



香港專業保險經紀協會 PROFESSIONAL INSURANCE BROKERS ASSOCIATION

Annual Compliance Certification Guideline on Anti-Money Laundering and Counter-Terrorist Financing (November 2018 version) (“the Guideline”)ⁱ issued under S7 of the AMLO and S133 of the IO (Only applicable to Member engaged in Long Term Insurance Business)

This is to certify that:

- 1 A Compliance Officer (namely, _____), who is at the management level of our company, has been appointed by the senior management 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 by the senior management 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 screening of politically exposed persons (“PEPs”), terrorist suspects and possible designated parties;
 - (c) Initial and ongoing customer risk assessment (e.g. any risk rating);
 - (d) Institutional money laundering / terrorist financing risk assessment;
 - (e) Initial and ongoing customer due diligence (e.g. identification and verification of identity of customer and beneficiary and identification and reasonable measures to verify the identity of beneficial owner);
 - (f) Additional measures for high risk situations (e.g. all foreign PEPs and high risk domestic and international organization PEPs, non face-to-face transactions, etc.);
 - (g) On-going transaction monitoring;
 - (h) Internal reporting, reporting of suspicious transactions to the JFIU, and post-reporting measures undertaken;
 - (i) Record keeping of the documents including but not limited to risk assessment and customer due diligence, transaction records, registers of suspicious transaction reports, training records;
- 4 We have adopted a risk-based approach to design, implement and regularly review our AML/CFT policies, procedures and controls (collectively referred to as “AML/CFT Systems”);
- 5 Our Senior Management is satisfied that our AML/CFT Systems are 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.

ⁱ https://www.ia.org.hk/en/legislative_framework/files/GL3_eng_Nov2018.pdf
(Guideline on Anti-Money Laundering and Counter-Terrorist Financing (GL3))