

LYNSORA

Documentation Architecture

STRUCTURED, TRACEABLE DOCUMENTATION FOR REGULATED FINANCIAL SERVICES

Documentation architecture, review, drafting and alignment across governance, operations, controls, ownership and supporting evidence.

CASPs

PSPs & EMIs

FinTech

Embedded Finance

Our Practice

WHAT LYNSORA DOES

Lynsora is a specialised documentation practice supporting PSPs, MSBs, FinTech and digital-asset businesses across the United Kingdom, European Union, Switzerland and Canada.

We structure, review and align documentation across governance, risk, operational processes, controls, ownership and supporting evidence.

Rather than producing isolated policies, Lynsora focuses on how documents work together - how policies connect to procedures, how responsibilities and controls are documented, where supporting evidence sits, and where inconsistencies or gaps appear across the framework.

Our work is designed to become a practical part of the organisation's working environment: readable by management, usable by operational teams and structured for internal, banking and external review.

01

Documentation Architecture

Connected frameworks aligned with the documented business model, governance structure and operating environment.

02

Governance & Decision Rights

Policies and procedures structured around ownership, responsibilities, approvals and escalation paths.

03

Operational Usability

Documentation designed to support consistent day-to-day execution, review and maintenance.

04

Review Readiness

Clear, structured documentation designed to support efficient internal and external review.

Documentation-led by design

Focused on documentation architecture, development and review - not generic policy production or template packs.

CORE SECTORS

CASPs

Payment Institutions

EMIs

MSBs / FMSBs

FinTech

Embedded Finance

When Firms Typically Use Lynsora

DOCUMENTATION SUPPORT AT POINTS OF CHANGE

Lynsora is typically engaged when a defined business, operational or internally identified regulatory change needs to be reflected consistently across an existing documentation framework.

01

After Implementation or Change

When completed changes need to be reflected consistently across policies, procedures, controls, ownership and supporting evidence.

02

Documentation Has Evolved Inconsistently

Where documents have been updated separately over time and no longer form a coherent framework.

03

New Jurisdiction or Operating Model

When documentation differences need to be mapped and existing materials adapted using requirements confirmed by the firm or its appointed advisers.

04

New Product, Process or Onboarding Model

When a business change affects multiple documents, operational processes, controls and responsibilities.

05

Defined Documentation Workstream

When an internal team needs a specific documentation project completed without creating an ongoing outsourced Compliance function.

Documentation-led scope

Lynsora focuses on documentation structure, consistency, traceability and evidence. Legal, regulatory and compliance decisions remain with the firm and its appointed advisers.

Documentation Packages

A MODULAR STRUCTURE THAT CAN GROW WITH THE ORGANISATION

Our documentation services are organised into two sector-specific package tracks and a shared set of specialist modules. The structure allows organisations to build documentation progressively while maintaining a consistent architecture.

CASP Documentation Packages

For crypto-asset service providers and other digital-asset business models.

Foundation

Operations

Governance

Enterprise

PSP & FinTech Documentation Packages

For payment institutions, electronic money institutions, payment service providers and selected MSB/FMSB models, subject to the agreed scope and client-confirmed requirements.

Foundation

Operations

Governance

Enterprise

Specialist Documentation Modules

Standalone modules can complement either package track or be scoped as independent workstreams where appropriate.

Regulatory Documentation

Customer Onboarding Documentation

Operational Governance

Cross-Regime Documentation

Multi-Jurisdiction Documentation

Flexible by scope

Packages can be delivered progressively, combined with specialist modules, or scoped as standalone documentation workstreams based on the organisation's needs.

Documentation Architecture

FROM IDENTIFIED CHANGE TO TRACEABLE DOCUMENTATION

The objective is not to produce isolated documents. A strong documentation framework creates visible links between the firm's client-confirmed requirements and change drivers, documented business model, governance arrangements, procedures, controls, ownership and supporting evidence.

THE DOCUMENTATION CHAIN



APPLIED ACROSS THE SERVICE STRUCTURE

CASP Packages

Foundation, Operations, Governance and Enterprise documentation for crypto-asset business models.

PSP & FinTech Packages

Foundation, Operations, Governance and Enterprise documentation for payment and FinTech models.

Specialist Modules

Shared modules addressing AML/CFT, onboarding, governance and cross-regime documentation needs.

Why the architecture matters

A change in one part of the framework can be traced to the documents, roles, controls, evidence and maintenance responsibilities it affects.

Our Engagement Model

STRUCTURED, WRITTEN-ONLY AND TRACEABLE

Every engagement follows a structured documentation process designed to produce clear, practical and internally consistent deliverables aligned with the organisation's documented business model and agreed scope.

01

Initial Scoping & Information Gathering

Engagement begins with a structured request form or direct written enquiry. We confirm scope, business context and the information required.

02

Documentation Assessment

Existing materials and submitted information are reviewed to identify documentation gaps, dependencies and drafting priorities.

03

Documentation Development

Documents are developed based on the agreed scope, documented operating arrangements and materials provided or confirmed by the organisation.

04

Client Review & Approval

Designated client personnel review the draft, confirm the accuracy of documented processes and responsibilities, and provide comments and approvals in writing.

05

Final Documentation Delivery

Following client approval, final deliverables are provided electronically in the agreed formats for internal use, maintenance and future updates.

DELIVERY MODEL

Written-only collaboration

All project communication, clarifications, draft reviews and approvals are conducted in writing, maintaining a traceable record.

Consistency & traceability

Drafts and final deliverables are structured to preserve consistency across the documentation set and trace changes over time.

Documentation as the deliverable

The outcome is a maintainable documentation framework that can be used as an internal reference point for governance and operations.

Electronic delivery

Final documentation is delivered electronically following client approval, in agreed formats suitable for internal use and maintenance.

Documentation-first approach

Built to last. A consistent reference point. Organisational knowledge captured in writing. Structured for practical maintenance as the organisation evolves.

Documentation Principles

HOW EVERY DELIVERABLE IS STRUCTURED

Every document is developed according to a consistent set of principles designed to support clarity, operational use, maintainability and long-term organisational value.

01

Structured by Design

A consistent structure supports readability, ownership, maintenance and future updates.

02

Practical by Nature

Documentation is written for day-to-day operational use rather than theoretical reference.

03

Aligned with the Documented Business Model

Content reflects the documented business model, governance structure, customer journey and operating processes.

04

Connected Across the Framework

Each document is developed as part of a wider documentation architecture rather than as an isolated deliverable.

05

Clear and Review-Ready

Documentation is structured for efficient internal review, governance oversight, banking due diligence and external requests.

06

Designed for Change

Documents are created to remain understandable, maintainable and adaptable as products, controls and operating arrangements evolve.

Documentation-led scope

Lynsora focuses on documentation architecture, review, drafting and alignment. We do not provide legal advice, regulatory interpretation, outsourced MLRO or Compliance functions, licensing representation or compliance sign-off. Legal, regulatory and compliance decisions remain with the organisation and its appointed advisers.

LYNSORA

Documentation That Works in Practice

Supporting crypto-asset businesses, payment institutions, electronic money institutions, money services businesses and FinTech companies with clear, maintainable and traceable documentation across the United Kingdom, European Union, Switzerland and Canada.

CONTACT

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Discuss Your Documentation Requirements

Submit a structured Documentation Request via lynsora.com, or contact us directly if your requirement is specific, complex or does not fit a standard package.