

# SmartSearch<sup>™</sup>///

## How To...Run an International Business Search

SmartSearch  
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Version 1.0

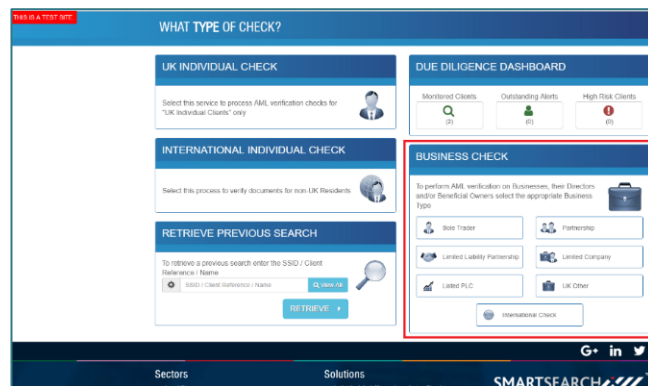


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## SmartSearch Dashboard

With SmartSearch's international company service, every report uses high quality data compiled from Experian Globally Located Credit Bureaus and partnerships with Tier 1 leading international data companies within their respective domestic markets.

1. Select 'International' under the 'Business Searches' section on the SmartSearch dashboard.

A screenshot of the 'INTERNATIONAL CHECK' input form. The form is divided into several sections: 'International Company Details', 'Contact Person at International Company', 'New Contact Details', and 'Report Preferences'. The 'International Company Details' section includes fields for Country, Company Name, Trading Names, Name in Local Language, Address, Telephone Number, Fax Number, Website Address, Date of Registration, Business Activity, VAT Number, and Licence Number. The 'Contact Person at International Company' section includes fields for First Name, Surname, Job Title, and Telephone Number. The 'New Contact Details' section includes fields for First Name, Surname, Email Address, and Telephone Number. The 'Report Preferences' section includes fields for Invoice Reference, Currency, and Service Level. The form is designed with a clean, professional layout and includes a 'RETRIEVE' button at the bottom right.

## Input Form

2. Minimum input fields:

International Company Details (mandatory):

- Country that the company is based in
- Company name
- Registered company office address.

Optional input information within this section includes the trading names, name in local language, telephone and fax numbers, website address, date of registration, business activity, VAT and licence numbers, etc.

Contact Person at International Company (optional)

Your Contact Details (details of the individual you would like the completed report to be returned to). N.B. This section will be automatically pre-populated with the user's details, taken from their login but can be manually altered if necessary.

- First name
- Surname
- Email address
- Telephone number
- Company name

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## Report Preferences

- Currency (can leave as GBP Sterling)
- Service level
  - SmartSearch offer a **same day service** for companies based in the following countries (these are online pre-prepared credit reports and are subject to availability):

Austria	Italy	Sweden
Belgium	Netherlands	Switzerland
Denmark	Norway	
Finland	Portugal	
France	Republic of Ireland	
Germany	Spain	

- Manual reports can be ordered by SmartSearch's **standard service** (6-10 days) or the **express service** (2-5 days). These reports are freshly investigated by a local agent. **Please refer to your contract for pricing.**

Overseas companies have different filing laws to the UK and the information available may vary from country to country, therefore we can't guarantee that an individual beneficial owner will be returned. However, these reports are freshly investigated by a local agent and so we will return the most up to date information that is available, but this does rely on what the companies themselves are required to submit in their jurisdiction, and whether they have done so, along with the results from local sources and government records.

Experian also contact the subject company in order to obtain information not present in registry sources. This is done via interviews and emails, which do not disclose who has requested the report. The report will not leave a visible footprint, however Experian do keep a log of who has generated a report (SmartSearch) and what company the report has been generated on for billing and auditing purposes.

Sanctions screening will be performed on the entity itself and any associated entities returned in the report. Likewise, if any Shareholders/ Directors and Beneficial Owners are returned within the search, we will also perform PEP and Sanction checks.

It is worth noting the SmartSearch ID number (SSID) in of the search. This number is unique to each search and can be quoted to SmartSearch should you have any queries.

N.B. The report will be returned via email, not on the platform.

## Further Support

If you have any questions, please do not hesitate to contact your dedicated Account Manager or another member of our Account Management team:

Email: [clientservices@smartsearch.com](mailto:clientservices@smartsearch.com)

Telephone: 0113 238 7660