



**Annual Compliance Certification**

**Guideline on Anti-Money Laundering and Counter-Terrorist Financing (AML)  
published under S7 of the AMLO and S4A of ICO<sup>i</sup> (July 2012)**

(Applicable only to Member engaged in Long Term Insurance Business)

This is to certify that:

- 1 A Compliance Officer (namely, \_\_\_\_\_), who is a director or senior manager of our company, has been appointed and has been carrying out the functions in accordance with the Guideline;
- 2 A Money Laundering Reporting Officer (namely, \_\_\_\_\_), who is a senior staff member of our company, has been appointed and has been carrying out the functions in accordance with the Guideline;
- 3 We have formulated, maintained, operated policies and procedures in relation to the Guideline, including
  - (a) Staff screening and training;
  - (b) Maintenance and update of database of terrorist suspects and designated parties;
  - (c) Ongoing customer risk assessment (e.g. any risk rating);
  - (d) Ongoing customer due diligence (e.g. identification and verification of identity and address proof, including that of beneficiary and beneficial owner);
  - (e) Any additional measures for high risk situations (e.g. non face-to-face transactions);
  - (f) On-going monitoring and customer base screening;
  - (g) Recognition and reporting of suspicious transactions;
  - (h) Record keeping of the documents related to risk assessment and customer due diligence, transaction records, registers of suspicious transaction reports, training records;
- 4 We have regularly reviewed and updated our anti-money laundering/counter-financing of terrorism system ("AML/CFT System");
- 5 Our Senior Management is satisfied that our AML/CFT System is capable of addressing the money laundering/terrorist financing risks identified, including those of our branches/subsidiaries overseas, if any.

Signed by Chief Executive/Director:

Name in print:

Date:

**Important Notes**

This Form will be sent to Members along with your membership renewal. It shall be signed by Chief Executive/Director of Members and returned to PIBA together with the membership renewal documents not later than the second week of June each year.

Any member and/or its Chief Executive/Director, who fails to return this Form, duly signed, or deliberately makes any misrepresentation, shall not only lead to PIBA's disciplinary action but also jeopardizing its membership with PIBA.

<sup>i</sup> [http://www.oci.gov.hk/framework/index04\\_01.html#GN3](http://www.oci.gov.hk/framework/index04_01.html#GN3)

(Guideline on Anti-Money Laundering and Counter-Terrorist Financing(GN3))