. For Tranche 2 firms, that's not the case. Your first independent evaluation is not due until 1 July 2029 at the earliest. Don't let a customer panic about commissioning an audit in 2026 or 2027.

PART 5

# Tranche 2

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readiness countdown.

## STEP 1

# Foundations

Decisions and engagements that unblock everything downstream. Don't skip these to get to platform setup faster - they're the things that hold up go-live if left late.

- Principal-level decisions made: who is the [Compliance Officer](#), how KYC/[KYB](#) costs are handled, how existing clients will be approached, who performs CDD.
- AUSTRAC enrolment initiated.
- easyAML account active, CO completing Phase 1-3 of platform setup.
- External advisers engaged: lawyer for engagement letters and Privacy Policy, accountant for billing setup, insurance broker notified.
- Existing client audit started - identifying which active matters will need CDD on go-live.

## STEP 2

## Documents, training, communications

The substantive build: your Program in place, your team in the platform, the external paperwork updated, and your clients prepared for what's coming.

- Risk Assessment approved, AML/CTF Program generated and reviewed by the CO.
- Engagement letter, fee disclosure and Privacy Policy updates back from legal.
- Team invited to easyAML with correct roles assigned. PDD initiated.
- Training rollout scheduled with the team.
- Practice management system updated with AML fields and matter-opening checklists.
- Existing client communications drafted and scheduled.

## STEP 3

# Rehearsal

The dry run. Get the workflow into muscle memory before live matters depend on it.

- Team training complete or close to complete.
- Practice [KYC](#) and [KYB](#) transactions run end-to-end with the team.
- Internal kick-off / Q&A session held.
- Tipping-off policy briefed to staff.
- Records retention schedule documented.
- AUSTRAC enrolment confirmed and AAN entered into easyAML.

## STEP 4

## Go-live

From 1 July 2026, your AML/CTF obligations are live. Every new matter from this date needs CDD before you provide the designated service.

- All new matters from this date have [CDD](#) completed before the designated service is provided.
- CO has signed off the AML/CTF Program and confirmed it reflects how the firm operates.
- Team knows the UAR workflow - what to raise, when, and the tipping-off rule.
- 2IC appointed and active in the platform.
- Existing client re-verification underway on a risk-based basis.

### Beyond day one

- Lodge TTRs for cash transactions of \$10,000+ within 10 business days.
- Lodge SMRs within 3 business days of forming a suspicion (24 hours for TF).
- Notify AUSTRAC of the Compliance Officer by 29 July 2026 if not already done.
- Annual Compliance Report due January-March 2027 (auto-populated by easyAML).
- Your first independent AML evaluation - not due until 1 July 2029 at the earliest.

## PART 6

# Other helpful tools

and contacts.

## KNOWLEDGE BASE

## easyAML KB - by topic

### Setup and roles

- [Customer-facing setup checklist \(7 phases\)](#)
- [User roles in easyAML](#)
- [Can one person hold multiple roles?](#)

### Training

- [Who needs to be trained?](#)
- [Full list of training modules](#)
- [How do I complete my AML/CTF training?](#)
- [Webinar - easyAML Platform Onboarding Session - Day-to-Day AML Operations \(30min\)](#)
- [Webinar - easyAML Platform Onboarding Session - For Compliance Officers \(30min\)](#)
- [Webinar - Getting Started with easyAML - Your First KYC Transaction \(30min\)](#)
- [Webinar - Getting Started with easyAML - Your First KYB Transaction \(30min\)](#)

### Risk Assessment and AML Program

- [Does the RA auto-generate the Program?](#)
- [Externally-drafted AML Programs](#)
- [Implementation plan acceptable from 1 July?](#)

### Ongoing monitoring and reporting

- [No extra charge for monitoring](#)
- [Who can lodge an SMR?](#)
- [Red flags for staff](#)

## Operational readiness

- [Your Tranche 2 AML/CTF Obligations \(Simplified\)](#)
- [Operational tasks beyond easyAML](#)
- [Decisions principals must make](#)
- [External parties to engage](#)
- [Existing clients on 1 July](#)
- [Internal documents and templates](#)
- [easyAML Tutorial Videos](#)

## OFFICIAL SOURCES

# AUSTRAC and contacts

## AUSTRAC links

- [About the AML/CTF reforms](#)
- [AUSTRAC regulatory expectations 2025-26](#)
- [AML/CTF Program reform](#)
- [Ongoing customer due diligence](#)
- [Suspicious matter reports](#)
- [Threshold transaction reports](#)
- [AUSTRAC Online \(enrolment + reporting\)](#)

## Companion documents

- [Operational Readiness Checklist \(PDF\)](#) - the definitive checklist for everything outside the platform.
- [Upcoming webinars](#)

## Get in touch

**Support:** support@easyaml.com (same-business-day acknowledgement)

**Phone:** 1300 425 495 (Australian business hours)

Don't know your assigned BDM? Email support and they'll make the introduction.

APPENDICES

# Printable

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checklists.

## APPENDIX A

# CO setup checklist

Print this and tick each item as you go.

## Phase 1 - Account setup

- Logged in at [app.easyaml.com](http://app.easyaml.com) using invitation link.
- MFA configured (passkey recommended).
- In-platform tutorial completed.
- [AUSTRAC enrolment](#) initiated.
- AAN entered into easyAML once issued.

## Phase 2 - Team setup

- Roles reviewed; correct role mapped per team member.
- [Team invited](#) via Account Settings > Users.
- 2IC appointed.

## Phase 3 - RA and Program

- [Risk Assessment](#) completed.
- RA approved by CO.
- AML/CTF Program reviewed and downloaded as PDF.

## Phase 4 - PDD and training

- Own [PDD](#) completed.
- [PDD](#) initiated for 2IC, CDD Users, Frontline Staff.
- Own mandatory training completed.
- Team training rollout calendar set.

## Phase 5 - First transaction

- Practice [KYC](#) run end-to-end.
- Practice [KYB](#) run end-to-end.
- [UAR](#) workflow tested with at least one staff member.
- SMR submission process walked through (without submitting) - for Compliance Officers only.

## APPENDIX B

# Team member onboarding

Give this to each team member when they're invited to easyAML.

- Accepted the invitation email and logged in at [app.easyaml.com](https://app.easyaml.com).
- MFA configured.
- Confirmed AML role with the CO.
- Attended the internal kick-off briefing.
- Mandatory training modules completed (Training menu > Your Training).
- Training certificates downloaded for your records.
- PDD documents submitted to the CO.
- I understand: CDD happens BEFORE I provide the designated service.
- I understand: if I see something unusual, I raise a UAR. I do not tell the customer.
- I know who the CO is and how to reach them.
- I know who the 2IC is for when the CO is unavailable.
- Run at least one practice transaction end-to-end.

## APPENDIX C

# Kick-off briefing agenda

Suggested 45-minute agenda for the meeting where you bring your team across what's changing on 1 July 2026.

## Before the meeting

- Risk Assessment approved and AML Program generated.
- Roles decided for every team member.
- Decisions made on KYC/KYB pricing, existing clients, who performs CDD.
- This toolkit (or extracts) circulated as pre-reading.

## The agenda

- Why this matters (5 min).
- The eight core obligations (10 min).
- What changes day-to-day (10 min).
- easyAML demo (10 min).
- Q&A (10 min).

## After the meeting

- Action items captured and shared.
- Open questions logged for the BDM or easyAML support.
- Training in platform completed as per assigned roles.

# easyAML

*Compliance, made easy.*

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