

AML Checklist



The foundation of effective anti-money laundering (AML) compliance strategy really comes down to one thing: knowing who your client really is. Strong Know Your Client (KYC) practices support accurate reporting, risk assessment and record-keeping. Weak verification creates gaps criminals can exploit.

By implementing a robust ID verification process, you can help protect yourself from financial, legal, and reputational risks while maintaining the integrity of the financial system.

To help with your ID verification process, we've created a handy checklist identifying the steps you need to take to help ensure you are AML compliant.

Identify client

- Valid, accurate, authenticated ID

Check triggers (All amounts)

- Includes suspicious activity and recordable transactions

Assess risk

- Does the client profile align with the transaction?
- Any inconsistencies or red flags?

Confirm beneficial ownership

- Confirm ownership structure for entities

Screen for PEP/HIO

- Ensure proper screening and escalation where required

Third-party determination

- Is the client acting on behalf of another individual/entity?
- If yes:
 - Capture third-party details
 - Assess legitimacy and document rationale

Determine source of funds or wealth

- Is it reasonable and consistent with client profile?

Complete document

- Ensure all required forms are completed, signed and dated



For advisors, AML compliance is part of protecting clients, your business, and the financial system. Strong identity verification reduces exposure to financial crime, supports accurate FINTRAC reporting, and protects the trust your business is built on. When in doubt, consult FINTRAC guidance or your compliance officer.