Your compliance checklist

☑ **Assign** ownership (compliance, ops, data)

☑ **Review** CBI guidance and templates

☑ **Extract** required data, check automation

☑ **Run** gap analysis for missing data

☑ **Notify** CBI of any missing data

☑ **Implement** processes to capture missing data

☑ **Attend** the CBI AML REQ workshop

☑ **Decide** XML approach (build or buy)

☑ **Prepare** 2024 data for Q4 testing

☑ **Participate** in CBI testing cycle

☑ **Run** QA checks on final report

☑ **Upload**, finalise, sign-off in portal

☑ **Maintain** audit trail and approvals

☑ **Document** run-book for annual repeat