

LYNSORA

Compliance & Governance Documentation

STRUCTURED DOCUMENTATION FOR REGULATED FINANCIAL SERVICES

Documentation architecture, gap analysis, drafting and review for organisations operating across the United Kingdom, European Union and Switzerland.

CASPs

PSPs & EMIs

FinTech

Embedded Finance

Our Practice

WHAT LYNSORA DOES

Lynsora is a specialised documentation practice focused on compliance, governance and operating-model documentation for crypto-asset businesses, payment and electronic money institutions, and FinTech companies operating across the UK, EU and Switzerland.

We design documentation frameworks that translate regulatory requirements and the organisation's documented business model into clear governance arrangements, operational responsibilities and maintainable internal standards.

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

Documentation-led by design

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

01

Documentation Architecture

Connected frameworks aligned with the organisation's 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

Regulatory Readiness

Clear, review-ready documentation that helps evidence how governance and controls are intended to operate.

CORE SECTORS

CASPs

Payment Institutions

EMIs

FinTech

Embedded Finance

Industries We Support

DOCUMENTATION SHAPED AROUND REGULATED OPERATING MODELS

Our documentation practice supports organisations whose compliance framework must reflect regulated customer journeys, operational dependencies, technology-enabled services and cross-border requirements.

01

Crypto-Asset Service Providers (CASPs)

Governance, AML/CTF, customer onboarding and operational documentation for crypto-asset business models.

02

Payment Institutions

Documentation covering governance arrangements, payment operations, customer lifecycle processes and internal control procedures.

03

Electronic Money Institutions

Structured documentation supporting governance, operational processes, customer controls and documentation consistency.

04

FinTech Companies

Documentation for technology-driven financial businesses operating within regulated or regulated-adjacent environments.

05

Embedded Finance & Financial Platforms

Documentation supporting integrated financial products, API-based services, outsourced dependencies and multi-party operating models.

Documentation as an operating asset

Designed for organisations where documentation is not simply a regulatory requirement, but a working part of governance, operational knowledge and control execution.

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 crypto-asset business models.

Foundation

Operations

Governance

Enterprise

PSP & FinTech Documentation Packages

For payment institutions, electronic money institutions and FinTech businesses.

Foundation

Operations

Governance

Enterprise

Specialist Documentation Modules

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

AML/CFT Documentation

Customer Onboarding
Documentation

Governance 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 REGULATORY REQUIREMENT TO MAINTAINABLE CONTROL FRAMEWORK

The objective is not to produce isolated documents. A strong documentation framework creates a visible chain between regulatory obligations, the organisation's operating model and the controls teams are expected to execute.

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/CTF, 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 and maintenance responsibilities it affects.

Our Engagement Model

STRUCTURED, WRITTEN-FIRST 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 operating environment.

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 gaps, dependencies and drafting priorities.

03 Documentation Development

Documents are developed based on the agreed scope, operating arrangements, relevant regulatory requirements and industry practice.

04 Written Review & Refinement

Questions, comments and refinements are handled in writing to preserve clarity, traceability and a complete decision record.

05 Final Documentation Delivery

Final documents are delivered electronically in structured, maintainable formats, ready for internal review, approval and ongoing use.

DELIVERY MODEL

Written-first collaboration

Communication and review are handled in writing, creating a clear record of questions, decisions and agreed changes.

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 via email, ready for internal approval 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 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 regulatory requests.

06

Designed for Change

Documents are created to remain understandable, maintainable and adaptable as products, controls and regulatory expectations evolve.

Documentation-led scope

Lynsora focuses on documentation architecture, gap analysis, drafting and review. We do not provide legal advice, licensing representation or outsourced MLRO services.

LYNSORA

Documentation That Works in Practice

Supporting crypto-asset businesses, payment institutions, electronic money institutions and FinTech companies with clear, maintainable and review-ready documentation across the UK, European Union and Switzerland.

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.