

GOVERNANCE & COMPLIANCE | COURSE BROCHURE

Know Your Customer (KYC) and Customer Due Diligence

5 days | Classroom training | English

SMART HORIZON

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London W2 6BD, United Kingdom

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https://smarthorizon.uk



Course content

Why attend

Know your customer and customer due diligence are central to preventing money laundering and financial crime. This course covers KYC requirements, customer identification and verification, beneficial ownership, risk rating, enhanced due diligence, politically exposed persons, ongoing monitoring and digital onboarding.

Weak KYC exposes organisations to financial crime and regulatory penalties. This course gives practical skills to perform robust, efficient due diligence.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course uses customer file reviews, beneficial ownership exercises, risk rating workshops and case studies.

Course objectives

By the end of this course, participants will be able to:

- Explain KYC and CDD regulatory requirements
- Identify and verify individuals and entities
- Determine beneficial ownership
- Risk-rate customers
- Apply enhanced due diligence and PEP checks
- Perform ongoing monitoring and periodic reviews

Target audience

This course is suitable for:

- KYC and onboarding analysts
- AML compliance officers
- Relationship managers
- Operations staff in financial institutions
- Professionals in regulated sectors



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Target competencies

Participants will develop competencies in:

- Customer identification
- Beneficial ownership analysis
- Customer risk rating
- Enhanced due diligence
- PEP screening
- Ongoing monitoring

Course outline

Day 1: KYC Framework

09:00–09:54	Purpose of KYC
09:54–10:48	Regulatory requirements
10:48–11:00	Risk-based approach
11:00–11:30	**Coffee break**
11:30–12:12	Risk-based approach (continued)
12:12–13:06	Roles and responsibilities
13:06–14:00	Exercise: KYC gaps

Day 2: Identification and Verification

09:00–09:54	Individuals
09:54–10:48	Legal entities
10:48–11:00	Documentary and electronic verification
11:00–11:30	**Coffee break**
11:30–12:12	Documentary and electronic verification (continued)
12:12–13:06	Digital onboarding
13:06–14:00	Workshop: File review



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Day 3: Beneficial Ownership

09:00–09:54	Ownership structures
09:54–10:48	Control
10:48–11:00	Complex structures
11:00–11:30	**Coffee break**
11:30–12:12	Complex structures (continued)
12:12–13:06	Registers
13:06–14:00	Exercise: Ownership mapping

Day 4: Risk Rating and EDD

09:00–09:54	Customer risk factors
09:54–10:48	Risk scoring
10:48–11:00	Enhanced due diligence
11:00–11:30	**Coffee break**
11:30–12:12	Enhanced due diligence (continued)
12:12–13:06	PEPs and sanctions
13:06–14:00	Case study: High-risk customer

Day 5: Ongoing Monitoring

09:00–09:54	Periodic reviews
09:54–10:48	Trigger events
10:48–11:00	Transaction monitoring links
11:00–11:30	**Coffee break**
11:30–12:12	Transaction monitoring links (continued)
12:12–13:06	Record keeping
13:06–14:00	Capstone: KYC procedure

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the



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sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Vienna Confirmed dates	9 Nov 2026	13 Nov 2026	**£2,940.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
Dubai Confirmed dates	16 Nov 2026	20 Nov 2026	**£3,150.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Frankfurt Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,650.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Kuala Lumpur Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,450.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Paris Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,860.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Istanbul Confirmed dates	18 Jan 2027	22 Jan 2027	**£2,650.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Cape Town Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,890.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.-**
Amsterdam Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,540.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**
Singapore Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,820.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.–**
London Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,450.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Dubai Confirmed dates	15 Mar 2027	19 Mar 2027	**£3,150.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Barcelona Confirmed dates	29 Mar 2027	2 Apr 2027	**£2,840.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**£1,250.–**
Frankfurt Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,650.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,450.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**
Paris Confirmed dates	3 May 2027	7 May 2027	**£2,860.–**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.–**
Istanbul Confirmed dates	17 May 2027	21 May 2027	**£2,650.–**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.–**
Cape Town Confirmed dates	31 May 2027	4 Jun 2027	**£1,890.–**
Online Confirmed dates	31 May 2027	4 Jun 2027	**£1,250.–**
Amsterdam Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,540.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Singapore Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,820.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,450.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.–**
Dubai Confirmed dates	19 Jul 2027	23 Jul 2027	**£3,150.–**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.–**
Frankfurt Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,650.–**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.–**



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Dates, venues and fees (continued)

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Rome Confirmed dates	9 Aug 2027	13 Aug 2027	**£2,450.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,450.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Paris Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,860.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Istanbul Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Amsterdam Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,540.-**



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Dates, venues and fees (continued)

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Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.–**
Rome Confirmed dates	11 Oct 2027	15 Oct 2027	**£2,450.–**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.–**
Singapore Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,820.–**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.–**
London Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,450.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.–**
Dubai Confirmed dates	15 Nov 2027	19 Nov 2027	**£3,150.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.–**



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Dates, venues and fees (continued)

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Frankfurt Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,650.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online