



QUESTIONNAIRE

(TO BE FILLED-IN BY OUR CORRESPONDENT BANK/ FINANCIAL INSTITUTION)

Anti-Money Laundering, Combating Terrorist Financing and Know Your Customer

In order to comply with Bank's obligations as prescribed by KYC/AML/CTF Laws of the Democratic Socialist Republic of Sri Lanka as well as those of the Central Bank of Sri Lanka we kindly require all Correspondent Banks to fill up the KYC, CFT and AML questionnaire below.

Section I – General Information

1	Legal Name of Institution:	
2	Principal Place of Business (Address):	
3	Corporate Legal Form:	
4	Date of Establishment:	
5	Name of Local Licensing Authority and Regulator:	
6	Name of Regulatory Authority for Supervision of your Institution (if any)	
7	Banking License No:	
8	Taxation Identification No:	
9	External Auditor:	
10	Purpose of the Account:	
11	Official Website Address:	

Section II – Non Shell Bank Arrangements

1	Institution is not a Shell Bank*	<input type="checkbox"/>
2	Institution does not maintain accounts for Shell Banks and does not conduct business with Shell Banks.	<input type="checkbox"/>

* Shell Bank means a bank incorporated in a jurisdiction in which it has no physical presence and which is unaffiliated financial group (cf. FATF Forty Recommendations).

Section III – Ownership and Management Information

1	Please indicate Stock Exchange Name(s) & Symbol(s) on which shares are traded:		
2	Please list the names of all owners** in the table below and their ownership interest (add further rows if necessary):		
	Name and Domicile	Ownership interest (%)	Nature of ownership (direct/indirect)

** An "owner" is any person or legal entity that; directly or indirectly; owns or control any class of securities or other voting interests in the Institution.

3	Have there been any significant changes in ownership over the last five years? If yes, please provide details:	<input type="checkbox"/> yes
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4	Are there any Politically Exposed Persons*** among your Institution's ownership structure and executive management? If yes, please provide details (name and role):	<input type="checkbox"/> yes 1
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*** Politically Exposed Persons (PEPs) are individuals who are or have been entrusted with prominent public function, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state owned corporations, important political party officials, or their family members or close associates. The definition is not intended to cover middle ranking or more junior individuals in the foregoing categories (cf. FATF Forty Recommendations).

Section IV – Business Activity

1	Please provide the principal types of Business Activity	
	a	
	b	
	c	
	d	
	e	

Anti-Money Laundering Questionnaire

Section I - General AML Policies, Practices and Procedures:

1	Does the AML compliance program require approval of the FI's Board or a senior committee thereof? (If yes attach the Board/ Senior Management approved AML Compliance Program)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Does the FI have a legal and regulatory compliance program that includes a designated Compliance officer that is responsible for coordinating and overseeing the AML program on a day-to-day basis, which has been approved by Board/ senior management of the FI? (If yes attach the Board/ Senior Management approved Legal and Regulatory Compliance Program)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Has the FI developed written policies documenting the processes that they have in place to prevent, detect and report suspicious transactions that has been approved by senior management?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	In addition to inspections by the government supervisors/regulators, does the FI Customer have an internal audit function or other independent third party that assesses AML policies and practices on a regular basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Does the FI have policies covering relationships with politically exposed persons consistent with industry best practices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Does the FI have appropriate record retention procedures pursuant to applicable law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Does the FI require that its AML policies and practices be applied to all branches and subsidiaries of the FI both in the home country and in locations outside of the home country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Does your institution provide training to employees regarding KYC/AML/CFT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Is the FI fully compliant with the FATF 49 recommendations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section II - Risk Assessment

10	Does the FI have a risk focused assessment of its customer base and transactions of its customers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Does the FI determine the appropriate level of enhanced due diligence necessary for those categories of customers and transactions that the FI has reason to believe pose a heightened risk of illicit activities at or through the FI?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section III - Know Your Customer, Due Diligence and Enhanced Due Diligence

12	Has the FI implemented systems for the identification of its customers, including customer information in the case of recorded transactions, account opening, etc. (for example; name, nationality, street address, telephone number, occupation, age/date of birth, number and type of valid official identification, as well as the name of the country/state that issued it)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Does the FI have a requirement to collect information regarding its customers' business activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	Does the FI collect information and assess its FI customers' AML policies or practices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Does the FI have procedures to establish a record for each customer noting their respective identification documents and Know Your Customer Information collected at account opening?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	Does the FI take steps to understand the normal and expected transactions of its customers based on its risk assessment of its customers?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section IV - Reportable Transactions and Prevention & Detection of Transactions with Illegally Obtained Funds

17	Does the FI have policies or practices for the identification and reporting of transactions that are required to be reported to the authorities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	Does the FI have policies or practices to identify transactions structured to avoid large cash reporting requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19	Does the FI have policies or practices to screen transactions for customers or transactions the FI deems to be of significantly high risk (which may include persons, entities or countries that are contained on lists issued by government/international bodies) that special attention to such customers or transactions is necessary prior to completing any such transactions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20	Does the FI have policies to reasonably ensure that they will not conduct transactions with or on behalf of shell banks through any of its accounts or products?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21	Does the FI have policies to reasonably ensure that it only operates with correspondent banks that properly licensed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section V. Transaction Monitoring

22	Does the FI have a monitoring program for suspicious or unusual activity that covers funds transfers and monetary instruments (such as travellers checks, money orders, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Section VI. AML Training

23	Does the FI provide AML training to relevant employees that includes identification and reporting of transactions that must be reported to government authorities, examples of different forms of money laundering involving the FI's products and services and internal policies to prevent money laundering?	<input type="checkbox"/> Yes <input type="checkbox"/> No
24	Does the FI retain records of its training sessions including attendance records and relevant training materials used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
25	Does the FI have policies to communicate new AML related laws or changes to existing AML related policies or practices to relevant employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26	Does the FI employ agents to carry out some of the functions of the FI and if so does the FI provide AML training to relevant agents that includes identification and reporting of transactions that must be reported to government authorities, examples of different forms of money laundering involving the FI's products and services and internal policies to prevent money laundering?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section VII. Condition of the bank regulation (AML/CFT) in the correspondent's country

27	Is the FI located jurisdiction has been identified by FATF as a non cooperative and/or high risk jurisdiction.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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I hereby confirm that the statements given above are true and correct. I also confirm that I am authorized to complete this document.

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Signature of Chief Compliance Officer of the Institution**Completed by**

Date: _____

Official Contact Address: _____

Telephone No(s): _____

E-mail Address: _____

Please send your response by e-mail to: **compliance.queries@mcb.com.lk**
 (OR) via courier to the following postal address:

**Department Head
 Compliance
 No. 8, Leyden Bastian Road
 Colombo 01
 Sri Lanka**