



INTERNATIONAL COMPLIANCE SERVICES (PVT) LTD

COMPANY Profile

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About Us



International Compliance Services (Pvt) LTD (“InCoSe”) was founded in July 2021 to offer a wide array of regulatory compliance and risk management services in the financial industry. The company is specialised in providing consultation and designing solutions for small to large-scale corporates, including banks, money exchanges, insurance sector entities, finance companies, stockbrokers, clearing houses and fund managers. Further, we provide a comprehensive service package for new market penetrators to set-up new business entities and apply for required licenses in the jurisdictions we operate.

We do not provide one-size-fits-all solutions. Instead, we offer analysed and personalised resolutions with long-term care to meet the individual requirements of our clients while focusing on the growth of their businesses. We are committed to guiding our clients in reducing the risk of non-compliance in their organisations. High quality is the key focus of our company. A team of skilled, experienced and internationally qualified staff is waiting to help your organisation and bring peace of mind to you while assuring the mandatory compliance and meeting regulatory requirements. We conduct audits, help you to respond to regulatory requests, assist in improving current processes, review internet and cyber security controls, advise on new licensing requirements and assist in governance, risk and compliance (GRC).

As a part of our services, we also specialised in providing training in anti-money laundering, combating financial terrorism, targeted financial sanctions, anti-bribery/corruption, code of conduct, fraud management and ethical business.



The Company

This company started small but with big ideas and comprises of a highly-qualified board of management, equipped with an immense knowledge of experience. The company is registered with the Registrar General of Companies (Reg No. PV 00242116), Sri Lanka under the requirements of the Companies Act No. 7 of 2007.

While our registered office is located at No. 26A, 2nd Lane, Bellanthara Road, Dehiwala, Sri Lanka, our services are extended globally across many major financial markets in the world online as well as physically, with the support of onsite specialist coverage.

International Compliance Services (Pvt) LTD is one of the few companies equipped with a fully digitalised operating platform providing most of the solutions online using regulatory approved technology such as e-signatures, e-meetings, secured cloud storage, digital interactive training platform, etc. These initiatives have helped our clients to keep the cost minimum and enhance communication efficiency. At present, we are in the process of obtaining ISO 9001:2015 certification for Quality Management Systems.

Why InCoSe?

Our aim is to ensure your organisation is fully regulatory compliant and trusted by your clients. We assist you to convert it into an ethical entity and bringing long-term sustainability. We strive to ensure complete satisfaction by fulfilling your requirements precisely. With our experience, dedication and commitment, we will deliver innovative solutions for complex problems with high quality backed by aftersales services.

InCoSe is not a typical compliance services company. We are fully transparent and engaging your staff to participate in the decision-making process. We believe the organisational staff should take ownership of the work they do; ensure they contribute to the quality of the final deliveries and assure the regulatory requirements are met all the time.

Our strategy is based on building teams with knowledge, skills and passion to achieve success.

Code of Conduct

Transparency, Honesty & Integrity

This professional code of conduct and ethics document embodies International Compliance Services' (InCoSe) commitment to its professional behaviour and sets out its rules, responsibilities, and ethical thinking as an emerging financial services organisation that operates in the space of regulatory compliance and risk space for global clients. We conduct our business with the highest standards and integrity and in accordance with all applicable laws, rules, and regulations in the respective jurisdictions.

The foundation of the InCoSe has been built on the essential characteristics of Transparency, Honesty, and Integrity. This document summarises the policies, values, and legal obligations for its staff that must adhere. We are committed to following the high standards always that are set out in this document so that we deliver not only quality services but also ethically prudent solutions to our customers, regulators, shareholders, and business partners.

Therefore, I request all our staff to carefully go through this document and adhere to all the content herein at all times, throughout the tenure of your employment and even maybe beyond.

If any terms, principles, or practices that are covered in this document are deemed inconsistent with the provisions of any applicable laws or regulations in the jurisdictions in which we operate, the prevailing laws or regulations will take precedence. Last but not least, feel free to reach out to me or any of the senior members of our staff in an event you should have any questions, so we can guide and explain to you how to face the challenge successfully.

Yours sincerely,

Ruchika Athukorala

Founder/CEO/Chief Compliance Strategist



Our Approach

- Offer bespoke modeling designed specifically to guide our clients in reducing the risk of non-compliance.
- Demonstrate a degree of independence from the business, required by regulators.
- Assist our clients understand the regulatory requirements in layman language.
- Place significant importance on ensuring that our clients fully understand their options.
- Utilize progressive professional relationships with the financial services regulators as necessary in providing end-to-end assistance in preparing your regulatory business plans.
- Ensure business control environment is clearly explained throughout the application process and build confidence in balancing clients' and regulatory expectations.
- Provide ongoing and uninterrupted services with long-term care.

Our Vision

Turn compliance obstacles into business opportunities by effectively guiding you on the regulatory requirements, harvesting ethics in your organization in becoming a trusted name in the financial compliance industry.

Our Mission

Continuously improve compliance in your business and provide a stress-free culture with high-quality services.

Our Values

Integrity

With an ardent desire for transparency, we commit to doing the right thing in all situations unbiasedly. This extends to how we advise and integrate with our clients, treat each other as colleagues, ethically strived as a company, unwavering high standards of honesty, trust and contribution to the communities in which we live and work globally.

Consistency

We work diligently to accommodate all our stakeholders' requests in a similar manner. We apply fire and transparent policies with all our stakeholders in the same manner.

Inclusion

We succeed through teamwork, diversity and respect for each other. We operate in a highly collaborative manner as a cohesive team from the smallest unit to the Board of Directors where all perspectives are heard and valued. We recognise and promote flexibility as an essential part of supporting our people.

Competency

We recognize the high-level competencies required by compliance/ governance officers and constantly strive to comply. We encourage our staff and associates to be highly knowledgeable, skilled and qualified in their fields and passing on the benefits to our clients.

Innovation

We use, value and deliver new models and approaches. Technology is our DNA. We focus on finding new edges in our industry and implementing innovative ideas to give the best for the greater success of our clients.

Environmental, Social, and Governance (ESG)

We are embracing the concepts of environmental, social, and governance (ESG) factors now often implemented in many cross-sections of the financial sector. As the initial step, the International Compliance Services (Pvt) LTD (“InCoSe”) has designed all its operations and processes to operate at least over 95% paperless and saving our global forest density. We pay a great social conscious on “Green Ideas” and use modern technology equipment with low power consumption with higher green star energy ratings.

When we advise our clients, we pay great attention to ESG investments and ideas that can bond stronger relationships with employees, suppliers, customers, and the communities where we deliver services.



Our Focus

Client first

We always believe and put client needs first above our objectives to build long-lasting relationships.

Collaboration

Simplifying regulations to understand easily and giving confidence to turn compliance obstacles into real-world business opportunities. Sharing knowledge, listening well and working together to achieve more. Looking beyond the boundaries to see the bigger picture for opportunities and future expansions.

Accountability

Act with courage to realize potential and make difference

Treating fairly

Be respectful, transparent and fair in all relationships, building trust of clients, colleagues and community partners by listening to and understanding their interests and needs. Open for feedback, complaints and suggestions.

Confidentiality

Paying a great attention to safeguard client information, intellectual property articles, trade and business secrets and assuring data privacy. Using advanced technology such as encrypted data sharing/storage and adherence to international data privacy laws.

Our commitment to Our valued customers



● Provide Right Solutions

Get clear of the requirements - We spend time understanding current problems and the requirements. Will not do rush jobs.

Do a detailed analysis and market research - We meet relevant stakeholders and find out needs from bottom to top. We also conduct market research to check how similar entities work.

Structure resolution - We propose the right resolutions to meet requirements in compliant and most effective ways.

Implement the right solutions - Not limiting to solution designing, we help the organisations to implement the proposed solutions in a user-friendly and effective manner within the stipulated timelines.

● Make It Easy

Friendly service - We provide dedicated, knowledgeable and professional human resources to work with you in a friendly manner. You can have a dedicated point of contact for all your queries.

Affordability - We respect on fair charging policy and always provide competitive pricing.

Clarity - We provide complete transparency in all our services and help you make informed decisions.

Accountability - We take 100% responsibility for the work you give to us and complete it 100% accurately on behalf of you. You will have peace of mind.

● Innovation

Technology - We use the latest technology and innovative services as much as possible and as permitted by law to meet your requirements. We adopt digital signatures, digital data storing, digital meetings and a paperless environment.

Open-mind- We are open-minded to new ways of doing things and are keen to hear customer feedback, always striving to do better.

Value delivery- We provide great value delivery through professionalism and technological innovation, .

● Total commitment

Excellence - We maintain higher quality in everything we do. Committing to excellence is how we do business.

Completion - We consider completed only when the client is fully-satisfied. We stand with our clients for all their requirements till the end.

Responsibility - We take responsibility for the solutions we provided and the work completed.

Post-sales delivery -We are long-term and contactable. We are always available for any future requirements that our clients have on the projects we completed, extend them further or to accept new work.

Products & Services Offering

Client On Boarding

- Perform KYC (Know Your Customer) / EDD (Enhanced Due Diligence)
- True copy certification
- Verifying of the original documents with the issuing bodies
- Sanction Screening
- Fact-finding and Risk Profiling

AML (Anti - Money Laundering) /CTF (Counter Terrorist Financing)

- Perform AML checks
- Background and credit screening
- Sanction/OFAC screening
- Create risk evaluation
- Create STR (Suspicious Transaction Report) / SAR (Suspicious Activity Report)
- Reporting to the Regulators
- Employee Screening

Policy Procedures

- Write Company Policy Procedures
- Code of Conduct
- Employment Charter
- Simplifying of Regulations

Risk Assessments

- Conduct macro / micro–Risk Assessments
- Psychometric Risk Assessment Tools
- Write Risk Report

Training

- AML/CFT
- Anti-Corruption/Anti-Bribery
- Professional training relating to CISI, ACAMS and CII

Company Secretarial / Admin Work

- All types of company secretarial work
- Statutory filings of company data to assure compliance with rules & regulations

Advisory Consultation

- Advising/ counselor serviced on Compliance matters
- Structuring new business solutions
- Aligning / modifying existing procedures
- Business expansion with new licenses



Our Team



Ruchika Athukorala
CEO/FOUNDER/CHIEF COMPLIANCE STRATEGIST

Ruchika is a financial industry professional with over 18 years of experience and specialised in regulatory compliance, client onboarding, KYC, risk management, AML/CFT, compliance audits, sanction screening, writing policy/procedures, and regulatory business plans and delivering training. Having worked in multiple sectors in the financial industry including banking, insurance, wealth management and financial advisory firms, Ruchika has both local and international experience in conducting internal audits, expanding business with new license categories, handling regulatory inspections and dealing with competent authorities for licensing matters, statutory reports, and other acquainted requirements. Besides working as a consultant, solution designer and analyst in the domain he is actively involved in helping organisations to resolve regulatory challenges and drive businesses forward. He has extensive experience and exposure in the UAE, European, Middle East and Asian regulatory frameworks.

He holds graduate and post-graduate degrees and relevant professional qualifications from ICA, CISI, ACAMS, and CII institutions. Further, he works as a guest speaker in AML/CFT workshops that train industry professionals. Further he has completed UAE Rules and Regulation qualification paper by CISI.



Akila Atapattu
SENIOR RISK AND COMPLIANCE MANAGER

Akila is a financial services risk and compliance professional with over nine years of international experience in banking and professional services sectors in Australia and Sri Lanka. He possesses specialist knowledge in regulatory compliance and non-financial risk management sectors. This includes strong experience across key areas such as AML/CFT, Anti-Bribery and Corruption, Ethics and Business Conduct, Conflicts of Interests, Audit Independence, and Corporate Governance.

Akila is highly skilled in business process risk management, compliance management, and internal controls development. He is a strategic thinker and a proven problem solver with a superior level of analytical skills.

Akila is a Chartered Fellow of The Chartered Institute for Securities & Investment (Chartered FCSI-UK), a Certified Anti-Money Laundering Specialist (CAMS-USA) and holds a Master of Laws (LLM) degree from the University of London specializing in Banking and Finance Law. He has also gained specialist knowledge on the UAE financial services regulatory regime by completing the CISI Level 3 Certificate in The DIFC Rules and Regulations and CISI Level 3 Certificate in The UAE Financial Rules and Regulations.

Our Team



Indrani Karunagoda
DIRECTOR

Indrani served as a principal and a vice-principal in several leading government schools for over 35 years. Prior to joining the International Compliance Services (Pvt) LTD, she was a Category 1 Administrative Officer in National Education Services, Sri Lanka and holds a Bachelor of Education (BEd) degree from the Open University of Sri Lanka (OUSL).

With her administrative experience and disciplined approach, she will help the company to supervise its activities and projects by monitoring, reporting and enforcing regulatory and firm rules, including the management of corporate governance.

Further, she will act as an executive director fulfilling the statutory requirements the company and its clients have to face to the regulators and also will act as an authorised signatory.



Hemalatha Karunagoda
DIRECTOR

Hemalatha has been in managerial and administrative roles in many government and semi-government entities in her early carrier before becoming an entrepreneur and a social worker.

With her experience, she will be managing the projects undertaken by the company by analysing the amount of work to do and assigning them to the appropriate teams. Further, she will call the progress update meetings to monitor the project progress and deadlines. In addition, she will also be responsible for Quality Management and meeting obligations toward ISO certifications. She will also work as an executive director to the company.



Dilukshi Kannangara
ASSISTANT COMPLIANCE ANALYST

Dilukshi has qualifications in the IT and Cyber Security sectors and has been working in administrative roles in a couple of leading organisations before joined the International Compliance Services (Pvt) Ltd. She has contributed herself to several compliance projects and has gained experience in international laws and regulatory frameworks.

She holds a diploma in science, a certificate qualification in BCS and now reading for the post-graduate diploma in BCS.

With her experience, she will be supporting to carry out projects and as the service desk coordinator for customer support. Further, she will act as the quality lead for the organisation including for ISO 9001 matters, data privacy and retention, records keeping and coordination with client requirements.



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-  No.26A, 2nd Lane, Bellanthara Road, Dehiwala, Sri Lanka.
-  +94 77 775 1066 | +94 71 775 1066
-  +94 71 880 3612
-  info@incoseworldwide.com | support@incoseworldwide.com
-  www.incoseworldwide.com
-  PV 00242116

