

Millogic Documentation

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Store UBO information

The module Relation management is incorporated in the Relations screen. In the Relation management tab a custom made database can be maintained with 35 files. The layout of these files can be supplied as custom made. Users can define files and fields as wished via *Supervisor menu* > *Relation management settings*.

Default file 136 is meant for contact information like UBOs.

🕏 File layout		
File number	136	🔽 Display at c
Name Dutch	Contactpersonen	🗌 Display at p
Name Eng	Contractpartners (clients)	

The data in this file can be managed in the Relation Management module.

For example see the screen below. In this screen the UBO field (file 136 field 10) is a Y/N marker.

¢					Relations									
Companies Persons Relation	on mar	nageme	nt Debtors	Creditors										
Activities 🔨	Sea	rch nam	ne (filter on F12)						Code		Service comp.	Status	Risk	
Administrative	Millogic							MILL		ONE	ACT		•	
Advisors		Info	Tune	Firm	Deini URO Cont			Anna Client						
Archive		inito	туре		Person	F1111	000	Cont	Appi	Cilenc				_
Assessments														
Bank accounts														
Bank qualifications														
Bookyear status														
Capital														
Clash money	_							1						
CoCinscriptions	Ger	neral		-	- Notes	Doc	uments							
Common Law Trust			-											
Compliance DNB			туре							Prinic				
Compliance reviews			Firm							UE	UBO			
Contract partners (clients)			Person						<u>_</u>					
Debentures												lable enti	ries	
Documents		Dorconi	tago stako holdor				0	00		Ve	r / No V / N. (00)			
Empty		reiten	lage stake fiolder				-,	- 1		Table Te	.37 140 1 7 14 (55)			
Fiscal									Code		Description			
General									Loue		Vec			
Liquidation dates									N		No			
Liquidation parties														
Management														
Market info														
Non compliance docume 🗸														

User rights

To make sure that only authorized users are able to view and change this information it is possible to set restrictions on the rights per file.

Users with no rights for file 136 are not able to see data on the screen or in related reports. Rights can be set separately for read, write and delete.

6					Rights					
Group 2 Other users Copy group Reset group Delete group General Relation management Client bookkeepings Service companies Files Relations service company										
	Read	Write	Delete	File	Description	A				
	-	~	-	133-TAB1	Debentures Tabpag.1					
	~	~	~	135-TAB1	Bookyear status Tabpag.1					
	~	~	~	135-TAB2	Bookyear status Tabpag.2					
	✓	✓	-	135-TAB3	Bookyear status Tabpag.3					
	✓	✓	-	135-TAB4	Bookyear status Tabpag.4					
(136-TAB1	Contract partners (clients) Tabpag.1					
	✓	✓	-	137-TAB1	Empty Tabpag.1					
	\checkmark	\checkmark	-	140-TAB1	Compliance DNB Tabpag.1					
	✓	✓	✓	141-TAB1	Compliance reviews Tabpag.1					
	✓	✓	-	142-TAB1	Statutary Tabpag.1					
	✓	✓	✓	143-TAB1	Rulings Tabpag.1					
	✓	✓	✓	144-TAB1	Documents Tabpag.1					
	✓	✓	✓	145-TAB1	Archive Tabpag.1					
	✓	✓	✓	146-TAB1	Status history Tabpag.1					
	-	✓	-	147-TAB1	Non compliance documents Tabpag.1					
						~				

When users have no rights for file 136 this data is not visible on the Relations tabs of Companies and Persons.

eneral Addresses Relations Employees	Mailing Events	
Advisors-Firm		
Bank qualifications-Person/firm		
Contractpartners (clients)-Firm		
Cover letter address debtors		
Documents / contracts-Firm/person		
Management-Manager		
Other relations-Firm		
Participations-Firm		
Shares-Shareholder		
All categories		

Note: Because it is not possible to set rights on a particular types of companies or persons we advise not to use a company type or person type called UBO.

Note: Millogic developed a special wizard to enter UBO data and documents.

Encryption of data

In the Trust version it is possible to encrypt certain persons and companies in the Service Companies.

For example when it is not desired that all users can see the address information of these relations, like a UBO for instance.

In the Settings an option "Encrypt address information relations" can be set on the Trust tab.

When the option is set, a Lock button Persons.

appears in the tab page general of Companies and

By pressing the Lock button the address information found by the Company or Person will be moved and encrypted to another part of the database. The normal address fields will be emptied and grayed out.

When a relation must be unrecognizable to users who do not have access, the name of the relation also can be entered in the encrypted field Name.

In the normal name and search name fields, you can fill in the relation code instead of the real name. This has to be done manually.

When the button is colored red the data is already encrypted. By pressing the button the data can be maintained.

To prevent entering a contact twice you can search existing contacts by name with CTRL+F.

The encrypted fields are not supported by any functionality in Mill7 regarding addresses like mailing etc.

For the moment there are only two reports (EU scan Companies and EU scan Persons) where encrypted information is shown. These reports are restricted to users with all rights for the file and for access to encrypted address information.

Users must have the right "Access to encrypted address information" to see and use the lock button.

This right can be set on the General rights tab (Relations type).

•	Righ	nts								
Grou	up 2 Other users	Copy group	Re							
General	I Relation management Client bookkeepings Service of	companies								
	Type Relations									
	Description									
Access to encrypted address information										
-	Access to events									
	Access to Relian									
	Change clients regardless of status									