



The Compliance Desk

The Finance Desk

CO-01 · USER GUIDE · VERSION 1.0

Client AML risk assessment

A documented risk assessment for every client.

Who it's for

Partners, the MLRO and anyone who takes on or reviews clients.

In this guide

- What this tool does
- What's in the workbook
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What this tool does

CO-01 assesses each client's money laundering risk across eight factors (client type and structure, ownership, sector, countries involved, how you deal with them, services, cash and source of funds), plus any PEP or sanctions concern. It scores and rates each client Low, Medium or High, sets the level of due diligence and the next review date, and lists high-risk clients and overdue reviews.

What's in the workbook

Tab	What it's for
Guide	How to use the tool, in brief.
Summary	Clients by rating and reviews due.
Assessments	Each client's risk assessment.
Licence	Your licence details and terms.

Using the workbook

You'll see	What it means
White cell, blue text	Your inputs. These are the only cells you can change.
Black text	Calculated. Locked so formulas can't be overwritten by accident.
Green text	Pulled from another tab.
Brick cell	The key result on that tab.
Red text	Something needs attention: a missed deadline, a shortfall or an overdue chaser.

The worked example is already filled in, so you can see how every input should look. Replace it with your own figures; nothing else needs setting up.



Step by step

- 1 **Assessments tab.** check the points, rating thresholds and review intervals.
- 2 **Each client.** rate each factor Low, Medium or High and record any PEP or sanctions concern.
- 3 **Record.** enter the date assessed and who assessed it.
- 4 **Summary.** act on high-risk clients and overdue reviews.

Key inputs

Input	What to enter	Worked example
Factors	Low, Medium or High.	Cash handled: High
PEP or sanctions concern	Yes or No.	No
Assessed on	Date.	20 Nov 2025
Thresholds	Score for Medium and High.	9 and 14

Reading the results

Result	What it tells you
Score	Points across the factors.
Risk rating	Low, Medium or High.
Due diligence	Standard or Enhanced.
Next review	By rating.

The worked example

Figures are illustrative, to show how the tool works. They are made up.

Worked example	Result
Clients assessed	60
High risk	2
Medium risk	8
Low risk	50
Reviews overdue	7

Tips from practice

- Assess before you accept a client, not after.
- Reassess when something changes (CO-03).
- Keep the reasons for your rating on file.



Questions

Is the scoring prescribed?

No. Regulations require a risk-based approach; set the scoring to fit your practice.

Where does guidance come from?

Your AML supervisor and professional body.

How many clients?

150 rows.

Your licence

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This tool supports, and does not replace, professional judgement. Check deadlines, rules and penalties against current HMRC and Companies House guidance before relying on them.