

INTERNATIONAL CORRESPONDENT BANKS Know Your Customer and Anti-Money Laundering Questionnaire

I. General Information about the Institution

A	Legal name of the Financial Institution	
B	Commercial name (if applicable)	
C	Full Address of Institution	
D	Tax ID	
E	BIC Code	
F	Web site	
G	Please provide a copy of your Institution License, Registration Number and Annual Report	
H	Are you/your holding company a publicly traded company? If so, indicate the stock exchange(s) on which you/your company trade	
I	Does your Institution have branches or subsidiaries? If so, does this questionnaire apply also to your branches/subsidiaries?	
J	Please provide a list of the major shareholders holding more than 20% shares in your institution (Name, Share holding, Place of Incorporation)	
K	Name of Regulatory Body that oversees your Institution	
L	Name of External Anti-Money Laundering Auditor	

II. General AML Policies, Practices and Procedures

1	Is the AML compliance program approved by the FI's Board or a senior committee?	YES [] NO []
2	Does the FI have a legal and regulatory compliance program that includes a designated officer that is responsible for coordinating and overseeing the AML framework?	YES [] NO []
3	Has the FI developed written policies documenting the processes that they have in place to prevent, detect and report suspicious transactions?	YES [] NO []
4	In addition to inspections made 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?	YES [] NO []
5	Does the FI have a policy prohibiting accounts or relationships with shell banks? <i>(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.)</i>	YES [] NO []
6	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?	YES [] NO []
7	Does the FI have policies covering relationships with Politically Exposed Persons (PEPs), their family or close associates?	YES [] NO []
8	Does the FI have record retention procedures that comply with applicable law?	YES [] NO []
9	Are the FI's AML policies and practices being applied to all branches and subsidiaries of the FI both in the home country and in locations outside of that jurisdiction?	YES [] NO []

III. Risk Assessment

10	Does the FI have a risk-based assessment of its customer base and their transactions?	YES [] 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?	YES [] NO []

IV. Know Your Customer, Due Diligence and Enhanced Due Diligence

12	Has the FI implemented processes for the identification of those customers on whose behalf it maintains or operates accounts or conducts transactions?	YES [] NO []
13	Does the FI have a requirement to collect information regarding its customer's business activities?	YES [] NO []
14	Does the FI assess its FI customers' AML policies or practices?	YES [] NO []
15	Does the FI have a process to review and, where appropriate, update customer information relating to high risk client information?	YES [] NO []
16	Does the FI have procedures to establish a record for each new customer noting their respective identification documents and KYC information?	YES [] NO []

17	Does the FI complete a risk-based assessment to understand the normal and expected transactions of its customers?	YES [] NO []
----	---	-------------------

V. Reportable Transactions and Prevention and Detection of Transactions with Illegally Obtained Funds

18	Does the FI have policies or practices for the identification and reporting of transactions that are required to be reported to the authorities?	YES [] NO []
19	Where cash reporting is mandatory, does the FI have procedures to identify transactions structured to avoid such obligations?	YES [] NO []
20	Does the FI screen customers and transactions against lists of persons, entities or countries issued by government/competent authorities?	YES [] NO []
21	Does the FI have policies it reasonably ensure that it only operates with correspondent banks that possess licenses to operate in their countries of origin?	YES [] NO []

VI. Transaction Monitoring

22	Does the FI have a monitoring program for unusual and potentially suspicious activity that covers fund transfers and monetary instruments such as travelers checks, money orders, etc.?	YES [] NO []
----	---	-------------------

VII. AML Training

23	Does the FI provide AML training to relevant employees that includes: <ul style="list-style-type: none"> • 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 • Internal policies to prevent money laundering? 	YES [] NO []
24	Does the FI retain records of its training sessions including attendance records and relevant training materials used?	YES [] NO []
25	Does the FI communicate new AML related laws or changes to existing AML related policies or practices to relevant employees?	YES [] NO []
26	Does the FI employ third parties to carry out some of the functions of the FI?	YES [] NO []
27	If the answer to question 26 is yes, does the FI provide AML training to relevant third parties that includes: <ul style="list-style-type: none"> • 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 • Internal policies to prevent money laundering? 	YES [] NO []

Space for additional Information:
(please indicate which question the information is referring to)

--

The FI declares that it respects the obligations promulgated from the AML and CTF Regulator of the home country (for EU countries the III AML Directive) and/or FATF Recommendations.

Questionnaire completed on	/ /
Name	
Title	
Signature	