

# Verification and International Transfer Checklist

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## SECTION 1 - BUSINESS VERIFICATION

1. Search Japan Corporate Registry (<https://www.houjin-bangou.nta.go.jp/en/>)
2. Confirm address matches invoice (Gunma-ken, Ota-shi, Obara-cho 3-4, ZIP 379-2304)
3. Verify company name and legal status
4. Confirm bank ownership with SMBC (Ota Branch - Code 032)
5. Independently call supplier and confirm details
6. Obtain business license, invoice, export permit
7. Check for scam reports or disputes
8. Use third-party verification (SGS Japan, JETRO) if needed

## SECTION 2 - TRANSFER PREPARATION

1. Confirm beneficiary details (SMBC, Account 4001561, SWIFT SMBCJPJT)
2. Confirm currency (JPY preferred)
3. Verify exchange rate and bank fees
4. Match invoice number in payment reference
5. Obtain signed client instruction
6. Process transfer via Irish bank (AIB / BOI / Wise Business)
7. Obtain SWIFT confirmation proof
8. Confirm supplier acknowledgment of funds
9. File AML and due diligence documents

## SECTION 3 - POST-TRANSFER FOLLOW-UP

1. Verify shipment documents (Bill of Lading, Export Cert)
2. Match received goods to invoice and chassis number
3. Record transaction with supporting documents
4. Note any issues for future overseas payments

## NOTES

- Always confirm bank details by phone, never email.
- Treat any changes in bank info as potential fraud.
- Keep all due diligence documents for AML (minimum 5 years).