

To be completed if your company does 3<sup>rd</sup> party transactions:

Do you train staff in Compliance / AML? Which staff? How often?	
What documents / KYC information do you require of customers? How often are they updated?	
Describe your procedures for screening customers against sanction lists and for political exposure (PEP).	
What actions do you take in case of matches to these lists?	
How do you monitor transaction, structuring and velocity risks?	
Describe your procedures for reporting suspicious activities.	

**IMPORTANT:** Please also provide together with this form the company's Compliance/AML Policy, showing details of Customer Due Diligence (CDD) and verification procedures.  
If your type of business requires any form of License in your jurisdiction you **MUST** submit a Certified copy.

I confirm that the information provided on this page is true and accurate.

Title	
Signature	
Name (Please PRINT)	
Date (Day / Month / Year)	

*Must be signed by a person authorised to sign on behalf of the company*