



# Risk Evaluation Questionnaire

2023

A large, light gray circular graphic is centered on the page. It consists of approximately 24 radiating lines of varying lengths, creating a sunburst or wheel-like effect. The lines are evenly spaced and extend from a central point towards the edges of the page.

## Company Service Providers Class A - Firms

This document contains provisional questions which will be featured in the REQ for Company Service Providers – Class A Firms for the year 2023. This document should be utilised by subject persons to initiate the gathering of the necessary information required to ensure timely and accurate submission of the 2023 REQ. Questions presented in this document may be subject to change should the FIAU deem it necessary. The 2023 REQ submission is only considered valid when submitted through the FIAU CASPAR portal and upon payment confirmation.

## Subject Person Information

### Q1

Subject persons are required, for each of the questions included in this questionnaire, to choose the answer option that is best suited to the subject person. The FIAU acknowledges that the answer options defined by it do not always fully capture the actual situation within each subject person. When choosing from the answer options available it is therefore important to select an option that is a true reflection of the actual situation within the subject person's operations. In the text box, you can formulate general remarks on the subject person's operation. Please note that these general remarks are not taken into account in the initial automated analysis of the answers submitted.

The answers submitted are subject to quality checks by the FIAU from time to time, and therefore it is essential to provide a true and fair reflection of the current situation.

or choose one of:

- Not Applicable

## Subject Person Information (24)

### Q2

Please indicate the total number of employees expressed in full time equivalents ("FTEs") working for your entity as at the end of the prior calendar year.

*Employment in full-time equivalent ("FTE") is a conversion method used to measure the number of employees according to the number of hours worked. When using FTE, a full-time employee working a 40 hour week is equivalent to 1, whereas a person who works 20 hours per week is equivalent to 0.5. Self employed should be included in the FTEs calculation. How is this different from the below? Employees should include persons who are directly employed by subject persons including directors and employees employed within the same group but working directly for the SP or who are self-employed persons but working for the SP*

or choose one of:

- Not Applicable
- Not Available

## Subject Person Information (26)

### Q3

How many years of experience in the industry does the principal(s) and/or partner(s) and/or director(s) and/or senior management of your entity have?

*The persons to be taken into consideration for the purpose of this question, must have either an employment relationship with the entity or are serving on the governing body of the entity (through*

employment), independent of whether they have an executive or non-executive role. Where there is more than one principal / partner / member of senior management, respondents are required to provide the aggregate average number of years experience in the industry. For example, if there are two partners, one having 12 years of experience and the other having 4 years of experience, the answer to this question should be 8.

Choose only one option:

- 10 or more years
- Between 5-9 years
- Between 3-4 years
- Between 1-2 years
- Less than 1 Year

## Subject Person Information (27)

### Q4

Does the ownership structure of your entity include one or more of the following: foundation and / or trust and / or partnership and / or direct or indirect holding through bearer shares?

Choose only one option:

- Yes
- No

## Subject Person Information (45)

### Q5

Does your entity have nominee shareholders in its ownership structure?

*Nominee shareholding refers to those instances where the shares of an entity are held by a person for the benefit of another person (beneficial owner). A nominee shareholder may be an individual or a body corporate. In replying to this question, subject persons are required to consider their whole ownership structure irrespective of country of incorporation or jurisdiction*

Choose only one option:

- Yes
- No

## Subject Person Information (46)

### Q6

If 'Yes', what percent of the total shares are held by nominee shareholders?

## Subject Person Information (47)

**Q7**

Has your entity undergone changes in its ownership structure during the prior calendar year?

Choose only one option:

- Yes
- No

## Subject Person Information (49)

**Q8**

Has your entity undergone changes within its management and control structure during the prior calendar year?

*"Management and control structure" refers to those bodies or individuals within the entity that either set the general direction of the entity in the pursuance of its activities (e.g. Board of Directors, Partners' Committee etc.) or that manage the entity's activities on a day-to-day basis (C-level e.g. Chief Executive officer, Chief Financial officer, Managing Partners etc.) and who require the approval, prior to appointment, of the MFSA or MGA, respectively. "Control structures" refer to the entity's governance structures and their related setup and should exclude control structures established for the day-to-day operations of the entity. "Significant changes in its management and control structure" means any change to the governing body or to the management of the Company which change has to be notified to and/or requires the prior approval of the Malta Financial Services Authority or the Malta Gaming Authority as the case may be, where applicable.*

Choose only one option:

- Yes
- No

## Governance / Organization

### Governance / Organization (3)

Q1

When was the current MLRO appointed?

*Choose only one option:*

- 5 or more years
- Between 3-5 years
- Between 1-2 years
- Less than 1 Year

### Governance / Organization (4)

Q2

How many years of experience does the MLRO have in AML / CFT?

*Choose only one option:*

- 5 or more years
- Between 3-5 years
- Between 1-2 years
- Less than 1 Year

### Governance / Organization (5)

Q3

Is the MLRO responsible for areas other than AML / CFT?

*Choose only one option:*

- Yes
- No

### Governance / Organization (6)

Q4

Does the MLRO also hold MLRO positions with other entities?

*Choose only one option:*

- Yes
- No

## Governance / Organization (7)

### Q5

Please include the total number of MLRO positions held with other entities, excluding the reporting entity.

## Governance / Organization (8)

### Q6

How many staff members expressed in full time employees (FTEs) are part of the AML / CFT team (if one exists)?

*"AML / CFT team" refers to individual/s who are part of an organised setup within the entity whose responsibilities include the assistance / execution, in part or in whole, of the entity's obligations arising from the PMLFTR and IPs and the entity's policies and procedures. Employment in full-time equivalent is a conversion method used to measure the number of employees according to the number of hours worked. When using FTE a full-time employee working a 40 hour week is equivalent to 1, whereas a person who works 20 hours per week is equivalent to 0.5. Self employed should be included in the FTEs calculation. The reported number should exclude the MLRO*

or choose one of:

- Not Applicable
- Not Available

## Governance / Organization (10)

### Q7

Is any of the AML / CFT team staff responsible for other roles and responsibilities not attributable to AML / CFT (e.g. front office / back office etc.)?

*"AML / CFT team" refers to the staff members other than the MLRO. "Roles and responsibilities" relate to those responsibilities which are part of the first line of defence in the three lines of defence model. This may include front office, back office responsibilities but excludes compliance and risk management roles*

Choose only one option:

- Yes
- No

or choose one of:

- Not Applicable

## Governance / Organization (12)

### Q8

Does your entity implement appropriate procedures (including obtaining a police conduct or equivalent upon hiring) and assess the conduct and integrity of employees (including partners and directors) handling relevant financial business or relevant activity?

*The term "Partner" refers to a person who is part of the ownership structure of the entity. It does not refer to commercial relationships that the entity may engage in the ordinary course of its business with other business associates / affiliates*

Choose only one option:

- Yes
- No

or choose one of:

- Not Applicable

## Governance / Organization (14)

Has your entity, MLRO, Compliance Officer, senior management, partners, directors, BOs, and / or shareholders (as applicable), been subject to any of the following in the last five (5) years either in Malta or abroad:

<b>Q9</b> a) regulatory enforcement actions, criminal investigations for ML/FT, or any other financial crime	Choose only one option: <ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>
<b>Q10</b> b) subject to negative news reports or other adverse media	Choose only one option: <ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>

## Governance / Organization (15)

### Q11

In the past five (5) years, were any employees (including directors and partners) disciplined for non-compliance with the AML / CFT policies?

Choose only one option:

- Yes
- No

## Governance / Organization (15.25)

Q12

If 'Yes' please explain.

## Governance / Organization (15.5)

Q13

Is there any pending litigation or regulatory enforcement action related to AML or Sanctions?

Choose only one option:

- Yes
- No

## Governance / Organization (15.75)

Q14

If 'Yes' please explain.

## Governance / Organization (16)

Q15

Has your entity outsourced the carrying out of any applicable AML / CFT obligations (within or outside the group)?

*Outsourcing refers to outsourced activities directly relating to the entity's relevant activity / relevant financial business and in connection with its AML/CFT obligations. Chapter 6 - Outsourcing of the IP provides guidance to subject persons on what activities constitute outsourcing, the extent of outsourcing allowed and the conditions to which outsourcing should be subject. Outsourcing of a function / activity, (e.g. internal audit function), that is not directly connected with the entity's AML / CFT obligations do not fall within the "obligations" referred to. Furthermore activities such as external training, do not fall within the*



definition of "obligations". The term "group" refers to a parent undertaking and all its subsidiary undertakings. Respondents whose AML / CFT obligations are, in whole or in part, undertaken by an entity forming part of its group should, irrespective of the legal and commercial arrangements in place, select the "Yes" option.

For the avoidance of doubt, the acquisition of software or access to commercial databases to assist in, or facilitate, the carrying out of AML/CFT obligations without any data or information belonging to the subject person being submitted to and processed by a third party is not to be considered as outsourcing.

Choose only one option:

- No
- Yes (within Group)
- Yes (outside Group)
- Yes (within and outside Group)

## Governance / Organization (16.5)

Q16

Please specify the obligations that are being outsourced.

Choose more than one option:

- Business Risk Assessment
- Customer Risk Assessment
- Customer Due Diligence
- Record Keeping
- Policies and Procedures

## Governance / Organization (24)

Q17

Does the MLRO have a direct reporting line to the Board of Directors?

Choose only one option:

- Yes
- No

## Governance / Organization (25)

Q18

Does the MLRO have sufficient seniority and command to carry out duties effectively?

*Choose only one option:*

- Yes
- No



## Policies and Procedures

### Policies and Procedures (1)

#### Q1

Does your entity have written AML / CFT policies and procedures?

*Choose only one option:*

- Yes
- No

### Policies and Procedures (5)

#### Q2

How frequently does your entity review and / or update the entity's AML / CFT written policies and procedures?

*Choose only one option:*

- As Needed
- Monthly
- Quarterly
- Annually
- Between 1-3 years
- Every 3 or more years

### Policies and Procedures (4)

#### Q3

Do the policies and procedures require your entity to assess risks associated with the funding of terrorism?

*Choose only one option:*

- Yes
- No

### Policies and Procedures (7)

#### Q4

Does your entity's policies and procedures provide for measures to determine whether customers and, where applicable, their beneficial owners, are politically exposed persons (PEPs) or PEPs' family

members or close associates, prior to the commencement of service and during the course of the business relationship?

*The interpretation of Beneficial Owners should be applied in accordance with the PMLFTR and the guidance in the Implementing Procedures. With respect to trusts reference to beneficial owner should extend to settlor / protector / trustee / beneficiaries / any other natural person actually exercising effective control over the trust. Regulation 2(1) of the PMLFTR defines a PEP as a natural person who is or has been entrusted with a prominent public function, other than middle ranking or more junior officials. The Government Gazette no. 20,602 published on 6 April, 2021 provides an exhaustive list of public functions that are considered to be prominent public functions and would therefore render the holder thereof a PEP.*

*Regulation 11(8) of the PMLFTR defines the term "family members" as including:*

- (i) the spouse, or a person considered to be equivalent to a spouse;*
- (ii) the children and their spouses, or persons considered to be equivalent to a spouse; and*
- (iii) the parents.*

*The list of 'family members' is not an exhaustive list and therefore subject persons should consider whether other family relationships in specific circumstances may be considered to be similar to those under the indicative list in the PMLFTR. Regulation 11(8) also defines the term "close associates" as:*

- (i) a natural person known to have joint beneficial ownership of a body corporate or any other form of legal arrangement, or any other close business relations, with that politically exposed person;*
- (ii) a natural person who has sole beneficial ownership of a body corporate or any other form of legal arrangement that is known to have been established for the benefit of that politically exposed person.*

*Regulation 11 (5) of the PMLFTR states that: Subject persons shall ensure that the risk management procedures maintained in accordance with Regulation 5(5)(a) are conducive to determine whether a customer or a beneficial owner is a politically exposed person, and when undertaking occasional transactions for, or establishing or continuing business relationships with politically exposed persons shall:*

- (a) require the approval of senior management;*
- (b) take adequate measures to establish the source of wealth and source of funds; and*
- (c) conduct enhanced ongoing monitoring of such business relationships.*

*Choose only one option:*

- Yes, prior to the commencement of service only
- Yes, during the course of the business relationship only
- Yes, for both
- No, never

## **Policies and Procedures (8)**

### **Q5**

Does your entity's policies and procedures require senior management's approval to provide services to, or otherwise to continue business relationships with, or having involvement of PEPs or their family members / close associates?

*Choose only one option:*

- No

- We do not offer services to PEPs
- Yes

## Policies and Procedures (10)

### Q6

Does your entity, in line with its policies and procedures, carry out an assessment to determine jurisdictions that pose a high ML / FT risk?

*Choose only one option:*

- Yes
- No

## Policies and Procedures (13)

### Q7

Does your entity have policies and procedures which detail the procedure for reporting of suspicious transactions to the FIAU?

*Choose only one option:*

- Yes
- No

## Policies and Procedures (13.25)

### Q8

Does your entity have policies and procedures in place which enable you to flag sanctioned individuals / entities?

*Choose only one option:*

- Yes
- No

## Policies and Procedures (13.5)

### Q9

Does your entity have policies and procedures in place which enable you to flag potential instances of bribery and corruption?

Choose only one option:

- Yes
- No

## Policies and Procedures (15)

### Q10

Does your entity have policies, procedures and measures to follow up on incomplete Customer Due Diligence documentation in the customer file?

Choose only one option:

- Yes
- No

## Policies and Procedures (18)

In case of business relationships, does your entity's policies and procedures require you to:

<b>Q11</b> a) systematically monitor customer activity or transactions, on a risk sensitive basis	Choose only one option: <ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul> or choose one of: <ul style="list-style-type: none"><li>• Not Applicable</li></ul>
<b>Q12</b> b) perform a more detailed review when unusual activity or transactions are detected	Choose only one option: <ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul> or choose one of: <ul style="list-style-type: none"><li>• Not Applicable</li></ul>

## Customer Acceptance and Risk Assessment (49)

### Q13

Do the policies and procedures require Enhanced Due Diligence to be applied in high risk situations?

*Subject persons are required to establish the variables and risk parameters, in line with its risk appetite and as applied in the customer risk assessment, to identify and determine those instances and circumstances that result in a "higher risk situation". This should be appropriately documented in the entity's policies and procedures. Further to the above, Regulation 11 of the PMLFTR requires the*

application of EDD in relation to the following situations: a) In relation to activities or services that are determined by the FIAU to represent a high risk of ML / FT, having taken into consideration the findings of any national risk assessment and any other relevant factors, as may be deemed appropriate; b) Where, on the basis of the risk assessment carried out in accordance with Regulation 5(1) of the PMLFTR, the subject person determines that an occasional transaction, a business relationship or any transaction represents a high risk of ML / FT; c) When dealing with natural or legal persons established in a non-reputable jurisdiction as defined in Regulation 2(1) of the PMLFTR, other than branches or majority-owned subsidiaries which comply with group-wide policies and procedures, as required under Regulation 6 of the PMLFTR, in relation to such branches or majority-owned subsidiaries EDD is to be applied when these present a high risk of ML / FT.

Choose only one option:

- Yes
- No

## Policies and Procedures (19)

### Q14

Does your entity have policies and procedures for dealing with customers who request transactions to be completed in unusually tight or accelerated timeframes without reasonable explanation?

Choose only one option:

- Yes
- No

## Policies and Procedures (20)

### Q15

Do the policies and procedures require your entity to assess the AML / CFT framework of individuals or entities on whom reliance is being placed upon?

*The PMLFTR permits subject persons to rely on the CDD measures carried out by other subject persons or by certain other third parties. A reliance arrangement can be set up between entities when those entities are servicing the same customer, or when that same customer is in contact with multiple entities to a transaction, with each entity being under a legal obligation to carry out CDD measures on the customer. Subject persons should take adequate steps to ensure that on request, the entity relied on, immediately forwards relevant copies of the identification and verification documents on the CDD measures undertaken. In this regard, subject persons should have a written formal agreement with the entity, signed by both parties, that would regulate the procedures and conditions on these requests to ensure that the data is made available immediately.*

Choose only one option:

- Never
- Yes, in some instances
- Yes, in all instances

or choose one of:

- Not Applicable

## Policies and Procedures (21)

### Q16

Does your entity have policies and procedures in place to assess the AML / CFT compliance framework of your entity's intermediaries, agents and/or introducers?

*Choose only one option:*

- Yes
- No

*or choose one of:*

- Not Applicable

## Customer Acceptance and Risk Assessment (70)

### Q17

Do policies and procedures require the consideration of the submission of an STR with the FIAU, in instances where the Customer Due Diligence cannot be completed in its entirety?

*The Implementing Procedures require subject persons to consider terminating the business relationship / the carrying out of an occasional transaction when CDD cannot be completed only after taking into consideration whether an STR needs to be filed. Section 4.7 of the Implementing Procedures provides further guidance on subject persons' obligations on this matter.*

*Choose only one option:*

- No
- Yes
- Yes, except where CDD can be delayed as per the Implementing Procedures

## Customer Acceptance and Risk Assessment (73)

### Q18

Do the policies and procedures require due diligence (including customer risk assessment) to be repeated when there are doubts about the completeness, reliability or accuracy on priorly obtained customer identification information, data or documentation?

*Choose only one option:*

- Yes
- No



## Customer Acceptance and Risk Assessment (76)

Q19

Do the policies and procedures require a revision of a Customer Risk Assessment should the customer be evasive, or not cooperative to provide the requested information and / or documentation?

Choose only one option:

- Yes
- No

## Policies and Procedures (33)

Q20

Does your entity have internal whistleblowing procedures?

*Subject persons are to ascertain whether under the Protection of the Whistleblower Act, they are obliged to have any such policies and procedures. If this is not the case, then the subject person is to select the 'Not Applicable' option*

Choose only one option:

- Yes
- No

or choose one of:

- Not Applicable

## Policies and Procedures (34)

Q21

Does your entity have policies and procedures in place which enable you to flag possible tax evasion, tax fraud, aggressive tax planning or other tax-related crimes?

Choose only one option:

- Yes
- No

## Customer Acceptance and Risk Assessment (46)

Q22

Do the policies and procedures require for each customer to be asked if they are acting on behalf of someone else?

*Choose only one option:*

- Yes
- No

## **Customer Acceptance and Risk Assessment (51)**

### **Q23**

Do the policies and procedures require Enhanced Due Diligence to be applied where the customer and/or beneficial owner is a PEP?

*Choose only one option:*

- No
- Yes, when risk is not low
- Yes, only when risk is high
- Yes, always

# Business Risk Assessment

## Business Risk Assessment (1)

### Q1

Has the Business Risk Assessment been carried out and documented?

Choose only one option:

- Yes
- No

## Business Risk Assessment (2)

### Q2

What is your entity's most recent inherent risk scoring or rating for ML/FT in the Business Risk Assessment?

*Inherent risk is the risk a subject person is exposed to prior to adopting and applying any mitigating measures, policies, controls and procedures. Likelihood and impact will lead to the determination of the level of inherent risk a subject person is exposed to. Subject persons who have a numerical scoring mechanism should align the score to the rating in the answers. For example, if you adopt a scoring mechanism from 1-10; 1-3 should be considered as low, 4-6 as medium, 7-8 as high and 9-10 as very high.*

Choose only one option:

- Very High
- High
- Medium
- Low

or choose one of:

- Not Applicable

## Business Risk Assessment (3)

### Q3

What is your entity's most recent residual risk scoring or rating for ML/FT in the Business Risk Assessment?

*Residual risk is the level of risk left after applying the mitigating measures, policies, controls and procedures to the level of inherent risk identified. Level of inherent Risk - Mitigating Measures = Level of Residual Risk. Subject persons who have a numerical scoring mechanism should align the score to the rating in the answers. For example, if you adopt a scoring mechanism from 1-10; 1-3 should be considered as low, 4-6 as medium, 7-8 as high and 9-10 as very high.*

*Choose only one option:*

- Very High
- High
- Medium
- Low

## Business Risk Assessment (4)

Did the Business Risk Assessment take into account the risks and controls of:

<b>Q4</b> a) the entity's customers	<i>Choose only one option:</i> <ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>
<b>Q5</b> b) the products or services offered by the entity	<i>Choose only one option:</i> <ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>
<b>Q6</b> c) specific countries or geographical areas	<i>Choose only one option:</i> <ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>
<b>Q7</b> d) distribution channels	<i>Choose only one option:</i> <ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>

## Business Risk Assessment (7)

**Q8**

Did the Business Risk Assessment take into account the results of the Supra National Risk Assessment (SNRA) and the National Risk Assessment (NRA)?

*Choose only one option:*

- Yes
- No

## Business Risk Assessment (8)

**Q9**

Has the Business Risk Assessment been approved by the Board of Directors or equivalent management body of your entity?

*'Senior management' differs according to the type of setup of the entity. It intends to capture individual(s):*

a) who are responsible for taking strategic decisions that fundamentally effect the business operations or general direction of that entity; and

b) who exercise executive control over the daily or regular affairs of the entity through a senior management position.

*This also includes individuals at C-level who have executive functions or are otherwise responsible for the management of the entity, such as executive directors, chief executive officers (CEOs) and chief financial officers (CFOs), and (if applicable) who require the approval, prior to appointment, of the MFSA or MGA, respectively.*

Choose only one option:

- Yes
- No

## Business Risk Assessment (9)

### Q10

Did your entity review and / or update the Business Risk Assessment in the prior calendar year?

*The 'Not Applicable' option should only be selected by subject persons who, during the year under review, were not operative and resultantly there was no rationale for a review of the BRA to be carried out.*

Choose only one option:

- Yes
- No

or choose one of:

- Not Applicable

# Customer Acceptance and Risk Assessment

## Customer Acceptance and Risk Assessment (1)

### Q1

Does your entity perform a Customer Risk Assessment prior to the acceptance and approval of customers?

*The 'Not Applicable' option should be only selected by subject persons who, during the year under review, were not operative.*

Choose only one option:

- No
- Yes, sometimes
- Yes, most of the times
- Yes, always

or choose one of:

- Not Applicable

## Customer Acceptance and Risk Assessment (1.5)

### Q2

If yes, is there a documented Customer Risk Assessment methodology?

Choose only one option:

- Yes
- No

or choose one of:

- Not Applicable

## Customer Acceptance and Risk Assessment (7)

For occasional transactions, please indicate whether the following is collected:

<b>Q3</b> a) Identification and verification information (for both natural and legal persons and BOs of legal persons) as set out in Section 4 of the Implementing Procedures.	<b>Choose only one option:</b> <ul style="list-style-type: none"><li>• No</li><li>• Yes- when risk is not low</li><li>• Yes- only when risk is high</li></ul>
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	<ul style="list-style-type: none"> <li>• Yes - always</li> </ul> <p><i>or choose one of:</i></p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<b>Q4</b> b) Where applicable, identification and verification of persons acting on behalf of the customer, including ensuring that persons are duly authorised in writing	<p><i>Choose only one option:</i></p> <ul style="list-style-type: none"> <li>• No</li> <li>• Yes- when risk is not low</li> <li>• Yes- only when risk is high</li> <li>• Yes - always</li> </ul> <p><i>or choose one of:</i></p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<b>Q5</b> c) Information on the PEP status of the customer and of the beneficial owner, where applicable.	<p><i>Choose only one option:</i></p> <ul style="list-style-type: none"> <li>• No</li> <li>• Yes- when risk is not low</li> <li>• Yes- only when risk is high</li> <li>• Yes - always</li> </ul> <p><i>or choose one of:</i></p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<b>Q6</b> d) Information on the overall wealth of the customer (nature of activities conducted and corresponding level of income or turnover or other income streams)	<p><i>Choose only one option:</i></p> <ul style="list-style-type: none"> <li>• No</li> <li>• Yes- when risk is not low</li> <li>• Yes- only when risk is high</li> <li>• Yes - always</li> </ul> <p><i>or choose one of:</i></p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>

<b>Q7</b>	e) Information on the expected source and origin of the funds and / or assets transacted by the customer / on behalf of the customer	<p><i>Choose only one option:</i></p> <ul style="list-style-type: none"> <li>• No</li> <li>• Yes- when risk is not low</li> <li>• Yes- only when risk is high</li> <li>• Yes - always</li> </ul> <p><i>or choose one of:</i></p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
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## Customer Acceptance and Risk Assessment (12)

Where business relationships are formed, please indicate whether the following is collected:

<b>Q8</b>	a) Identification and verification information (for both natural and legal persons and BOs of legal persons) as set out in Section 4 of the Implementing Procedures.	<p><i>Choose only one option:</i></p> <ul style="list-style-type: none"> <li>• No</li> <li>• Yes- when risk is not low</li> <li>• Yes- only when risk is high</li> <li>• Yes - always</li> </ul> <p><i>or choose one of:</i></p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<b>Q9</b>	b) Where applicable, identification and verification of persons acting on behalf of the customer, including ensuring that persons are duly authorised in writing	<p><i>Choose only one option:</i></p> <ul style="list-style-type: none"> <li>• No</li> <li>• Yes- when risk is not low</li> <li>• Yes- only when risk is high</li> <li>• Yes - always</li> </ul> <p><i>or choose one of:</i></p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<b>Q10</b>		<p><i>Choose only one option:</i></p>



<p>c) Information on the PEP status of the customer and of the beneficial owner, where applicable.</p>	<ul style="list-style-type: none"> <li>• No</li> <li>• Yes- when risk is not low</li> <li>• Yes- only when risk is high</li> <li>• Yes - always</li> </ul> <p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<p><b>Q11</b></p> <p>d) Information on the overall wealth of the customer (nature of activities conducted and corresponding level of income or turnover or other income streams)</p>	<p>Choose only one option:</p> <ul style="list-style-type: none"> <li>• No</li> <li>• Yes- when risk is not low</li> <li>• Yes- only when risk is high</li> <li>• Yes - always</li> </ul> <p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<p><b>Q12</b></p> <p>e) Information on the expected source and origin of the funds and / or assets transacted by the customer / on behalf of the customer</p>	<p>Choose only one option:</p> <ul style="list-style-type: none"> <li>• No</li> <li>• Yes- when risk is not low</li> <li>• Yes- only when risk is high</li> <li>• Yes - always</li> </ul> <p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>

## Customer Acceptance and Risk Assessment (33)

### Q13

Where a business relationship is formed, please indicate whether information on actual or expected activity (including cash flows) is collected, in respect to size, frequency and geographical distribution.

*This question refers to information that may be collected, on a risk basis, by a subject person in order to understand the customer's business and strengthen its customer risk assessment. Geographical distribution refers to the jurisdictions where or through which the customer carries out its operations (customers, suppliers, place of management) and undertakes its financial activity (money flows).*

Choose only one option:

- No
- Yes when risk is not low
- Yes only when risk is high
- Yes, always

or choose one of:

- Not Applicable

## Customer Acceptance and Risk Assessment (44)

### Q14

In the case where an introducer was used, was Customer Due Diligence performed on the introducer?

*The term introducer refers to an individual / entity that introduces a customer/s to a subject person. The introducer does not represent or act on behalf of the customer. The relationship between an introducer and the subject person may or may not be governed by an agreement. The subject person may remunerate (e.g. commission/finders fee) for their service. An official or an employee of the subject person is not an introducer. Furthermore, group entities that introduce customers to other entities within the same group are not to be considered as introducers.*

Choose only one option:

- Never
- Yes in some instances
- Yes in all instances

or choose one of:

- Not Applicable
- Not Available

## Customer Acceptance and Risk Assessment (55)

Are the following verification measures used during the onboarding of non-face-to-face customers:

<p><b>Q15</b></p> <p>a) Verification on the basis of documents</p> <p><i>Respondents should only select the "Not Applicable" option in their reply, when, in accordance with the subject persons' policies and procedures, it is not permitted to onboard customers on a non-face-to-face basis.</i></p>	<p>Choose only one option:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
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<p><b>Q16</b></p> <p>b) Use of video conferencing tools</p> <p><i>Respondents should only select the "Not Applicable" option in their reply, when, in accordance with the subject persons' policies and procedures, it is not permitted to onboard customers on a non-face-to-face basis.</i></p>	<p>Choose only one option:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<p><b>Q17</b></p> <p>c) Use of identity verification software</p> <p><i>Respondents should only select the "Not Applicable" option in their reply, when, in accordance with the subject persons' policies and procedures, it is not permitted to onboard customers on a non-face-to-face basis.</i></p>	<p>Choose only one option:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<p><b>Q18</b></p> <p>d) Verification through the use of commercial electronic data providers</p> <p><i>Respondents should only select the "Not Applicable" option in their reply, when, in accordance with the subject persons' policies and procedures, it is not permitted to onboard customers on a non-face-to-face basis.</i></p>	<p>Choose only one option:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<p><b>Q19</b></p> <p>e) Use of e-IDs</p> <p><i>Respondents should only select the "Not Applicable" option in their reply, when, in accordance with the subject persons' policies and procedures, it is not permitted to onboard customers on a non-face-to-face basis.</i></p>	<p>Choose only one option:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<p><b>Q20</b></p> <p>f) Verification through the use of Identity Platforms</p> <p><i>Respondents should only select the "Not Applicable" option in their reply, when, in accordance with the subject persons' policies and procedures, it is not permitted to onboard customers on a non-face-to-face basis.</i></p>	<p>Choose only one option:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>

## Customer Acceptance and Risk Assessment (64)

What measures are utilised to determine the PEP status of a customer and, where applicable, their beneficial owners?

<b>Q21</b> a) Rely on publicly available information	Choose only one option: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Q22</b> b) Obtain information directly from the customer and/or, where applicable, beneficial owner	Choose only one option: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Q23</b> c) Use commercial databases	Choose only one option: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

## Customer Acceptance and Risk Assessment (67)

**Q24**

Do the policies and procedures allow for a variation of the timing of Customer Due Diligence for lower risk customers, and where Simplified Due Diligence may be applied?

Choose only one option:

- Yes
- No

## Customer Acceptance and Risk Assessment (68)

If variation in the timing of Customer Due Diligence is permitted as indicated above, what pre-determined triggering criteria is applied?

<b>Q25</b> a) Transaction customer activity threshold	Choose only one option: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> or choose one of: <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<b>Q26</b> b) Pre-determined time frame	Choose only one option: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> or choose one of:

	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<b>Q27</b>  c) Prior to completion of service provided	<i>Choose only one option:</i> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <i>or choose one of:</i> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>

## Customer Acceptance and Risk Assessment (69)

### Q28

When Customer Due Diligence is not collected in its entirety, but activity has begun or is complete, do the customer files include a documented justification and formal approval of the exception as provided in Regulation 8 of the PMLFTR?

*Section 4.6 of the Implementing Procedures provides guidance on the timing of due diligence procedures that subject persons are required to adopt.*

*Choose only one option:*

- Yes
- No

## Customer Acceptance and Risk Assessment (77)

### Q29

How many customers were refused at onboarding, initially or upon conduct of Customer Risk Assessment or provide services to, for AML / CFT reasons during the prior calendar year?

*or choose one of:*

- Not Available

## Customer Acceptance and Risk Assessment (84)

### Q30

Is the Customer Risk Assessment reviewed and (if necessary) updated in the event that there are changes to the customer's business model, ownership structure or service provided?

*Choose only one option:*

- No
- Yes, sometimes
- Yes, most of the times
- Yes, always

or choose one of:

- Not Applicable

## Customer Acceptance and Risk Assessment (85)

How often is the Customer Risk Assessment reviewed for the following:

<p><b>Q31</b></p> <p>a) Low risk Customers</p>	<p><i>Choose only one option:</i></p> <ul style="list-style-type: none"> <li>• Immediately upon material change</li> <li>• Annually</li> <li>• Every 2-3 years</li> <li>• More than every 3 years</li> <li>• Never</li> <li>• Less than 1 year</li> <li>• Trigger event based</li> </ul> <p><i>or choose one of:</i></p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<p><b>Q32</b></p> <p>b) Medium Risk Customers</p>	<p><i>Choose only one option:</i></p> <ul style="list-style-type: none"> <li>• Immediately upon material change</li> <li>• Annually</li> <li>• Every 2-3 years</li> <li>• More than every 3 years</li> <li>• Never</li> <li>• Less than 1 year</li> <li>• Trigger event based</li> </ul> <p><i>or choose one of:</i></p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<p><b>Q33</b></p> <p>c) High Risk Customers</p>	<p><i>Choose only one option:</i></p> <ul style="list-style-type: none"> <li>• Immediately upon material change</li> <li>• Annually</li> <li>• Every 2-3 years</li> <li>• More than every 3 years</li> <li>• Never</li> <li>• Less than 1 year</li> <li>• Trigger event based</li> </ul> <p><i>or choose one of:</i></p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>

## Customer Acceptance and Risk Assessment (86)

**Q34**

Do the policies and procedures require the performance of periodic reviews on Customer Due Diligence information, and/or documentation on the basis of customer risk rating, where a business relationship is present?

*Periodic reviews are part of ongoing monitoring which is an obligation in respect to business relationships.*

*Choose only one option:*

- Yes
- No

*or choose one of:*

- Not Applicable



## De-Risking Controls

### De-Risking Controls (1)

#### Q1

Were any de-risking practices undertaken in the past year?

*A de-risking practice is the process of terminating or restricting business relationships with particular categories of customers to avoid, rather than manage risk*

Choose only one option:

- Yes
- No

### De-Risking Controls (2)

#### Q2

Which risk and category of customers have had their provisions of services ceased or terminated due to the de-risking practice?

### De-Risking Controls (3)

#### Q3

How many clients and/or relationships were terminated due to de-risking practices?

### De-Risking Controls (4)

#### Q4

What was the reason for the de-risking exercise?



## Ongoing Monitoring / Transaction Scrutiny

### Ongoing Monitoring / Transaction Scrutiny (0.25)

#### Q1

Does your entity monitor transactions?

*Monitoring system refers to the system utilised by the entity to screen transactions as specified in IPs. Unless otherwise stated, the monitoring system refers to both manual and automated systems.*

Choose only one option:

- Yes
- No

or choose one of:

- Not Available

### Ongoing Monitoring / Transaction Scrutiny (0.5)

#### Q2

Does your entity have a methodology for transaction monitoring which is documented in writing, where a business relationship is present?

Choose only one option:

- Yes
- No

or choose one of:

- Not Available

### Ongoing Monitoring / Transaction Scrutiny (1)

Where a business relationship is established, how frequently are the customers and/or related parties subject to a review and update of information?

<b>Q3</b> a) High Risk Customers  <i>The obligation to review information held on customer files is restricted to those instances where a business relationship is formed. The PMLFTR state that for a business relationship to exist it must satisfy 3 important cumulative elements:</i>  <i>a) the relationship must be of a business, professional or commercial nature between 2 or more persons;</i>  <i>b) at least one of the persons involved in the relationship must be a subject person; and</i>	<b>Choose only one option:</b> <ul style="list-style-type: none"><li>• As necessary but at least annually</li><li>• Annually</li><li>• Every 18 months</li></ul>
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<p>c) the relationship has, or is expected to have at the time when the contact is established, an element of duration.</p> <p>The interpretation of Beneficial Owners should be applied in accordance with the PMLFTR and the guidance in the IPs. Regulation 2(1) of the PMLFTR defines a beneficial owner as:</p> <p>a) any natural person or persons who ultimately owns or controls the customer; and / or</p> <p>b) the natural person or persons on whose behalf a transaction or activity is being conducted. With respect to trusts and similar legal arrangements reference to beneficial owner should extend to settlor / protector / trustee / beneficiaries / any other natural person actually exercising effective control over the trust.</p> <p>The N/A option should be only selected by subject persons who do not have business relationships but only occasional transactions</p>	<ul style="list-style-type: none"> <li>• Every 2-3 years</li> <li>• More than every 3 years</li> <li>• Never</li> </ul> <p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> <li>• Not Available</li> </ul>
<p><b>Q4</b></p> <p>b) Medium Risk Customers</p> <p>The obligation to review information held on customer files is restricted to those instances where a business relationship is formed. The PMLFTR state that for a business relationship to exist it must satisfy 3 important cumulative elements:</p> <p>a) the relationship must be of a business, professional or commercial nature between 2 or more persons;</p> <p>b) at least one of the persons involved in the relationship must be a subject person; and</p> <p>c) the relationship has, or is expected to have at the time when the contact is established, an element of duration.</p> <p>The interpretation of Beneficial Owners should be applied in accordance with the PMLFTR and the guidance in the IPs. Regulation 2(1) of the PMLFTR defines a beneficial owner as:</p> <p>a) any natural person or persons who ultimately owns or controls the customer; and / or</p> <p>b) the natural person or persons on whose behalf a transaction or activity is being conducted.</p> <p>With respect to trusts and similar legal arrangements reference to beneficial owner should extend to settlor / protector / trustee / beneficiaries / any other natural person actually exercising effective control over the trust.</p> <p>The N/A option should be only selected by subject persons who do not have business relationships but only occasional transactions</p>	<p>Choose only one option:</p> <ul style="list-style-type: none"> <li>• As necessary but at least annually</li> <li>• Annually</li> <li>• Every 18 months</li> <li>• Every 2-3 years</li> <li>• More than every 3 years</li> <li>• Never</li> </ul> <p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> <li>• Not Available</li> </ul>
<p><b>Q5</b></p> <p>c) Low Risk Customers</p> <p>The obligation to review information held on customer files is restricted to those instances where a business relationship is formed. The PMLFTR state that for a business relationship to exist it must satisfy 3 important cumulative elements:</p> <p>a) the relationship must be of a business, professional or commercial nature between 2 or more persons;</p> <p>b) at least one of the persons involved in the relationship must be a subject person; and</p> <p>c) the relationship has, or is expected to have at the time when the contact is established, an element of duration.</p>	<p>Choose only one option:</p> <ul style="list-style-type: none"> <li>• As necessary but at least annually</li> <li>• Annually</li> <li>• Every 18 months</li> <li>• Every 2-3 years</li> <li>• More than every 3 years</li> </ul>

*The interpretation of Beneficial Owners should be applied in accordance with the PMLFTR and the guidance in the IPs. Regulation 2(1) of the PMLFTR defines a beneficial owner as:*

*a) any natural person or persons who ultimately owns or controls the customer; and / or*

*b) the natural person or persons on whose behalf a transaction or activity is being conducted.*

*With respect to trusts and similar legal arrangements reference to beneficial owner should extend to settlor / protector / trustee / beneficiaries / any other natural person actually exercising effective control over the trust.*

*The N/A option should be only selected by subject persons who do not have business relationships but only occasional transactions*

• Never  
or choose one of:

- Not Applicable
- Not Available

## Ongoing Monitoring / Transaction Scrutiny (1.5)

### Q6

Does your entity have a monitoring system that is able to detect the expiry of Customer Due Diligence documentation, and any other conflicting information in relation to customer data where a business relationship is present?

*Monitoring system refers to both manual and automated systems.*

*Choose only one option:*

- Yes
- No

*or choose one of:*

- Not Applicable
- Not Available

## Ongoing Monitoring / Transaction Scrutiny (4)

### Q7

Are structures, which are set up or managed by the subject person, verified for their legitimacy of the business or economic reasons?

*The 'Not Applicable' option should be only selected by subject persons who do not have business relationships but only undertake occasional transactions*

*Choose only one option:*

- Yes
- No

*or choose one of:*

- Not Applicable

## Ongoing Monitoring / Transaction Scrutiny (6.aII CSP)

### Q8

Where customer relationships terminated due to suspicion of wrong doing in the prior calendar year?

*When answering this question, reference to directorship services is made only in relation to those directorship services where the subject person's employees are acted as directors on behalf of the entity and not in their personal capacity. The 'Not Applicable' option should be only selected by subject persons who do not provide for directorship services.*

Choose only one option:

- Yes
- No

or choose one of:

- Not Applicable

## Ongoing Monitoring / Transaction Scrutiny (9)

### Q9

In case of a business relationship, are processes and/or systems for monitoring transactions fully automated, partially automated or manual?

*"Fully Automated" refers to relying on automated systems that require little or no human intervention. "Partially Automated" refers to relying on automated systems requiring human intervention regularly, whilst "Manual" refers to relying on control system data, manual / scheduled reports and intensive employee intervention.*

Choose only one option:

- Fully automated
- Partially automated
- Manual

or choose one of:

- Not Applicable

## Ongoing Monitoring / Transaction Scrutiny (10)

### Q10

Which techniques are utilised to monitor customer activity?

*'Profiling Techniques' refers to the process of construction and application of user profiles generated through the analysis of data. This typically relates to the use of algorithms or other mathematic techniques that allow for the discovery of patterns or correlation in large quantities of data. When these patterns or*

*correlations are used to identify or represent persons, they are referred to as profiles. 'Rule-based criteria' refers to a set of pre-established rules that are applied in a system. The monitoring system will take a pre-defined action (flag, block etc.) on any transaction / activity that meets the criteria within the rule/s.*

*Choose only one option:*

- None
- Profiling Techniques
- Rule-based Criteria
- Both

*or choose one of:*

- Not Applicable

## **Ongoing Monitoring / Transaction Scrutiny (11)**

### **Q11**

How often are the criteria and rules utilised by the monitoring system reviewed and updated?

*Choose only one option:*

- Twice or more within a year
- Annually
- Less frequent than annually
- Never

*or choose one of:*

- Not Applicable

## **Ongoing Monitoring / Transaction Scrutiny (17)**

### **Q12**

Is additional information and/or documentation requested when transactions do not match the customer profile?

*Choose only one option:*

- Yes
- No

*or choose one of:*

- Not Applicable

## **Ongoing Monitoring / Transaction Scrutiny (22)**

### Q13

Is your entity aware if any of the customers had and/or has assets frozen, confiscated or seized (due to AML/CFT considerations)?

*For Business Relationships, the respondents are required to consider this question for both prior the establishment of the business relationship and throughout the course of the business relationship, whilst for occasional Transactions, the respondents are required to consider this question for prior to the commencement of the occasional transaction. Respondents are required to select "Yes", if any of their customers has been served a freezing order.*

Choose only one option:

- Yes
- No

or choose one of:

- Not Applicable

## Ongoing Monitoring / Transaction Scrutiny (25.5)

### Q14

Are customers and/or beneficial owners subject to periodic adverse media screening on a risk sensitive basis?

Choose only one option:

- No
- Yes, for high risk customers only
- Yes, when risk is not low
- Yes, always

## Ongoing Monitoring / Transaction Scrutiny (28)

### Q15

Of the total alerts generated by the monitoring system, how many resulted in internal investigations during the prior calendar year?

or choose one of:

- Not Applicable
- Not Available

## Ongoing Monitoring / Transaction Scrutiny (47)

**Q16**

How many customer relationships were terminated, blocked, suspended or were otherwise, provided limited services for AML / CFT related reasons, during the prior calendar year?

*or choose one of:*

- Not Applicable
- Not Available



## Internal Audit / Independent Testing

### Internal Audit / Independent Testing (0.5)

#### Q1

When was the last internal audit performed, in regards to compliance with the AML/CFT regulations?

*Regulation 5(5)(d) of the PMLFTR provides that "every subject person shall implement, where appropriate with regard to the size and nature of the business, an independent audit function to test the internal measures, policies, controls and procedures". Section 3.4 of the Implementing Procedures explain that the subject person need not create an internal audit function, but it is possible for the subject person to engage an external consultant, independent of the subject person to evaluate the adequacy of the same. This task may also be assigned internally to a person other than the MLRO, or anyone else involved in the implementation or operation of the subject person's AML / CFT compliance programme.*

Choose only one option:

- Never
- During the prior calendar year
- Between 1 and 2 years
- Between 2 and 3 years
- More than 3 years ago

### Internal Audit / Independent Testing (0.75)

#### Q2

In the last internal audit, was compliance with the AML/CFT regulations subject to a review?

Choose only one option:

- Yes
- No

### Internal Audit / Independent Testing (1)

#### Q3

Given the size and nature of the business, was an officer appointed at management level to monitor the day-to-day implementation of AML / CFT measures, policies, controls and procedures?

*Where the subject person is a sole practitioner and the appointed officer is themselves, they may choose to select the option "No, MLRO has taken this role"*

Choose only one option:

- No, the MLRO has taken this role
- Yes, another officer at management level appointed
- Considered but not required
- Not considered



## Internal Audit / Independent Testing (3)

### Q4

Given the size and nature of the business, was an independent audit function appointed to test the AML / CFT measures, policies, controls and procedures?

*The PMLFTR requires subject persons to consider whether, given the size and nature of their business, the conduct of ongoing monitoring on one's own measures, policies, controls and procedures needs to be strengthened through:*

*(a) the appointment of an officer at management level whose duties are to include monitoring of the day-to-day implementation of the measures, policies, controls and procedures adopted by the subject person; and*

*(b) the implementation of an independent audit function to test the said internal measures, policies, controls and procedures from time to time.*

*The latter need not necessarily result in the creation of an internal audit function, since it is possible for the subject person to engage an external consultant independent of the subject person to evaluate the adequacy of its internal controls, policies and procedures. Alternatively, the subject person may assign this task internally to a person other than the MLRO or anyone else involved in the implementation or operation of the subject person's AML / CFT compliance programme*

*Choose only one option:*

- Yes, independent officer at management level
- Yes, external consultant
- Yes, internal audit function

*or choose one of:*

- Not Applicable

## Internal Audit / Independent Testing (4)

### Q5

What is the frequency of audits carried out by the independent audit function?

*Choose only one option:*

- Quarterly
- Half Yearly
- Annually
- Between 1-3 years
- Every 3 or more years
- As needed
- No Reviews performed

*or choose one of:*

- Not Applicable

## Internal Audit / Independent Testing (6)

**Q6**

What was the overall result of the last audit carried out?

*The overall result should consider the compliance with AML / CFT regulations*

*Choose only one option:*

- Satisfactory
- Satisfactory but improvements required
- Unsatisfactory

*or choose one of:*

- Not Applicable

## Internal Audit / Independent Testing (7)

**Q7**

How many "high risk" audit issues were identified in the latest audit report?

*The audit issues should consider the compliance with AML / CFT regulations*

*"High risk" audit issues' indicate that there are weaknesses in the process that present risk exposure to the subject person under review, in terms of compliance with AML / CFT regulations. The significance of these weaknesses requires attention by senior management, and makes it imperative to remediate such weaknesses.*

*or choose one of:*

- Not Applicable
- Not Available

## Internal Audit / Independent Testing (8)

**Q8**

How many "high risk" audit issues are currently open?

*The number of audit issues currently open should consider the compliance with AML / CFT regulations*

*or choose one of:*

- Not Applicable
- Not Available

## Internal Audit / Independent Testing (9)

### Q9

When were the most recent independent testing on the monitoring systems carried out in terms of their compliance with AML / CFT regulation?

*Choose only one option:*

- Between 1-2 years ago
- Less than 1 year ago
- More than 2 years ago
- Never before

*or choose one of:*

- Not Applicable
- Not Available

## Internal Audit / Independent Testing (10)

### Q10

Was a defined policy or procedure for testing the quality of the outsourced tasks drawn up, if a third party was outsourced in carrying out any applicable AML/CFT obligations?

*A third party refers to both within or outside the group.*

*Choose only one option:*

- Yes
- No

*or choose one of:*

- Not Applicable

## Internal Audit / Independent Testing (12)

### Q11

When was the last time your entity formally assessed the quality of the services provided to your entity by your outsourced service provider, both within and outside the group?

*Choose only one option:*

- Within the last 3 months

- Within the last 6 months
- Within the last 12 months
- Within the last 2 years
- Within the last 3 years
- Over 3 years ago
- Never

*or choose one of:*

- Not Applicable



## Reporting

### Reporting (2)

#### Q1

How many Suspicious Transaction Reports (STRs), and/or Suspicious Activity Reports (SARs), were submitted to the FIAU during the previous calendar year?

or choose one of:

- Not Available

### Reporting (3)

#### Q2

Please list the number of alerts generated as a result of unusual activity or transactions during the prior calendar year.

*Alerts refer to instances of unusual activity that is highlighted by the systems or employees. This should therefore include your answer to question "How many alerts were generated by the monitoring system during the prior calendar year?"*

or choose one of:

- Not Available

### Reporting (4)

#### Q3

How many internal suspicious reports were raised during the previous calendar year?

*The figure reported should include all those reports escalated to the MLRO for determination as to whether an STR should be filed with the FIAU. It is not limited to those internal reports linked to the alerts generated through transaction monitoring and subsequently escalated to the MLRO.*

or choose one of:

- Not Available

## Reporting (5)

### Q4

From the internal reports raised in the previous calendar year, how many cases are still open?

*An internal report is considered as still open, when the MLRO has not yet concluded as to whether an STR is to be filed with the FIAU, or otherwise. The 'Not Applicable' answer is only to be used when the subject person replied '0' to the question: How many internal suspicious reports were raised during the prior calendar year?*

or choose one of:

- Not Applicable
- Not Available

## Reporting (9)

### Q5

Were there any internal reports or alerts received during the prior calendar year which were analysed by the MLRO, but did not instigate a Suspicious Transaction Report (STR)?

*Subject persons are required to answer this question even if internal reports are not raised, as the subject person is a sole practitioner.*

Choose only one option:

- No, none instigated STRs,
- Yes, less than 10
- Yes, more than 10
- No, all instigated STRs

or choose one of:

- Not Applicable
- Not Available

## Reporting (10)

### Q6

Did your entity maintain records of all internal reports raised during the prior calendar year, and the analysis conducted thereon?

*The internal reporting procedures of a subject person should set out the steps to be followed when one of its employees knows or suspects that a person, or a transaction is connected to ML / FT. The procedures should clearly state that when an employee has any such information, they are to report the matter to the MLRO without delay. Internal reports should be submitted in writing, preferably using a standard template, together with all relevant information and documentation available to the employee, so as to assist the MLRO to determine how best to proceed. Following the receipt of an internal STR, the MLRO may*

*conclude, for justifiable reasons that the report does not give rise to knowledge or suspicion of money laundering. In such cases, the MLRO should keep a copy of the internal STR together with the rationale of why the report did not warrant a submission to the FIAU. It is the MLRO's responsibility to consider internal reports of ML and decide if there is sufficient grounds for suspicion to file an STR.*

Choose only one option:

- No
- Only internal reports maintained
- Yes, internal report & analysis maintained

## Reporting (11)

### Q7

In those instances where a Suspicious Transaction Report (STR) was not submitted to the FIAU, were the reasons and analysis of non-submission documented on file?

Choose only one option:

- No internal reports submitted
- Reasons are not documented
- Yes, most of the time
- Yes, reasons are always retained

or choose one of:

- Not Applicable

## Reporting (13)

### Q8

How many requests for information from Maltese authorities did your entity receive about any of your customers during the prior calendar year?

*The term 'Maltese authorities' refers to: Financial Intelligence Analysis Unit (FIAU), Malta Financial Services Authority (MFSA), Malta Gaming Authority (MGA), The Malta Police Force, Sanctions Monitoring Board (SMB) and the Asset Recovery Bureau. Reference to customers is made with respect to current clients (active or inactive), customers who no longer have a business relationship with the entity and those for whom an occasional transaction was carried out*

or choose one of:

- Not Available

# AML / CFT Training

## AML / CFT Training (1)

**AML / CFT related training makes reference to Maltese regulations, including in relation to the PMLA, PMLFTR and Implementing Procedures**

### Q1

How often do any relevant staff of the entity attend AML / CFT related training?

*"Relevant staff" refers to employees and other company officials whose duties include the handling of either 'relevant financial business' or 'relevant activity' (as defined in the PMLFTR), irrespective of their level of seniority. This includes:*

- (a) directors;*
- (b) senior management;*
- (c) the MLRO and designated employee(s);*
- (d) compliance staff; and*
- (e) all members of staff involved in the activities of the subject person that fall within the definition of 'relevant financial business' and 'relevant activity'.*

*The term 'employees' should not only refer to individuals who have a contract of employment with the subject person, but should be interpreted to also include individuals who are engaged by the subject person to carry out aspects of its business involving 'relevant activity' or 'relevant financial business' (such as temporary / contract staff / self-employed persons). The training should be relevant to the respective employees' specific responsibilities and functions within that subject person.*

*Choose only one option:*

- Monthly
- Quarterly
- Annually
- Between 1-3 years
- More than 3 years
- As needed but at least annually

## AML / CFT Training (4)

### Q2

Please provide the % of staff within the AML / CFT unit that completed AML / CFT training throughout the prior calendar year.

*"Staff" refers to employees, and other company officials whose duties include the handling of either relevant financial business or relevant activity (as defined in the PMLFTR), irrespective of their level of seniority.*

*'Not applicable' option should be chosen in instances where staff is not employed within the subject person's operations.*



or choose one of:

- Not Applicable
- Not Available

## AML / CFT Training (5)

### Q3

Please provide the % of staff outside the AML / CFT unit that completed AML / CFT training throughout the prior calendar year.

*"Staff" refers to employees, and other company officials whose duties include the handling of either relevant financial business or relevant activity (as defined in the PMLFTR), irrespective of their level of seniority. Self-employed persons who principally work for the entity should all be included in your response.*

*'Not applicable' option should be chosen in instances where staff is not employed within the subject person's operations.*

or choose one of:

- Not Applicable
- Not Available

## AML / CFT Training (6)

### Q4

Please provide the % of board members / partners that received AML / CFT training throughout the prior calendar year.

or choose one of:

- Not Available

## AML / CFT Training (7)

### Q5

Is the training program uniformly applied to all staff equally, or is it differentiated according to their duties?

*Not applicable' option should be chosen in instances where staff is not employed within the subject person's operations.*

Choose only one option:

- Tailor made, depending on the duties of the employees
- The same for all employees

or choose one of:

- Not Applicable

## AML / CFT Training (8)

Where AML / CFT operational tasks are being outsourced, have the outsourced provider's staff, received training during the previous calendar year in relation to:

<b>Q6</b> a) specific Maltese AML / CFT regulations (PMLA, PMLFTR, IPs) <i>Outsourced providers staff' makes reference to the individuals directly involved in assisting the subject person with AML / CFT measures</i>	<i>Choose only one option:</i> <ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul> <i>or choose one of:</i> <ul style="list-style-type: none"><li>• Not Applicable</li></ul>
<b>Q7</b> b) AML / CFT policies and procedures relating to the subject person <i>Outsourced providers staff' makes reference to the individuals directly involved in assisting the subject person with AML / CFT measures</i>	<i>Choose only one option:</i> <ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul> <i>or choose one of:</i> <ul style="list-style-type: none"><li>• Not Applicable</li></ul>

## AML / CFT Training (16)

**Q8**

Are all employees, who are new to their job function, required to take AML/CFT training within a specified timeframe?

*Not applicable' option should be chosen in instances where staff is not employed within the subject person's operations.*

Choose only one option:

- No
- Yes, within 1 month
- Yes, within 3 months
- Yes, within 6 months
- Yes, within 1 year

or choose one of:

- Not Applicable
- Not Available

## AML / CFT Training (20)

### Q9

How many hours of AML/CFT related training has the MLRO attended in the prior calendar year?

*Self-employed persons who principally work for the subject person should be considered as MLRO.*

or choose one of:

- Not Applicable

# Record Keeping

## Record Keeping (1)

### Q1

Does your entity have policies and procedures in place to comply with the record keeping obligations arising from the PMLFTR?

*Chapter 9 - Recordkeeping Procedures of the IPs states that subject persons must have procedures in place and apply the same, so as to ensure that the following records are maintained:*

- a) records of the actions taken to adopt and implement the risk-based approach;*
- b) the CDD information and documents obtained for identification and verification of identity purposes;*
- c) records containing details relating to the business relationship that is formed and all transactions carried out in the course of a business relationship or an occasional transaction;*

*Subject persons should also retain the following records required as evidence of compliance with the PMLFTR and for statistical purposes:*

- a) internal reports made to the MLRO;*
- b) a record of any written determinations made by the MLRO and the designated employee, including the reasons for not filing an STR with the FIAU;*
- c) STRs made by the subject person to the FIAU and any follow-up submissions made in connection thereto;*
- d) a record of AML / CFT training attended by sole practitioners / provided to employees;*
- e) records of conduct certificates or other documentation obtained in carrying out employee screening;*
- f) records of any outsourcing agreements entered into and other documentation that provides evidence of the subject person's adherence to its obligations under Chapter 6 of these Implementing Procedures, Part I;*
- g) records of any reliance agreements entered into and of any related assessments undertaken on the other subject person or third party in terms; and*
- h) other important records, including: any reports by the MLRO, records of consideration of those reports made to senior management and of any action taken as a consequence thereof, records of any internal audit reports or assessments dealing with AML / CFT issues, and any other records that are necessary to demonstrate compliance with the obligations under the PMLA, the PMLFTR and any Implementing Procedures.*

*Subject persons are required to maintain records for a period of 5 years, however in specific cases subject persons may be requested to retain their records for longer periods. The 5 year retention period commences from the date on which the business relationship is terminated or the occasional transaction is carried out*

Choose only one option:

- Yes
- No

## Record Keeping (2)

## Q2

Upon request from the FIAU or any Supervisory Authority, is your entity in a position to retrieve the requested information within the requested deadline?

*Chapter 9 - Recordkeeping Procedures of the IPs states that subject persons must have procedures in place and apply the same, so as to ensure that the following records are maintained:*

- a) records of the actions taken to adopt and implement the risk-based approach;*
- b) the CDD information and documents obtained for identification and verification of identity purposes;*
- c) records containing details relating to the business relationship that is formed and all transactions carried out in the course of a business relationship or an occasional transaction;*

*Subject persons should also retain the following records required as evidence of compliance with the PMLFTR and for statistical purposes:*

- a) internal reports made to the MLRO;*
- b) a record of any written determinations made by the MLRO and the designated employee, including the reasons for not filing an STR with the FIAU;*
- c) STRs made by the subject person to the FIAU and any follow-up submissions made in connection thereto;*
- d) a record of AML / CFT training attended by sole practitioners / provided to employees;*
- e) records of conduct certificates or other documentation obtained in carrying out employee screening;*
- f) records of any outsourcing agreements entered into and other documentation that provides evidence of the subject person's adherence to its obligations under Chapter 6 of these Implementing Procedures, Part I;*
- g) records of any reliance agreements entered into and of any related assessments undertaken on the other subject person or third party in terms; and*
- h) other important records, including: any reports by the MLRO, records of consideration of those reports made to senior management and of any action taken as a consequence thereof, records of any internal audit reports or assessments dealing with AML / CFT issues, and any other records that are necessary to demonstrate compliance with the obligations under the PMLA, the PMLFTR and any Implementing Procedures. Subject persons are required to maintain records for a period of 5 years, however in specific cases subject persons may be requested to retain their records for longer periods.*

*The 5 year retention period commences from the date on which the business relationship is terminated or the occasional transaction is carried out*

Choose only one option:

- Yes
- No

## Customers

### Customers (2)

#### Q1

Please list the total number of customers with whom your entity had an active business relationship as at the end of the prior calendar year.

*Customer is defined as a natural person or a legal person and/or entity with whom the subject person has a business relationship, or for whom the subject person carried out an occasional transaction. In this context, customers refers to active customers as at the beginning of the prior calendar year.*

*For subject persons authorised to act as a trustee or to provide other fiduciary duties in terms of the Trusts and Trustees Act, and persons registered to act as a VFA Agent in terms of the Virtual Financial Assets Act shall include in the answer the number of customers to which CSP services are provided to.*

or choose one of:

- Not Available

### Customers (8)

#### Q2

Please list the total number of customer relationships which were closed and/or terminated during the prior calendar year.

*"Terminated" refers to customer relationships which were closed during the prior calendar year. The term 'terminated' should be interpreted in its widest form and be inclusive of any closed relationship, independent of the reason behind such closure. Closure should not necessarily relate to AML / CFT reasons but should include all kinds of terminations such as:*

- a) Terminations that were initiated by the customer and/ or;*
- b) Relationships that were closed during a process of de-risking*

*For subject persons authorised to act as a trustee or to provide other fiduciary duties in terms of the Trusts and Trustees Act, and persons registered to act as a VFA Agent in terms of the Virtual Financial Assets Act shall include in the answer the number of customers to which CSP services are provided to.*

or choose one of:

- Not Available

## Customers (10)

### Q3

Please list the total number of customers for whom your entity carried out an occasional transaction during the prior calendar year.

*Customer is defined as natural person or a legal person / entity with whom the subject person has a business relationship or for whom the subject person carried out an occasional transaction. In this context, customers refer to customers for whom the subject person carried out an occasional transaction during the prior calendar year. Where a subject person carried out more than one occasional transaction to the same customer, it should count the customer as one to avoid duplication. "Total number of customers" only includes those clients that have been provided with a relevant activity by the subject person.*

*For subject persons authorised to act as a trustee or to provide other fiduciary duties in terms of the Trusts and Trustees Act, and persons registered to act as a VFA Agent in terms of the Virtual Financial Assets Act shall include in the answer the number of customers to which CSP services are provided to.*

or choose one of:

- Not Available

## Customers (18)

### Q4

Please list the total number of new customers onboarded during the prior calendar year.

*"Onboarding" refers to the process through which a business relationship is established or an occasional transaction is carried out. "Total number of customers" only includes those clients that have been provided with a relevant activity by the subject person.*

*For subject persons authorised to act as a trustee or to provide other fiduciary duties in terms of the Trusts and Trustees Act, and persons registered to act as a VFA Agent in terms of the Virtual Financial Assets Act shall include in the answer the number of customers to which CSP services are provided to.*

or choose one of:

- Not Available

## Customers (29)

### Q5

Do you have any customers in the following industries?

Choose more than one option:

- Precious metals, stones, jewelry dealers or wholesalers
- Arts or Antiques dealers
- Aviation technology, materials or Parts
- Cash intensive businesses
- Hydrocarbon trading or investing
- Arms or weapons dealers or manufacturers
- Car dealers
- Remote Gaming Operators or Land Based Casinos
- Attorneys / Lawyers
- Chemical, Oil, Gas or Petrochemicals companies
- International Transportation businesses (including by air, land or sea)
- Import or Export Agents

or choose one of:

- Not Applicable
- Not Available

## Customers (Insurance) (12)

### Q6

Are any of the customers represented by an agent or third party?

*Agent means a person or entity who has an agreement with a subject person in order to provide services or products to the subject person's customers. These may include portfolio management companies which use the entity's services to trade on behalf of their customers*

Choose only one option:

- Yes
- No

## Customer Type (5)

**Please state the % of total customers as at the end of the prior calendar year for the following:**

### Q7

a) Natural persons

or choose one of:

- Not Available

### Q8



b) Legal persons

or choose one of:

- Not Available

## Customer Type (7)

**Please state the % of total customers as at the end of the prior calendar year for the following:**

**Q9**

c) Customers with complex structures

*Customers reported under in the previous question should be reflected in this question. The term complex structure refers to an ownership structure that includes (but is not limited to) foundations, charities, not-profit organisations, offshore vehicles trusts, or other legal arrangements including bearer shares and nominee shareholding. The term offshore refers to jurisdictions that have distinctive characteristics such as low or zero taxation, tax secrecy and possibly lack of transparency. You are kindly requested to refer to the EU list of Non-Cooperative Jurisdictions. The list can be found in the following link: <https://cfr.gov.mt/en/inlandrevenue/tcu/Pages/EU-List-of-non-cooperative-jurisdictions.aspx>. All arrangements, as applicable, irrespective of whether these are Maltese or otherwise should be included in your response.*

or choose one of:

- Not Available

## Customer Type (9)

**Q10**

Please list the number of customers and beneficial owners serviced during the prior calendar year, that benefited from residency schemes, citizenship by investment schemes, or are applicants or prospective applicants for such schemes.

*Investor citizenship schemes are often referred to as CIPs ('citizenship investment programmes'), 'citizenships for sale' or 'golden passports'. They allow foreigners to be naturalised as a citizen of a country in return for an investment, provided certain criteria are fulfilled. Investor citizenship schemes differ from investor residence ('golden visa') schemes, which aim to attract investment in exchange for residence rights in the country concerned.*

*The answer provided should include all the customers of the subject person who have benefitted or applied to benefit from CIPs, irrespective whether the application for the CIP was done by the SP.*

or choose one of:

- Not Available

## Customer Type (31)

***Of the total number of active customers, please specify the % of:***

### Q11

a) customers rated as high risk

*The risk rating of your customers should be as at the end of the prior calendar period. The risk rating should reflect the result of the latest customer risk assessment as carried out in line with the policies and procedures.*

*or choose one of:*

- Not Available

## Customer Type (32)

***Of the total number of active customers, please specify the % of:***

### Q12

b) customers rated as medium risk

*The risk rating of your customers should be as at the end of the prior calendar period. The risk rating should reflect the result of the latest customer risk assessment as carried out in line with the policies and procedures.*

*or choose one of:*

- Not Available

## Customer Type (33)

***Of the total number of active customers, please specify the % of:***

### Q13

c) customers rated as low risk

*The risk rating of your customers should be as at the end of the prior calendar period. The risk rating should reflect the result of the latest customer risk assessment as carried out in line with the policies and procedures.*

or choose one of:

- Not Available

## Customer Type (36)

Q14

Does your customer base have a risk rating outside of the 'high', 'medium' and 'low' categories?

Choose only one option:

- Yes
- No

## Customer Type (37)

Q15

Please specify the additional risk rating/s.

or choose one of:

- Not Applicable

## Customer Type (39)

Q16

What % of the customer base had Simplified Due Diligence applied, given that their risk was classified as low?

or choose one of:

- Not Available

## Customers (Others) (1)

## Q17

Does your entity have customers (including beneficial owners and directors) who have been convicted of a criminal offence that could have potentially generated illicit proceeds?

Choose only one option:

- Yes
- No

## Customers (Others) (2)

### Q18

Are any customers funds held on trust, or in another fiduciary capacity, for customers held in the client account?

Choose only one option:

- Yes
- No

## Customers (Others) (5)

### Q19

Are customers that act as holding companies with subsidiaries or investments in non-EU/EEA jurisdictions part of the customer base?

*Holding companies are typically entities that hold investments principally related to equity shares in other entities. Holding companies may also own other assets such as immovable property, intellectual property and other financial assets. Holding companies do not actively participate in the running of the day-to-day operations of the entities it holds an investment in.*

Choose only one option:

- Yes
- No

or choose one of:

- Not Available

## Customers (Others) (6)

### Q20

Do shell companies form part of the customer base?

*A shell company is an incorporated company with no independent operations, significant assets, ongoing business activities or employees.*

*Choose only one option:*

- Yes
- No

*or choose one of:*

- Not Available

## **Customers (Others) (7)**

### **Q21**

Does your entity have customers (legal entities) that were acquired as shelf companies?

*A shelf company typically refers to an incorporated company with inactive shareholders, directors and secretary, which has been left dormant for a longer period.*

*Choose only one option:*

- Yes
- No

*or choose one of:*

- Not Available

## **Customers (Others) (8)**

### **Q22**

Are there customers in the customer base who raised capital through Initial Coin Offerings (ICOs), Securitised Coin Offerings (SCOs) and/or crowdfunding?

*An Initial Coin Offering (ICO) is the cryptocurrency industry's equivalent to an Initial Public Offering (IPO).*

*Choose only one option:*

- Yes
- No

*or choose one of:*

- Not Available

## **Customers (Others) (10)**

### Q23

Please list the number of customers that are foundations, charities or other not-for-profit entities.

or choose one of:

- Not Applicable
- Not Available

## Customers (Others) (22)

### Q24

Are you aware of customers within the customer base with no address or multiple addresses, without any legitimate reasons?

Choose only one option:

- Yes
- No

or choose one of:

- Not Available

## Customers (Others) (23)

### Q25

Do any of your customers use financial intermediaries located in a jurisdiction listed in the FATF lists, EU list identifying high risk 3rd countries with strategic deficiencies and / or the jurisdictions featuring in the top 20 countries of the Basel Index?

*A financial intermediary is an institution or individual that serves as a middleman among diverse parties in order to facilitate financial transactions. Examples of financial intermediaries include commercial banks, investment banks, stockbrokers, pooled investment funds and stock exchanges. The FATF and EU lists identifying high-risk 3rd countries may be accessed from the following link: <https://fiaumalta.org/country-statements/> Whilst the top 20 countries of the Basel Index may be accessed from the following link: <https://index.baselgovernance.org/ranking>*

Choose only one option:

- Yes
- No

or choose one of:

- Not Available

## Customers (Others) (24)

Q26

Please select the respective jurisdictions.

*Choose more than one option:*

- Afghanistan
- Albania
- Barbados
- Benin
- Burkina Faso
- Cambodia
- Cameroon
- Cayman Islands
- Democratic People's Republic of Korea
- Democratic Republic of the Congo
- Eswatini
- Gibraltar
- Guinea-Bissau
- Haiti
- Iran
- Jamaica
- Jordan
- Madagascar
- Mali
- Mauritania
- Morocco
- Mozambique
- Myanmar
- Nicaragua
- Nigeria
- Pakistan
- Panama
- Philippines
- Senegal
- Sierra Leone
- South Sudan
- Syria
- Tanzania
- Tonga
- Trinidad and Tobago
- Türkiye
- Uganda
- United Arab Emirates
- Vanuatu
- Vietnam
- Yemen
- Zimbabwe

*or choose one of:*

- Not Available

## Customers (Others) (25)

## Q27

Please list the number of customers who have not filed the financial statements of the year preceding the prior calendar year with the Malta Business Registry.

or choose one of:

- Not Applicable
- Not Available

## Customers (Others) (26)

### Q28

Please list the number of customers whereby the independent audit opinion, expressed in the last financial statements, is either a qualified opinion, an adverse opinion or a disclaimer of opinion.

*There are four types of independent audit opinions expressed on a customer's financial statements. These are an unqualified opinion, a qualified opinion, an adverse opinion and a disclaimer of opinion. Subject persons are requested to report on the % of their customers that received any of the latter three audit opinions. A qualified opinion indicates any limitations on the scope of the audit and may describe certain information that could not be verified by the auditor. An adverse opinion indicates gross misstatement in customer's financial statements. An auditor may issue a disclaimer of opinion report where he is unable to express a definite opinion on the financial statements being audited*

or choose one of:

- Not Applicable
- Not Available

## PEPs (1)

**PEPs refers to Politically Exposed Persons**

### Q29

Of the total customer base, how many natural persons were PEPs (including family members and close associates), as at the end of the prior calendar year?

*Politically Exposed Persons or PEPS are defined in the Regulation 2 of the PMLFTR and as further designated in the Government Gazette no. 20,602 published on 6 April, 2021 [vide <https://govcms.gov.mt/en/Government/DOI/Government%20Gazette/Documents/2021/04/Government%20Gazette%20-%206th%20April.pdf>]. In relation to those services specified above (contracts of sale published managing money securities or assets on behalf of clients by way of investment; providing trust or company services; opening or management of bank savings or securities accounts; organization of contributions/funding for the creation operation or management of companies; provision of tax advice).*



or choose one of:

- Not Applicable
- Not Available

## PEPs (2)

### Q30

Of the total number of customers who are legal entities, how many of their beneficial owners were PEPs (including family members and close associates) as at the end of the prior calendar year?

or choose one of:

- Not Applicable
- Not Available

## PEPs (3)

**From the number of PEPs in your customer base, kindly provide a breakdown of:**

From the number of PEPs in your customer base, kindly provide a breakdown of:

### Q31

a) the % of Maltese PEPs (including beneficial owners), in the prior calendar year

*Regulation 2(1) of the PMLFTR defines a PEP as a natural person who is or has been entrusted with a prominent public function, other than middle ranking or more junior officials. The PMLFTR The Government Gazette no. 20,602 published on 6 April, 2021 provides an exhaustive list of public functions that are considered to be prominent public functions and would therefore render the holder thereof a PEP. Regulation 11(8) of the PMLFTR defines the term "family members" as including:*

- (i) the spouse, or a person considered to be equivalent to a spouse;*
- (ii) the children and their spouses, or persons considered to be equivalent to a spouse; and*
- (iii) the parents.*

*The list of 'family members' is not an exhaustive list and therefore subject persons should consider whether other family relationships in specific circumstances may be considered to be similar to those under the indicative list in the PMLFTR. Regulation 11(8) also defines the term "close associates" as:*

- (i) a natural person known to have joint beneficial ownership of a body corporate or any other form of legal arrangement, or any other close business relations, with that politically exposed person;*

or choose one of:

- Not Available

(ii) a natural person who has sole beneficial ownership of a body corporate or any other form of legal arrangement that is known to have been established for the benefit of that politically exposed person.	
<b>Q32</b> b) the % of PEPs (including beneficial owners) from EU/EEA jurisdictions (other than Malta), in the prior calendar year	or choose one of: • Not Available
<b>Q33</b> c) the % of PEPs (including beneficial owners) from non-EU/EEA jurisdictions, in the prior calendar year	or choose one of: • Not Available
<b>Q34</b> d) the % of PEPs (including beneficial owners) from jurisdictions listed in the FATF lists and/or, the EU lists identifying high-risk 3rd countries with strategic deficiencies, and/or the jurisdictions featuring in the top 20 countries of the Basel Index, in the prior calendar year  <i>The FATF and EU lists identifying high-risk 3rd countries may be accessed from the following link: <a href="https://fiaumalta.org/country-statements/">https://fiaumalta.org/country-statements/</a> Whilst the top 20 countries of the Basel Index may be accessed from the following link: <a href="https://index.baselgovernance.org/ranking">https://index.baselgovernance.org/ranking</a></i>	or choose one of: • Not Available

## PEPs (7)

### Q35

If your answer to the above question was greater than 0, please select the respective jurisdictions.

Choose more than one option:

- Afghanistan
- Albania
- Barbados
- Benin
- Burkina Faso
- Cambodia
- Cameroon
- Cayman Islands
- Democratic People's Republic of Korea
- Democratic Republic of the Congo
- Eswatini
- Gibraltar
- Guinea-Bissau
- Haiti
- Iran
- Jamaica
- Jordan
- Madagascar
- Mali

- Mauritania
- Morocco
- Mozambique
- Myanmar
- Nicaragua
- Nigeria
- Pakistan
- Panama
- Philippines
- Senegal
- Sierra Leone
- South Sudan
- Syria
- Tanzania
- Tonga
- Trinidad and Tobago
- Türkiye
- Uganda
- United Arab Emirates
- Vanuatu
- Vietnam
- Yemen
- Zimbabwe

or choose one of:

- Not Applicable
- Not Available

## Additional (Customers) (2)

### Q36

Please list the number of customers who are operating in high-risk industries as per your internal policies and procedures.

*Subject persons are required to define their own list of high risk industries and products. For the purpose of responding to this question, subject persons should consider high risk industries to include: productions / trade in war related weapons, productions / trade in radioactive materials, mining, oil and gas, chemical and pharmaceutical industries and adult entertainment. In accordance with S.L. 365.12, dual-use items refer to any used or unused items, including software and technology, which can be used for both civil and military purposes, and including all goods which can be used for both non-explosive uses and for assisting in any way in the manufacture of nuclear weapons or other nuclear explosive devices.*

or choose one of:

- Not Available

## Additional (Customers) (3)

### Q37

Please list the number of customers who are operating in dual use items.

*In accordance with SL 365.12, dual-use items refers to any used or unused items, including software and technology, which can be used for both civil and military purposes, and including all goods which can be used for both non-explosive uses and for assisting in any way in the manufacture of nuclear weapons or other nuclear explosive devices. Dual-use items are to be considered as those designated by the Company's policies and procedures or through the SL 365.12.*

or choose one of:

- Not Available

## **Additional (Customers) (5)**

### **Q38**

Please list the number of customers who operate cash intensive businesses.

*Cash intensive businesses are businesses which through their operations receive or depend largely on cash-based transactions such as restaurants, petrol stations, retail stores, parking garages etc.*

or choose one of:

- Not Available

## **Additional (Customers) (12)**

### **Q39**

Did your entity have any customers that were re-domiciled or whose economic activity was transferred to a jurisdiction listed in the FATF lists and/or EU list identifying high risk 3rd countries with strategic deficiencies and / or the jurisdictions featuring in the top 20 countries of the Basel Index in the prior calendar year?

*The FATF and EU lists identifying high-risk 3rd countries may be accessed from the following link: <https://fiaumalta.org/country-statements/> Whilst the top 20 countries of the Basel Index may be accessed from the following link: <https://index.baselgovernance.org/ranking>*

Choose only one option:

- Yes
- No

or choose one of:

- Not Available

## Additional (Customers) (13)

### Q40

Please select the respective jurisdictions.

*Choose more than one option:*

- Afghanistan
- Albania
- Barbados
- Benin
- Burkina Faso
- Cambodia
- Cameroon
- Cayman Islands
- Democratic People's Republic of Korea
- Democratic Republic of the Congo
- Eswatini
- Gibraltar
- Guinea-Bissau
- Haiti
- Iran
- Jamaica
- Jordan
- Madagascar
- Mali
- Mauritania
- Morocco
- Mozambique
- Myanmar
- Nicaragua
- Nigeria
- Pakistan
- Panama
- Philippines
- Senegal
- Sierra Leone
- South Sudan
- Syria
- Tanzania
- Tonga
- Trinidad and Tobago
- Türkiye
- Uganda
- United Arab Emirates
- Vanuatu
- Vietnam
- Yemen
- Zimbabwe

*or choose one of:*

- Not Available

## Products and Services

### Products and Services (DNFBPs) (6)

***Please answer the following questions in relation to the activities performed during the prior calendar year.***

#### Q1

Forming companies or other legal persons including trusts

*The Not Applicable option is only to be selected if the service is not offered by the subject person.*

or choose one of:

- Not Applicable
- Not Available

### Products and Services (DNFBPs) (8)

***Please answer the following questions in relation to the activities performed during the prior calendar year.***

#### Q2

Providing a registered office, business address, correspondence address and other related services for a company, a partnership or any other legal person or arrangement

*The Not Applicable option is only to be selected if the service is not offered by the subject person.*

or choose one of:

- Not Applicable
- Not Available

## De-Risking Risks

### De-Risking Risks (1)

#### Q1

Were any of the products and/or services provided to you as a subject person, ceased due to de-risking practices during the prior calendar year?

*"Experiencing de-risking" refers to a process being carried out by a service provider which includes terminating or restricting business relationships with you/ your entity, to avoid, rather than manage risk.*

Choose only one option:

- Yes
- No

### De-Risking Risks (2)

#### Q2

Provide details of the de-risking

*Such reasons should include why and whether it was completely ceased their business relationship or was subject to limited services.*

## Geography

### Residence of Customers + BOs (1)

As at the end of the prior calendar year, what is the % of total customers that are resident, or otherwise, incorporated or have their principal place of business in (The total % of customers resident in Malta, EU/EEA, non-EU/EEA and FATF list jurisdictions for each sub-sector should add up to 100%):

<p><b>Q1</b></p> <p>a) Malta?</p>	<p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> <li>• Not Available</li> </ul>
<p><b>Q2</b></p> <p>b) an EU/EEA jurisdiction, excluding Malta?</p> <p><i>Reference to residency in the question refers to the principal country of residence of the person and not to the customer's tax residence.</i></p> <p><i>Principal place of business refers to the place where key management and commercial decisions that are necessary for the conduct of the business of an entity are made.</i></p>	<p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> <li>• Not Available</li> </ul>
<p><b>Q3</b></p> <p>c) an non-EU/EEA jurisdiction?</p> <p><i>Reference to residency in the question refers to the principal country of residence of the person and not to the customer's tax residence.</i></p> <p><i>Principal place of business refers to the place where key management and commercial decisions that are necessary for the conduct of the business of an entity are made.</i></p>	<p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> <li>• Not Available</li> </ul>
<p><b>Q4</b></p> <p>d) a jurisdiction listed in the FATF lists and/or in the EU list identifying high risk 3rd countries with strategic deficiencies and/or the jurisdictions featuring in the top 20 countries of the Basel Index?</p> <p><i>The FATF and EU lists identifying high-risk 3rd countries may be accessed from the following link: <a href="https://fiaumalta.org/country-statements/">https://fiaumalta.org/country-statements/</a></i></p> <p><i>Whilst the top 20 countries of the Basel Index may be accessed from the following link: <a href="https://index.baselgovernance.org/ranking">https://index.baselgovernance.org/ranking</a></i></p>	<p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Available</li> </ul>

### Residence of Customers + BOs (2)

**The percentage should reflect the total number of natural persons. Therefore where the customer is a legal entity, the response should take into consideration the beneficial owners. Example where there are 50 customers that are legal entities, each having 2 beneficial owners, the total will be 100 beneficial owners. Therefore the percentage should reflect the total number of customers, irrespective of whether they are beneficial owners of the same entity or otherwise.**

What % of your / your entity's customers' BOs are resident in:



<p><b>Q5</b></p> <p>a) Malta?</p>	<p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> <li>• Not Available</li> </ul>
<p><b>Q6</b></p> <p>b) an EU/EEA jurisdiction, excluding Malta?</p> <p><i>Reference to residency in the question refers to the principal country of residence of the person and not to the customer's tax residence.</i></p> <p><i>Principal place of business refers to the place where key management and commercial decisions that are necessary for the conduct of the business of an entity are made.</i></p>	<p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> <li>• Not Available</li> </ul>
<p><b>Q7</b></p> <p>c) an non-EU/EEA jurisdiction?</p> <p><i>Reference to residency in the question refers to the principal country of residence of the person and not to the customer's tax residence.</i></p> <p><i>Principal place of business refers to the place where key management and commercial decisions that are necessary for the conduct of the business of an entity are made.</i></p>	<p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> <li>• Not Available</li> </ul>
<p><b>Q8</b></p> <p>d) a jurisdiction listed in the FATF lists and/or in the EU list identifying high risk 3rd countries with strategic deficiencies and/or the jurisdictions featuring in the top 20 countries of the Basel Index?</p> <p><i>The FATF and EU lists identifying high-risk 3rd countries may be accessed from the following link: <a href="https://fiaumalta.org/country-statements/">https://fiaumalta.org/country-statements/</a></i></p> <p><i>Whilst the top 20 countries of the Basel Index may be accessed from the following link: <a href="https://index.baselgovernance.org/ranking">https://index.baselgovernance.org/ranking</a></i></p>	<p>or choose one of:</p> <ul style="list-style-type: none"> <li>• Not Available</li> </ul>

## Residence of Customers + BOs (5)

### Q9

Please select the respective jurisdictions.

Choose more than one option:

- Afghanistan
- Albania
- Barbados
- Benin
- Burkina Faso
- Cambodia
- Cameroon
- Cayman Islands
- Democratic People's Republic of Korea
- Democratic Republic of the Congo
- Eswatini

- Gibraltar
- Guinea-Bissau
- Haiti
- Iran
- Jamaica
- Jordan
- Madagascar
- Mali
- Mauritania
- Morocco
- Mozambique
- Myanmar
- Nicaragua
- Nigeria
- Pakistan
- Panama
- Philippines
- Senegal
- Sierra Leone
- South Sudan
- Syria
- Tanzania
- Tonga
- Trinidad and Tobago
- Türkiye
- Uganda
- United Arab Emirates
- Vanuatu
- Vietnam
- Yemen
- Zimbabwe

or choose one of:

- Not Applicable
- Not Available

## Residence of Customers + BOs (6)

### Q10

Do any of the customers making part of the customer base provide goods and/or services (main markets) in, or to, a jurisdiction listed in the FATF Lists, the EU list identifying high risk 3rd countries with strategic deficiencies and/or the jurisdictions featuring in the top 20 countries of the Basel Index?

*The FATF and EU lists identifying high-risk 3rd countries may be accessed from the following link:  
<https://fiaumalta.org/country-statements/>*

*Whilst the top 20 countries of the Basel Index may be accessed from the following link:  
<https://index.baselgovernance.org/ranking>*

Choose only one option:

- Yes
- No

or choose one of:

- Not Available

## Residence of Customers + BOs (7)

### Q11

Please select the respective jurisdictions.

*Choose more than one option:*

- Afghanistan
- Albania
- Barbados
- Benin
- Burkina Faso
- Cambodia
- Cameroon
- Cayman Islands
- Democratic People's Republic of Korea
- Democratic Republic of the Congo
- Eswatini
- Gibraltar
- Guinea-Bissau
- Haiti
- Iran
- Jamaica
- Jordan
- Madagascar
- Mali
- Mauritania
- Morocco
- Mozambique
- Myanmar
- Nicaragua
- Nigeria
- Pakistan
- Panama
- Philippines
- Senegal
- Sierra Leone
- South Sudan
- Syria
- Tanzania
- Tonga
- Trinidad and Tobago
- Türkiye
- Uganda
- United Arab Emirates
- Vanuatu
- Vietnam
- Yemen
- Zimbabwe

*or choose one of:*

- Not Applicable
- Not Available



## Interface / Distribution Channels

### Interface / Distribution Channels (9)

From the total number of customers, what % were onboarded:

<p><b>Q1</b></p> <p>a) face-to-face during the prior calendar year?</p> <p><i>Onboarded on a face-to-face basis refers to the cases when the customer is physically present for verification purposes. Where a customer was met face-to-face by an entity within the Group, but not by the subject person, the relationship is to be considered as non-face-to-face - since the subject person did not meet the client (or its agent) for verification purposes.</i></p>	<p>or choose one of:</p> <ul style="list-style-type: none"><li>• Not Available</li></ul>
<p><b>Q2</b></p> <p>b) on a non-face-to-face basis, during the prior calendar year?</p> <p><i>Non-face-to-face refers to the cases when the customer (or its agent) was not physically present for verification purposes. Where a customer was met face-to-face by an entity within the Group but not by the subject person, the relationship is to be considered as non-face-to-face - since the subject person did not meet the client (or its agent) for verification purposes.</i></p>	<p>or choose one of:</p> <ul style="list-style-type: none"><li>• Not Applicable</li><li>• Not Available</li></ul>

### Interface / Distribution Channels (5)

#### Q3

Of those customers who are legal persons, and who were onboarded and/or serviced on a non-face-to-face basis in the prior calendar year, indicate whether the majority are incorporated in Malta, within EU/EEA or outside EU/EEA jurisdictions?

*Non-face-to-face refers to the cases when the customer (or its agent) was not physically present for verification purposes.*

Choose only one option:

- Majority of non-face-to-face customers are incorporated in Malta
- Majority of non-face-to-face customers are incorporated within the EU or EEA
- Majority of non-face-to-face customers are incorporated outside the EU or EEA

or choose one of:

- Not Applicable
- Not Available

### Interface / Distribution Channels (6)

#### Q4

Of those customers who are natural persons and who were onboarded / serviced on a non-face-to-face basis in the prior calendar year, indicate whether the majority of customers are resident in Malta, within EU/EEA or outside EU/EEA?

*Non-face-to-face refers to the cases when the customer (or its agent) was not physically present for verification purposes.*

Choose only one option:

- Majority of non-face-to-face customers are residents in Malta
- Majority of non-face-to-face customers are residents within the EU or EEA
- Majority of non-face-to-face customers are residents outside the EU or EEA

or choose one of:

- Not Applicable
- Not Available

## Interface / Distribution Channels (8)

### Q5

What % of customers were onboarded during the prior calendar year, where a reliance arrangement was in place in terms of Regulation 12 of the PMLFTR?

*Third parties may be used by a subject person during the onboarding process of its customers. Some examples of how third parties may be used include: a) reliance on the CDD measures of another subject person or third party; b) use of third party software to carry out some aspects of identity verification; c) outsourcing any part of identity verification to a third party. A third party refers to a natural person that is not in the direct employment of the entity or to a legal person that is not connected to the subject person either as part of the same group or through common beneficial owners*

or choose one of:

- Not Applicable
- Not Available

## Interface / Distribution Channels (21)

### Q6

What is the % of customers that were introduced by either an agent, broker, and/or introducer from a jurisdiction listed in the FATF lists, the EU list identifying high risk 3rd countries with strategic deficiencies or the jurisdictions featuring in the top 20 countries of the Basel Index, during the prior calendar year?

*The FATF and EU lists identifying high-risk 3rd countries may be accessed from the following link: <https://fiaumalta.org/country-statements/> Whilst the top 20 countries of the Basel Index may be accessed from the following link: <https://index.baselgovernance.org/ranking>*

or choose one of:

- Not Applicable
- Not Available

## Interface / Distribution Channels (23)

### Q7

If the answer to the above question is greater than 0, please select the respective jurisdictions.

Choose more than one option:

- Afghanistan
- Albania
- Barbados
- Benin
- Burkina Faso
- Cambodia
- Cameroon
- Cayman Islands
- Democratic People's Republic of Korea
- Democratic Republic of the Congo
- Eswatini
- Gibraltar
- Guinea-Bissau
- Haiti
- Iran
- Jamaica
- Jordan
- Madagascar
- Mali
- Mauritania
- Morocco
- Mozambique
- Myanmar
- Nicaragua
- Nigeria
- Pakistan
- Panama
- Philippines
- Senegal
- Sierra Leone
- South Sudan
- Syria
- Tanzania
- Tonga
- Trinidad and Tobago
- Türkiye
- Uganda
- United Arab Emirates
- Vanuatu
- Vietnam
- Yemen
- Zimbabwe

or choose one of:

- Not Applicable
- Not Available

## Interface / Distribution Channels (47)

### Q8

What is the % of customers whose Customer Due Diligence had been carried out by another subject person/third party, on the basis of a reliance agreement between your entity and the other subject person/third party?

*The PMLFTR permit subject persons to rely on the CDD measures carried out by other subject persons or by certain other third parties. A reliance arrangement can be set up between entities when those entities are servicing the same customer, or when that same customer is in contact with multiple entities to a transaction, with each entity being under a legal obligation to carry out CDD measures on the customer. Subject persons should take adequate steps to ensure that, on request, the entity relied on immediately forwards relevant copies of the identification and verification documents on the CDD measures undertaken. In this regard, subject persons should have a written formal agreement with the entity, signed by both parties, that would regulate the procedures and conditions on these requests to ensure that the data is made available immediately*

or choose one of:

- Not Applicable
- Not Available

## Customer Acceptance and Risk Assessment (39)

### Q9

Were new clients acquired through an introducer/s in the prior calendar year?

*The term introducer refers to an individual / entity that introduces a customer/s to a subject person. The introducer does not represent or act on behalf of the customer. The relationship between an introducer and the subject person may or may not be governed by an agreement. The subject person may remunerate (e.g. commission/finders fee) for their service. An official or an employee of the subject person is not an introducer. Furthermore, group entities that introduce customers to other entities within the same group are not to be considered as introducers.*

Choose only one option:

- Yes
- No

or choose one of:

- Not Applicable



## Customer Acceptance and Risk Assessment (43)

### Q10

If yes, please indicate the number of introducers used during the prior calendar year.

or choose one of:

- Not Applicable
- Not Available

