

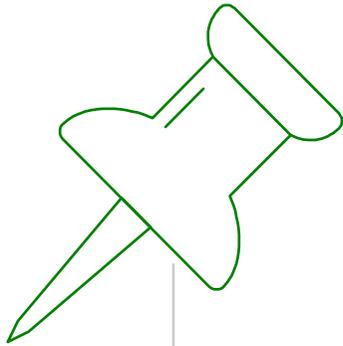


**VERIS**

# manage risk with intelligence

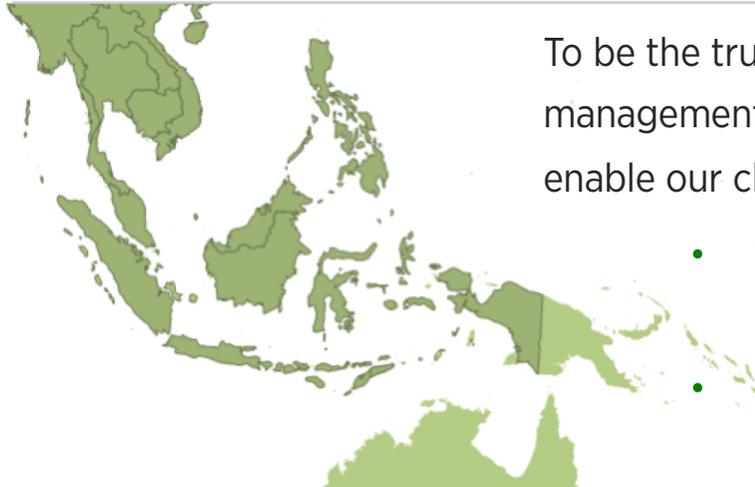
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facts for informed decisions – advice and support to protect your people and assets



- Established in 2010 – Jakarta and Singapore
- Headquarters in Jakarta, >30 permanent staff
- Local knowledge and international expertise
- Trusted resources and consultants across the archipelago and throughout the region

# our vision and mission



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To be the trusted partner for business intelligence and risk management in Asia; and to deliver the advice and support to enable our clients to manage risk with intelligence.

- To build a dynamic and committed team with a business culture focused on innovation and high performance.
  - To ensure that our actions are lead by integrity and underpinned by an unwavering desire for excellence.
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# Our reputation is built on trust and integrity

▼ **TRUSTED** we partner with more than 70 local and multinational companies in the financial services, insurance, ICT and manufacturing sectors.

▼ **RESPECTFUL** we respect and value local knowledge, and combine it with international best practise and expertise.

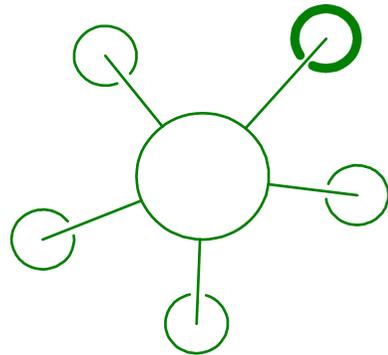
▼ **RESOURCEFUL** we are able to screen candidates from Australia, Indonesia, Singapore, South Korea, Malaysia, Hong Kong, Taiwan, Philippines, India, New Zealand, UK and the USA.

▼ **COMPLIANT** we operate in accordance with national laws, and enforce a strict code of conduct and ethical policies.



**VERIS**

# our expertise



## **Screening people**

Screening vendors and counterparties

Due diligence research

Commercial enquiries and investigations

Risk management consulting

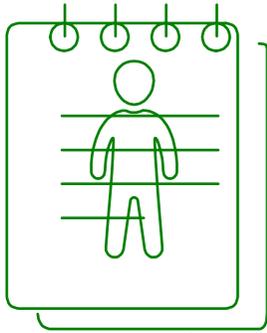
How well do you know your employees?

*In looking for people to hire, you look for three qualities:  
integrity, intelligence and energy.  
And if they don't have the first, the other two will kill you.*

Warren Buffet, Chairman and CEO Berkshire Hathaway



## What we do...



Research conducted with the subject's knowledge and consent, to:

- establish essential facts;
- reveal inconsistencies and omissions; and
- disclose information that might affect a hiring decision.



> **17,500** individuals screened from 2010 to date.

**4,417** candidates screened in **2018** for **45** clients.

>**15,000** Individual checks completed.

Red flags disclosed in **7%** of candidates screened.

**75%** of red flags found related to credentials:

academic qualifications and employment history, including fake degrees and reference letters.



Research elements explained



# Identity

## **ID Card Verification**

Validity of candidate's identity card confirmed with the relevant issuing authority. Availability and requirements differ by jurisdiction.

## **Registered Address Verification**

Candidate's address verified using official sources or through a site visit if the jurisdiction permits.

## **Passport Machine Readable Zone (MRZ) Check**

A useful check, since 80% of fraudulent passports have an incorrect MRZ code. A good quality color copy of the passport ID page showing the MRZ code is required for this check to be performed.

# Credentials

## **Academic Qualification Verification**

Candidate's highest post-secondary academic qualification verified by contacting the relevant institution or by way of an online clearing house system (certain overseas institutions). Information verified includes: the period of attendance, degree obtained and any other available information e.g. GPA.

## **Professional Qualification Verification**

Validity of candidate's professional qualification verified by contacting the issuing body/institution directly. This is usually only verified if the subject has relevant qualifications.

## **Employment History Verification**

Candidate's employment details verified with the relevant human resources (HR) department. In the absence of an HR department, attempts are made with the candidate's last direct supervisor. Veris will also endeavour to conduct a basic reference interview, emphasis on candidate's reason for leaving /whether the candidate followed appropriate exit formalities. Please note that on occasions, company policies prevent employees from revealing information; limiting responses to yes/no, only.

In the event that a red flag matter is disclosed, Veris will endeavour to obtain written confirmation from the institution in question.

# Integrity

## **Adverse/Negative Media Profile**

Internet and social media searches, based on name match for the candidate, and any name variations disclosed. Emphasis is placed on adverse/negative information that might influence client's decision to engage with the candidate, including adverse/negative affiliations. Information is presented in a brief synopsis with, where possible, a link to the relevant source.

## **Compliance Database Searches**

Global compliance checks comprise searches based on name match using a subscription database of Politically Exposed Persons (PEP) law enforcement bodies, regulatory enforcement bodies, and global sanctions, including: the OFAC Specially Designated Nationals and Blocked Persons List (SDN), the OFAC Foreign Sanctions Evaders (FSE) List, Non-SDN lists associated with anti-terrorism programs, and the UN Consolidated List.

## **Reference Interviews**

Reference interviews conducted with past direct supervisors/managers in relation to performance, reliability, conduct, reason for leaving, integrity and eligibility for rehire. Referee cooperation is not guaranteed.

# Integrity

## **Court Searches (civil and criminal litigation, and bankruptcy)**

Access to records varies by jurisdiction. Usually involving an initial search to reveal cases attributed to a name, followed by a more detailed review to confirm relevance to the candidate in question and capture available case details.

## **Criminal Record Checks**

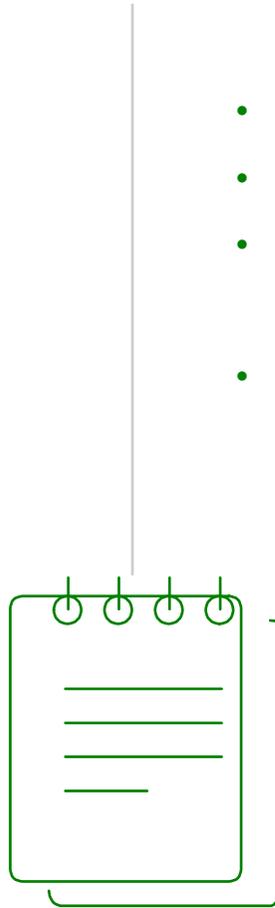
Access to records varies by jurisdiction. Where available, checks may be conducted at the national or state/provincial level. The candidate may be required to fill out specific forms to initiate the checks.

## **Credit Checks**

These checks are conducted through private credit rating agencies or the central bank. In some instances, the candidate is required to obtain their credit reports personally from the relevant authorities/institution. These reports are then independently verified by Veris.

## **Directorship Checks**

Availability differs by jurisdiction – cross directorship checks based on name and/or ID number match to confirm declared interests and uncover potential conflicts of interest.



- Signed letter of consent, identifying Veris as company's agent.
- Scanned copy of candidate's National ID card or passport.
- Scanned copy of Academic Certificates and Academic Transcripts, and student ID number.
- A copy of the candidate's application form / CV. Including details of:
  - ✓ Registered/current address
  - ✓ Employment history, including notes to indicate whether employment has been undertaken through an outsourcing company.
  - ✓ Name of past direct supervisor and Employee ID number.

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Typical supporting documents



# The screening process



- **Initiation** - new case request received from client. Veris point of contact (POC) acknowledges the request, and logs and assigns the case to a case analyst (CA). The CA reviews supporting documents to ensure we have all we need to proceed. In the event that supporting information is incomplete, client requestor will be alerted by email. Work on the case will be initiated on receipt of all necessary supporting information - start date.

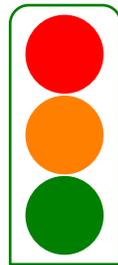


- **Research** - assuming all supporting documents are complete, our team conducts the required research, capturing findings in audit trail forms and the agreed client report format. Any issues are raised by our case analyst directly with the requestor. Client requestor is also alerted of any potential delays.



- **Reporting** - quality control reviews each report and gives the green light to CA to dispatch completed reports to client requestor on or before agreed reporting date. Where research elements remain pending, a supplementary report is prepared and dispatched as soon as possible.

- ✔ Fast and effective employee screening at an affordable price.
- ✔ Quick reference “traffic light” system.



***red - not verified or red flag issue identified***

***amber - unable to verify or ongoing***

***green - verified, no negative findings***

Reports delivered to your inbox within 5 working days



# SAMPLE SCREENING PACKAGES

for a risk based  
approach

## **A-check**

### **Fresh Graduates**

Academic Qualifications, Adverse Media & Global Compliance Database searches.

## **B-check**

### **Experienced Hires**

Academic Qualifications, Employment History, Civil Litigation searches, Adverse Media, & Global Compliance Database searches.

## **C-check**

### **Senior Hires/Sensitive Positions**

Academic Qualifications, Employment History, Civil Litigation searches, Credit Profile, Adverse Media, Global Compliance Database searches & Directorship searches.

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For discussion purposes only. Packages can be tailored to reflect risk appetite - research elements can be added to increase comprehensiveness of the checks e.g. candidates in integrity sensitive positions.

Did you know...

*that asking a candidate to sign a **letter of consent** to conduct background checks, could be your first line of defense? This simple step discourages candidates from applying for a job if they have something to hide.*



You and your team may not always have  
the time or the resources to screen  
applicants.  
trust **VERIS**

