HEALY CONSULTANTS GROUP PLC
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Client File Sign-off checklist

No.	Deliverable	Answer?
1.	Client name and file number?	[name]
2.	Client boarded by Healy Consultants Group PLC on?	[date]
3.	Signed first meeting minutes in client file?	[Yes / no]
4.	Is the latest invoice available in Client file?	[Yes]
5.	Is the signed completed engagement letter available in Client file?	[Yes]
6.	Client risk assessment calculator available in Client file?	[Low/Med/High]
7.	Is the latest up to date due diligence checklist available in Client file?	[Yes]
8.	Does the Client file include color scans of all required DD?	[Yes / no]
9.	Did Compliance waive any documents?	[Yes / N/A]
10.	Google search done on UBOs, shareholders & directors? (Compliance to sign off)	Signature
11.	DJ search done on UBOs, shareholders, directors? (Compliance to sign off)	Signature
12.	Signed UBO declaration available in drop box folder Client file?	[Yes / no]
13.	Indemnity & Nominee Agreement signed? (Only applicable if nominee service provided)	[Yes / no]

	Comments (if any)	Signature
CRO		
Compliance		
CEO		

[CRO name]	[Compliance name]	[Compliance Dept. Manager] (for high risk Clients only)	[Region CEO] (for high risk Clients only)