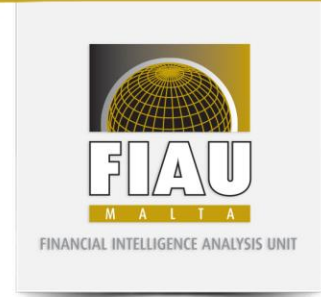# Compliance and Supervision Platform for Assessing Risk (CASPAR) and The Risk Evaluation Questionnaire 2020 (REQ 2020)
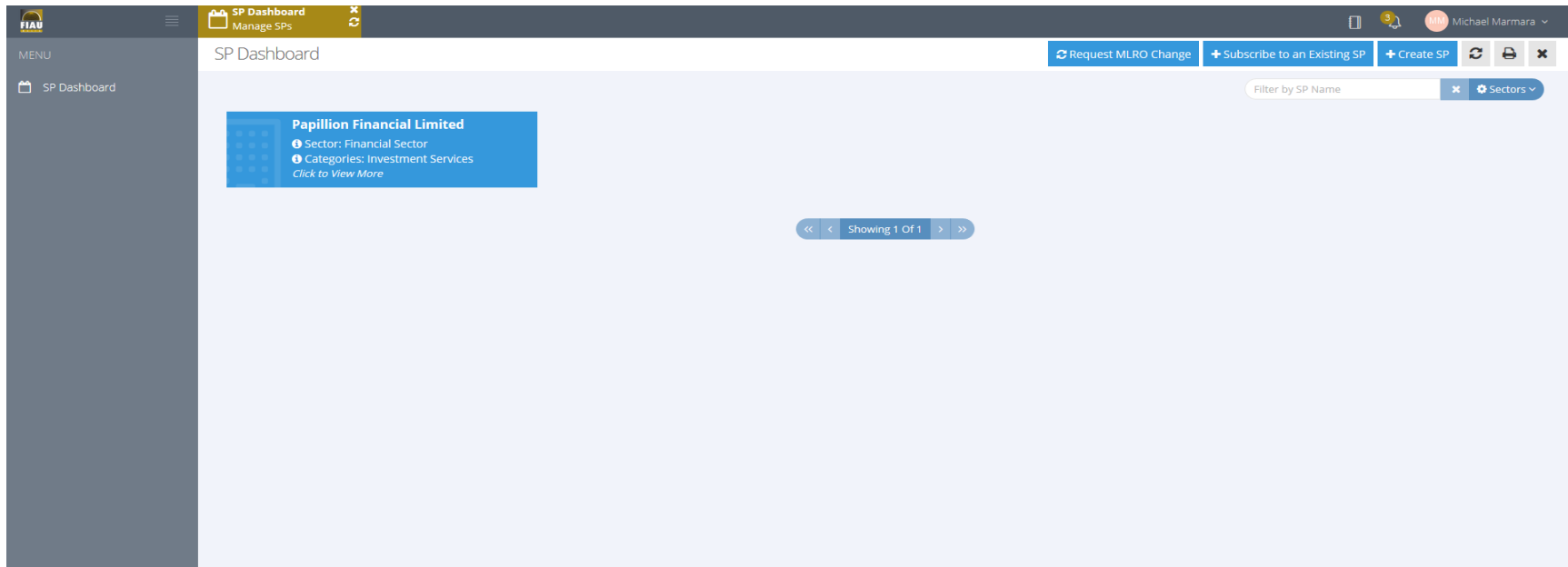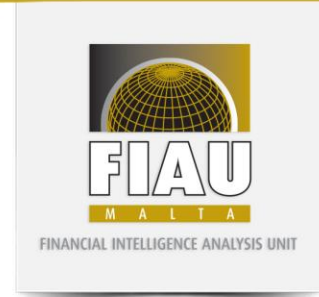
REQ 2020 Training Sessions 11th to 14th February 2020

Veronique Amato Gauci
Senior Administrative Assistant - Risk & Enforcement

CASPAR Registrations

- REQs 2020 are uploaded online, made available through the subject person record and accessible only to current serving, approved MLROs, Interim MLROs and Designated Employees registered on CASPAR https://caspar.fiumalta.org/Login.aspx

- Ensure your CASPAR registrations are complete since it is a 2-step registration process with both steps requiring FIAU approval - one without the other, would be a futile exercise.

- To check that your registrations are in order, you may wish to log into your user account and see that you are able to view and access the subject person record therein. This record is represented by and appears as a blue rectangular tile on the Dashboard in front of you
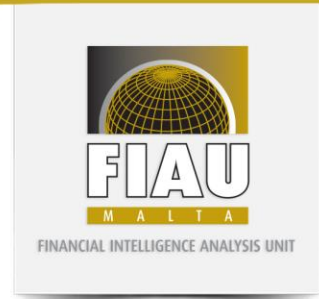
CASPAR Registrations

- Delays with approvals from our end may be due to a departed/departing MLRO not yet having submitted the mandatory MLRO's resignation letter and/or has submitted one deemed nonconforming to requirements, as set out in Chapter 5.1.3 of Part 1 of the Implementing Procedures

REQ 2020

- REQ 2020 is accessible to both MLRO & DE and either may compile and complete the questions therein independently of each other, through their own respective user accounts. However, only MLRO proper can effectively complete the declaration, affect payment and actually submit the Report.

- Access to the REQ 2020 is from the subject person record, hence, an MLRO/DE logs into user account, accesses the subject person record (rectangular blue tile) and scrolls down page to Section termed 'Available REQs'. User is then to take cursor to the word 'Pending' towards the centre and affect a right click.

REQ 2020

REQ 2020

- One may choose to compile and complete the REQ all at one go or complete a few questions at a time since the system features an automatic save function which allows users to stagger completion without losing any previously recorded data.

- Once the REQ 2020 is completed, click on the 'Submit' tab at the top right of the screen which will then direct you to the declaration which the MLRO only, may complete before proceeding to payment and eventual submission. It is important to note that unless payment is affected the REQ 2020 will be considered a non- submission.

- For assistance with CASPAR registrations and/or the REQ 2020, one may wish to refer to the User Guide https://fiumalta.org/library/PDF/misc/User%20Guide%20CASPARv5.pdf

- Should you have any queries or seek clarification, you may do so during question time at the end of the session.