



Partner UX/UI Guidance

Know-Your-Business Checks



Introduction

With the Thirdfort API it's easy to build a partner integration, allowing your users to initiate and complete checks in a way that's seamlessly integrated with your platform.

This short guide covers some of the key user experience considerations and provides examples of how best to present and position Thirdfort Know-Your-Business Checks within your product.



Introduction

Note, we refer to the following terms throughout this document:

Company: The corporate entity that is subject to a Thirdfort Know-Your-Business Check

User: Business or individual using your platform day-to-day (e.g. lawyer, estate agent).

Users will initiate a Thirdfort Know-Your-Business Check on a specific Company. Users will be able to download and access the PDF Results Report from within your platform once the check is complete.



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1. Discovering Thirdfort

The first thing to consider is how to let your Users know that they can use Thirdfort Know-Your-Business Checks within your platform. We recommend providing a clear way for them to access the integration, explaining the value of Thirdfort when doing so.



Discovering Thirdfort while using your product

Discovering Thirdfort

Consider using a tile, icon or similar to allow your Users to discover Thirdfort within your platform.

You may also want to make use of in-product messaging to outline the benefits of using Thirdfort, for example:



Thirdfort reduces risks by automating Know-Your-Business Checks for both UK and International businesses.



Checks are completed in a matter of minutes with real time access to live information.



Results are presented in an easy to read PDF report which can be exported for audit proof compliance.



2. Initiating & Submitting a Thirdfort Know-Your-Business Check

Your Users will need access to a 'initiation screen' that allows them to;

- i) Enter relevant initiation data (Company Name and/or Number and Jurisdiction)
- ii) Select required reports



Initiating a Thirdfort Know-Your-Business Check

Initiating a Thirdfort Know-Your-Business Check requires the following steps:

- 1) User selects the relevant Jurisdiction.
- 2) Users enters the relevant Company Name and/or Company Number.
- 3) User verifies that the Company Name/Number is correct.
- 4) User selects required reports from available list and submits the request.

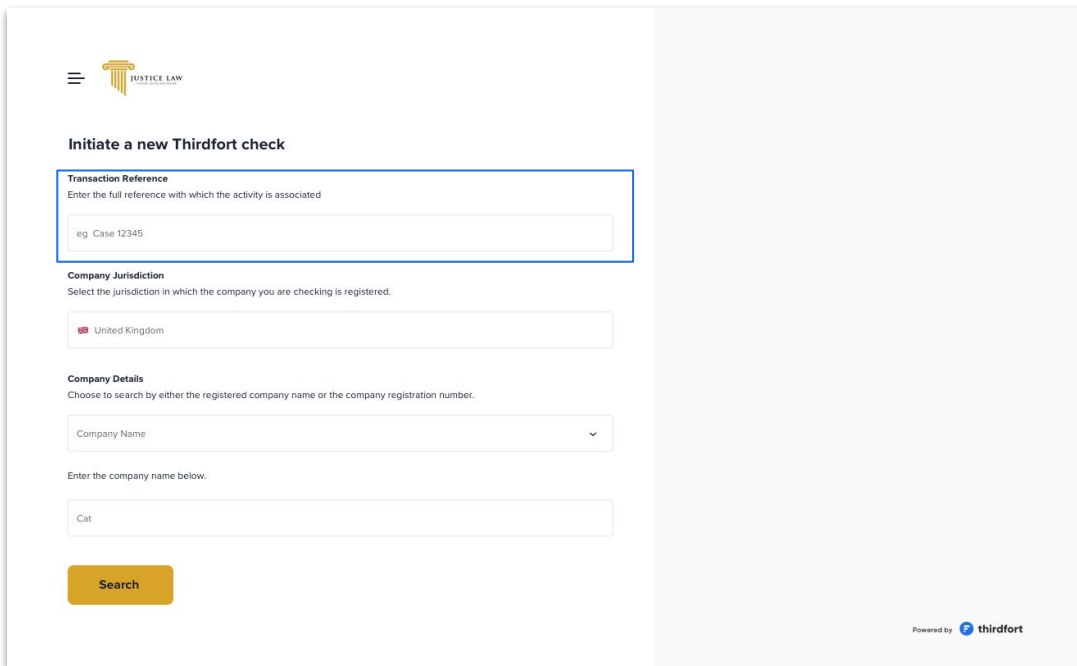
What to include on the initiation screen and how to present these steps to your Users are explained in more detail on the following pages.



Initiating a Thirdfort Know-Your-Business Check

Transaction Reference [mandatory]

You must determine what to use as the transaction reference and whether to allow your Users to define this themselves or to pre-populate it. It should be prefaced with an identifier such as your platform's name (e.g. Thirdfort-1234).



The screenshot shows a web form titled "Initiate a new Thirdfort check". At the top left is the Thirdfort logo, which consists of three horizontal lines and the text "THIRDFORT LAW" and "EST. 2018". The form has several sections:

- Transaction Reference**: A section with a blue border. It contains the text "Enter the full reference with which the activity is associated" and a text input field with the placeholder "eg Case 12345".
- Company Jurisdiction**: A section with the text "Select the jurisdiction in which the company you are checking is registered." and a dropdown menu showing "United Kingdom".
- Company Details**: A section with the text "Choose to search by either the registered company name or the company registration number." and a dropdown menu showing "Company Name".
- Below the "Company Details" section, there is a text input field with the placeholder "Enter the company name below." and the text "Cat" below it.
- A yellow "Search" button is located at the bottom of the form.
- At the bottom right of the page, there is a footer that says "Powered by thirdfort" with the Thirdfort logo.



Initiating a Thirdfort Know-Your-Business Check

Company Jurisdiction [mandatory]

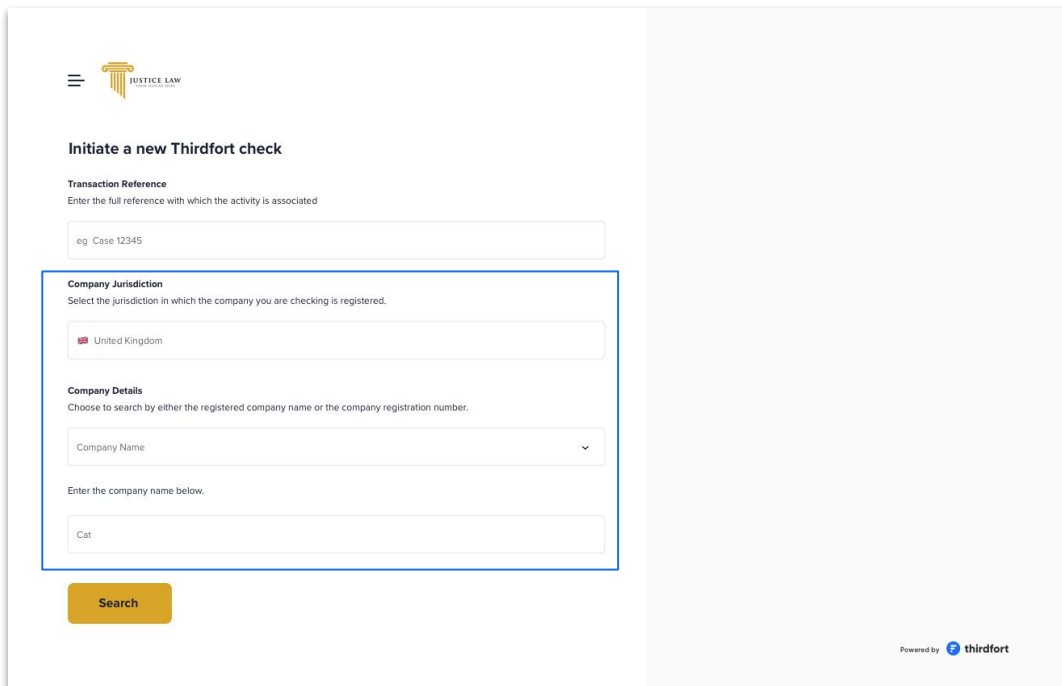
You must allow Users to select the relevant jurisdiction of the Company in question. A full list of supported jurisdictions is available [here](#). Only show the listed jurisdictions or, if you have an open search field, return an error message for non-supported jurisdictions (i.e. *not available*).

Company Name [mandatory]

You must allow Users to input the relevant Company Name.

Company Number [mandatory]

You must allow Users to input the relevant Company Number.



The screenshot shows a web form titled "Initiate a new Thirdfort check". At the top left is a logo with a stylized column and the text "JUSTICE LAW". Below the title is a section for "Transaction Reference" with a text input field containing "eg Case 12345". A blue-bordered box highlights the "Company Jurisdiction" and "Company Details" sections. The "Company Jurisdiction" section has a label "Select the jurisdiction in which the company you are checking is registered." and a dropdown menu showing "United Kingdom". The "Company Details" section has a label "Choose to search by either the registered company name or the company registration number." and two input fields: "Company Name" (with a dropdown arrow) and "Enter the company name below." (with a text input field containing "Cat"). A yellow "Search" button is at the bottom of the form. In the bottom right corner, it says "Powered by thirdfort".



Initiating a Thirdfort Know-Your-Business Check

Verifying Company details [mandatory]

Once a User has entered the relevant Company Name or Number, you can provide them with the ability to search for, and verify these details ahead of initiating the check.

A [simple API call](#) specifying the Company Name and/or Number along with the Jurisdiction will allow you to confirm if the details are correct.

If several results are returned (i.e a common Company Name is used in the search) then a list of possible Companies and associated Company Numbers is returned. We recommend presenting these results to your Users so they can select the correct Company.

The screenshot displays the 'Initiate a new Thirdfort check' form on the left and the 'Company Search Results' on the right. The form includes sections for Transaction Reference, Company Jurisdiction, and Company Details. The search results table lists several companies, including 'CAKE AND CUSTARD FACTORY LTD' and 'THE CUSTARD GROUP LTD'.

Initiate a new Thirdfort check

Transaction Reference
Enter the full reference with which the activity is associated

eg Case 12345

Company Jurisdiction
Select the jurisdiction in which the company you are checking is registered.

United Kingdom

Company Details
Choose to search by either the registered company name or the company registration number.

Company Name

Enter the company name below.

Cat

Search

Company Search Results
Select the correct company from the list

Company Name	Company Reg No
<u>CAKE AND CUSTARD FACTORY LTD</u>	11617762
<u>CAT & CUSTARD POT LIMITED</u>	08627112
<u>THE CUSTARD GROUP LTD</u>	11340501
<u>CURIOSITY AND THE CAT LTD</u>	09139628
<u>CAKE AND CUSTARD FACTORY DALSTON LTD</u>	12928545
<u>CAKE AND CUSTARD FACTORY LEYTON LTD</u>	13558224
<u>CAKE AND CUSTARD FACTORY GLOBAL LTD</u>	12751604
<u>CELL AND GENE THERAPY CATAPULT</u>	10016023
<u>CAKE AND CUSTARD FACTORY PECKHAM LTD</u>	12725773

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Initiating a Thirdfort Know-Your-Business Check

Check selection **[mandatory]**

Once a User has inputted the relevant jurisdiction, Company Name and/or Company Number, you need to provide them with the ability to select the reports they are interested in. We recommend using radio buttons for this. Available reports are:

- Company Summary
- Ultimate Beneficial Owners Report (UBO)
- Annual Accounts
- Articles of Association
- PSC Extract
- Register Extract
- Shareholders List

Note, Company Summary reports are available in every jurisdiction. Availability of the other reports varies by jurisdiction (for a full list see [here](#)).





[← Back to results](#)

Select the information you require

Company Name THIRDFORT LIMITED	Company Registration Number 10757456	Company Jurisdiction  United Kingdom (UK)
--	--	--

Please select what reports and/or documentation you require from the below list.

☒ **Company Summary**
A live extract from the relevant jurisdiction's register providing information relating to the company's status and other key details about the organisation. Includes a global sanctions and adverse media check on the chosen organisation.

☒ **Company Check - Ongoing Monitoring**
In addition to the PEPs and Sanctions report, this company will be monitored continuously for a period of time and you will be notified of any changes to the

☐ **Ultimate Beneficial Owners (UBO) Report**
A real time insight into cross-border shareholder structure information for the selected organisation. Provides a clear breakdown and visualisation of the full ownership structure in an easy-to-read format.

Official Documentation
Please note all official documentation is returned in the native language of the jurisdiction the company is registered in.

☐ **Annual Accounts**
Latest Annual accounts filed by the company

☐ **Articles of Association**
Company founding documents as filed

☐ **Register Extract**
Official proof of company registration

☐ **Shareholder List**
Official list of registered shareholders

[Go back](#) [Submit request](#)

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Initiating a Thirdfort Know-Your-Business Check

Company Name / Number / Jurisdiction Confirmation [Optional] We recommend displaying the Company Name, Number and jurisdiction selected by the User on this screen.

Ongoing Monitoring [mandatory]

To provide your Users with the option to include Ongoing Monitoring as part of a Know-Your-Business Check, this must also be included as a selectable option.

Initiating Multiple Know-Your-Business Checks at once

You could also add a multiple Know-Your-Business Check initiation screen (i.e. initiating checks for multiple Companies at once), please note that this will still trigger individual Transactions in the back-end.

The screenshot shows a web interface for initiating a Thirdfort Know-Your-Business Check. At the top is the 'JUSTICE LAW' logo. Below it is a 'Back to results' link. The main section is titled 'Select the information you require' and contains a table with three columns: 'Company Name', 'Company Registration Number', and 'Company Jurisdiction'. The table is populated with 'THIRDFORT LIMITED', '10757456', and 'United Kingdom (UK)' respectively. Below the table, there is a section titled 'Please select what reports and or documentation you require from the below list.' with two options: 'Company Summary' (selected with a checkmark) and 'Ultimate Beneficial Owners (UBO) Report' (unselected). The 'Company Summary' option is described as a live extract from the relevant jurisdiction's register. The 'Ultimate Beneficial Owners (UBO) Report' option is described as a real-time insight into cross-border shareholder structure. Below this is a section titled 'Official Documentation' with a note that all official documentation is returned in the native language of the jurisdiction. It lists four options: 'Annual Accounts', 'Articles of Association', 'Register Extract', and 'Shareholder List'. At the bottom, there are two buttons: 'Go back' and 'Submit request'. The footer indicates 'Powered by thirdfort'.

Company Name	Company Registration Number	Company Jurisdiction
THIRDFORT LIMITED	10757456	United Kingdom (UK)

Please select what reports and or documentation you require from the below list.

- ☒ **Company Summary**
A live extract from the relevant jurisdiction's register providing information relating to the company's status and other key details about the organisation. Includes a global sanctions and adverse media check on the chosen organisation.
- ☐ **Ultimate Beneficial Owners (UBO) Report**
A real time insight into cross-border shareholder structure information for the selected organisation. Provides a clear breakdown and visualisation of the full ownership structure in an easy-to-read format.

Official Documentation
Please note all official documentation is returned in the native language of the jurisdiction the company is registered in.

- ☐ **Annual Accounts**
Latest Annual accounts filed by the company
- ☐ **Articles of Association**
Company founding documents as filed
- ☐ **Register Extract**
Official proof of company registration
- ☐ **Shareholder List**
Official list of registered shareholders

[Go back](#) [Submit request](#)

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3. Providing Visibility on the Status of Thirdfort Know-Your- Business Checks

Once a Thirdfort Know-Your-Business Check has been initiated it is important that you provide your Users with visibility on the status and updates when this changes.

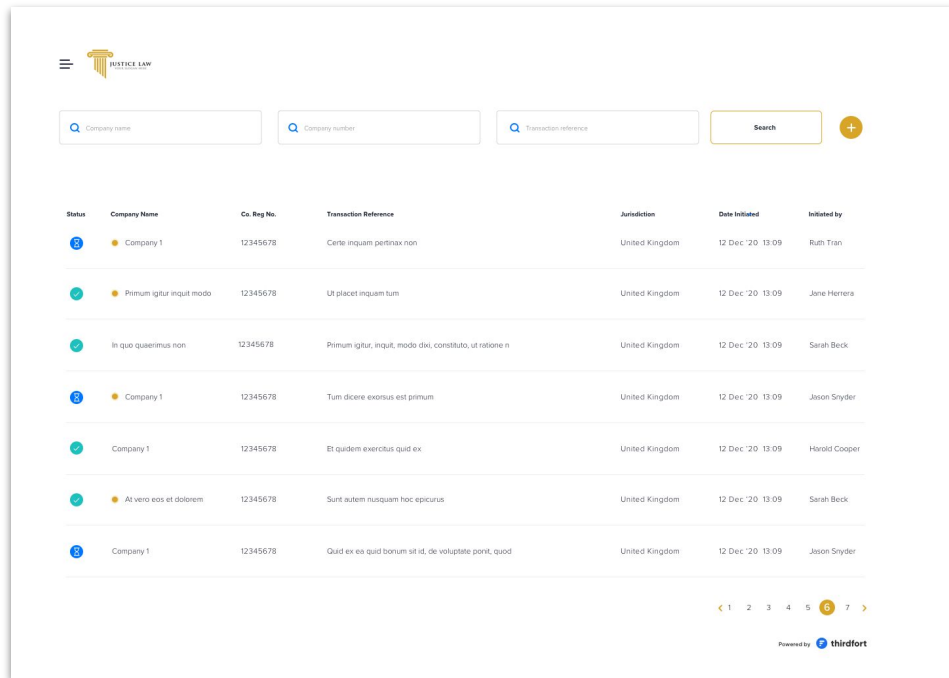


Providing Visibility

We recommend providing a simple searchable summary table or dashboard within your platform that includes the following pieces of information:

- Company Name
- Company Number
- Jurisdiction
- Transaction reference*
- Transaction ID*
- Initiation date

*Transaction reference and ID are the unique identifiers used by the Thirdfort Support team. It is important that this is visible to your Users.



The screenshot displays a web interface for a legal platform. At the top, there is a navigation menu with a hamburger icon and the 'THIRDFORT LAW' logo. Below the navigation, there are three search input fields labeled 'Company name', 'Company number', and 'Transaction reference', followed by a 'Search' button and a plus icon. The main content area features a table with the following columns: Status, Company Name, Co. Reg No., Transaction Reference, Jurisdiction, Date Initiated, and Initiated by. The table contains seven rows of data, each representing a transaction. The 'Status' column uses colored circular icons (blue, green, orange) to indicate the state of each transaction. The 'Company Name' column lists various company names, some of which are truncated. The 'Co. Reg No.' column shows the same number (12345678) for all transactions. The 'Transaction Reference' column contains Latin phrases. The 'Jurisdiction' column lists 'United Kingdom' for all transactions. The 'Date Initiated' column shows the date '12 Dec '20' and the time '13:09' for all transactions. The 'Initiated by' column lists the names of the users who initiated the transactions. At the bottom right of the table, there is a pagination control showing the current page (6) and the total number of pages (7). The footer of the interface includes the text 'Powered by' followed by the Thirdfort logo.

Status	Company Name	Co. Reg No.	Transaction Reference	Jurisdiction	Date Initiated	Initiated by
	Company 1	12345678	Certe inquam peritiam non	United Kingdom	12 Dec '20 13:09	Ruth Tran
	Primum igitur inquit modo	12345678	Ut placet inquam tum	United Kingdom	12 Dec '20 13:09	Jane Herrera
	In que quaeimus non	12345678	Primum igitur, inquit, modo divi, constituto, ut ratione n	United Kingdom	12 Dec '20 13:09	Sarah Beck
	Company 1	12345678	Tum dicere exorsus est primum	United Kingdom	12 Dec '20 13:09	Jason Snyder
	Company 1	12345678	Et quidem exercitus quid ex	United Kingdom	12 Dec '20 13:09	Harold Cooper
	At vero eos et dolorum	12345678	Sunt autem nusquam hoc epicurus	United Kingdom	12 Dec '20 13:09	Sarah Beck
	Company 1	12345678	Quid ex ea quid bonum sit id, de voluptate porit, quod	United Kingdom	12 Dec '20 13:09	Jason Snyder



Providing Visibility

We also recommend including the status of the Know-Your-Business Check to provide Users with visibility on the progress of individual checks. Statuses required are:

- Open/Pending (check submitted)
- Complete (Reports available to download)

We also recommend making it clear from the summary table which checks include Ongoing Monitoring.

In this example, we have used a simple static coloured dot against the Company Name to highlight this.

Status	Company Name	Co. Reg No.	Transaction Reference	Jurisdiction	Date Initiated	Initiated by
🟡	Company 1	12345678	Certe inquam portras non	United Kingdom	12 Dec '20 13:09	Ruth Tran
🟢	Primum igitur inquit modo	12345678	Ut placet inquam tum	United Kingdom	12 Dec '20 13:09	Jane Herrera
🟢	In quo quaeiramus non	12345678	Primum igitur, inquit, modo dicit, constituto, ut ratione n	United Kingdom	12 Dec '20 13:09	Sarah Beck
🟡	Company 1	12345678	Tum dicere exorsus est primum	United Kingdom	12 Dec '20 13:09	Jason Snyder
🟢	Company 1	12345678	Et quidem exercitus quid ex	United Kingdom	12 Dec '20 13:09	Harold Cooper
🟢	At vero eos et dolorum	12345678	Sunt autem nusquam hoc epicurus	United Kingdom	12 Dec '20 13:09	Sarah Beck
🟡	Company 1	12345678	Quid ex ea quid bonum sit id, de voluptate penit, quod	United Kingdom	12 Dec '20 13:09	Jason Snyder
🟡	Company 1	12345678		United Kingdom	12 Dec '20 13:09	Jason Snyder

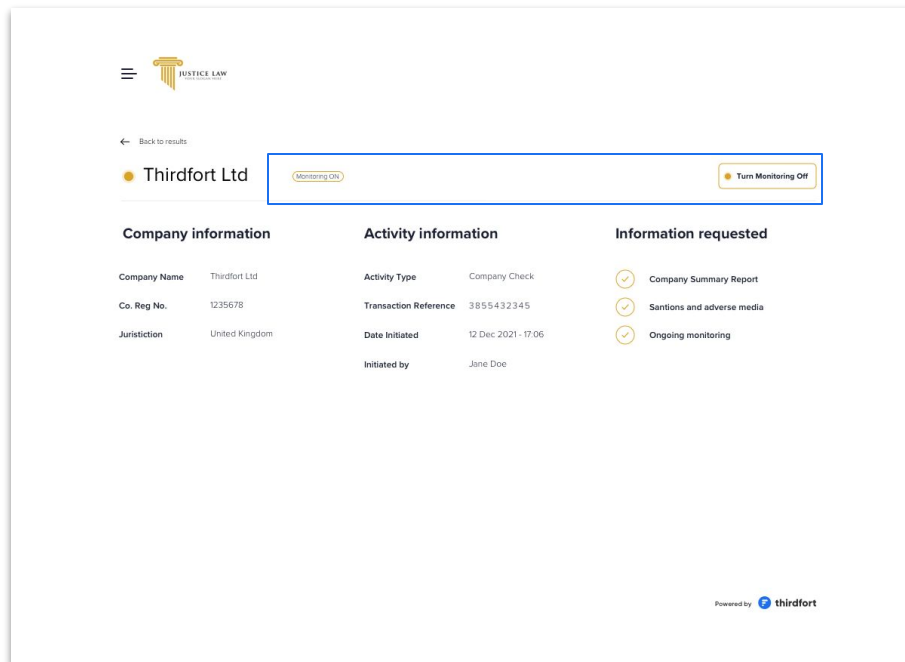


Providing Visibility

Upon selecting a check from the summary table view, we recommend surfacing relevant information on the selected check to the User.

It is important that this page contains the transaction reference and transaction ID which are used as unique identifiers by the Thirdfort Support team.

You should also make it clear on this page if Ongoing Monitoring is enabled as well as providing the User with a button and option to switch it off. If and when an updated report is available, this should be available to download from the same page.





4. Downloading and Viewing the Results of a Thirdfort Know-Your-Business Check

Once the Know-Your-Business Check has completed, you will be able to make the [PDF Results Report](#) available for download within your platform.



Downloading and viewing results

Once the status of a check updates to 'complete', we first recommend notifying the relevant User, either via email or an in-product notification. Once notified, you should direct users to the area they are able to download the [PDF Results Report](#).

The screenshot displays a web interface for 'JUSTICE LAW' with a 'THIRDFORT' logo. The main heading is 'Thirdfort Ltd' with a 'Monitoring ON' status. A 'Back to results' link is visible. A 'Download report' button and a 'Turn Monitoring Off' button are highlighted with a blue box. The interface is divided into three columns: 'Company information', 'Activity information', and 'Information requested'. The 'Check progress' section shows a timeline with three stages: 'Activity initiated', 'Activity in progress', and 'Activity complete', all marked with checkmarks. The 'Information requested' section lists three items: 'Company Summary Report', 'Sanctions and adverse media', and 'Ongoing monitoring', each with a checkmark. The footer indicates 'Powered by thirdfort'.

Company information		Activity information		Information requested	
Company Name	Thirdfort Ltd	Activity Type	Company Check	✓	Company Summary Report
Co. Reg No.	1235678	Transaction Reference	3855432345	✓	Sanctions and adverse media
Jurisdiction	United Kingdom	Date Initiated	12 Dec 2021 - 17:06	✓	Ongoing monitoring
		Initiated by	Jane Doe		

Check progress
Checks being processed by Thirdfort

Activity initiated → Activity in progress → Activity complete

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5. Additional Considerations



Additional Considerations

Brand Guidelines

You will need to display the Thirdfort logo within your platform at various stages in the user journey. **Please contact us for our logo files.**

We recommend using our '*horizontal logo*' where possible. Alternatively you may wish to present the logo along with relevant wording, e.g. 'Powered by + [Thirdfort logo]'.



Additional Considerations

Further information & Contact

We also recommend signposting where your Users can find more information about Thirdfort and/or contact a member of our team if they need help.

[Thirdfort website](#)

[Thirdfort Resources](#) (mandatory to display, please request bespoke link)

[Terms and Conditions](#)

Email: support@thirdfort.com

Phone: **0161 768 0083**

Help centre: [Thirdfort Support Centre](#)



Additional Considerations

Appendix



Know-Your-Business Check - report descriptions

We recommend adopting the examples across the next few pages to provide your users with a description of each report available when initiating a Know-Your-Business Check. Note, available reports vary by jurisdiction.



Reports

Company Summary

“A live extract from the relevant jurisdiction’s register providing information relating to the company’s status and other key details about the organisation. Includes a global sanctions and adverse media check on the chosen organisation.”

Ultimate Beneficial Owners (UBO) Report

“A real time insight into cross-border shareholder structure information for the selected organisation. Provides a clear breakdown and visualisation of the full ownership structure in an easy-to-read format.”



Reports

Annual Accounts

Latest Annual accounts filed by the Company

Articles of Association

Company founding documents as filed

Register Extract

Official proof of company registration

Shareholder List

Official list of registered shareholders

Ongoing Monitoring (selectable option)

In addition to the PEPs and Sanctions report, this company will be monitored continuously for a period of time and you will be notified of any changes to the company's global sanctions and adverse media status





Move fearlessly.

thirdfort.com