



## BANK AML / KYC QUESTIONNAIRE

### I – IDENTITY

Name of the institution : .....

Head-office address : .....

Website : .....

Bic code : .....

Number and delivery date of the banking licence : .....

Regulatory body's name : .....

Central bank's or regulatory body's web site address, where regulations and laws applied to the institution, can be read : .....

Capital : .....

Networth : .....

Shareholders (specify only shareholders having a voting power of at least 25%) : .....

Name, title and nationality of the main managers : .....

Main banking activities : .....

Does your institution have branches or majority controlled subsidiaries, incorporated in countries classified by FATF “under special vigilance” (Northern part of Cyprus, Iran, Uzbekistan, Pakistan, Sao Tome e Principe, Turkmenistan) ?

## Anti-Money Laundering Questionnaire

### II - General AML Policies, Practices and Procedures

1.	Does the AML Compliance program require approval of the FI's Board or a senior committee thereof ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Does the FI have a legal and regulatory compliance program that includes a designated Compliance officer that is responsible for coordinating and overseeing the AML program on a day-to-day basis that has been approved by senior management of the FI ? If yes, then please provide contact details of your compliance officer Name : E-mail : Phone N° : Fax N° :	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Has the FI developed written policies, approved by senior management, documenting the processes that they have in place to prevent, detect and report suspicious transactions ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	In addition to inspections by the government supervisors/regulators, does the FI client have an internal audit function or other independent third party that assesses AML policies and practices on a regular basis ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Does the FI have correspondent banking activities, directly or indirectly with shell banks ? (a shell bank is defined as a bank incorporated in a jurisdiction in which it has no physical presence and which is unaffiliated with a regulated financial group) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Does the FI have policies covering relationships with politically exposed persons consistent with industry best practices ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Does the FI have appropriate record retention procedures pursuant to applicable law ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Does the FI require that its AML policies and practices be applied to all branches and subsidiaries of the FI both in the home country and in locations outside of the home country ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Is the FI in compliance with anti-money laundering/anti-terrorist financing legislation in its own jurisdiction ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### III – Risk Assessment

10.	Does the FI have a risk focused assessment of its customer base and transactions of its customers ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Does the FI determine the appropriate level of enhanced due diligence necessary for those categories of customers and transactions that the FI has reason to believe pose a heightened risk of illicit activities at or through the FI ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### IV – Know Your Customer, Due Diligence and Enhanced Due Diligence

12.	Has the FI implemented systems for the identification of its customers, including customer information in the case of recorded transactions, account opening, etc. (for example : name, nationality, street address, telephone number, occupation, age/date of birth, number and type of valid official identification, as well as the name of the country/state or province that issued it) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Does the FI have a requirement to collect information regarding its customers' business activities ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Does the FI collect information and assess its FI customers' AML policies or practices ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Does the FI have procedures to establish a record for each customer	

	noting their respective identification documents and Know Your Customer Information collected at account opening ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Does the FI take steps to understand the normal and expected transactions of its customers based on its risk assessment of its customers ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>V – Reportable Transactions and Prevention and Detection of Transactions with Illegally Obtained Funds</b>		
17.	Does the FI have policies or practices for the identification and reporting of transactions that are required to be reported to the authorities ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Does the FI have procedures to identify transactions structured to avoid large cash reporting requirements ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19.	Does the FI screen transactions for customers or transactions the FI deems to be of significantly high risk (which may include persons, entities or countries that are contained on lists issued by governments/international bodies) that special attention to such customers or transactions is necessary prior to completing any such transactions ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20.	Does the FI have policies to reasonably ensure that they will not conduct transactions with or on behalf of shell banks through any of its accounts or products (a shell bank is defined as a bank incorporated in a jurisdiction in which it has no physical presence and which is unaffiliated with a regulated financial group) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21.	Does the FI have policies to reasonably ensure that it only operates with correspondent banks that possess licenses to operate in their countries of origin ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>VI – Transaction Monitoring</b>		
22.	Does the FI have a monitoring program for suspicious or unusual activity that covers funds transfers and monetary instruments (such as travellers cheques, money orders, etc.) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>VII– AML Training</b>		
23.	Does the FI provide AML training to relevant employees that includes identification and reporting of transactions that must be reported to government authorities, examples of different forms of money laundering involving the FI's products and services and internal policies ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
24.	Does the FI retain records of its training sessions including attendance records and relevant training materials used ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
25.	Does the FI have policies to communicate new AML related laws or changes to existing AML related policies or practices to relevant employees ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26.	Does the FI employ agents to carry out some of the functions of the FI and if so does the FI provide AML training to relevant agents that includes identification and reporting of transactions that must be reported to government authorities, examples of different forms of money laundering involving the FI's products and services and internal policies to prevent money laundering ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Details of person submitting form :**

Name of institution : .....

Designation : .....

Phone number : ..... Fax number .....

e-mail address : .....

Date : .....	Signature : ..... Company stamp : .....
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