

Contents

1. Introduction.....	2
2. Anatomy of an Inventory	2
3. Due Diligence Inventories	5
4. Activity Monitoring Inventories	16
5. Risk Related Inventories.....	25
6. Register Inventories	27
7. Tax Profile Inventories	42
8. Generic Extension Inventories	48
9. Miscellaneous Inventories	51



1. Introduction

PlainSail has an innovative feature which it calls 'Inventories' which allows users to specify their own sets of data which may be added or amended with relative ease. This is highly desirable in a world where regulatory changes are frequent and compelling, and this allows PlainSail users to adopt new data requirements as necessary quickly and inexpensively.

An inventory bundles together cohesive sets of data and then define rules for launching the inventory and the behaviour of the data when completing it for an entity.

PlainSail comes with 37 pre-defined inventories and below these are defined individually with a brief explanation of each one's purpose, a screen shot of a blank version of the inventory as it is presented to the user upon launch and a schema defining the fields comprising the inventory with the data types and category used.

Please note that the latter may comprise more data fields than the user screen shot as in some cases fields may be hidden and only reveal themselves when certain conditions occur.

2. Anatomy of an Inventory

An inventory is a collection of Field Definitions bound together into a Template which can be then launched from an inventory and then is permanently attached to it.

The inventory may be launched manually from the Entity -> Inventories screen or it may be launched automatically based on a set of rules or Triggers (see example in the Identity Document script below). Inventories are Templates that are given a name, a departmental assignment and a category. When creating a template, it may be stipulated as only being able to be launched from a custom workflow. This is often desirable as the workflow will exercise strict control over its completion and approval.

If the name of an inventory is preceded with an underscore (e.g. '_Sample inventory'), the inventory will not be visible in the launch screen. This implies that the inventory will be launched by some internal automated means; either by a trigger or by being called from another inventory field or a workflow.

In some cases, it may not make sense to have more than one instance of an inventory. For example, when a client has been identified as a Pep, you will need to record the information as to the reasons and circumstances so the 'Pep Information' will be created. It would not make sense to have more than one of these inventories and if the circumstances changed, the inventory would be updated rather than a new one created. In addition, it can be seen from this example that this inventory is not 'Mandatory' as it only applies to some. Therefore an inventory must be assigned an Instances flag which can be one of four values as follows.

- 1) Zero or more – the inventory is optional and a client may have multiple instances.
- 2) Zero or one – the inventory is optional but the client may not have more than one instance.
- 3) Exactly one – the inventory is mandatory but the client may not have more than one instance.
- 4) At least one – the inventory is mandatory but the client may have more than one.

When the template has been created, it is then filled with a collection of fields which may either already exist or can be created 'on the fly'. Fields may be defined as not visible which would mean that when the inventory is launched, you would not see it. However, it may become visible by the creation of a rule on a different field. enhanced by creating rules. For example, if a field is made to record details of a property owned by the client, it may be invisible until a user completes a previous field which asks, 'Does the client own a property?'. If the



answer is yes, the rule will make the previously hidden field, visible. Answering 'No' to question will leave the field in an invisible state.

Fields also have the same 'Instances' flag that the Inventory Template has. Some fields are naturally defined as mandatory with only a single instance. For example, 'Date of Birth' of an individual would be a mandatory piece of information and having more than one instance of it would be meaningless. Fields that are initially defined as invisible, could never meaningfully be described as mandatory.

Some inventories are used as the basis for entering information into many of the company's registers. Among these are Breaches, Conflicts, Complaints, Gifts and Benefits etc. The accompanying report for each forms the relevant register and these may be filtered as necessary to show, for example, open items, closed items, overdue items etc.

In addition to creating inventories which exist as a whole unit, PlainSail has also as the ability to create 'extension inventories' which do not exist as a stand-alone template but are extensions to native screens and provide a convenient means for Trust Companies to customise the data by adding additional fields to the existing module provided. At the time of writing there are only two of these; Loan Facility and Fixed Assets.

**** CAUTION ****

Although PlainSail contains all the functionality for users to create and edit their own templates and fields, it is recommended most strongly that they do not do this themselves unless they have been properly trained to do so. To assist, PlainSail has created a document called 'Creating Inventories' and it is recommended that this is thoroughly read and understood before embarking on this exploit.

It is also recommended that no user is granted permission to do this until there is full confidence in their ability to do so and they should be aware that making changes to inventories can have unexpected and very serious consequences if not handled with skill. It is therefore also recommended that you consult PlainSail staff and explain what you are trying to achieve so that they can add their expertise and guidance.

When completing an inventory the user has two separate screens at their disposal which can be freely interchanged at the press of a button. One of the screens is more compact and this one is used for illustration in this document because of this. The other screen available resembles a paper form and is more verbose. Here are examples of both screens using the 'Address Verification' inventory.

Compact Screen

RB Ray Beechwood		Address Verification		
Category	Description		Value	
* CDD	Address Verification Type*		-	
* CDD	Address Verification Date*		-	
* CDD	Address Verification Original?*	<input type="checkbox"/>	-	
* CDD	Address Verification Address*		-	
* CDD	Address Verification Document*		-	



Verbose Screen

Address Verification

Address Verification Type
Type of document provided to verify an address (eg Utility Bill, Bank Statement etc).



✓ Required Obtained by: Incomplete

Address Verification Date
Date the address verification document was issued (must be issued within the last 3 months).



✓ Required Obtained by: Incomplete

Address Verification Original?
Have we been provided with the original of the document used to verify the address (if so certification is not required).



✓ Required Obtained by: Incomplete

Address Verification Address
Link to the address record in the database



✓ Required Obtained by: Incomplete

Address Verification Document
Link to the actual scanned copy of the document used to verify the address





3. Due Diligence Inventories

Identity Document

This inventory holds all the necessary information for an Identity Document received from a client. This includes the type of document (e.g. passport), ID number, issue and expiry dates, issuing jurisdiction etc. It also holds a link to the actual document held within the PS system. A client may have multiple identity documents.

Not all entities will require an Identity Document – for example you would not require an identity document from your stationery supplier. This inventory is part of several inventories required when you need to complete CDD on a person and will not exist until they are triggered by an event such as recording somebody as an Owner in the Relationships. When this is done all the relevant inventories are created against the relevant person. At that point, they will be ‘empty’ inventories and the user will need to complete the information before CDD can be marked as completed. Until that point any ‘mandatory’ fields from inventories will show on the person’s profile page as missing.

User Screen

Category	Description	Value
CDD	ID Document Type*	Passport
* CDD	Id Document Number*	-
* CDD	ID Document Issuing Jurisdiction*	-
* CDD	Issue Date*	-
* CDD	Expiry Date*	-
CDD	Place Of Birth.	-
CDD	Country Of Birth.	-
* CDD	Identity Document*	-
* CDD	Suitable Certification Document*	-
Other	Comment	-

Accepting the Certified Documents

Upon receipt of the Suitably Certified Documents you must check the following;

1. Passport / National ID Card is in Date
2. Confirmation that the copy of the document is a true copy of an original document
3. Confirmation that the photograph contained in the document bears a true likeness to the individual requesting certification (or words to that effect)
4. Confirms the Certifier's full name, position or capacity, company name, signature ("wet signature"), date the document was certified and contact details
5. Ensure that the Certifier is tracked back to source and evidenced accordingly.



Schema

Inventory Name: Identity Document				
Field Name	Data Type	Sub-Type	Category	Dropdown List
ID Document Type	Reference	PropertyBag	CDD	Dropdown
Id Document Number	String	NA	CDD	
ID Document Issuing Jurisdiction	Reference	Country	CDD	
Issue Date	Date	NA	CDD	
Expiry Date	Date	NA	CDD	
Place Of Birth.	String	NA	CDD	
Country Of Birth.	Reference	Country	CDD	
Identity Document	Reference	Document	CDD	
Suitable Certification Document	Reference	Document	CDD	
Comment	String	NA	Other	
Document Checks	Instruction	NA	Other	



Address Verification

This is another inventory which contains all the data collected to verify the address of a client and is therefore part of the CDD category of data collections. One inventory would be completed for each address supplied.

User Screen

Category	Description	Value
* CDD	Address Verification Type*	-
* CDD	Address Verification Date*	-
* CDD	Address Verification Original?*	-
* CDD	Address Verification Address*	-
* CDD	Address Verification Document*	-

Schema

Inventory Name: Address Verification				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Address Verification Type	String	NA	CDD	
Address Verification Date	Date	NA	CDD	
Address Verification Original?	Boolean	NA	CDD	
Address Verification Address	Reference	Address	CDD	
Address Verification Document	Reference	Document	CDD	



CDD Document

During the collection CDD information on a client, there may be other documents that serve a specific purpose which is particular to that client. Although the document will be stored in the client's document repository, this simple inventory allows users to record its existence as part of the CDD of the client and create a direct link to the document.

Please note the use of the Yes/No field called CDD Document More? When completing the inventory if this question is answered affirmatively, a new instance of the inventory will be created.

User screen

Category	Description	Value
* CDD	CDD Document Date* 	- 
* CDD	CDD Document* 	- 
* CDD	CDD Document More?* <input type="checkbox"/>	- 

Schema

Inventory Name: CDD Document				
Field Name	Data Type	Sub-Type	Category	Dropdown List
CDD Document Date	Date	NA	CDD	
CDD Document	Reference	Document	CDD	
CDD Document More?	Boolean	NA	CDD	



CDD Required?

Note the leading underscore on the name which means that this inventory is not manually launchable. It is launched when a new 'Person' entity is created, and its purpose is simple; to request that the user determines whether or not they need to do due diligence on the person. If they do, it will launch five new inventories as follows.

- 1) CDD for Individual
- 2) Identity Document
- 3) Address Verification
- 4) Screening
- 5) Tax Profile Individual

User screen

Category	Description	Value
CDD	Is CDD required for this person?*	<input type="checkbox"/> No 

Schema

Inventory Name: <u>CDD Required?</u>				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Is CDD required for this person?	Boolean	NA	CDD	



CDD for Individual

Note the leading underscore on the name which means that this inventory is not manually launchable. It is launched automatically when the user completes the CDD Required inventory with an affirmative answer.

User screen

Category	Description	Value
* CDD	Met by Director*	-
* CDD	CDD Source of Wealth*	-
* CDD	CDD Source of Funds*	-
<p>Accepting the Certified Documents Upon receipt of the Suitably Certified Documents you must check the following:</p> <ol style="list-style-type: none"> 1. Passport / National ID Card is in Date 2. Confirmation that the copy of the document is a true copy of an original document 3. Confirmation that the photograph contained in the document bears a true likeness to the individual requesting certification (or words to that effect) 4. Confirms the Certifier's full name, position or capacity, company name, signature ("wet signature"), date the document was certified and contact details (5. Ensure that the Certifier is tracked back to source and evidenced accordingly. 		
* CDD	ID Document Verified?*	-
* CDD	Address Verification Validated?*	-
* CDD	CDD Screening Performed?*	-
* CDD	CDD PEP?*	-
* CDD	CDD Need EDD?*	-
CDD	CDD Other Information	-
* CDD	CDD Document More?*	-

Schema

Inventory Name: <u>_CDD for Individual</u>				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Met by Director	String	NA	CDD	
CDD Source of Wealth	String	NA	CDD	
CDD Source of Funds	String	NA	CDD	
ID Document Checks	Instruction	NA	Other	
ID Document Verified?	Boolean	NA	CDD	
Address Verification Validated?	Boolean	NA	CDD	
CDD Screening Performed?	Boolean	NA	CDD	
CDD PEP?	Boolean	NA	CDD	
CDD Need EDD?	Boolean	NA	CDD	
CDD Other Information	String	NA	CDD	
CDD Document More?	Boolean	NA	CDD	



PEP Information

Note the leading underscore on the name; the inventory is created when the user completes the 'CDD Pep?' field in the CDD for Individual inventory with a 'Yes'.

User screen

Category	Description	Value
* CDD	PEP Type*	-
* CDD	PEP Country*	-
* CDD	PEP Description*	-
* CDD	Owner-Controller?*	-
* CDD	Purporting to Act?*	-
* CDD	Property Handled?*	-
* CDD	PEP Document*	-
* CDD	Approval Date*	-
* CDD	Tabled Date*	-

Schema

Inventory Name: <u>_PEP Information</u>				
Field Name	Data Type	Sub-Type	Category	Dropdown List
PEP Type	Reference	PropertyBag	CDD	Dropdown
PEP Country	Reference	Country	CDD	
PEP Description	String	NA	CDD	
Owner-Controller?	Boolean	NA	CDD	
Purporting to Act?	Boolean	NA	CDD	
Property Handled?	Boolean	NA	CDD	
PEP Document	Reference	Document	CDD	
Approval Date	Date	NA	CDD	
Tabled Date	Date	NA	CDD	



EDD Information

Note the leading underscore on the name; the inventory is created when the user completes the 'CDD Need EDD?' field in the CDD for Individual inventory with a 'Yes'.

User screen

FB

Fred Bloggs

EDD Information

	Category	Description		Value	
		<p>EDD is required when an individual falls within one or more of the following categories;</p> <ul style="list-style-type: none"> Higher Risk Individual Non Face to Face Enhanced Risk State PEP Non Resident 			
*	CDD	EDD Type*	🔗	-	✎
*	CDD	EDD Type More*	📁	-	✎
*	CDD	EDD Action*	📁	-	✎
*	CDD	Evidence of SOW and SOF*	🔗	-	✎
		<p>Higher Risk Client – Find out SOW and verify SOW using one of the following;</p> <ul style="list-style-type: none"> - Independent report from specialist agency. - Relevant documentary evidence. - Confirmation from accountant/solicitor/tax advisor in customer's home jurisdiction. - Public or private source. - Audited accounts. <p>Ongoing monitoring:</p> <ul style="list-style-type: none"> - Undertake annual reviews - Set lower thresholds for transactions. <p>Non Face to Face – Obtain Suitably Certified Documents OR one of the following;</p> <ul style="list-style-type: none"> - Obtain confirmation from a TCB/bank employee that they have met the individual face to face. - Obtain confirmation from a Group employee that they have met the individual face to face. <p>Enhanced Risk State - Approval from the Board AND Take reasonable measures to find out the SOW of customer using one of the following;</p> <ul style="list-style-type: none"> - Independent report from specialist agency. - Relevant documentary evidence. - Confirmation from accountant/solicitor/tax advisor in customers' home jurisdiction. - Public or private source. - Audited accounts. <p>PEP</p> <p>Check Appendix D2 (source 7&8) of the AML Handbook to assess if the PEP's Country of Residence poses a higher risk of Bribery and Corruption, and confirm. Check whether the PEP connection is involved in business sectors that are vulnerable to corruption such as oil or arms sales, and confirm. Approval from the Board AND find out SOW of PEP and SOF involved in business relationship (if PEP property involved). If no PEP property involved, consider nature of PEP's role/connection and why that PEP has such a role/connection.</p>			

Schema

Inventory Name: EDD Information				
Field Name	Data Type	Sub-Type	Category	Dropdown List
EDD Types Instruction	Instruction	NA	Other	
EDD Type	Reference	PropertyBag	CDD	Dropdown
EDD Type More	String	NA	CDD	
EDD Action	String	NA	CDD	
Evidence of SOW and SOF	Reference	Document	CDD	
EDD Action Instruction	Instruction	NA	Other	



HPP Information

This inventory is launched when it is recognized that the client has a high profile.

User screen

Category	Description	Value
CDD	HPP Occupation	- 
* CDD	HPP Description*	- 
* CDD	HPP Owner-Controller?*	- 
* CDD	HPP Approval Date*	- 
* CDD	HPP Tabled Date*	- 
* CDD	HPP Removal Date*	- 
* CDD	HPP Removal Reason*	- 

Schema

Inventory Name: HPP Information				
Field Name	Data Type	Sub-Type	Category	Dropdown List
HPP Occupation	InlineList	NA	CDD	Dropdown
HPP Description	String	NA	CDD	
HPP Owner-Controller?	Boolean	NA	CDD	
HPP Approval Date	Date	NA	CDD	
HPP Tabled Date	Date	NA	CDD	
HPP Removal Date	Date	NA	CDD	
HPP Removal Reason	String	NA	CDD	



Screening

This is an example of a multiple-instance inventory and it is launched every time a screening exercise is performed on a client.

User screen

Category	Description	Value
* CDD	Screening Date*	-  
* CDD	Screening Performed By*	-  
* CDD	Screening Match?*	- <input type="checkbox"/> 
* CDD	Screening Document*	-  

Schema

Inventory Name: Screening				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Screening Date	Date	NA	CDD	
Screening Performed By	Reference	User	CDD	
Screening Match?	Boolean	NA	CDD	
Screening Information	String	NA	CDD	
Screening Document	Reference	Document	CDD	



CDD for Structure

This inventory is created automatically when a new Administered Entity is created and required the user to provide the rationale and high-level purpose of the structure.

User screen

AL ABC Limited		CDD for Structure		
Category	Description		Value	
* CDD	Reason for establishing relationship*		-	
* CDD	Purpose of Structure*		-	
* CDD	Reason For Jurisdiction*		-	
* CDD	Reason for Requiring Managed Services*		-	
* CDD	Service Description*		-	
* CDD	Limited Services?*	<input type="checkbox"/>	-	
* CDD	SBPP - Sensitive Activities?*	<input type="checkbox"/>	-	
Other	SBPP - Sensitive Activity Description		-	
* CDD	Tax Driven?*	<input type="checkbox"/>	-	
* CDD	Industry*		-	
* CDD	Asset Level*		-	
* CDD	CDD High Risk Factors*	<input type="checkbox"/>	-	
CDD	CDD Other Information		-	

Schema



Inventory Name: _CDD for Structure				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Reason for establishing relationship	String	NA	CDD	
Purpose of Structure	String	NA	CDD	
Reason For Jurisdiction	String	NA	CDD	
Reason for Requiring Managed Services	String	NA	CDD	
Service Description	String	NA	CDD	
Limited Services?	Boolean	NA	CDD	
SBPP - Sensitive Activities?	Boolean	NA	CDD	
SBPP - Sensitive Activity Description	Reference	PropertyBag	Other	Dropdown
Tax Driven?	Boolean	NA	CDD	
Industry	String	NA	CDD	
Asset Level	Decimal	NA	CDD	
CDD High Risk Factors	Boolean	NA	CDD	
CDD Other Information	String	NA	CDD	

4. Activity Monitoring Inventories

Transaction Profile

This inventory is automatically set up when an Administered Entity is created. It allows a profile of expected transaction flows to be recorded. As many instances as required may be set up so the user may summarise the expected flows in a single instance or create a separate inventory for every known expected flow. This is a decision which should be made at a Trust Company level.

It records expected annual flows in and out in monetary terms and the expected number of transactions.

User screen

Category	Description	Value
* CDD	Currency*	-
* CDD	Transaction Description*	-
* CDD	Transactions Value PA Out*	-
* CDD	Transactions Value PA In*	-
* CDD	Transaction Count PA Out*	-
* CDD	Transaction Count PA In*	-

Schema



Inventory Name: Transaction Profile				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Currency	Reference	Currency	CDD	
Transaction Description	String	NA	CDD	
Transactions Value PA Out	Decimal	NA	CDD	
Transactions Value PA In	Decimal	NA	CDD	
Transaction Count PA Out	Integer	NA	CDD	
Transaction Count PA In	Integer	NA	CDD	



Portfolio Monitoring Required

A simple inventory to record whether a structure requires Portfolio Monitoring and, if not, why not.

User screen

Category	Description	Value
* Portfolio	Is Monitoring required?*	<input type="checkbox"/> - 

Schema

Inventory Name: Portfolio Monitoring Required?				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Is Monitoring required?	Boolean	NA	Portfolio	
Why Not Portfolio Monitoring	String	NA	Portfolio	
Portfolio Name	Reference	Portfolio	Portfolio	



Portfolio Monitoring

This is used to record every occurrence of a portfolio monitoring exercise for a structure. Note that if the final question is answered as 'Yes', the issue(s) should be recorded in the Issues inventory.

User screen

Category	Description	Value
ABC Limited	Portfolio Monitoring	
* Portfolio	Monitoring Date*	<input type="text" value="-"/>
* Portfolio	Portfolio Monitored*	<input type="text" value="-"/>
* Portfolio	Performed By*	<input type="text" value="-"/>
* Portfolio	Date Checked*	<input type="text" value="-"/>
* Portfolio	Checked By*	<input type="text" value="-"/>
* Portfolio	Monitoring Result*	<input type="text" value="-"/>
* Portfolio	Monitoring Issues?*	<input type="text" value="-"/>

Schema

Inventory Name: Portfolio Monitoring				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Monitoring Date	Date	NA	Portfolio	
Portfolio Monitored	Reference	Portfolio	Portfolio	
Performed By	Reference	AnyEntity	Portfolio	
Date Checked	Date	NA	Portfolio	
Checked By	Reference	User	Portfolio	
Monitoring Result	String	NA	Portfolio	
Monitoring Issues?	Boolean	NA	Portfolio	



Client Reviews

Due to variation in client requirements, PlainSail has two very similar inventories for recording each Periodic Review performed on a structure. These are Client Reviess and Periodic Review. Your company will decide which of the two, if any, you will use. In each case if the final question is answered with 'Yes', recognized issues should be recorded in the Issues inventory.

User screen

AL
ABC Limited
Client Reviews

	Category	Description		Value	
*	Other	Last Review Date*		-	
*	Other	Next Review Date*		-	
*	Other	Review Performed By*		-	
*	Other	Review Start Date*		-	
*	Other	Review Completed Date*		-	
*	Other	Review Signed Date*		-	
*	Other	Review Issues*	<input type="checkbox"/>	-	

Schema

Inventory Name: Client Reviews				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Last Review Date	Date	NA	Other	
Next Review Date	Date	NA	Other	
Review Performed By	Reference	User	Other	
Review Start Date	Date	NA	Other	
Review Completed Date	Date	NA	Other	
Review Signed Date	Date	NA	Other	
Review Issues	Boolean	NA	Other	



Periodic Review

Due to variation in client requirements, PlainSail has two very similar inventories for recording each Periodic Review performed on a structure. These are Client Revises and Periodic Review. Your company will decide which of the two, if any, you will use. In each case if the final question is answered with 'Yes', recognized issues should be recorded in the Issues inventory.

User screen

Category	Description	Value
* Other	Date last Review was completed* 	- 
* Other	Date of next Review due* 	- 
* Other	Review Performed By* 	- 
* Other	Date Review was started by the Administrator* 	- 
* Other	Date Review was completed by the Administrator* 	- 
* Other	Date Review was signed off by Client Director* 	- 
* Other	Are there any Outstanding Points?* <input type="checkbox"/>	- 

Schema

Inventory Name: Periodic Review				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Date last Review was completed	Date	NA	Other	
Date of next Review due	Date	NA	Other	
Review Performed By	Reference	User	Other	
Date Review was started by the Administrator	Date	NA	Other	
Date Review was completed by the Administrator	Date	NA	Other	
Date Review was signed off by Client Director	Date	NA	Other	
Are there any Outstanding Points?	Boolean	NA	Other	



Agreement

It is recommended that any agreement undertaken by an administered entity be recorded in this inventory. Although it only provides high-level information, it allows the tracking of agreements and for alerts to be put in place when expiry is nearing.

User screen

BL

Beechwood Limited

Agreement

	Category	Description		Value	
*	Other	Counterparty*		-	
*	Other	Agreement Start Date*		-	
*	Other	Agreement Expiry Date*		-	
*	Other	Agreement Type*		-	
*	Other	Agreement Description*		-	
*	Other	Agreement Terms*		-	
*	Other	Agreement Document*		-	

*** Before creating minutes, please ensure that all the above data is complete ***

	Other	Agreement*		Minutes of Agreement	
--	-------	------------	--	----------------------	--

Schema

Inventory Name: Agreement				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Counterparty	Reference	AnyEntity	Other	
Agreement Start Date	Date	NA	Other	
Agreement Expiry Date	Date	NA	Other	
Agreement Type	String	NA	Other	
Agreement Description	String	NA	Other	
Agreement Terms	String	NA	Other	
Agreement Document	Reference	Document	Other	
Minutes Instruction Agreement	Instruction	NA	Other	
Agreement	Reference	DocumentTemplate	Other	



Lifecycle Timeline

This inventory is automatically created when a new Administered Entity is made. Its purpose is to track the milestone dates associated with a structure from its first conception to its final demise. Most of the dates are self-explanatory but the Responsibility date is usually when fees commence.

User screen

Category	Description	Value
* Special Dates	Prospect Date*	-
Special Dates	Conversion Request Date	-
Special Dates	Formation Date	-
Special Dates	Responsibility Date	-
Special Dates	Approval Date	-
Special Dates	Latest Account Date	-
Special Dates	Closure Request Date	-
Special Dates	Closed Date	-
Special Dates	Dissolution Date	-

Schema

Inventory Name: _Lifecycle Timeline				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Prospect Date	Date	NA	Special Dates	
Conversion Request Date	Date	NA	Special Dates	
Formation Date	Date	NA	Special Dates	
Responsibility Date	Date	NA	Special Dates	
Approval Date	Date	NA	Special Dates	
Latest Account Date	Date	NA	Special Dates	
Closure Request Date	Date	NA	Special Dates	
Closed Date	Date	NA	Special Dates	
Dissolution Date	Date	NA	Special Dates	



Power of Attorney

The Power of Attorney inventory is a useful record of any POA created and serves to assist the proper management of the risky activity of putting authority to act in someone else's hands. Note the final field, which is a special type of field which is of type DocumentTemplate. When the user presses the adjacent button, this will automatically create a word version of standard minutes for the POA which uses the data entered in the previous fields to quote the correct details.

PlainSail are currently working on a Power of Attorney workflow which will incorporate the automatic completion of this inventory and at that time the inventory will become launchable only through the workflow.

User screen

AL

ABC Limited

Power of Attorney

	Category	Description		Value
*	POA	POA Entity*	🔗	-
*	POA	POA Start Date*	📅	-
*	POA	POA Expiry*	📅	-
*	POA	POA Description*	📝	-
*	POA	POA Document*	🔗	-

🗨️ *** Before creating minutes, please ensure that all the above data is complete ***

	Other	Power of Attorney*		POA Minutes
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Schema

Inventory Name: Power of Attorney				
Field Name	Data Type	Sub-Type	Category	Dropdown List
POA Entity	Reference	AnyEntity	POA	
POA Start Date	Date	NA	POA	
POA Expiry	Date	NA	POA	
POA Description	String	NA	POA	
POA Document	Reference	Document	POA	
POA Minutes Instruction	Instruction	NA	Other	
Power of Attorney	Reference	DocumentTemplate	Other	



5. Risk Related Inventories

Risk Factor

Whilst there are many places to record risk factors within PlainSail, this inventory is useful for recording random recognized risks associated with a client. It is optional whether this is employed and it is thought that many companies using PlainSail may wish to define more elaborate risk assessment processes which utilize both inventories and workflows.

User screen

Category	Description	Value
* CDD	Risk Factor Name*	- 
* CDD	Risk Factor Description*	- 
* CDD	Risk Score*	- 

Schema

Inventory Name: Risk Factor				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Risk Factor Name	String	NA	CDD	
Risk Factor Description	String	NA	CDD	
Risk Score	Integer	NA	CDD	



Risk Assessment

This is a very rudimentary risk assessment inventory and it is thought that many companies using PlainSail may wish to define more elaborate risk assessment processes which utilize both inventories and workflows.

User screen

AL ABC Limited		Risk Assessment		
Category	Description		Value	
* Risk	Risk Type of Asset*		-	
* Risk	Risk Activities Location*		-	
* Risk	Risk Client Location Origin*		-	
* Risk	Risk SOW Location Origin*		-	
* Risk	Risk Nature of Service*		-	
* Risk	Risk POA*	<input type="checkbox"/>	-	
* Risk	Risk Pep Scope*		-	
* Risk	Risk Pep By Association*		-	
* Risk	Risk CEP*	<input type="checkbox"/>	-	
* Risk	Risk ADV*	<input type="checkbox"/>	-	
* Risk	Risk HPP*	<input type="checkbox"/>	-	
* Risk	Risk Business Activity*		-	
* Risk	Risk Bribery And Corruption*	<input type="checkbox"/>	-	

Schema



Inventory Name: Risk Assessment				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Risk Type of Asset	Reference	PropertyBag	Risk	Dropdown
Risk Activities Location	Reference	Country	Risk	
Risk Client Location Origin	Reference	Country	Risk	
Risk SOW Location Origin	Reference	Country	Risk	
Risk Nature of Service	Reference	PropertyBag	Risk	Dropdown
Risk POA	Boolean	NA	Risk	
Risk Pep Scope	Reference	PropertyBag	Risk	Dropdown
Risk Pep By Association	Reference	PropertyBag	Risk	Dropdown
Risk CEP	Boolean	NA	Risk	
Risk ADV	Boolean	NA	Risk	
Risk HPP	Boolean	NA	Risk	
Risk Business Activity	Reference	PropertyBag	Risk	Dropdown
Risk Bribery And Corruption	Boolean	NA	Risk	

6. Register Inventories

Gifts & Benefits

This is one of the 'Register' inventory types and is used to record gifts and benefits bestowed by generous clients to show their appreciation. Any data recorded here will be reported in the accompanying report and this report is the Gifts & Benefits Register.

User screen

Category	Description	Value
* Other	Gift or Benefit*	-
* Other	Date Received*	-
* Other	Member of staff*	-
Other	Related entity	-
* Other	Description*	-
* Other	Value*	-
Other	Comment	-

Schema



Inventory Name: Gifts & Benefits				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Gift or Benefit	Reference	PropertyBag	Other	Dropdown
Date Received	Date	NA	Other	
Member of staff	Reference	User	Other	
Related entity	Reference	AnyEntity	Other	
Description	String	NA	Other	
Value	Decimal	NA	Other	
Comment	String	NA	Other	



Breaches

This is one of the 'Register' inventory types and is used to record a breach for a structure. Any data recorded here will be reported in the accompanying report and this report is the Breaches Register.

User screen

AL ABC Limited		Breaches		
Category	Description		Value	
* Other	License Type*		-	
* Other	Breach Type*		-	
* Other	Breach Identified Date*		-	
* Other	Breach Notified Date*		-	
* Other	Breach Identifier*		-	
* Other	Breach Nature*		-	
* Other	Breach Details*		-	
* Other	Breach Reason*		-	
* Other	Breach Materiality*	<input type="checkbox"/>	-	
* Other	Breach Rectifier*		-	
* Other	Breach How Rectified*		-	
* Other	Breach Rectified Date*		-	
* Other	Breach Mitigation Action*		-	
Data Protection Breaches				
* Other	Data Protection Breach*	<input type="checkbox"/>	-	



Other	Breach Loss Potential		-	
* Other	Breach PII Notification*	<input type="checkbox"/>	-	
Other	Breach Comments		-	
* Other	Breach Tabled Date*		-	

Schema

Inventory Name: Breaches				
Field Name	Data Type	Sub-Type	Category	Dropdown List
License Type	Reference	PropertyBag	Other	Dropdown
Breach Type	Reference	PropertyBag	Other	Dropdown
Breach Identified Date	Date	NA	Other	
Breach Notified Date	Date	NA	Other	
Breach Identifier	Reference	User	Other	
Breach Nature	String	NA	Other	
Breach Details	String	NA	Other	
Breach Reason	String	NA	Other	
Breach Materiality	Boolean	NA	Other	
Breach JFSC Date	Date	NA	Other	
Breach Rectifier	Reference	User	Other	
Breach How Rectified	String	NA	Other	
Breach Rectified Date	Date	NA	Other	
Breach Mitigation Action	String	NA	Other	
Breach Instruction	Instruction	NA	Other	
Data Protection Breach	Boolean	NA	Other	
Breach DP Subjects	String	NA	Other	
Breach Subjects Informed	Boolean	NA	Other	
Breach Subjects Informed Date	Date	NA	Other	
Breach Instruction	Instruction	NA	Other	
Breach Loss Potential	Decimal	NA	Other	
Breach PII Notification	Boolean	NA	Other	
Breach Comments	String	NA	Other	
Breach Tabled Date	Date	NA	Other	



Errors & Omissions

Another 'Register' type inventory, errors and omissions are recorded here.

User screen

Category	Description	Value
SECTION 1 - ERROR OR OMISSION GENERAL DETAILS		
* Other	Error Reference*	-
Other	Error Status	Open
* Other	Error License Category*	-
* Other	Error Date*	-
Other	Error Notified Date	-
* Other	Error Identifier*	-
* Other	Error Nature*	-
* Other	Error Details*	-
* Other	Error Reason*	-



SECTION 2 - ERROR OR OMISSION RISK ASSESSMENT				
Other	Error Risk To Business		-	
Other	Error Risk Probability		-	
Other	Error Wider Impact		-	
Other	Error JFSC Consideration		-	
* Other	Error Materiality*	<input type="checkbox"/>	-	
SECTION 3 - ERROR OR OMISSION RECTIFICATION AND IMPACT				
Other	Error Rectified By		-	
Other	Error Rectified Date		-	
Other	Error How Rectified		-	
Other	Error Loss Potential		-	
Other	Error PII Notification	<input type="checkbox"/>	-	
SECTION 4 - ERROR OR OMISSION OTHER DETAILS				
Other	Error Action		-	
Other	Error Comment		-	
Other	Error Tabled Date		-	

Schema



Inventory Name: Errors & Omissions				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Error General Instruction	Instruction	NA	Other	
Error Reference	Integer	NA	Other	
Error Status	Reference	PropertyBag	Other	Dropdown
Error License Category	Reference	PropertyBag	Other	Dropdown
Error Date	Date	NA	Other	
Error Notified Date	Date	NA	Other	
Error Identifier	Reference	User	Other	
Error Nature	String	NA	Other	
Error Details	String	NA	Other	
Error Reason	String	NA	Other	
Error Risk Instruction	Instruction	NA	Other	
Error Risk To Business	Reference	PropertyBag	Other	Dropdown
Error Risk Probability	Reference	PropertyBag	Other	Dropdown
Error Wider Impact	String	NA	Other	
Error JFSC Consideration	String	NA	Other	
Error Materiality	Boolean	NA	Other	
Error JFSC Date	Date	NA	Other	
Error Material Instruction	Instruction	NA	Other	
Error Rectified By	Reference	User	Other	
Error Rectified Date	Date	NA	Other	
Error How Rectified	String	NA	Other	
Error Loss Potential	Decimal	NA	Other	
Error PII Notification	Boolean	NA	Other	
Error Other Details	Instruction	NA	Other	
Error Action	String	NA	Other	
Error Comment	String	NA	Other	
Error Tabled Date	Date	NA	Other	



Register of Charges

A 'Register' type inventory to record charges placed on a structure's assets.

User screen

AL ABC Limited		Register of Charges		
Category	Description		Value	
* Charges	Charge Date*		-	
* Charges	Charge Property Type*		-	
* Charges	Charge Description*		-	
* Charges	Liability Description*		-	
Charges	Associated Loan		-	
* Charges	Holding Entity*		-	
Charges	Restrictions		-	
* Charges	Filing Date*		-	
* Charges	Filing Documentation*		-	
Charges	Discharge Date		-	
Charges	Discharge Documentation		-	

Schema

Inventory Name: Register of Charges				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Charge Date	Date	NA	Charges	
Charge Property Type	InlineList	NA	Charges	Dropdown
Fixed Asset	Reference	FixedAsset	Charges	
Unquoted Investment	Reference	UnquotedInvestment	Charges	
Share Certificate	String	NA	Charges	
Charge Description	String	NA	Charges	
Liability Description	String	NA	Charges	
Associated Loan	Reference	LoanFacility	Charges	
Holding Entity	Reference	AnyEntity	Charges	
Restrictions	String	NA	Charges	
Filing Date	Date	NA	Charges	
Filing Documentation	Reference	Document	Charges	
Discharge Date	Date	NA	Charges	
Discharge Documentation	Reference	Document	Charges	



Conflicts of Interest

Record any Conflicts into this 'Register' inventory.

User screen

AL ABC Limited		Conflicts of Interest		
Category	Description		Value	
* Other	Conflict Date*		-	
* Other	Conflicted Party*		-	
* Other	Conflict Description*		-	
Other	Conflict Notes		-	
Other	Conflict Resolved		-	

Schema

Inventory Name: Conflicts of Interest				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Conflict Date	Date	NA	Other	
Conflicted Party	Reference	User	Other	
Conflict Description	String	NA	Other	
Conflict Notes	String	NA	Other	
Conflict Resolved	Date	NA	Other	



Complaints

Record any Complaints into this 'Register' inventory.

User screen

AL ABC Limited		Complaints		
Category	Description		Value	
* Other	Complaint Date*		-	
* Other	Complaint Submitter*		-	
* Other	Complainer*		-	
* Other	Complainer Relation*		-	
* Other	Complaint Nature*		-	
* Other	Complaint Acknowledged*		-	
* Other	Complaint Dealer*		-	
Other	Complaint Thirty Day		-	
Other	Complaint Sixty Day		-	
Other	Complaint Ninety Day		-	
Other	Complaint JFSC Intervention		-	
Other	Complaint Action		-	
* Other	Complaint Resolution*		-	
* Other	Complaint Outcome*		-	
Other	Complaint Patterns		-	



Schema

Inventory Name: Complaints				
Field Name	Data Type	Sub-Type	Catagory	Dropdown List
Complaint Date	Date	NA	Other	
Complaint Submitter	Reference	User	Other	
Complainer	Reference	AnyEntity	Other	
Complainer Relation	String	NA	Other	
Complaint Nature	String	NA	Other	
Complaint Acknowledged	Date	NA	Other	
Complaint Dealer	Reference	User	Other	
Complaint Thirty Day	String	NA	Other	
Complaint Sixty Day	String	NA	Other	
Complaint Ninety Day	String	NA	Other	
Complaint JFSC Intervention	String	NA	Other	
Complaint Action	String	NA	Other	
Complaint Resolution	Date	NA	Other	
Complaint Outcome	String	NA	Other	
Complaint Patterns	String	NA	Other	



Exceptions

Record any Exceptions into this 'Register' inventory.

User screen

Category	Description	Value
* Other	Exception Date Requested*	-
* Other	Exception Description*	-
* Other	Exception Rationale*	-
* Other	Exception Proc*	-
* Other	Exception Sponsoring Director*	-
* Other	Exception Approving Director*	-
Other	Exception Agreed Date	-
* Other	Exception Submitter*	-
* Other	Exception Date Submitted*	-
* Other	Exception Action*	-
* Other	Exception Date Tabled*	-

Schema

Inventory Name: Exceptions				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Exception Date Requested	Date	NA	Other	
Exception Description	String	NA	Other	
Exception Rationale	String	NA	Other	
Exception Proc	String	NA	Other	
Exception Sponsoring Director	Reference	User	Other	
Exception Approving Director	Reference	User	Other	
Exception Agreed Date	Date	NA	Other	
Exception Submitter	Reference	User	Other	
Exception Date Submitted	Date	NA	Other	
Exception Action	String	NA	Other	
Exception Date Tabled	Date	NA	Other	



Issues

The idea behind the Issues inventory is to create a central repository for any 'Issues' arising from any source of the business. Most frequently, issues will arise from client reviews, transaction monitoring, screening, portfolio monitoring etc. but may also be recognized at any time whilst doing business. Some workflows provide the opportunity to create an Issue and there is a specific workflow 'Block' which may be called by a workflow to record one.

In one central Issues Register, the company directors have a simple means to see what important issues are being dealt with and can easily review by status and timeliness.

User screen

Category	Description	Value
* Other	Issue Date*	-
* Other	Issue Description xxxx*	-
* Other	Issue Responsibility*	-
* Other	Issue Status*	-
* Other	Issue Source*	-
Other	Issue Actions	-
* Other	Issue Target Date*	-
* Other	Issue Severity*	-
Other	Issue Latest Action Date	-
* CDD	Risk Score*	-

Schema

Inventory Name: Issues				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Issue Date	Date	NA	Other	
Issue Description xxxx	String	NA	Other	
Issue Responsibility	Reference	User	Other	
Issue Status	Reference	PropertyBag	Other	Dropdown
Issue Pending Reason	String	NA	Other	
Issue Source	Reference	PropertyBag	Other	Dropdown
Issue Actions	String	NA	Other	
Issue Target Date	Date	NA	Other	
Issue Severity	Reference	PropertyBag	Other	Dropdown
Issue Latest Action Date	Date	NA	Other	
Risk Score	Integer	NA	CDD	



Guarantor Member

This inventory is used to record any information for companies with a Guarantor Member.

User screen

Category	Description	Value
* Other	Guarantor Entity*	-
* Other	Guarantor Start Date*	-
Other	Guarantor End Date	-
* Other	Guarantor Currency*	-
* Other	Guaranteed Amount*	-
Other	Guarantor Comment	-

Schema

Inventory Name: Guarantor Member				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Guarantor Entity	Reference	AnyEntity	Other	
Guarantor Start Date	Date	NA	Other	
Guarantor End Date	Date	NA	Other	
Guarantor Currency	Reference	Currency	Other	
Guaranteed Amount	Decimal	NA	Other	
Guarantor Comment	String	NA	Other	



Litigation

Details of legal proceedings should be recorded in this inventory.

User screen

AL ABC Limited		Litigation		
Category	Description		Value	
* Litigation	Litigation Date*		-	
* Litigation	Complaint*	<input type="checkbox"/>	-	
* Litigation	Plaintiff Details*		-	
* Litigation	Defendant Details*		-	
* Litigation	Counsel for Plaintiff*		-	
* Litigation	Counsel for Defendant*		-	
* Litigation	Quantum of any claim*		-	
* Litigation	Nature of threat*		-	
* Litigation	Status*		-	
* Litigation	Current position*		-	
* Litigation	Regulator advised*		-	
Litigation	Insurer advised		-	
* Litigation	Progress date*		-	

Schema



Inventory Name: Litigation				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Litigation Date	Date	NA	Litigation	
Complaint	Boolean	NA	Litigation	
Plaintiff Details	String	NA	Litigation	
Defendant Details	String	NA	Litigation	
Counsel for Plaintiff	String	NA	Litigation	
Counsel for Defendant	String	NA	Litigation	
Quantum of any claim	String	NA	Litigation	
Nature of threat	String	NA	Litigation	
Status	Reference	PropertyBag	Litigation	Dropdown
Current position	String	NA	Litigation	
Regulator advised	Date	NA	Litigation	
Insurer advised	Date	NA	Litigation	
Progress date	Date	NA	Litigation	

7. Tax Profile Inventories

Tax Profile Individual

There are Tax profiles for each type of entity and this provides a means to record the relevant tax details. FATCA and CRS reporting are currently under development and this inventory will shortly have two new fields to indicate whether the individual is reportable under FATCA and/or reportable under CRS. This is a mandatory inventory for all individuals who have a significant relationship in a structure group.

User screen

FB

Fred Bloggs

Tax Profile Individual

	Category	Description		Value	
*	Tax	Individual Tax Jurisdiction*	🔗	-	✎
	Tax	Individual Second Tax Jurisdiction	🔗	-	✎
	Tax	Individual Third Tax Jurisdiction	🔗	-	✎
*	Tax	Individual Domicile*	🔗	-	✎
*	Tax	Individual Deemed Domicile*	<input type="checkbox"/>	-	✎
*	Tax	Individual TIN*	🔗	-	✎
*	Tax	Individual Self Certified*	<input type="checkbox"/>	-	✎
*	Tax	Individual Tax Advice*	<input type="checkbox"/>	-	✎

Schema



Inventory Name: Tax Profile Individual				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Individual Tax Jurisdiction	Reference	Country	Tax	
Individual Second Tax Jurisdiction	Reference	Country	Tax	
Individual Third Tax Jurisdiction	Reference	Country	Tax	
Individual Domicile	Reference	Country	Tax	
Individual Deemed Domicile	Boolean	NA	Tax	
Individual TIN	String	NA	Tax	
Individual Self Certified	Boolean	NA	Tax	
Individual Self Certification Document	Reference	Document	Tax	
Individual Tax Advice	Boolean	NA	Tax	
Individual Tax Advice Document	Reference	Document	Tax	



Tax Profile Company

A required inventory for all managed structures.

User screen

Category	Description	Value
Section 1 - Tax Jurisdictions		
* Tax	Company Tax Jurisdiction*	-
* Tax	Company TIN*	-
* Tax	Second Country*	-
Section 2 - FATCA/CRS Information		
* Tax	Company Tax GIIN*	-
* Tax	Company FATCA Category*	-
* Tax	Company FATCA Subcategory*	-
* Tax	Company CRS Status*	-
Section 3 - Self Certification and tax advice		
Tax	Company Self Certified	-
* Tax	Company Tax Advice*	-
Section 4 - UK Property		
* Tax	Company UK Property*	-
Section 5 - Miscellaneous		
* Tax	Tax Return*	-
* Tax	Substance Rules*	-
* Tax	UK CGT Category*	-
* Tax	CGT Computations Performer*	-
* Tax	Tax Issues*	-



Schema

Inventory Name: Tax Profile Company				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Company Tax Section1	Instruction	NA	Tax	
Company Tax Jurisdiction	Reference	Country	Tax	
Company TIN	String	NA	Tax	
Second Country	Boolean	NA	Tax	
Company Second Tax Jurisdiction	Reference	Country	Tax	
Company Second TIN	String	NA	Tax	
Third Country	Boolean	NA	Tax	
Company Third Tax Jurisdiction	Reference	Country	Tax	
Company Third TIN	String	NA	Tax	
Company Tax Section2	Instruction	NA	Tax	
Company FATCA Sponsor	Reference	AnyEntity	Tax	
Company Tax GIIN	String	NA	Tax	
Company FATCA Category	Reference	PropertyBag	Tax	Dropdown
Company FATCA Subcategory	Reference	PropertyBag	Tax	Dropdown
Company CRS Status	Reference	PropertyBag	Tax	Dropdown
Company Tax Section3	Instruction	NA	Tax	
Company Self Certified	Boolean	NA	Tax	
Individual Self Certification Document	Reference	Document	Tax	
Company Tax Advice	Boolean	NA	Tax	
Company Tax Adviser	Reference	AnyEntity	Tax	
Company Tax Advice Document	Reference	Document	Tax	
Company Tax Advice Areas	String	NA	Tax	
Company Tax Section4	Instruction	NA	Tax	
Company UK Property	Boolean	NA	Tax	
Company UK Property Link	Reference	UnquotedInvestment	Tax	
Company Property Residential	Boolean	NA	Tax	
Company Property Registered	Boolean	NA	Tax	
Company Property Tax Return	Boolean	NA	Tax	
Company Tax Returner	Boolean	NA	Tax	
Company Capital Allowances	Boolean	NA	Tax	
Company Third Party	Reference	AnyEntity	Tax	
Company ATED Return	Boolean	NA	Tax	
Company ATED Returner	Boolean	NA	Tax	
Company Tax Section5	Instruction	NA	Tax	
Tax Return	Boolean	NA	Tax	
Tax Returner	Boolean	NA	Tax	
Substance Rules	Boolean	NA	Tax	
Relevant Sector	Reference	PropertyBag	Tax	Dropdown
UK CGT Category	Reference	PropertyBag	Tax	Dropdown
CGT Computations Performer	Boolean	NA	Tax	
Tax Issues	Boolean	NA	Tax	
Tax Issues Description	String	NA	Tax	



Tax Profile Trust

A required inventory for all managed structures.

User screen

TAT The Agathangelou Trust		Tax Profile Trust		
Category	Description		Value	
Section 1 - Tax Jurisdictions				
* Tax	Trust Tax Jurisdiction*		-	
* Tax	Trust TIN*		-	
* Tax	Second Country*	<input type="checkbox"/>	-	
Section 2 - FATCA/CRS Information				
* Tax	Trust Tax GIIN*		-	
* Tax	Trust FATCA Category*		-	
* Tax	Trust FATCA Subcategory*		-	
* Tax	Trust CRS Status*		-	
Section 3 - Tax advice				
* Tax	Trust Tax Advice*	<input type="checkbox"/>	-	
Section 4 - Miscellaneous				
* Tax	Trust Tax Return*	<input type="checkbox"/>	-	
* Tax	Trust UK CGT Category*		-	
* Tax	CGT Trust Computations Performer*	<input type="checkbox"/>	-	
* Tax	IHT Info Required*	<input type="checkbox"/>	-	
* Tax	UK Trust Register*	<input type="checkbox"/>	-	
* Tax	French Trust Register*	<input type="checkbox"/>	-	
* Tax	Tax Issues*	<input type="checkbox"/>	-	



Schema

Inventory Name: Tax Profile Trust				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Trust Tax Section1	Instruction	NA	Tax	
Trust Tax Jurisdiction	Reference	Country	Tax	
Trust TIN	String	NA	Tax	
Second Country	Boolean	NA	Tax	
Trust Second Tax Jurisdiction	Reference	Country	Tax	
Trust Second TIN	String	NA	Tax	
Third Country	Boolean	NA	Tax	
Trust Third Tax Jurisdiction	Reference	Country	Tax	
Trust Third TIN	String	NA	Tax	
Trust Tax Section2	Instruction	NA	Tax	
Trust Tax GIIN	String	NA	Tax	
Trust FATCA Category	Reference	PropertyBag	Tax	Dropdown
Trust FATCA Subcategory	Reference	PropertyBag	Tax	Dropdown
Trust CRS Status	Reference	PropertyBag	Tax	Dropdown
Trust Tax Section3	Instruction	NA	Tax	
Trust Tax Advice	Boolean	NA	Tax	
Trust Tax Adviser	Reference	AnyEntity	Tax	
Trust Tax Advice Document	Reference	Document	Tax	
Trust Tax Advice Areas	String	NA	Tax	
Trust Tax Section4	Instruction	NA	Tax	
Trust Tax Return	Boolean	NA	Tax	
Trust Tax Returner	Boolean	NA	Tax	
Trust UK CGT Category	Reference	PropertyBag	Tax	Dropdown
CGT Trust Computations Performer	Boolean	NA	Tax	
IHT Info Required	Boolean	NA	Tax	
UK Trust Register	Boolean	NA	Tax	
UK Trust Register Service	Boolean	NA	Tax	
French Trust Register	Boolean	NA	Tax	
French Trust Register Service	Boolean	NA	Tax	
Tax Issues	Boolean	NA	Tax	
Tax Issues Description	String	NA	Tax	



8. Generic Extension Inventories

Loan Facility (Generic)

This is a special type of inventory which is an extension to the Loan Facility input screen native to PlainSail.

Schema

Inventory Name: <u>_LoanFacility_Generic</u>				
Field Name	Data Type	Sub-Type	Category	Dropdown List
Loan Agreement	Reference	Document	Loan	
Interest Instruction	Instruction	NA	Loan	
Interest Free	Boolean	NA	Loan	
Interest Rate	Decimal	NA	Loan	
Interest Terms	InlineList	NA	Loan	Dropdown
Interest Details	String	NA	Loan	
Day Count Convention	InlineList	NA	Loan	Dropdown
Loan Security Instruction	Instruction	NA	Loan	
Loan Secured	Boolean	NA	Loan	
Loan Security Doc	Reference	Document	Loan	
Security Details	String	NA	Loan	
Guarantee Instruction	Instruction	NA	Loan	
Personal Guarantee	Boolean	NA	Loan	
Guarantor	Reference	AnyEntity	Loan	
Guarantee Doc	Reference	Document	Loan	
Guarantee Details	String	NA	Loan	



FixedAsset (Generic)

This is a special type of inventory which is an extension to the Loan Facility input screen native to PlainSail.

Schema

Inventory Name: _FixedAsset_Generic				
Field Name	Data Type	Sub-Type	Category	Dropdown List
FixedAssetType	Reference	PropertyBag	Fixed Asset	Dropdown
Insurance Policy	Reference	Document	Fixed Asset	
Insurer	Reference	AnyEntity	Fixed Asset	
Insurance Start Date	Date	NA	Fixed Asset	
Insurance End Date	Date	NA	Fixed Asset	
Insurance Type	InlineList	NA	Fixed Asset	Dropdown
Insurance Premium Number	String	NA	Fixed Asset	
Premium Ccy	Reference	Currency	Fixed Asset	
Annual Premium	Decimal	NA	Fixed Asset	
Residential or Commercial	InlineList	NA	Fixed Asset	Dropdown
Property Type	InlineList	NA	Fixed Asset	Dropdown
Ownership Type	InlineList	NA	Fixed Asset	Dropdown
Address	Reference	Address	Fixed Asset	
Title Number	String	NA	Fixed Asset	
Title Deed	Reference	Document	Fixed Asset	
Title Location	Reference	Address	Fixed Asset	
Licence Required	InlineList	NA	Fixed Asset	Dropdown
Licence to Occupy	Reference	Document	Fixed Asset	
Occupier	Reference	AnyEntity	Fixed Asset	
Licence Start Date	Date	NA	Fixed Asset	
Licence Expiry Date	Date	NA	Fixed Asset	
Rented	InlineList	NA	Fixed Asset	Dropdown
Lease Agreement	Reference	Document	Fixed Asset	
Tenant	Reference	AnyEntity	Fixed Asset	
Lease Start Date	Date	NA	Fixed Asset	
Lease Expiry Date	Date	NA	Fixed Asset	
Rental Ccy	Reference	Currency	Fixed Asset	
Rental Income	Decimal	NA	Fixed Asset	
Rental Benefit	InlineList	NA	Fixed Asset	Dropdown
Rental Frequency	InlineList	NA	Fixed Asset	Dropdown
Break Clause	String	NA	Fixed Asset	
Rental Review Date	Date	NA	Fixed Asset	
Mortgage	InlineList	NA	Fixed Asset	Dropdown
Mortgage Document	Reference	Document	Fixed Asset	
Manufacturer	String	NA	Fixed Asset	
Serial Number	String	NA	Fixed Asset	
Purchase Document	Reference	Document	Fixed Asset	
Purchase Lawyer	Reference	AnyEntity	Fixed Asset	
Valuation Date	Date	NA	Fixed Asset	
Valuation Document	Reference	Document	Fixed Asset	
Managing Agent	InlineList	NA	Fixed Asset	Dropdown
Agent Link	Reference	AnyEntity	Fixed Asset	
Appointment Date	Date	NA	Fixed Asset	
Management Agreement	Reference	Document	Fixed Asset	
Carbon Monoxide Certificate	Reference	Document	Fixed Asset	
Carbon Monoxide Start Date	Date	NA	Fixed Asset	



Carbon Monoxide Expiry Date	Date	NA	Fixed Asset	
Gas	InlineList	NA	Fixed Asset	Dropdown
Gas Certificate	Reference	Document	Fixed Asset	
Gas Certificate Start Date	Date	NA	Fixed Asset	
Gas Certificate Expiry Date	Date	NA	Fixed Asset	
Electric Certificate	Reference	Document	Fixed Asset	
Electric Certificate Start Date	Date	NA	Fixed Asset	
Electric Certificate Expiry Date	Date	NA	Fixed Asset	
Health and Safety Certificate	Reference	Document	Fixed Asset	
Health and Safety Start Date	Date	NA	Fixed Asset	
Health and Safety Expiry Date	Date	NA	Fixed Asset	



9. Miscellaneous Inventories

Notes for Annual Accounts

PlainSail produces a draft a structure's accounts in the FRS102 reporting standard. Like all accounting standards, many sections require notes to add substance to the numeric elements and these are often similar from year to year. The FRS102 report uses data recorded in this inventory to maintain the notes.

User screen

Category	Description		Value	
Other	Listed Investments		-	
Other	Unlisted Investments		-	
Other	Investments in Subsidiaries		-	
Other	Investments in Associates		-	
Other	Investments in Private Companies		-	
Other	Freehold Property		-	
Other	Leasehold Property		-	
Other	Loans Receivable		-	
Other	Trade Debtors		-	
Other	Cash At Bank		-	
Other	Overdrafts		-	
Other	Loans Payable		-	
Other	Trade Creditors		-	
Other	Share Capital		-	
Other	Share Premium		-	
Other	Shareholder Loans		-	
Other	Movements In Capital And Reserves		-	



Schema

Inventory Name: Notes for Annual Accounts				
Field Name	Data Type	Sub-Type	Catagory	Dropdown List
Listed Investments	String	NA	Other	
Unlisted Investments	String	NA	Other	
Investments in Subsidiaries	String	NA	Other	
Investments in Associates	String	NA	Other	
Investments in Private Companies	String	NA	Other	
Freehold Property	String	NA	Other	
Leasehold Property	String	NA	Other	
Loans Receivable	String	NA	Other	
Trade Debtors	String	NA	Other	
Cash At Bank	String	NA	Other	
Overdrafts	String	NA	Other	
Loans Payable	String	NA	Other	
Trade Creditors	String	NA	Other	
Share Capital	String	NA	Other	
Share Premium	String	NA	Other	
Shareholder Loans	String	NA	Other	
Movements In Capital And Reserves	String	NA	Other	

