



**GUIDANCE NOTES ON THE PREVENTION AND
DETECTION OF MONEY LAUNDERING
IN THE CAYMAN ISLANDS**

September 2003

These Guidance Notes have been prepared by the Cayman Islands Monetary Authority and the professional associations for general guidance. This document should not be relied upon in respect of points of law. Reference for that purpose should be made to the appropriate statutory provisions. However, the document will be taken into account by the courts in determining whether a person has complied with the Money Laundering Regulations.

Issued by the Cayman Islands Monetary Authority and the following associations:

The Bankers Association, the Funds Administrators Association; the Company Managers Association; the Insurance Managers Association; and The Society of Trust and Estate Practitioners (Cayman Islands Branch).

The following associations have also indicated that they expect their members to observe these guidance notes insofar as they conduct relevant financial business, within the scope of the regulations:

Cayman Islands Real Estate Brokers Association, the Cayman Islands Society of Professional Accountants, the Cayman Islands Law Society, the Caymanian Bar Association and the Cayman Islands Compliance Association.

Contact: Cayman Islands Monetary Authority
Elizabethan Square
P.O. Box 10052 APO
Grand Cayman
Cayman Islands

Tel: 345-949-7089
Website: www.cimoney.com.ky

Fax: 345-945-6131
Email: CIMA@cimoney.com.ky

FOREWORD

The Cayman Islands as a leading international financial centre has framed its regulatory system around international standards of supervision and co-operation with overseas regulatory authorities in the fight against financial crime. The Islands seek to maintain their position as a premier jurisdiction, while at the same time ensuring that its institutions can operate in a competitive manner.

The Monetary Authority is particularly aware of the global nature of the fight against money laundering and other financial crime and the consequent need for all jurisdictions to operate their regulatory regimes co-operatively and compatibly with each other. This is both to limit opportunities for "regulatory arbitrage" by criminals and to promote an internationally level playing field for legitimate businesses. Where jurisdictions have relevant and appropriate regulatory regimes of an equivalent standard to that of the Cayman Islands, and this is recognised by their inclusion in Schedule 3 due reliance may be placed by a Cayman Islands Financial Service Provider on application of the regulatory regime of that jurisdiction by those subject to such regulation.

These Guidance Notes provide guidelines that should be adopted by those involved in the provision of financial services in order to maintain the integrity of the Cayman Islands' financial sector in respect of money laundering. For the purposes of providing guidance to the industry with respect to money laundering, these notes replace the Code of Practice, which was previously issued under the Proceeds of Criminal Conduct Law (2000 Revision). The Code of Practice has been withdrawn and should no longer be referred to as a point of guidance to the industry.

These guidance notes are based on similar Guidance Notes issued by the UK and some of the Overseas Territories and Crown Dependencies, modified to accord with the laws of the Cayman Islands. The Cayman Islands are grateful to these countries for allowing them to draw on their guidance notes as well as to the authors of the Code of Practice.

The Cayman Islands Monetary Authority stands ready to discuss individual cases with *Financial Services Providers* to assist in practical implementation. We hope that you find the enclosed guidelines of assistance.

CONTENTS

SECTION 1 - INTRODUCTION	6
WHAT IS MONEY LAUNDERING?	7
AREAS OF CONCERN	8
NEED FOR VIGILANCE	9
COMPLIANCE CULTURE.....	10
SECTION 2 - CAYMAN ISLANDS LEGISLATIVE AND REGULATORY FRAMEWORK.....	11
OUTLINE OF THE OFFENCES.....	11
PENALTIES	12
OUTLINE OF THE DEFENCES	12
TIPPING OFF.....	13
REQUIREMENTS OF THE MONEY LAUNDERING REGULATIONS.....	13
BUSINESSES COVERED BY THE REGULATIONS.....	14
SECTION 3 – IDENTIFICATION PROCEDURES.....	15
GENERAL	15
DIRECT PERSONAL CLIENTS.....	16
<i>(a) Identification</i>	<i>16</i>
<i>(b) Documentation for evidence of identity</i>	<i>17</i>
<i>(c) Persons without standard identification documentation.....</i>	<i>18</i>
<i>(d) Verification of name and address.....</i>	<i>18</i>
<i>(e) Certification of identification documents</i>	<i>19</i>
CORPORATE CLIENTS.....	20
PARTNERSHIPS/UNINCORPORATED BUSINESSES.....	22
TRUST AND FIDUCIARY CLIENTS	22
ASSOCIATIONS NOT FOR PROFIT (INCLUDING CHARITIES).....	23
POLITICALLY EXPOSED PERSONS (PEPS)	24
HIGH-RISK COUNTRIES.....	25
OTHERS:	25
<i>(a) Internet banking and investment business accounts.....</i>	<i>25</i>

(b) Provision of safe custody and safety deposit boxes.....	26
(c) Managed Financial Services Providers	26
TIMING AND DURATION OF VERIFICATION.....	26
PROCEDURES FOR INTRODUCED BUSINESS.....	27
(a) Corporate Groups	28
(b) Entities Governed by the Regulations and Overseas Financial Institutions.....	28
(c) Professional Intermediaries in Countries with Equivalent Legislation	28
(d) General.....	29
(e) Payment on an Account in a Bank in the Cayman Islands or Country with Equivalent Legislation.....	29
EXCEPTIONS TO VERIFICATION REQUIREMENTS.....	30
(a) One-off transactions and Exempted one-off transactions	30
(b) Postal, telephonic and electronic business	31
(c) Exempted Clients (where documentary evidence of identity is not normally required)..	32
TREATMENT OF BUSINESS RELATIONSHIPS EXISTING PRIOR TO ENACTMENT OF THE REGULATIONS	33
SECTION 4 - ON-GOING MONITORING OF BUSINESS RELATIONSHIPS.....	36
MONITORING.....	36
"HOLD MAIL" ACCOUNTS	36
ELECTRONIC PAYMENT AND MESSAGE SYSTEMS	37
SECTION 5 – INTERNAL REPORTING PROCEDURES FOR SUSPICIOUS ACTIVITIES.....	38
APPOINTING AN <i>MLRO</i> TO WHOM ALL REPORTS OF KNOWLEDGE OR SUSPICION OF MONEY LAUNDERING ARE MADE.....	38
IDENTIFYING THE <i>MLRO</i> AND REPORTING CHAINS	39
IDENTIFYING SUSPICIONS.....	39
QUESTIONS TO ASK YOURSELF.....	41
CASH TRANSACTIONS	41
ROLE OF STAFF MEMBERS	42
THE ROLE OF THE <i>MLRO</i>	42

REPORTING SUSPICIONS TO THE REPORTING AUTHORITY.....	43
REPORTING DECLINED BUSINESS	44
SECTION 6 - TRAINING AND AWARENESS.....	45
THE TIMING AND CONTENT OF TRAINING PROGRAMMES	45
STAFF AWARENESS	45
NEW EMPLOYEES.....	46
OPERATIONS STAFF	46
TRAINING FOR SUPERVISORS AND MANAGERS	46
TRAINING FOR MONEY LAUNDERING REPORTING PERSONNEL (<i>MLRO</i>)	47
CONTINUING VIGILANCE AND REFRESHER TRAINING	47
SECTION 7 - RECORD KEEPING PROCEDURES.....	48
GENERAL	48
GROUP RECORDS	49
TRAINING RECORDS	49
ESTABLISHMENT OF REGISTERS	49
SECTION 8 –SECTOR SPECIFIC GUIDANCE	50
MUTUAL FUNDS AND FUND ADMINISTRATORS.....	51
BANKING.....	56
COMPANY FORMATION AND MANAGEMENT.....	60
TRUSTS.....	63
INSURANCE	67
REAL ESTATE	72
SECTION 9 -APPENDICES.....	78
<i>Appendix A - Background Information On Money Laundering.....</i>	<i>78</i>
<i>Appendix B – Background to the Guidance Notes.....</i>	<i>82</i>
<i>Appendix C – The Money Laundering Regulations</i>	<i>84</i>
<i>Appendix D - Anti-Money Laundering Flowchart Summary Of Identification Checks.....</i>	<i>98</i>
<i>Appendix E- Request For Verification Of Customer Identity</i>	<i>99</i>
<i>Appendix F - Eligible Introducer's Form.....</i>	<i>101</i>
<i>Appendix G - Introduced Business Flow Chart</i>	<i>103</i>

Appendix H - Approved Markets And Exchanges 104
Appendix I - Internal Report Form 107
Appendix J - Suspicious Activity Reporting Form 108
Appendix K - Examples Of Suspicious Activities 111
Appendix L - Glossary Of Terms 113

SECTION 1 - INTRODUCTION

- 1.1 The prevention of laundering the proceeds of crime has become a major priority for all jurisdictions from which financial activities are carried out. One of the best methods of preventing and deterring money laundering is a sound knowledge of a customer's business and pattern of financial transactions and commitments. The adoption of procedures by which *Financial Services Providers* "know their customer" is not only a principle of good business but is also an essential tool to avoid involvement in money laundering. For the purposes of these guidance notes the term *Financial Services Providers* refers to businesses carrying on *relevant financial business* as defined under the legislation.
- 1.2 These Guidance Notes are designed to assist *Financial Services Providers* in complying with the Cayman Islands money laundering regulations. It is recognised that *Financial Services Providers* may have systems and procedures in place which, whilst not identical to those outlined in these Guidance Notes, nevertheless impose controls and procedures which are at least equal to, if not higher than, those contained in these Guidance Notes. This will be taken into account by the Monetary Authority in the assessment of a *Financial Services Provider's* systems and controls and compliance with the Regulations.
- 1.3 An overriding aim of the Money Laundering Regulations and these Guidance Notes is to ensure that appropriate identification information is obtained in relation to the customers of Financial Service Providers and the payments made between them. This is both to assist the detection of suspect transactions and to create an effective "audit trail" in the event of an investigation subsequently proving necessary. Given the increasingly international character of legitimate financial business, there will be many circumstances where payments to and from a Financial Service Provider will quite properly be received in accounts and/or processed in one or more jurisdictions other than the Cayman Islands. Where such payments are received or processed by or on behalf of a Financial Service Provider by a person or institution in a Schedule 3 country that is subject to the regulatory regime therein, compliance by such persons or institutions with the requirements of such Schedule 3 country in respect of the transactions carried out for the Financial Service Provider shall be regarded as compliance with the Regulations and Guidance Notes of the Cayman Islands. The Monetary Authority may at any time require written evidence from the Financial Service Provider of the suitability of any person or institution operating anti-money laundering procedures on its behalf in another jurisdiction and of the nature of those procedures pursuant to the foregoing provisions, together with confirmation of the regulatory status of such person or institution.
- 1.4 In some respects, these Guidance Notes go beyond the requirements of the Money Laundering Regulations. Nonetheless, it is expected that all institutions conducting *relevant financial business* pay due regard to all the Guidance Notes in developing

responsible anti-money laundering procedures suitable to their situation. If a *Financial Services Provider* appears not to be doing so the Monetary Authority will seek an explanation and may conclude that the *Financial Services Provider* is carrying on business in a manner that may give rise to sanctions under the applicable legislation.

- 1.5 It is important that the management of *Financial Services Providers* view money laundering prevention as part of their risk management strategies and not simply as a stand-alone requirement that is being imposed by the legislation. Money laundering prevention should not be viewed in isolation from an institution's other business systems and needs.
- 1.6 Throughout these Guidance Notes there is reference to an 'account' or 'accounts' and procedures to be adopted in relation to them. This is a matter of convenience and has been done for illustrative purposes. It is recognised that these references may not always be appropriate to all types of *relevant financial business* covered by the Regulations. Where there are provisions in these guidelines relating to an account or accounts these will have relevance to mainstream banking activity but should, by analogy, be adapted appropriately to the situations covered by other relevant business. For example 'account' could refer to bank accounts, mutual funds or other investment product, trusts or a business relationship etc.
- 1.7 This document provides references to other web sites for convenience and informational purposes only. Referenced web sites are not under the control of the Cayman Islands Monetary Authority or any of the other members of GNC, and thus the members of GNC are not responsible for the contents of any referenced site or any link contained in a referenced site, or any changes or updates to such sites. GNC members are not responsible for any transmission received from a referenced site. The inclusion of a reference site does not imply endorsement by the GNC of the site, its content, advertisers or sponsors. External sites may contain information that is copyrighted with restrictions on reuse. Permission to use copyrighted materials must be obtained from the original source and cannot be obtained from the GNC.

WHAT IS MONEY LAUNDERING?

- 1.8 Money laundering is the process by which the direct or indirect benefit of crime is channeled through financial institutions to conceal the true origin and ownership of the proceeds of criminal activities. If successful, the money can lose its criminal identity and appear legitimate.
- 1.9 In basic terms, the money launderer wants to:-
 - (a) place his money in the financial system, without arousing suspicion;

- (b) move the money around, often in a series of complex transactions crossing multiple jurisdictions, so it becomes difficult to identify its original source; and
- (c) then move the money back into the financial and business system, so that it appears as legitimate funds or assets.

A more detailed analysis of the background to money laundering, the processes the launderer follows, and international initiatives to prevent it, are included as Appendices A, and B respectively.

AREAS OF CONCERN

- 1.10 No financial sector is immune from the activities of criminals and all *Financial Services Providers* should consider the money laundering risks posed by the products and services that they offer, and devise and document their procedures with due regard to that risk.
- 1.11 Historically money laundering has been concentrated on the traditional banking sector. However criminals have responded to the measures taken by banks and have sought to convert illegally earned funds or mix them with legitimate income before they enter the banking system, thus making them harder to detect. Non-bank financial institutions have become increasingly vulnerable to being used for money laundering.
- 1.12 The highest risk category relates to those products or services where unlimited third party funds can be freely received, or where funds can be regularly paid to, or received from third parties without evidence of identity of the third parties being taken. Examples of products in the highest risk category are, products offering money transfer facilities through chequebooks, telegraphic transfers, deposits from third parties, cash withdrawals, credit and debit cards or other means.
- 1.13 Some of the lowest risk products are those in which funds can only be received from a named investor by means of a payment from an account held in the name of the investor, and where the funds can only be returned to the named investor. No third party funding or payments are possible. However, despite their apparent low risk, they are not immune from money laundering. The geographical location of a *Financial Services Provider's* customer base will also affect the money laundering risk analysis. *Financial Services Providers* that have a significant proportion of their customer base located in countries:
 - without equivalent money laundering strategies; or
 - where cash is the normal medium of exchange; or
 - where there is a politically unstable regime with high levels of public or private sector corruption; or
 - that are known to be drug producing or drug transit countries,

will need to ensure that additional ‘Know Your Customer’ (KYC) and/or monitoring procedures are in place to manage the enhanced risks of money laundering. Countries with equivalent anti-money laundering strategies are listed in Schedule 3 of the Regulations (see Appendix C). This list represents countries which are considered by the *Monetary Authority* to have enacted legislation to safeguard their financial systems and to combat money laundering to the required standard and equivalent to legislation enacted in the Islands.

NEED FOR VIGILANCE

- 1.14 All institutions should be constantly vigilant in deterring criminals from engaging in any form of money laundering. Although the task of detecting crime falls to law enforcement agencies, *Financial Services Providers* will be called upon to assist law enforcement agencies in the avoidance and detection of money laundering activities and to react in accordance with the law in the reporting of knowledge or suspicion of such.
- 1.15 A Financial Service Provider may evidence due diligence by ensuring that the following systems are in place:
- Training of key staff (where a Financial Services Provider has any staff)
 - Procedures for the determination and confirmation of the true identity of customers requesting their services and the nature of business that the customer expects to conduct;
 - Ongoing monitoring of business relationships;
 - The recognition and reporting of suspicious activities to the *Reporting Authority*;
 - Maintenance of records for the prescribed period of time;
 - Close liaison with the *Reporting Authority* in relation to suspicious activity reporting and with the *Monetary Authority* on matters concerning vigilance policy and systems; and
 - Ensuring that internal auditing and compliance departments regularly monitor and make recommendations for the up date of vigilance systems.
- 1.16 Due to the diversity of *Financial Services Providers*, the nature and scope of their vigilance systems will vary according to the size and nature of the institution. However, irrespective of these factors, all institutions must exercise sufficient vigilance to ensure consistency with the procedures as outlined in these Guidance Notes.
- 1.17 The “Appropriate Person” as defined in the legislation will be referred to in these guidance notes as the *Money Laundering Reporting Officer (MLRO)*. Vigilance systems should enable staff to react effectively to suspicious circumstances by reporting them to the relevant *MLRO* within the organization as described in Section 6 "Training and Awareness." Staff should be adequately trained to enable them to identify such activity and be trained in the internal reporting systems required for compliance with the

regulations. Staff training should be documented and will be subject to regulatory review. It is “good practice” for all institutions to maintain and regularly review their instruction manual for all employees relating to entry, verification and recording of customer information and reporting procedures.

- 1.18 The *MLRO* should be a senior member of staff who acts as the main point of contact with the *Reporting Authority* and who has the authority to ensure internal compliance with the regulations.
- 1.19 In dealing with customers the duty of vigilance starts with the commencement of a business relationship or a significant one-off transaction and continues until that relationship ends. However, the keeping of records upon the cessation of the relationship must be in conformity with the record keeping procedures outlined in these Guidance Notes.
- 1.20 *Financial Services Providers* should not hesitate from asking their customers "awkward" questions in circumstances of unusual activity. Any failure by the customer to provide credible answers will almost always give grounds for further enquiry about his activities, make the *Financial Services Provider* reconsider the wisdom of doing business with him and, potentially, lead to a suspicious activity report being made.

COMPLIANCE CULTURE

- 1.21 It is recognised that *Financial Services Providers* exist to make a profit. Nevertheless, each *Financial Services Provider* should give due priority to establishing and maintaining an effective compliance culture.
- 1.22 The business objectives of customer care are closely aligned to the regulatory objectives of the KYC principle. Similarly linked are the philosophies behind the regulatory objectives of protecting the reputation of the Cayman Islands and the commercial desirability of protecting the reputation of individual corporations.
- 1.23 In these respects all *Financial Services Providers* are urged to give much consideration to ensuring that they encourage an open and welcoming approach to compliance and anti-money laundering issues amongst staff and management.

SECTION 2 - CAYMAN ISLANDS LEGISLATIVE AND REGULATORY FRAMEWORK

OUTLINE OF THE OFFENCES

2.1 The legislation specifically relating to money laundering is contained in the Proceeds of Criminal Conduct Law, (2001 Revision) and the Misuse of Drugs Law, 2000 Revision.

2.2 The money laundering offences are, in summary:

- Providing assistance to another in an arrangement, which helps him to retain or control benefits of his criminal conduct. This may be by concealment, removal from the jurisdiction, transfer to nominees or otherwise. In relation to drug trafficking this offence is to be found in Section 47 of the Misuse of Drugs Law, 2000 Revision, and in respect of other serious offences it is to be found section 22 of the Proceeds of Criminal Conduct Law, (2001 Revision)
- For a person to be convicted of this offence, he must know or suspect that the other person is someone who is or has been engaged in criminal conduct or has benefited from criminal conduct.
- The acquisition, possession or use (even temporary) of property knowing that it represents the proceeds of criminal conduct. This is to be found in Section 23 of the Proceeds of Criminal Conduct Law (2001 Revision) and Section 48 of the Misuse of Drugs Law, 2000 Revision.
- Tipping off the target or a third party about an investigation or proposed investigation into money laundering, any matter, which is likely to prejudice such an investigation or a report to the *Reporting Authority*.
- Section 24 of the Proceeds of Criminal Conduct Law (2001 Revision) creates the offence of concealing or disguising property, which is the proceeds of criminal conduct, or converting or transferring that property or removing it from the jurisdiction. The section applies to a person's own proceeds of criminal conduct or where he knows or has reasonable grounds to suspect that the property he is dealing with represents the proceeds of another's criminal conduct.
- Failure to make a disclosure to the *Reporting Authority* as soon as reasonably practicable after knowledge or suspicion of money laundering comes to a person's attention in the course of his trade, profession, business or employment, is an offence. This is to be found in section 27 of the Proceeds of Criminal Conduct Law (2001 Revision).

- 2.3 It is not necessary that the original offence from which the proceeds stem was committed in the Cayman Islands if the conduct would also constitute an indictable offence had it taken place within the Islands i.e. an offence, which is sufficiently serious to be tried in the Grand Court.
- 2.4 No duty is imposed on a *Financial Services Provider* to inquire into the criminal law of another country in which the conduct may have occurred. The question is whether the conduct amounts to an indictable offence in the Cayman Islands or would if it took place in the Cayman Islands. A *Financial Services Provider* is not expected to know the exact nature of criminal activity concerned or that the particular funds in question are definitely those which flow from the crime.

PENALTIES

- 2.5 Tipping off carries a maximum of 5 years imprisonment and an unlimited fine. Failure to disclose knowledge or suspicion of money laundering carries a maximum penalty of 2 years and an unlimited fine. The other offences carry a maximum penalty of 14 years imprisonment and an unlimited fine. No prosecution may be brought without the consent of the Attorney General.

OUTLINE OF THE DEFENCES

- 2.6 There are general defences enabling a defendant to prove, for example, that he did not suspect that an arrangement related to the proceeds of criminal conduct or that it facilitated the retention or control of the proceeds by the criminal. There are also specific defences provided by reporting a suspicious transaction. It will not be an offence to act in accordance with an arrangement which would otherwise be a crime if a report is made of the suspicion about the source of the funds or investment. If a disclosure of the arrangement is made before the action in question or volunteered as soon as it reasonably might be after the action, no offence is committed.
- 2.7 The Proceeds of Criminal Conduct Law provides that a person making a report does not put himself at risk of prosecution by continuing the relevant action (e.g. immediate execution of a transaction or a mandate), before receiving a consent to do so from the authorities. Whether or not it will be appropriate for the *Financial Services Provider* to stop the relevant transaction must depend on the circumstances.
- 2.8 An employee who makes a report to his employer in accordance with established internal procedures is specifically protected by the Proceeds of Criminal Conduct Law, (2001 Revision) sections 22, 23 and 27.
- 2.9 There is a risk that efforts to detect money laundering and follow the assets will be impeded by the use of alternative undetected channels for the flow of illegal funds

consequent on an automatic cessation of business (because a service provider suspected that funds stemmed from illegal activity). To avoid that risk, *Financial Services Providers* are permitted to report their suspicions to the *Reporting Authority* but continue the business relationship or transaction. In carrying out transactions where an institution is considering making a suspicious activity report, the institution should consider duties owed to third parties such as in the case of a constructive trustee. In such cases, it is recommended that independent legal advice is sought.

- 2.10 By section 27 of the Proceeds of Criminal Conduct Law (2001 Revision), it is a criminal offence to fail to disclose knowledge or suspicion of money laundering. *Financial Services Providers* should place themselves in a position to assist in the investigation of crime and to benefit from the statutory defence. It is a defence to a charge of committing an offence under section 27 if the person charged had a reasonable excuse for not disclosing the information or other matter in question.
- 2.11 A report of a suspicious activity made to the *Reporting Authority* does not give rise to any civil liability to the client or others and does not constitute, under Cayman Islands law, a breach of a duty of confidentiality. There are statutory safeguards governing the use of information received by the *Reporting Authority*.

TIPPING OFF

- 2.12 Disclosure to a third party may constitute a criminal offence if the disclosure is likely to prejudice the investigation and it relates to the fact that a report of a suspicious activity has been made, that a police investigation is under way (or proposed) or that access to information orders under the money laundering legislation have been made or are sought.
- 2.13 It follows that caution must be adopted in determining what may be disclosed to a client in the event that a report of suspicious activity is made or information obtained about money laundering investigations.

REQUIREMENTS OF THE MONEY LAUNDERING REGULATIONS.

- 2.14 The *Money Laundering Regulations, (2003 Revision)* require that relevant persons have in place anti-money laundering policies, procedures and practices, as summarised in section 5(1) of the Regulations. *Financial Services Providers* should always refer to the provisions of the Regulations in determining the exact requirements applying to them.
- 2.15 The Regulations are included in these Guidance Notes as Appendix C. Specifically, the Regulations require that relevant persons should not form business relationships or carry out one-off transactions with or for another person unless they:-
- (a) Maintain procedures which establish the identity of the *Applicant for Business* in accordance with regulations 7 and 9.

- (b) Maintain record keeping procedures in accordance with regulation 12.
- (c) Adopt appropriate internal controls and communication procedures in accordance with regulation 14.
- (d) Provide appropriate training for employees in accordance with regulation 5 (c).
- (e) Establish internal reporting procedures in accordance with regulation 14.

BUSINESSES COVERED BY THE REGULATIONS

2.16 Although the primary legislation applies to all persons and businesses, the Regulations place additional legal and administrative requirements on relevant businesses. The definition of *relevant financial business* as detailed in Regulation 4(1), is:

- (a) Banking or trust business carried on by a person who is a licensee under the Banks and Trust Companies Law (2003 Revision);
- (b) Acceptance by a building society of deposits made by any person;
- (c) Business carried on by a co-operative society within the meaning of the Co-operative Societies Law (2001 Revision).
- (d) Insurance business and the business of an insurance manager, an insurance agent, an insurance sub-agent or an insurance broker within the meaning of the Insurance Law (2003 Revision);
- (e) Mutual fund administration or the business of a regulated mutual within the meaning of the Mutual Funds Law (2003 Revision).
- (f) The business of company management as defined in the Companies Management Law (2003 Revision); and
- (g) Any of the activities set out in Schedule 2 of the Regulations (Appendix C)

SECTION 3 – IDENTIFICATION PROCEDURES

GENERAL

- 3.1 Two important aspects of knowing your customer are to
- (a) be satisfied that a prospective customer is who he/she claims to be; and is the ultimate client.
 - (b) ensure that sufficient information is obtained on the nature of the business that the customer expects to undertake, and any expected, or predictable pattern of transactions.
- 3.2 When considering entering into a business relationship, certain principles should be followed when ascertaining the level of identification and verification checks to be completed. See Appendix D for a flow chart summary of the different steps involved.
- 3.3 Reasonable measures should be taken to obtain sufficient information to distinguish those cases in which a business relationship is commenced or *Relevant Financial Business* is conducted with a person acting on behalf of others. If it is established that a client is acting on behalf of another (this also includes providing to his own client, fiduciary or nominee services or holds funds on “client accounts” which are omnibus accounts) then the procedures for verifying the identity of the *Applicant for Business* as set out in these Guidance Notes should be applied. It is also recognised that the guidance relating to corporate clients (other than those themselves regulated or listed) is principally directed at relatively small, closely controlled private companies without substantial physical activities. There is a distinguishable category of large private enterprise where it may be possible to obtain satisfactory evidence of identity from public sources, in which case the process by which the identity of the client is verified should be approved in writing by senior management of the Financial Service Provider. Copies of the identification evidence should be retained and maintained and made available to the Monetary Authority during the course of on site inspections.
- 3.4 If the intermediary applicant for business identified in paragraph 3.3 meets both of the following criteria:
- a) acts in the course of business in relation to which an overseas regulatory authority exercises regulatory functions; and
 - b) is based or incorporated in or formed under the law of a country specified in a Schedule 3 country,

then the *Financial Services Provider* should require the *Applicant for Business* to complete and sign the *Eligible Introducers* form in appendix F or its functional

equivalent. If the intermediary *Applicant for Business* does not meet the above criteria, then full KYC procedures as outlined in these guidance notes should be followed.

- 3.5 There are situations in which a client is dealing in his own name on behalf of his own clients; for example, an attorney may himself enter into an arrangement on behalf of his client or a fund manager may operate an account with a bank for the benefit of a number of clients not identified to the *Financial Services Provider*. In this sort of case the intermediary is the *Applicant for Business* of the *Financial Services Provider* rather than the underlying clients for which the intermediary acts.
- 3.6 The position of the intermediary *Applicant for Business* must be distinguished from that of a person (an ‘introducer’) who introduces a client (which may also be his client). The Introducer may then withdraw from the business relationship established with the person he has just introduced or may provide other collateral services for him, for example by passing on instructions. The person who is being introduced is the *Applicant for Business* of the *Financial Services Provider*. It is the identity of the introduced *Applicant for Business* which must then be established.
- 3.7 Whenever appropriate and practical the prospective customer should be interviewed personally. If the prospective client fails or is unable to provide adequate evidence of identity or in circumstances in which the *Financial Services Provider* is not satisfied that the transaction for which it is or may be involved is bona fide, an explanation should be sought and a judgment made as to whether it is appropriate to continue the relationship, what other steps can be taken to verify the client’s identity and whether or not a report to the *Reporting Authority* ought to be made.

In circumstances in which the relationship is discontinued, funds held to the order of the prospective client should be returned only to the source from which they came and not to a third party.

- 3.8 Below are the key principles that *Financial Services Providers* should follow. Verification of identity is a cumulative process. Except for small one-off transactions, it is not sufficient to rely on a sole piece of evidence of identity.

DIRECT PERSONAL CLIENTS

(a) Identification

- 3.9 It will be normally be necessary to obtain the following documented information concerning direct personal customers subject to paragraph 3.67.

- (i) full name/names used;

- (ii) correct permanent address including postcode, (if appropriate);
- (iii) date and place of birth;
- (iv) nationality;
- (v) occupation;
- (vi) the purpose of the account;
- (vii) estimated level of turnover expected for the account; and
- (viii) the source of funds (i.e. generated from what transaction or business.)

- 3.10 In the case of non-resident prospective clients, identification documents of the same sort which bear a photograph and are pre-signed by the client should normally be obtained. This evidence should, where possible, be supplemented by a bank reference with which the client maintains a current relationship or other appropriate reference. *Financial Services Providers* should be aware that other identifying information when practicable, for example, a social insurance number could be of material assistance in an audit trail. In any event, the true name, current address or place of business date of birth and nationality of a prospective client should be recorded.
- 3.11 Nationality should be established to ensure that the *Applicant for Business* is not from a nation that is subject to sanctions by the United Nations or similar prohibition from any other official body or government that would prohibit such business being transacted. Information on the status of sanctions can be obtained from the Foreign and Commonwealth Office in the UK, for which the website address is <http://www.fco.gov.uk>. Other useful websites include: <http://www.un.org>; <http://www.fbi.gov>, <http://www.ustreas.gov>.
- 3.12 Obtaining a date of birth provides an extra safeguard if, for example, a forged or stolen passport or driving licence is used to confirm identity which bears a date of birth that is clearly inconsistent with the age of the person presenting the document.
- 3.13 Information about a person's residency and/or nationality is also useful in assessing whether a customer is resident in a high-risk country.

(b) Documentation for evidence of identity

- 3.14 Information and documentation should be obtained and retained to support, or give evidence to, the details provided by the *Applicant for Business*.
- 3.15 Identification documents, either originals or certified copies, should be pre-signed and bear a photograph of the applicant, e.g.:-
- (i) Current valid passport;
 - (ii) Armed Forces ID card;

- (iii) A Cayman Islands employer ID card bearing the photograph and signature of the applicant; or
 - (iv) Provisional or full drivers licence bearing the photograph and signature of the applicant
- 3.16 Identification documents which do not bear photographs or signatures, or are easy to obtain, are normally not appropriate as **sole** evidence of identity, e.g. birth certificate, credit cards, non-Cayman Islands provisional driving licence, student union cards. Any photocopies of documents showing photographs and signatures should be plainly legible. Where applicants put forward documents with which a *Financial Services Provider* is unfamiliar, either because of origin, format or language, the *Financial Services Provider* must take reasonable steps to verify that the document is indeed genuine, which may include contacting the relevant authorities or obtaining a notarised translation. *Financial Services Providers* should also be aware of the authenticity of passports.

(c) Persons without standard identification documentation

- 3.17 Irrespective of the type of business, it is recognised that certain classes of customers, such as the elderly, the disabled, students and minors, may not be able to produce the usual types of evidence of identity, such as a driving licence or passport. In these circumstances, a common sense approach and some flexibility without compromising sufficiently rigorous anti-money laundering procedures is recommended. The important point is that a person's identity can be verified from an original or certified copy of another document, preferably one with a photograph.
- 3.18 If information cannot be obtained from the sources referred to below to enable verification to be completed and the account to be opened, a request may be made to another institution or institutions for confirmation of identity (as opposed to a banker's reference). Failure of that institution to respond positively and within a reasonable time should put the requesting institution on its guard.

(d) Verification of name and address

- 3.19 *Financial Services Providers* should also take appropriate steps to verify the name and address of applicants by one or more methods, e.g. :-
- (i) obtaining a reference from a "respected professional" who knows the applicant;
 - (ii) checking the register of electors;
 - (iii) making a credit reference agency search;
 - (iv) checking a local telephone directory;
 - (v) requesting sight of a recent rates or utility bill. Care must be taken that the document is an original and not a copy, or
 - (vi) personal visit to the home of the applicant where possible.

- 3.20 The term ‘respected professional’ could be applied to for instance, lawyers, accountants, directors or managers of a regulated institution, priests, ministers or teachers.
- 3.21 Where an applicant's address is temporary accommodation, for example an expatriate on a short term overseas contract, *Financial Services Providers* should adopt flexible procedures to obtain verification under other categories, such as copy of contract of employment, or banker's or employer's written confirmation.
- 3.22 In circumstances where an accountholder appoints another person as an account signatory e.g. appointing a member of his family, full identification procedures should also be carried out on the new account signatory.
- 3.23 The form in Appendix E may be used for verification of identity, to supplement the identification documentation already held, and is an alternative to the procedures in 3.19.
- 3.24 For the avoidance of doubt, the form in Appendix E is not intended to be used as the sole means of obtaining evidence of identity of an applicant, but is designed to be a standardised means by which verification can be obtained concerning identification evidence already obtained.

(e) Certification of identification documents

(i) Suitable certifiers

- 3.25 A certifier must be a suitable person, such as for instance a lawyer, accountant, director or manager of a regulated credit or financial institution, a notary public, a member of the judiciary or a senior civil servant. The certifier should sign the copy document (printing his name clearly underneath) and clearly indicate his position or capacity on it together with a contact address and phone number.
- 3.26 The list above of suitable certifiers is not intended to be exhaustive, and *Financial Services Providers* should exercise due caution when considering certified copy documents, especially where such documents originate from a country perceived to represent a high risk, or from unregulated entities in any jurisdiction. Where certified copy documents are accepted, it is the *Financial Services Provider's* responsibility to satisfy itself that the certifier is appropriate. In all cases, *Financial Services Providers* should also ensure that the customer's signature on the identification document matches the signature on the application form, mandate, or other document.

(ii) Face-to-face

3.27 Where possible, face-to-face customers must show *Financial Services Providers'* staff original documents, and copies taken immediately and retained and certified by a senior staff member.

(iii) Non face-to-face

3.28 Where it is impractical or impossible to obtain sight of original documents, a copy is acceptable where it has been certified by a suitable certifier as being a true copy of the original document and that the photo is a true likeness of the *Applicant for Business*.

(iv) Intra-group

In intra-group business, *Financial Services Providers* should ensure that the certification of documents is in accordance with group policies.

CORPORATE CLIENTS

3.29 It will be normally be necessary to obtain the following documented information concerning corporate clients:-

- (i) Certificate of Incorporation or equivalent, details of the registered office, and place of business;
- (ii) Explanation of the nature of the applicant's business, the reason for the relationship being established, an indication of the expected turnover, the source of funds, and a copy of the last available financial statements where appropriate;
- (iii) Satisfactory evidence of the identity of each of the principal beneficial owners being any person holding 10% interest or more or with principal control over the company's assets and any person (or persons) on whose instructions the signatories on the account are to act or may act where such persons are not full time employees, officers or directors of the company;
- (iv) In the case of a bank account, satisfactory evidence of the identity of the account signatories, details of their relationship with the company and if they are not employees an explanation of the relationship. Subsequent changes to signatories must be verified;
- (v) Evidence of the authority to enter into the business relationship (for example, a copy of the Board Resolution authorising the account signatories in the case of a bank account);

- (vi) Copies of Powers of Attorney, or any other authority, affecting the operation of the account given by the directors in relation to the company;
 - (vii) Copies of the list/register of directors;
 - (viii) Satisfactory evidence of identity must be established for two directors, one of whom should if applicable, be an executive director where different from account signatories.
- 3.30 Consideration should also be given to whether it is desirable to obtain a copy of the memorandum and articles of association, or by-laws of the client.
- 3.31 Where the *Financial Services Provider* feels that there may be additional settlement, credit, or money laundering risk, it may obtain further evidence in order to reassure itself, which might include a full list of shareholders.
- 3.32 It is sometimes a feature of corporate entities being used to launder money that account signatories are not directors, managers or employees of the corporate entity. In such circumstances, *Financial Services Providers* should exercise caution, making sure to verify the identity of the signatories, and where appropriate, monitoring the ongoing business relationship more closely.
- 3.33 For the purposes of these Guidance Notes, a ‘beneficial owner’ is a person on whose behalf an account is opened, a business relationship is established or a transaction is conducted. In some cases the identity of beneficial ownership may not always be the most relevant factor in establishing the control of a corporate client. In such circumstances focus should be placed upon principal control of the operation of the corporate entity. *Financial Services Providers* should therefore exercise prudent judgement in the spirit of these Guidance Notes in the identification verification process in such cases and the Monetary Authority will seek explanations for the approach adopted during the course of onsite inspections.
- 3.34 Where it is impractical or impossible to obtain sight of the original Certificate of Incorporation or equivalent, *Financial Services Providers* may accept a suitably certified copy in accordance with the procedures stated in paragraphs 3.25 to 3.28 of the Guidance Notes.
- 3.35 It is recognised that on some occasions companies may be used as a disguise for their beneficial owner. These are sometimes referred to as ‘shell companies’. There is concern about the use of such companies to conduct money laundering. *Financial Services Providers* should therefore be alert to their potential for abuse. In keeping with these Guidance Notes, institutions should obtain satisfactory evidence of the identity of beneficial owners, directors and authorized signatories of shell companies. Where the

shell company is introduced to the *Financial Services Provider* by a professional intermediary acting on its behalf, *Financial Services Providers* should follow the procedures for introduced business outlined in these Guidance Notes.

PARTNERSHIPS/UNINCORPORATED BUSINESSES

3.36 In the case of Cayman Islands limited partnerships and other unincorporated businesses or partnerships in which, for example, the general partner does not fall within the exempted category set out in this section, *Financial Services Providers* should obtain, where relevant:

- Identification evidence for at least two partners/controllers and/or authorised signatories, in line with the requirements for direct personal clients. When authorised signatories change, care should be taken to ensure that the identity of the current signatories has been verified.
- Evidence of the trading address of the business or partnership should be obtained and a copy of the latest report and accounts (audited where applicable).
- An explanation of the nature of the business or partnership should be ascertained (but not necessarily verified from a partnership deed) to ensure that it has a legitimate purpose. In cases where a formal partnership arrangement exists, a mandate from the partnership authorising the opening of an account or undertaking the transaction and conferring authority on those who will undertake transactions should be obtained.

TRUST AND FIDUCIARY CLIENTS

3.37 Trusts and other fiduciary relationships can be useful to criminals wishing to disguise the origin of funds, if the trustee or fiduciary does not carry out adequate procedures. So particular care is needed on the part of the Financial Services Provider when the Applicant for Business is a trustee or fiduciary who is not an Exempted Client (see paragraph 3.77) or an *Eligible Introducer* (see paragraph 3.60). In such cases the Financial Services Provider should normally, in addition to obtaining identification evidence for the trustee(s) and any other person who has signatory powers on the account:

- make appropriate enquiry as to the general nature of the trust (e.g. family trust, pension trust, charitable trust etc) and the source of funds;
- obtain identification evidence for the settlor(s), i.e. the person(s) whose property was settled on the trust; and
- in the case of a nominee relationship, obtain identification evidence for the beneficial owner(s) if different to the settlor(s).

In some cases it may be impractical to obtain all of the above (e.g. if the settlor has died). Discretion must be exercised but in a manner consistent with the spirit of these Guidance Notes.

Financial Services Providers providing trustee services should refer to section 8 of these Guidance Notes for guidance.

ASSOCIATIONS NOT FOR PROFIT (INCLUDING CHARITIES)

- 3.38 Associations not for profit may pose a potential risk of money laundering for FSPs. At the placement stage there may be difficulties in identifying the source of funds, the identity of the donor, and verifying the information where it is provided. In some circumstances, such as in the case of anonymous donations, the identity of the donor is not known and as a result neither is the source of the funds.
- 3.39 There is clearly a distinction from the point of view of risk as to whether the association not for profit is local, i.e. makes distributions primarily within the Islands, or foreign, i.e. makes distributions primarily overseas. Local associations not for profit are low risk in terms of being used to launder money as the amounts involved are usually very small, for specific purposes, and usually do not have fund transfers outside the Cayman Islands. On the other hand, since in most cases there will be no tax advantage to a foreign association not for profit establishing accounts in Cayman, the risks may be higher. There are however many legitimate reasons for associations not for profit using the services of *Financial Service Providers* in the Cayman Islands.
- 3.40 Where the entity is a corporate entity the account opening procedures should be in accordance with the procedures for corporate clients set out in 3.29 and in the case of Trusts the procedures in 3.37 should be followed.
- 3.41 Where an applicant for business is an association not for profit, it will normally be necessary to obtain the following documented information:
- An explanation of the nature of the proposed entity's purposes and operations; and
 - The identity of at least two signatories and / or anyone who gives instructions on behalf of the entity should be obtained and verified.
- 3.42 Where an association not for profit is registered as such in an overseas jurisdiction, it may be useful for the *Financial Service Provider* to contact the appropriate charity commission or equivalent body, to confirm the registered number of the charity and to obtain the name and address of the commission's correspondent for the charity concerned. For example, www.guidestar.org provides a list of all IRS recognized non-profit organizations including charities; and www.charity-commission.gov.uk provides a list of registered charities. For various reasons, these bodies will not hold exhaustive lists

of all legitimate associations not-for-profit in those jurisdictions.

- 3.43 Whilst it is not practical to obtain documentary evidence of identity of all donors, *Financial Service Providers* should undertake a basic “vetting” of **foreign** associations not for profit and Associations not for Profit established overseas, in relation to known money laundering and terrorist activities. This includes a reasonable search of public information; verifying that the not for profit association does not appear on any terrorist lists nor has any association with money laundering and that identification information on representatives / signatories is obtained. *Financial Service Providers* are advised to consult the websites listed in 3.11. Particular care should be taken where the purposes to which the associations’ funds are applied are located in a high-risk country (see section 3.47 below).

POLITICALLY EXPOSED PERSONS (PEPS)

- 3.44 Business relationships with individuals holding important public positions and with persons or companies clearly related to them may expose *Financial Service Providers* to significant reputational and/or legal risk. The risk occurs when such persons abuse their public powers for either their own personal benefit and/or the benefit of others through illegal activities such as the receipt of bribes or fraud. Such persons commonly referred to as ‘politically exposed persons’ (PEPs) or ‘potentates’ include heads of state, ministers, influential public officials, judges and military commanders.
- 3.45 Provision of financial services to corrupt PEPs exposes *Financial Service Providers* to reputational risk and costly information requests and seizure orders from law enforcement or judicial authorities. In addition, public confidence in the ethical standards of a whole financial system can be undermined.
- 3.46 *Financial Service Providers* are encouraged to be vigilant in relation to PEPs from all jurisdictions, in particular High Risk Countries (see paragraphs [3.47] to [3.49], who are seeking to establish business relationships. *Financial Service Providers* should, in relation to politically exposed persons, in addition to performing normal due diligence measures:
- a) Have appropriate risk management systems to determine whether the customer is a politically exposed person.
 - b) Obtain senior management approval for establishing business relationships with such customers.
 - c) Take reasonable measures to establish the source of wealth and source of funds.
 - d) Conduct enhanced ongoing monitoring of the business relationship.

HIGH-RISK COUNTRIES

- 3.47 Certain countries are associated with predicate crimes such as drug trafficking, fraud and corruption and consequently pose a higher potential risk to *Financial Service Providers*. Conducting a business relationship with such a country exposes the *Financial Service Provider* to reputational risk and legal risk.
- 3.48 *Financial Service Providers* are advised to consult publicly available information to ensure that they are aware of those countries/territories described in 3.47. A source of relevant information for *Financial Service Providers* is the FATF website at www.oecd.org/fatf Other useful websites include: the Financial Crimes Enforcement Network (FinCEN) at www.ustreas.gov/fincen/ for country advisories; the Office of Foreign Assets Control (OFAC) www.treas.gov/ofac for information pertaining to US foreign policy and national security; and Transparency International, www.transparency.org for information on countries vulnerable to corruption.
- 3.49 *Financial Service Providers* should exercise additional caution and conduct enhanced due diligence on individuals and/or entities based in high-risk countries. Caution should also be exercised in respect of the acceptance of certified documentation from individuals/entities based in high-risk countries/territories and appropriate verification checks undertaken on such individuals/entities to ensure their legitimacy and reliability.

OTHERS:

(a) Internet banking and investment business accounts

- 3.50 Banking and investment business on the Internet add a new dimension to *Financial Services Providers'* activities. The unregulated nature of the Internet is attractive to criminals, opening up alternative possibilities for money laundering, and fraud.
- 3.51 It is recognized that on-line transactions and services are convenient. However, it is not appropriate that *Financial Services Providers* should offer on-line live account opening allowing full immediate operation of the account in a way which would dispense with or bypass normal identification procedures.
- 3.52 However, initial application forms could be completed on-line and then followed up with appropriate identification checks. The account, in common with accounts opened through more traditional methods, should not be put into full operation until the relevant account opening provisions have been satisfied in accordance with these Guidance Notes.
- 3.53 The development of technologies such as encryption, digital signatures, etc., and the development of new financial services and products, makes the Internet a dynamic environment offering significant business opportunities. The fast pace of technological

and product development has significant regulatory and legal implications, and the Monetary Authority is committed to keeping up to date with any developments on these issues through future revisions to its Guidance Notes.

(b) Provision of safe custody and safety deposit boxes

3.54 Where facilities to hold boxes, parcels and sealed envelopes in safe custody are made available, it is expected that *Financial Services Providers* will follow the identification procedures set out in these Guidance Notes. In addition such facilities should only be made available to account holders.

(c) Managed *Financial Services Providers*

3.55 For the avoidance of doubt, those *Financial Services Providers* which are managed by other *Financial Services Providers* retain the ultimate responsibility for ensuring that the money laundering regulations are complied with.

It is recognised, however, that a managed Financial Service Provider may have to delegate money laundering compliance functions in accordance with the principles set out in these Guidance Notes. There is no objection to such delegation provided that:

- i) Details thereof and written evidence of the suitability of any such person or institution to perform the relevant functions on behalf of the Financial Service Provider are made available to the Monetary Authority on request,
- ii) There is a clear understanding between the Financial Services Provider and the delegate as to the functions to be performed,
- iii) The relevant customer information is readily available to the Monetary Authority on request and to the FRU and law enforcement authorities in accordance with the relevant procedures, and
- iv) The Financial Services Provider satisfies itself on a regular basis as to the reliability of the delegate's systems and procedures.

Where the delegate is located in a Schedule 3 country and is subject to the anti-money laundering regime of that Schedule 3 country, the Monetary Authority will regard compliance with the regulations of such jurisdictions as compliance with the Regulations and Guidance Notes.

TIMING AND DURATION OF VERIFICATION

3.56 The best time to undertake verification is *prior to entry* into the business relationship. Verification of identity should, as soon as is reasonably practicable, be completed before any transaction is completed.

- 3.57 However, if it is necessary for sound business reasons to open an account or carry out a significant one-off transaction before verification can be completed, this should be subject to stringent controls which should ensure that any funds received are not passed to third parties. Alternatively, a senior member of staff may give appropriate authority. This authority should not be delegated, and should only be done in exceptional circumstances. Any such decision should be recorded in writing.
- 3.58 Verification, once begun, should normally be pursued either to a satisfactory conclusion or to the point of refusal. If a prospective customer does not pursue an application, staff may (or may not) consider that this is in itself suspicious.
- 3.59 In cases of **telephone or electronic business** where payment is or is expected to be made from a bank or other account, the person verifying identity should:
- satisfy himself/herself that such account is held in the name of the *Applicant for Business* at or before the time of payment, and
 - not remit the proceeds of any transaction to the *Applicant for Business* or his/her order until verification of identity has been completed.

PROCEDURES FOR INTRODUCED BUSINESS

- 3.60 As a general rule, *Financial Services Providers* should obtain documentary evidence of identity of all clients as required by these Guidance Notes but there are circumstances in which obtaining such evidence may be unnecessary duplication, commercially onerous and of no real assistance in the identification of or subsequent investigation into money laundering. It may then be appropriate to place reliance on the due diligence procedures of others who have conducted client verification procedures substantially in accordance with the Guidance Notes. The *Eligible Introducer's Form* in Appendix F or its functional equivalent should be completed in these circumstances.
- 3.61 It may not be necessary to obtain information and documentary evidence of client identity where there is an *Eligible Introducer*; an *Eligible Introducer* is defined as one who falls within one of the categories detailed below in paragraphs 3.62 to 3.64. The *Financial Services Provider* is ultimately responsible for ensuring that adequate due diligence procedures are followed and that the documentary evidence of the *Eligible Introducer*, that is being relied upon, is satisfactory for these purposes. Satisfactory evidence is such evidence as will satisfy the anti-money laundering regime in the Schedule 3 country from which the introduction is made. Only senior management should take the decision that reliance may be placed on the *Eligible Introducer* and the basis for deciding that normal due diligence procedures need not be followed should be recorded and the record retained in accordance with the Regulations. (See Appendix G, Introduced Business flow chart).

(a) Corporate Groups

- 3.62 When the prospective client is introduced by one part of a group to another and a new business relationship is being established, it is not necessary for identity to be re-verified or for records to be duplicated provided that the identity of the client has been verified by the introducing parent company, branch, subsidiary or affiliate in a manner compatible with the Regulations and provided that written confirmation is obtained that the identification records will on request be provided. *Institutions that are relying on intra-group introductions must be certain that any group policy is absolutely adhered to and is at least as high a standard as detailed in these Guidance Notes.*

(b) Entities Governed by the Regulations and Overseas Financial Institutions

- 3.63 The Introducer should complete the Eligible Introducers Form or its functional equivalent (see Appendix F) where the client is introduced by:
- a) An entity in the Cayman Islands to which the Regulations apply,
 - b) A member of a local association or professional body to whom the regulations apply, which is subject to disciplinary procedures for failure to conduct relevant financial business in accordance with these Guidance Notes, or
 - c) A *Financial Institution* in a country with equivalent legislation.

(c) Professional Intermediaries in Countries with Equivalent Legislation

- 3.64 It may be possible to rely on another's due diligence procedures when the *Introducer* is:
- a) a lawyer or accountant, or firm of lawyers or accountants, which is regulated in a country with equivalent legislation (See Schedule 3 of the Regulations, Appendix C), or
 - b) a member of a professional body both of which are in a Schedule 3 country and which is subject to disciplinary procedures for failure to conduct relevant financial business in accordance with equivalent rules and guidelines to these Guidance Notes, or
 - c) a lawyer or certified or chartered accountant or firm of lawyers or chartered or certified accountants, carrying on business in a country with equivalent legislation.

In all of the above cases:

- i. there must be a written assurance that the intermediary has obtained evidence of the identity of the person/entity being introduced and will provide copies of that evidence on request, and;
- ii. senior management is satisfied that it is reasonable to rely on that assurance.

When considering whether it is reasonable to rely on that written assurance senior management must consider the following:

- a) whether the intermediary is a member of and in good standing within the professional body to which it belongs;
- b) whether there is a pre-existing client relationship between the Cayman FSP and the introducer and/or between the introducer and the client and the length of that relationship;
- c) whether the nature of the business of the intermediary and client are appropriate to the business being introduced; and
- d) whether the intermediary is itself established and reputable.

The Cayman FSP should maintain a written record of the basis on which it determines to rely on the written assurance.

- 3.65 In the above cases the *Introducer* should complete the Eligible Introducer's Form in Appendix F or its functional equivalent.

(d) General

- 3.66 If an Introducer fails or is unable to provide a written confirmation or undertaking of the sort required above, the relationship must be reassessed and a judgment made as to what other steps to verify identity are appropriate or whether or not the relationship should be discontinued.
- 3.67 Following introduction by an *Eligible Introducer*, it will not usually be necessary to re-verify identity or duplicate records in respect of each transaction or piece of business.

(e) Payment on an Account in a Bank in the Cayman Islands or Country with Equivalent Legislation

- 3.68 As provided for in Regulation 8 of the Money Laundering Regulations, when a financial transaction involves payment by the client and he does so by remitting funds from an account held in his name at a bank in the Cayman Islands or a bank regulated in a Schedule 3 country, it may be unnecessary to take any further steps to verify client identity. The *Financial Services Provider* should however, have evidence identifying the branch or office of the Bank and verifying that the account is in the name of the client.

It may be reasonable for example, to take no further steps to verify identity when payment is made by cheque or electronically and sent either by mail or electronically from an account (or joint account) in the client's name at a bank in a Schedule 3 country if it does not fall within the following categories:

- d) the circumstances of the payment are such that a person handling the transaction knows or suspects that the applicant for business is engaged in money laundering,

or that the transaction is carried out on behalf of another person engaged in money laundering; or

- e) the payment is made for the purpose of opening a relevant account with a bank in the Cayman Islands; or
- f) onward payment is to be made in such way that it is not or does not result in-
 - i) a reinvestment on behalf of the applicant with the same institution engaged in relevant financial business, or
 - ii) a payment directly to the applicant.

If the payment does fall into one of the above categories then the evidence of identity of the applicant must be obtained in accordance with the full identification procedures as outlined in this chapter of the guidance notes unless the payment is being made by operation of law (i.e. the payment of the proceeds requires to be made to a trustee in bankruptcy, a liquidator, a trustee for an insane person or a trustee of the estate of a deceased person).

When payment does not fall in one of the categories set out above, and is made with no additional verification undertaken, a record should usually be retained indicating how the transaction arose in addition to a record of the relevant branch or office and the account name. In addition, the *Financial Services Provider* should take steps to ensure that, in relation to any reinvestment or repayment, there is no apparent variation between the name on the initial payment instrument and the form or request related to any reinvestment or repayment.

EXCEPTIONS TO VERIFICATION REQUIREMENTS

- 3.69 Unless a transaction is a suspicious one, documentary evidence of identity is not normally required in the following circumstances. In the event of any knowledge or suspicion that money laundering has or is occurring, the exemptions and concessions set out below do not apply and the case should be treated the same as one requiring verification and reporting.

Exempted Categories

(a) One-off transactions and Exempted one-off transactions

- 3.70 As defined in the Regulations, a "one-off transaction" means any transaction other than a transaction carried on in the course of an established business relationship formed by a person acting in the course of relevant financial business.

- 3.71 As defined in the Regulations, an "exempted one-off transaction" means a one-off transaction (whether a single transaction or a series of linked transactions) where the amount of the transaction or the aggregate of a series of linked transactions is less than CI\$15,000 or the equivalent in any other case.
- 3.72 *Financial Services Providers* need to be vigilant at all times that the total of a series of linked transactions does not exceed the exempted limit of CI\$15,000.
- 3.73 As a matter of best practice, a time period of 12 months for the identification of linked transactions is normally acceptable. However there is some difficulty in defining an absolute time scale that linked transactions may fall within. Therefore the relevant procedures for linking will ultimately depend on the characteristics of the product rather than relating to any arbitrary time limit. For example, *Financial Services Providers* should be aware of any obvious connections between sender of funds and the recipient.
- 3.74 Verification of identity will not normally be needed in the case of an exempted one off transaction referred to above. If, however, the circumstances surrounding the exempted one off transaction appear to the *Financial Services Provider* to be unusual or questionable, it is likely to be necessary to make further enquiries. Depending on the result of such enquiries, it may then be necessary to take steps to verify the proposed client's identity. If money laundering is known or suspected, the *Financial Services Provider* should not refrain from making a report in line with Section 7(1) of the Regulations simply because of the size of the transaction.

(b) Postal, telephonic and electronic business

- 3.75 In the following paragraph the expression "non-paying account" is used to mean an account or investment product which does not provide:
- cheque or other money transmission facilities, or
 - the facility for transfer of funds to other types of account which do provide such facilities, or
 - the facility for repayment or transfer to a person other than the *Applicant for Business* whether on closure or maturity of the account, or on realization or maturity of the investment, or otherwise.
- 3.76 Given the above definition, where an *Applicant for Business* pays or intends to pay monies to an institution by post, or electronically, or by telephoned instruction, in respect of a non-paying account and:

- it is reasonable in all the circumstances for payment to be made by such means; and
- such payment is made from an account held in the name of the *Applicant for Business* at another regulated financial institution or foreign regulated institution in a Schedule 3 country, and
- the name(s) of the *Applicant for Business* corresponds with the name(s) of the paying account-holder; and
- the receiving institution keeps a record of the applicant's account details with that other institution; and
- there is no suspicion of money laundering,

the receiving institution is entitled to rely on verification of the *Applicant for Business* by that other institution to the extent that it is reasonable to assume that verification has been carried out and completed.

(c) Exempted Clients (where documentary evidence of identity is not normally required)

3.77 Documentary evidence of identity will not normally be required if the client:

- (a) is a central or local government, statutory body or agency of government;
- (b) is regulated by the *Monetary Authority* or is a broker member of the Cayman Islands Stock Exchange as defined in the Cayman Islands Stock Exchange Membership Rules;
- (c) is a *Financial Institution* or *Authorised Person* in a country with equivalent legislation as listed in Schedule 3 of the Regulations (Appendix C);
- (d) is a company quoted or fund listed on the Cayman Islands Stock Exchange or other market or exchange approved by the *Monetary Authority*. These are listed in Appendix H. This list is subject to review and may be updated periodically;
- (e) is a subsidiary of a company or a *Financial Services Provider* referred to in sub-paragraphs (a), (b), (c) and (d) above or has common ownership. In such cases it may be appropriate to obtain written confirmation of the relationship from the holding or parent company or the partnership;

- (f) is a pension fund for a professional association, trade union or is for employees of an entity referred to in subparagraphs (a), (b), (c) and (d) above. Satisfactory evidence that the fund falls within this category may be provided by a copy of a certificate of registration, approval or regulation by a government, regulatory or fiscal authority in the jurisdiction in which the fund is established. In the absence of such certificate, *Financial Services Providers* are recommended to obtain the names and addresses of the trustees of the fund (if a trust) or otherwise those empowered to take decisions in respect of it;

if reliance is to be placed on the fact that a client is an exempted client the *Financial Services Provider* should satisfy himself appropriately that he does in fact fall within this category. The *Financial Services Provider* should record the basis upon which he is so satisfied.

Changes to the list of countries in Schedule 3 of the Regulations will not create new obligations to verify the identity of clients acquired since the coming into effect of the Regulations i.e. September 2000.

TREATMENT OF BUSINESS RELATIONSHIPS EXISTING PRIOR TO ENACTMENT OF THE REGULATIONS

- 3.78 Section 17 of the Money Laundering Regulations requires that verification of the identity of persons with whom a business relationship was formed before 1st September 2000 be completed by September 30th 2003.
- 3.79 It is clear that certain business relationships established prior to the enactment of the Regulations (1st September, 2000) can still present a major threat of money laundering, and indeed, it is a widely recognised tactic for money launderers to establish seemingly legitimate and normally-run accounts which are then used for laundering money at a later date.
- 3.80 Prior to September 30th 2003 *Financial Services Providers* are encouraged to adopt the following procedures to ensure that the necessary information is obtained on all existing customers:
- a) Establish what constitutes satisfactory evidence of identity for its existing clients to be in compliance with these Guidance Notes.
 - b) Conduct a risk assessment of the clients, and make a distinction between high and low risk cases.
 - c) Give immediate priority to obtaining the information required by these Guidance Notes for the identified high-risk cases.
 - d) Conduct the necessary due diligence on the remaining low risk cases over a longer term.

- 3.81 In addition *Financial Services Providers* should develop and implement the following policies and procedures where information on existing customers is not obtained:
- a) Make a record of their non-compliant business relationships and note in each case what information or documentation is missing and the reason or supposed reason for its absence. The record will be available to The Monetary Authority for the purposes of its carrying out its responsibility for monitoring compliance with the Money Laundering Regulations.
 - b) Establish procedures to deal with the business relationship in those situations where satisfactory evidence is not obtained by September 30th 2003 and continue to make reasonable efforts to secure compliance.
 - c) Where the *Financial Services Provider* is unable to satisfy the verification required by Regulation 17 it should consider appropriate measures to ensure compliance, by for example, refusing to accept further funds from that person or provide further services to that person or by freezing funds held on his behalf or by terminating the business relationship altogether. Any such action should be carried out if and to the extent that it can properly be done by the *Financial Services Provider*, without prejudicing third parties (including clients who have verified their identity) and without exposing the *Financial Service Provider* to liability, loss or prejudice.
- 3.82 The Monetary Authority will be examining the extent to which institutions are following the above procedures during the course of onsite inspections and may take appropriate action as authorized by the regulatory laws where warranted. In determining what action to take, the Monetary Authority will take into account the overall circumstances including the seriousness of the non-compliance, the number of instances of non-compliance and the failure to respond to any previous recommendations or warnings given by the Monetary Authority.
- 3.83 *Financial Services Providers* are reminded of the suspicion reporting duties imposed by the Proceeds of Criminal Conduct Law and that non-cooperation with the verification required by regulation 17 is a circumstance that should put the financial services provider on enquiry, to ask itself the question whether the reason for non-cooperation may be that the business relationship is being used for money laundering purposes.
- 3.84 In those cases where persons do not have standard identification documents some flexibility is suggested in paragraph 3.17 above. For existing clients an introduction from a respected customer personally known to a Director, Manager or senior member of staff, will often provide comfort provided that the conditions of para 3.17 are satisfied and that the introduction can never replace the address verification procedures described in these Guidance Notes. Details of who initiated the account and authorized the introduction must be kept. Directors/Senior Managers should take a common sense approach in determining whether certain documents should be waived in any particular situation but it

must ensure that normal identification procedures are not waived as a favour to the applicant. Where specific documentation of a client is waived, management must make a record of why the waiver was granted.

- 3.85 When an existing customer closes one account and opens another, or enters into a new agreement to purchase products or services, there is no need to verify identity or address. However, the opportunity should be taken to confirm the relevant customer information. This is particularly important if there has been no recent contact or correspondence with the customer e.g. within the last 12 months or when a previously dormant account has been reactivated.

SECTION 4 - ON-GOING MONITORING OF BUSINESS RELATIONSHIPS

- 4.1 Once the identification procedures have been completed and the client relationship is established, *Financial Services Providers* should monitor the conduct of the relationship/account to ensure that it is consistent with the nature of business stated when the relationship/account was opened.

MONITORING

- 4.2 *Financial Services Providers*, either directly or in accordance with paragraph 3.43, are expected to have systems and controls in place to monitor on an ongoing basis the relevant activities in the course of the business relationship. The nature of this monitoring will depend on the nature of the business. The purpose of this monitoring is for *Financial Services Providers* to be vigilant for any significant changes or inconsistencies in the pattern of transactions. Inconsistency is measured against the stated original purpose of the accounts. Possible areas to monitor could be: -
- (a) transaction type
 - (b) frequency
 - (c) amount
 - (d) geographical origin/destination
 - (e) account signatories
- 4.3 It is recognised that the most effective method of monitoring of accounts is achieved through a combination of computerised and human manual solutions. A corporate compliance culture, and properly trained, vigilant staff through their day-to-day dealing with customers, will form an effective monitoring method as a matter of course. Computerised approaches may include the setting of "floor levels" for monitoring by amount.
- 4.4 Whilst some *Financial Services Providers* may wish to invest in expert computer systems specifically designed to assist the detection of fraud and money laundering, it is recognized that this may not be a practical option for many *Financial Services Providers* for the reasons of cost, the nature of their business, or difficulties of systems integration, in such circumstances institutions will need to ensure they have alternative systems in place. Appendix K includes examples of suspicious activities.

"HOLD MAIL" ACCOUNTS

- 4.5 "Hold Mail" accounts are accounts where the accountholder has instructed the *Financial Services Provider* not to issue any correspondence to the accountholder's address. Although this is not necessarily a suspicious act in itself, the such accounts do carry additional risk to *Financial Services Providers*, and they should exercise due caution as a result.

- 4.6 Regardless of the source of "Hold Mail" business, it is recommended on a best practice basis that evidence of identity of the account holder should be obtained by the *Financial Services Provider*, even where the client was introduced by a *Eligible Introducer*. "Hold Mail" accounts should be regularly monitored and reviewed.
- 4.7 It is recommended that *Financial Services Providers* have controls in place for when existing accounts change status to "Hold Mail", and that the necessary steps to obtain the identity of the account holder are taken where such evidence is not already on the *Financial Services Providers* file.
- 4.8 Accounts with a "c/o" address should not be treated as "Hold Mail" accounts, as mail is being issued, albeit not necessarily to the account holder's address. There are of course many genuine innocent circumstances where a "c/o" address is used, but *Financial Services Providers* should monitor such accounts more closely as they represent a higher risk.
- 4.9 *Financial Services Providers* should incorporate procedures to check the current permanent address of hold mail customers wherever the opportunity arises.

ELECTRONIC PAYMENT AND MESSAGE SYSTEMS

- 4.10 *Financial Services Providers*, either directly or in accordance with paragraph 3.43, must ensure that details of senders and beneficiaries are incorporated in all payment messages sent via electronic payment and message systems such as SWIFT.
- Records of all electronic payments and messages must be retained in accordance with section 7 of these Guidance Notes.
- 4.11 Information accompanying wire transfers should ideally identify the originator. *Financial Services Providers* should ideally have effective procedures in place to identify wire transfers lacking complete information.
- 4.12 It is recognised, that *Financial Service Providers* in Cayman are reliant upon transmitting institutions in other financial centres to provide the complete originator information on wire transfers and it will usually be over burdensome for financial services providers to conduct verification on all incomplete wire transfers. *Financial Services Providers* are encouraged to ensure their adherence to international practice in this regard as it develops and improves.
- 4.13 A lack of complete originator information may be considered as a factor in assessing whether a wire transfer or related transaction is suspicious and, as appropriate, whether they are thus required to be reported to the *Reporting Authority*.

SECTION 5 – INTERNAL REPORTING PROCEDURES FOR SUSPICIOUS ACTIVITIES

- 5.1 *Financial Services Providers* must establish a written internal procedures manual so that, in the event of a suspicious activity being discovered, all staff are aware of the reporting chain and the procedures to follow. Such manuals should be periodically updated to reflect any legislative changes.

APPOINTING AN *MLRO* TO WHOM ALL REPORTS OF KNOWLEDGE OR SUSPICION OF MONEY LAUNDERING ARE MADE.

- 5.2 *Financial Services Providers* should identify a suitably qualified and experienced person to whom suspicious activity reports must be made by staff. It is generally expected that the *MLRO* would be a senior member of staff carrying out a Compliance, Audit or Legal role within the *Financial Services Providers'* business. It is also recommended that *Financial Services Providers* identify a Deputy, who should be a staff member of similar status and experience to the *MLRO*.
- 5.3 The *MLRO* should be well versed in the different types of transaction which the institution handles and which may give rise to opportunities for money laundering. Appendix K gives examples of common transaction types which may be relevant. These are not intended to be exhaustive.
- 5.4 It is recognised that where a *Financial Services Provider* has no employees in the Cayman Islands it may not be possible for a senior member of staff to be the *MLRO*. In these circumstances the *Financial Services Provider* may;
- a. Identify someone else as the appropriate person to whom a report is to be made, provided that that person has the following characteristics:
 - i. is a natural person; and
 - ii. is autonomous (meaning the *MLRO* is the final decision maker as to whether to file an SAR); and
 - iii. is independent (meaning no vested interest in the underlying activity); and
 - iv. has and shall have access to all relevant material in order to make an assessment as to whether the activity is or is not suspicious.
 - b. Delegate the *MLRO* function consistent with paragraph 3.55 and in accordance with the principles set out in these Guidance Notes.
 - c. Where the *Financial Service Provider* is a mutual fund or mutual fund administrator regulated in the Cayman Islands, utilise the further options set out in Sector 8 of the Guidance Notes.

Where a *Financial Service Provider* has no staff, the provisions of Regulations 5(1)(b) and (c) regarding awareness and training will not apply. However, the *Financial Service Provider* is responsible for ensuring vigilance systems are in place to ensure that any staff involved in the relevant activities of the *Financial Service Provider* are aware of the identity of the *MLRO* and that all internal SARs are submitted to the *MLRO*

5.5 Where the *MLRO* that is located outside of the Islands files a suspicious activity report with the appropriate authority under the laws and regulations of his home country, it would be appropriate, where permitted by such laws and regulations, for the *MLRO* to simultaneously report such suspicious activity to the Reporting Authority in the Cayman Islands

IDENTIFYING THE *MLRO* AND REPORTING CHAINS

5.6 All staff engaged in the business of the *Financial Services Providers* at all levels must be made aware of the identity of the *MLRO* and his Deputy, and the procedure to follow when making a suspicious activity report. All relevant staff must be aware of the chain through which suspicious activity reports should be passed to the *MLRO*.

A suggested format of an internal report form is set out in Appendix I.

5.7 *Financial Services Providers* should ensure that staff report all suspicious activities to the *MLRO*, and that “any such report be considered in the light of all other relevant information by the *MLRO*, or by another designated person, for the purpose of determining whether or not the information or other matter contained in the report does give rise to a knowledge or suspicion.” See section 14(b) of the Regulations.

5.8 Where staff continue to encounter suspicious activities on an account which they have previously reported to the *MLRO*, they should continue to make reports to the *MLRO* whenever a further suspicious transaction occurs, and the *MLRO* should determine whether a disclosure in accordance with the legislation is appropriate.

5.9 All reports of suspicious activities must reach the *MLRO* and only the *MLRO* should have the authority to determine whether a disclosure in accordance with the legislation is appropriate. However the line/relationship manager can be permitted to add his comments to the suspicion report indicating any evidence as to why he/she believes the suspicion is not justified.

IDENTIFYING SUSPICIONS

5.10 A suspicious activity will often be one that is inconsistent with a customer’s known, legitimate activities or with the normal business for that type of account. Therefore, the first key to the recognition is knowing enough about the customer and the customer’s

normal expected activities to recognize when a transaction, or series of transactions, is unusual.

- 5.11 Although these Guidance Notes tend to focus on new business relationships and transactions, institutions should be alert to the implications of the financial flows and transaction patterns of existing customers, particularly where there is a significant, unexpected and unexplained change in the behaviour of an account.
- 5.12 As the types of transactions which may be used by money launderers are almost unlimited, it is difficult to define a suspicious transaction. However, it is important to properly differentiate between the terms "unusual" and "suspicious".
- 5.13 Where a transaction is inconsistent in amount, origin, destination, or type with a customer's known, legitimate business or personal activities, the transaction must be considered *unusual*, and the staff member put "on enquiry".
- 5.14 Where the staff member conducts enquiries and obtains what he considers to be a satisfactory explanation of the unusual activity, he may conclude that there are no grounds for suspicion, and therefore take no further action as he is satisfied with matters. However, where the enquiries conducted by the staff member do not provide a satisfactory explanation of the activity, he may conclude that there are grounds for *suspicion* requiring disclosure.
- 5.15 Activities which should put staff on enquiry may be recognizable as falling into one or more of the following categories. This list is not meant to be exhaustive.
- any unusual financial activity of the customer in the context of his own usual activities;
 - any unusual transaction in the course of some usual financial activity;
 - any unusually-linked transactions;
 - any unusual employment of an intermediary in the course of some usual transaction or financial activity;
 - any unusual method of settlement;
 - any unusual or disadvantageous early redemption of an investment product;
 - any unwillingness to provide the information requested.

QUESTIONS TO ASK YOURSELF

- 5.16 The following factors should be borne in mind when seeking to identify a suspicious transaction. This list is not meant to be exhaustive.
- (a) Is the customer known personally?
 - (b) Is the transaction in keeping with the customer's normal activity known to the *Financial Services Provider*, the markets in which the customer is active and the customer's own business? (i.e. does it make sense?)
 - (c) Is the transaction in keeping with normal practice in the market to which it relates i.e. with reference to market, size and frequency?
 - (d) Is the role of the agent involved in the transaction unusual?
 - (e) Is the transaction to be settled in the normal manner?
 - (f) Are there any other transactions linked to the transaction in question which could be designed to disguise money and divert it into other forms or to other destinations or beneficiaries? And,
 - (g) Can you understand the reasons for the transaction i.e. might there be an easier, cheaper or more convenient method available?

CASH TRANSACTIONS

- 5.17 Given the international nature of the business conducted by many *Financial Services Providers*, cash transactions may be relatively uncommon, whereas for banks, building societies or money services businesses offering services to local customers, cash transactions may be a normal every-day service to many customers.
- 5.18 Where cash transactions are being proposed by customers, and such requests are not in accordance with the client's known reasonable practice, many *Financial Services Providers* will need to approach such situations with caution and make further relevant enquiries.
- 5.19 Depending on the type of business each *Financial Services Provider* conducts and the nature of its client portfolio, each may wish to set its own parameters for the identification and further investigation of cash transactions. Where the staff member of the *Financial Services Provider* has been unable to satisfy himself that any cash transaction is reasonable activity, and therefore he considers it suspicious, he should make a disclosure as appropriate.
- 5.20 Whilst certain cash transactions may lead the *Financial Services Providers* to make further enquiries to establish or dispel suspicion, it goes without saying that equal vigilance must be applied to transactions which do not involve cash.

ROLE OF STAFF MEMBERS

- 5.21 Staff should be required to report any suspicion of laundering either directly to their *MLRO* or, if the institution so decides, to their line manager for preliminary investigation in case there are any known facts which may negate the suspicion subject to paragraph 5.8.
- 5.22 Employees should comply at all times with the vigilance systems of their institution and will be treated as having met appropriate standards of vigilance if they disclose their suspicions to their *MLRO* or other appropriate senior colleague according to the vigilance systems in operation in their institution.

THE ROLE OF THE *MLRO*

- 5.23 On receipt of a report concerning a suspicious customer or suspicious activity the *MLRO* should determine whether the information contained in such report supports the suspicion. He should investigate the details in order to determine whether in all the circumstances he in turn should submit a report to the *Reporting Authority*.
- 5.24 If the *MLRO* decides that the information does substantiate a suspicion of laundering, he must disclose this information promptly. If he decides that the information does not substantiate a suspicion, he would nevertheless be well advised to record fully the reasons for his decision not to report to the *Reporting Authority*.
- 5.25 It is for each institution (or group) to consider whether its vigilance systems should require the *MLRO* to report suspicions within the institution (or group) to the inspection or compliance department at head office.
- 5.26 Failure by the *MLRO* to diligently consider all relevant material may lead to vital information being overlooked and the suspicious activity not being disclosed to the *Reporting Authority* in accordance with the requirements of the legislation. Alternatively, it may also lead to vital information being overlooked which may have made it clear that a disclosure would have been unnecessary. As a result, it is recommended that the *MLRO* should establish and maintain a register of money laundering referrals made to him by staff.
- 5.27 Staff members should note that in the event of suspicion of money laundering, a disclosure should be made even where there has been no transaction by or through the *Financial Services Provider*. Staff members should ensure that they do not commit the offence of tipping off the customer who is the subject of the disclosure.

REPORTING SUSPICIONS TO THE REPORTING AUTHORITY

- 5.28 If the *MLRO* decides that a disclosure should be made, a report, preferably in standard form (see Appendix J), should be sent to the *Reporting Authority*.
- 5.29 If the *MLRO* considers that a report should be made **urgently** (e.g. where the account is already part of a current investigation), initial notification to the *Reporting Authority* should be made by telephone, email, or other means and must be followed up in writing as soon as is reasonably practicable.
- 5.30 The receipt of a report will be promptly acknowledged by the *Reporting Authority*. The report is forwarded to trained financial investigation officers who alone have access to it. They may seek further information from the reporting institution and elsewhere. It is important to note that after a reporting institution makes an initial report in respect of a specific suspicious activity, that initial report does not relieve the institution of the need to report further suspicions in respect of the same customer or account and the institution should report any further suspicious activity involving that customer.
- 5.31 Vigilance systems should require the maintenance of a register of all reports made to the *Reporting Authority* pursuant to this paragraph. Such registers should contain details of:
- the date of the report;
 - the person who made the report;
 - the person(s) to whom the report was forwarded; and
 - a reference by which supporting evidence is identifiable.
- 5.32 The *Reporting Authority* will keep the reporting institution informed of the interim and final result of investigations following the reporting of a suspicion to it. The *Reporting Authority* will endeavour to issue an interim report to the institution at regular intervals and in any event to issue the first interim report within one month of the report being made. In addition, at the request of the reporting institution, the *Reporting Authority* will promptly confirm the current status of such an investigation. Suspicious activity disclosure should be sent directly to the *Reporting Authority* at the following address:

The Reporting Authority
P.O. Box 1054
George Town, Grand Cayman
Telephone: (1345) 945-6267
Facsimile: (1345) 945-6268

REPORTING DECLINED BUSINESS

- 5.33 It is normal practice for many *Financial Services Providers* to turn away business that they suspect might be criminal in intent or origin. While this is commendable the *Financial Services Providers* should give consideration as to whether they are obliged in such circumstances to make a report, albeit that no transaction has taken place.
- 5.34 Reporting of such events will allow the *Reporting Authority* to build a clearer picture of the money laundering threat to the Island, and to use such intelligence on a proactive basis. Furthermore, the *Financial Services Provider* should refrain from referring such business to other *Financial Services Providers*.
- 5.35 The reporting of declined business is consistent with developing international best practice.

SECTION 6 - TRAINING AND AWARENESS

- 6.1 The communication of a *Financial Services Provider's* policies and procedures to prevent money laundering and the training on how to apply those procedures, underpin all other anti-money laundering strategies.
- 6.2 Where *Financial Services Providers* have staff they should ensure that all appropriate staff, (in accordance with Section 5(1) of the Regulations), receive training on money laundering prevention on a regular basis, ensure all staff fully understand the procedures and their importance, and ensure that they fully understand that they will be committing criminal offences if they contravene the provisions of the legislation.

THE TIMING AND CONTENT OF TRAINING PROGRAMMES

- 6.3 Although general provisions are made in Section 5(1) of the Regulations, they do not specify the exact nature of training to be given to staff, and therefore each *Financial Services Provider* can tailor its training programmes to suit its own needs, depending on size, resources and the type of business they undertake. Smaller organisations with no in-house training function may wish to approach third parties such as specialist training agencies, firms of attorneys or legal practitioners, or the major firms of accountants or management consultants. Training should be structured to ensure compliance with all of the requirements of the applicable legislation.

Where the Financial Service Provider has delegated the performance of relevant functions to a person or an institution in a Schedule 3 country, it must be satisfied that equivalent training and education procedures are in place in relation to the law and regulations of such country.

STAFF AWARENESS

- 6.4 Staff should appreciate the serious nature of the background against which the Regulations have been issued. They should be aware of their own personal obligations and of their personal liability under the legislation should they fail to report information in accordance with internal procedures and legislation. All staff should be encouraged to co-operate fully and provide a prompt and adequate report of any suspicious activities.
- 6.5 All staff need to be fully educated in the "Know Your Customer" requirements for the prevention of money laundering. Training should therefore cover not only the need to know the customer's true identity, but also, where a business relationship is being established, the need to know enough about the type of business activity expected in relation to the customer at outset (and on an ongoing basis) so that suspicious activity can be identified in the future.

NEW EMPLOYEES

- 6.6 Irrespective of seniority, all new employees should be given a general introduction to the background to money laundering and the procedures for reporting suspicious activities to the *MLRO*, prior to them becoming actively involved in day to day operations. New employees should also receive a clear indication of the importance placed on money laundering issues by the organisation, of the legal requirement to report, and of their personal legal obligations in this regard.

OPERATIONS STAFF

- 6.7 Staff who deal with the public such as cashiers, dealers, sales persons etc., are the first point of contact with potential money launderers, and their efforts are vital to an organisation's effectiveness in combating money laundering. Staff responsible for opening new accounts or dealing with new customers should be aware of the need to verify the customer's identity, for new and existing customers and be aware of the procedures for treatment of declined business as outlined in these Guidance Notes. Training should be given on the factors which may give rise to suspicions about a customer's activities, and on the procedures to be adopted when a transaction is considered to be suspicious.
- 6.8 Staff involved in the processing of deals or transactions should receive relevant training in the processing and verification procedures, and in the recognition of abnormal settlement, payment or delivery instructions. Staff should be aware of the types of suspicious activities which may need reporting to the relevant authorities regardless of whether the transaction was completed. Staff should also be aware of the correct procedure to follow in such a circumstance.
- 6.9 All staff should be vigilant in circumstances where a known, existing customer opens a new and different type of account, or makes a new investment e.g. a banking customer with a personal account opening a business account. Whilst the *Financial Services Provider* may have previously obtained satisfactory identification evidence for the customer, the *Financial Services Provider* should take steps to learn as much as possible about the customer's new activities.

TRAINING FOR SUPERVISORS AND MANAGERS

- 6.10 Although Executive Directors and Senior Managers may not be involved in the day-to-day procedures for handling transactions that may relate to money laundering, it is important that they understand the statutory duties placed on them, their staff and the firm itself given that these individuals are involved in signing off procedures.
- 6.11 Supervisors and managers should receive a higher level of training covering all aspects of money laundering procedures, including the offences and penalties arising from the

relevant primary legislation for non-reporting or for assisting money launderers, the procedures relating to dealing with production and restraint orders and the requirements for verification of identity and retention of records.

TRAINING FOR MONEY LAUNDERING REPORTING PERSONNEL (*MLRO*)

- 6.12 *MLROs* (and also Deputy *MLROs*) should receive in-depth training on all aspects of the primary legislation, the Regulations and internal policies. They should also receive appropriate initial and ongoing instruction on the determination and reporting of suspicious activities, on the feedback arrangements and on new trends of criminal activity.

CONTINUING VIGILANCE AND REFRESHER TRAINING

- 6.13 Over time, due to the multiple demands placed on their time, there is a danger that staff may become less vigilant concerning money laundering, and therefore it is vital that all staff receive appropriate refresher training to maintain the prominence that money laundering prevention requires, and that they fully appreciate the importance that their employer places on it and their obligations arising from it.

SECTION 7 - RECORD KEEPING PROCEDURES

GENERAL

- 7.1 Institutions should keep appropriate evidence of client identification, account opening or new business documentation. Adequate records identifying relevant financial transactions should be kept for a period of 5 years following the closing of an account, the end of the transaction or the termination of the business relationship.
- 7.2 Where there has been a report of a suspicious activity or the *Financial Services Provider* is aware of a continuing investigation into money laundering relating to a client or a transaction, records relating to the transaction or the client should be retained until confirmation is received that the matter has been concluded.
- 7.3 Records relating to verification of identity will generally comprise:
- a description of the nature of all the evidence received relating to the identity of the verification subject;
 - the evidence itself or a copy of it or, if that is not readily available, information reasonably sufficient to obtain such a copy.
- 7.4 Records relating to transactions will generally comprise:
- details of personal identity, including the names and addresses, of:
 - (1) the customer;
 - (2) the beneficial owner of the account or product;
 - (3) any counter-party;
 - details of securities and investments transacted including:
 - (4) the nature of such securities/investments;
 - (5) valuation(s) and price(s);
 - (6) memoranda of purchase and sale;
 - (7) source(s) and volume of funds and bearer securities;
 - (8) destination(s) of funds and bearer securities;
 - (9) memoranda of instruction(s) and authority(ies);
 - (10) book entries;

- (11) custody of title documentation;
- (12) the nature of the transaction;
- (13) the date of the transaction;
- (14) the form (e.g. cash, cheque) in which funds are offered and paid out.

GROUP RECORDS

7.5 There may be circumstances in which group records are stored centrally off island. However, *Financial Services Providers* should ensure that appropriate records are maintained and can be retrieved promptly on request.

TRAINING RECORDS

7.6 So that *Financial Services Providers* can demonstrate that they have complied with the provisions of Section 5(1) of the Regulations concerning staff training, they should maintain records which include:-

- (i) details of the content of the training programmes provided;
- (ii) the names of staff who have received the training;
- (iii) the date on which the training was delivered;
- (iv) the results of any testing carried out to measure staff understanding of the money laundering requirements; and
- (v) an on-going training plan.

ESTABLISHMENT OF REGISTERS

7.7 A *Financial Services Provider* should maintain a register of all enquiries made to it by the *Reporting Authority* and all disclosures to the *Reporting Authority*. The register should be kept separate from other records and contain as a minimum the following details:

- the date and nature of the enquiry,
- details of the account(s) involved; and
- be maintained for a period of at least 5 years.

7.8 Equivalency

Where the Financial Service Provider has delegated any or all of the foregoing functions to a person or institution in a Schedule 3 jurisdiction then it must be satisfied that the relevant records will be maintained in accordance with such regulation and will be available to the Monetary Authority on request and to the FRU or law enforcement authorities in accordance with the relevant procedures.

SECTION 8 –SECTOR SPECIFIC GUIDANCE

This section is intended to deal with specialised areas of relevant financial business which require more explanation and raise more complex issues than are dealt with in the general body of these Guidance Notes. This section must be read in conjunction with the other sections of these Guidance Notes.

The following types of relevant financial business are covered by these sector specific guidance notes:

- Mutual funds
- Banking
- Company formation and management
- Creation and administration of Trusts
- Insurance
- Real estate

MUTUAL FUNDS AND FUND ADMINISTRATORS

i) In this section:

a "Mutual Fund" or "Fund" is as defined in the Mutual Funds Law (2001 Revision) (the "Law") and may include a unit trust. Reference may also be made to the separate guidance in the Notes in the section on Trusts and Fiduciary Services and paragraph 3.37 of the Guidance Notes in relation to unit trusts.

A "Mutual Fund Administrator" or "An Administrator" is a person providing mutual fund administration as defined in the Law; that is: a person managing or administering a Mutual Fund (including controlling all or substantially all of its assets); a person providing the principal office of a Mutual Fund in the Cayman Islands or providing an operator to the Mutual Fund as defined in section 2 of the Law (a trustee of the unit trust, a general partner of a partnership or a director of a company).

A "Promoter" is as defined in section 2 of the Mutual Funds Law (as amended); namely, any person who causes the preparation or distribution of an offering document in respect of a Mutual Fund or proposed Fund. An attorney at law or accountant acting on behalf of such person is not a Promoter.

ii) Who should be treated as the Applicant for Business?

	FSP	Applicant for Business
3	The Mutual Fund.	Investors should be treated as such for the purposes of the Guidance Notes.
4	A FSP incorporating a company/setting up a limited partnership/unit trust as part of a Mutual Fund structure (including acting as investor, shareholder and/or providing initial registered office).	Promoters. Where the mutual fund is a unit trust, the trustees. Where the mutual fund is a limited partnership, the general partner. Where the mutual fund is a corporation see the section on Company Formation and Management.
5	FSP providing registered office for Mutual Fund/general or limited partner (other than at the date of incorporation). FSP providing a principal office for an Administrator.	The Mutual Fund. The Administrator

6	Mutual Fund Administrator.	<p>The Mutual Fund (the trustees of a unit trust; a general partner).</p> <p>When the Mutual Fund for which documentary evidence should be obtained is a limited partnership it will usually be sufficient to obtain evidence of the identity of the controlling General Partner.</p> <p>Given the special circumstances of mutual funds, it is recommended as good practice that an Administrator should not rely on the Mutual Fund falling into the exempted category by virtue of it being subject to the Regulations. However, the Administrator may be satisfied that the Mutual Fund, if not itself carrying out client identification or record keeping, has in place appropriate safeguards to ensure that its obligations under the Regulations are met.</p> <p>Promoters: Whilst promoters are not to be treated as applicants for business for the purposes of these Guidance Notes, it is industry best practice to ascertain the identity and background of any promoter relied upon.</p>
7	FSP otherwise issuing and administering subscriptions/redemptions.	The Mutual Fund.

Company formation and opening of Bank accounts for Funds is provided for elsewhere in Section 8 of these Guidance Notes.

iii) When must the identity be verified?

The Regulations provide that there should be procedures in place requiring, as soon as reasonably practicable after contact is first made with an applicant for business, either satisfactory evidence of the applicants identity or that steps are taken which will produce satisfactory evidence of identity (Regulation 7(1)).

The time span in which satisfactory evidence has to be obtained depends on the particular circumstances and the practicalities of obtaining evidence before commitments are entered into between parties and before money passes (Regulation 11(2)).

In the Fund context, situations may arise in which satisfactory identification procedures have not been completed prior to the receipt of subscription funds or redemption settlement requests. Whether or not it is appropriate to transfer funds to a brokerage or similar account in the name of the Fund may depend on the nature of the investment. Mutual Funds and Administrators should ensure that they have in place tightly controlled procedures to ensure that shares/units/interests are not applied to investors and that redemption proceeds are not settled without senior management approval, the basis for such approval to be recorded and such records retained.

- iv) How might identification of existing clients be carried out?
Refer to paragraphs 3.78 to 3.85 of the Guidance Notes.

If, after having conducted a risk assessment in accordance with paragraph 3.80 of the Guidance Notes, verification procedures or identification of an investor have not been completed prior to the date on which redemption is due to take place, the Fund should use the opportunity of redemption to seek satisfactory evidence of identity. It is industry best practice that, save in exceptional circumstances, payment of the redemption proceeds should be made only to the investor and not to a third party. If payment is to be made to or from an account in the name of the investor with a regulated bank in the Islands or in a Schedule 3 country and the criteria set out in para. 3.68 are adhered to, that will be sufficient evidence of identity.

- v) Particular issues on verification of identity of investors

- a. *One-off transactions.*
For the purpose of the Guidance Notes a subscription to a mutual fund should not be treated as a one-off transaction (for which see paragraph 3.58 of the Guidance Notes).
- b. *If the investor is a fund domiciled outside a Schedule 3 country but is administered in a Schedule 3 country.*
In such a case, the investor may fall within a category of exempted client. Evidence may also be satisfactory if the investor's administrator:
 - i) is subject to the Anti-Money Laundering regime of the Schedule 3 country.
 - ii) confirms in writing that it has obtained and maintains client verification evidence in accordance with the procedures of the Schedule 3 country.
- c. *Payment on an Account in a Bank in the Cayman Islands or a Schedule 3 Country*
When redemption proceeds are paid into an account held in the name of an investor] at a bank in the Cayman Islands or a bank regulated in a Schedule 3 country, evidence identifying the branch or office of the bank and verifying that the account is in the name of the investor is satisfactory evidence of the investors

identity and it will generally be unnecessary to obtain other documentary evidence. See para 3.56 of these Guidance Notes.

d. Corporate Group Introduction

It will not be necessary for identity to be re-verified or records duplicated if the identity of an investor has been verified by another entity within a group in a manner compatible with the Regulations and provided that written confirmation is obtained that the identification records will upon request be provided (see paragraphs 3.62 of the Guidance Notes). This is so even in circumstances when neither the investor nor the Bank from which he sends funds or investment is located in a Schedule 3 country.

- vi) When may a successor administrator rely on the client verification evidence obtained by its predecessor?

Where a successor firm is acquiring administration of an existing mutual fund, the successor must ensure that the necessary due diligence has been performed prior to performing the administration. It may be possible to rely upon the evidence of identity obtained by a predecessor administrator provided that the original files, or certified copies of the original files, are transferred to the successor administrator and the successor firm has assessed the quality of the evidence on investor identity. Where insufficient evidence exists, it may be appropriate to supplement with additional evidence to meet the standards required by these Guidance Notes.

At no time would it be appropriate to rely upon an eligible introducer exemption.

- vii) What specific records should be kept and where?

Refer to paragraph 7.1 to 7.7 of the Guidance Notes.

It may be impractical for a regulated Fund itself to maintain records but it must ensure that all appropriate records are maintained on its behalf. Mutual Fund Administrators must ensure that they have client verification evidence appropriate to the administration of funds and, if the function is delegated to them, must maintain records on behalf of the fund for the requisite period.

- viii) When procedures required by the Regulations may be maintained by a party not based in the Cayman Islands.

Maintenance by a person or institution regulated in a Schedule 3 country of all records and compliance with the procedures of such a Schedule 3 jurisdiction will be regarded as compliance with the Regulations and the Guidance Notes, subject to compliance with the provisions of paragraph 3.55 and 7.8 of the Guidance Notes.

9. Procedures for reporting of suspicious activity

Regulated financial service providers must have internal reporting procedures in place to identify and report suspicious activity. Both Mutual Funds and their Administrators subject to the Regulations, have separate obligations to have such reporting procedures in respect of their relevant financial business. Although ultimate responsibility for having satisfactory procedures remains with the financial service provider, the obligation may be met in *two* ways other than by the appointment of an MLRO directly for the fund.

Where a Fund has no staff in the Islands and the issuance and administration of subscriptions and redemptions is done by a person subject to the regulatory regime of the Cayman Islands or a Schedule 3 country, compliance by that person with the procedures of such jurisdiction will be regarded by the Monetary Authority as compliance with the Regulations and the Guidance Notes.

Where a Fund or a Fund Administrator has delegated the reporting function to a regulated person in the Islands or a Schedule 3 country, consistent with the requirements of paragraph 3.55 of these Guidance Notes, the Monetary Authority will regard compliance with the procedures of such jurisdiction as compliance with the Regulations and the Guidance Notes.

A Fund or a Fund Administrator may also appoint a suitable third party as its MLRO, whether within or outside the Islands, provided that such appointment is consistent with the requirements of paragraph 5.4 a of these Guidance Notes.

The directors of the Fund or Fund Administrator should document, either as a board resolution or otherwise, the manner in which the entity has met its obligations for ensuring internal reporting procedures are in place to identify and report suspicious activity.

BANKING

1. Who is the applicant for business?

The applicant for business may be one of the following:

Example	Applicant for Business
1.	Direct Personal Clients
2.	Corporate clients (including trust and fiduciary clients)
3.	Partnerships / Unincorporated Businesses

2. Whose identity must be verified (subject to possible exceptions in 6 below)?

Example	Applicant for Business	Evidence of identity required for
1.	Direct Personal Clients	<ul style="list-style-type: none"> • Beneficial owners of accounts • Assets bought, sold or managed through the relationship • Satisfactory evidence, confirmed by using one or more of the verification methods outlined in section 3.19 of the Guidance Notes • Current, satisfactory bank reference from at least one bank with whom the prospective customer has had a relationship for not less than 3 years. If one is not forthcoming, satisfactory reference from a person or entity who has personal knowledge of the prospective customer and which establish his bona fides and integrity. • References confirmed for genuineness • For non face to face verification, suitably certified or authenticated documents
2.	Corporate clients (including trust and fiduciary clients)	<ul style="list-style-type: none"> • The company, that it exists • Consistent with that required for direct personal clients, documentary evidence of identity for all directors; all those with signing powers, including third parties; and beneficial owners. (See section 3.29, 3.33 and 3.37 in the Guidance Notes) • Documentary evidence of identity of the new owner/controller where there is a change in ownership or control, in accordance with that required of direct

		<p>personal relationships</p> <ul style="list-style-type: none"> • Satisfactory evidence, confirmed by at least one of the following independent checks, of company's existence: <ul style="list-style-type: none"> • Memorandum of Association and articles and Certificate of Incorporation • Information about the identity of controlling shareholders and directors, e.g., Register of Directors, Register of Members • Understanding of all relevant party and inter-company relationships • It may be appropriate to obtain information relating to customers or suppliers and the background of major shareholders and directors
3.	Partnerships / Unincorporated Businesses	<ul style="list-style-type: none"> • The entity, that it exists • Consistent with that required for direct personal clients, documentary evidence of identity required for partners/managers; all those with signing powers, including third parties; and beneficial owners as defined in the Guidance Notes, Section 3.29 • Documentary evidence of identity of the new owner/controller where there is a change in ownership or control, in accordance with that required of direct personal relationships • Satisfactory evidence, confirmed by at least one of the following independent checks, of existence of partnership / unincorporated business: <ul style="list-style-type: none"> • Partnership agreement or excerpt if relevant • Certificate of Registration • Information about the identity of controlling partners / shareholders, e.g., excerpt from partnership document • Establish all relevant party relationships

3. When must identity be verified?

Client verification information should be obtained prior to opening account or establishing business relationship. If it is not forthcoming at the outset or within a reasonable time the relationship should be re-evaluated and transactions should not proceed. For exceptions, refer to the Guidance Notes, “Timing and Duration of Verification”, Sections 3.56 – 3.59.

4. When might it be possible to rely on third parties to verify identity?

Bankers should use their judgment in determining whether or not in the context of banking they should place reliance on the due diligence procedures for intermediaries. In cases in which reliance is placed on the intermediary, senior management must make a judgement as to whether or not it would be prudent to obtain appropriate evidence of client verification either by provision by the Introducer of primary documentation relating to this or by written confirmation from the Introducer that it has satisfied itself as to the bona fides and integrity of the client. For guidance on whether an entity qualifies as an Eligible Introducer refer to the Guidance Notes, “Procedures for Introduced Business”, Sections 3.60 – 3.67.

5. When might it be possible for identity to be verified by a party not based in the Cayman Islands?

Reliance on exemption (and therefore dispensation of the need to obtain normal evidence of client identity) when conducting mainstream banking business will be rare. Due diligence should be performed in accordance with the Guidance Notes, “Procedures for Introduced Business”, Sections 3.60 – 3.67.

6. When may there be no need or might it not be practicable for identity to be verified?

Refer to the Guidance Notes, “Exceptions to Verification Requirements”, Sections 3.68 – 3.76.

7. What information should be obtained in relation the proposed transaction, business and source of assets?

In addition to those listed in the main body of the Guidance Notes:

Example	Applicant for Business	Information which should be obtained
1.	Direct Personal Clients	<ul style="list-style-type: none">• Full details regarding Source of Funds• Sufficient information to anticipate normal business

		activity, including type of products required and general level of likely activity
2.	Corporate clients	<ul style="list-style-type: none"> • Full details regarding Source of Funds • Sufficient information to anticipate normal business activity, including type of products required and general level of likely activity • Sufficient information regarding intra-group relationships, if any; clients; service providers; and trading partners to establish a trading profile which can be monitored against transactions
3.	Partnerships/ Unincorporated Businesses	<ul style="list-style-type: none"> • Full details regarding Source of Funds • Sufficient information to anticipate normal business activity, including type of products required and general level of likely activity • Sufficient information regarding intra-group relationships, if any; clients; service providers; and trading partners to establish a trading profile which can be monitored against transactions

8. How should the business of the client be monitored?

Refer to the Guidance Notes, “On-Going Monitoring of Business Relationships”, Sections 4.1-4.10.

9. What warning signs or “red flags” should service providers be alert to?

Refer to Appendix K of the Guidance Notes

10. How might identification of existing clients be carried out?

As indicated in the Guidance Notes, sections 3.66-3.70, banks should conduct a risk assessment. Those clients assessed as high risk should be actioned first. The bank should ensure the information on file identifies the party and enables the bank to effectively monitor the account.

11. What specific records should be kept and where?

Refer to the Guidance Notes, Sections 7.1-7.5. (to be provided)

COMPANY FORMATION AND MANAGEMENT

Who is the Applicant for business?

Company formation

In the case of forming a company, the applicant for business is the client upon whose instructions the company is formed. This may or may not be a proposed shareholder. In addition to obtaining identification evidence for the client, it will normally be necessary to obtain:

- i. An explanation of the nature of the proposed company's business, and the source of funds.
- ii. Satisfactory evidence of the identity of each of the proposed principal beneficial owners (see paras 3.29 and 3.33)

In some circumstances reliance may be placed on the due diligence of other persons. Refer to the section on Introduced business in the Guidance Notes.

Company management

Where a company manager provides corporate services to a company, the client may or not be the company itself. However one must look behind the company for due diligence purposes and, depending upon the circumstances, investigate and obtain proof of identity of any or all of the following:

- a) the shareholders (or beneficial owners if different from the registered shareholders);
- b) the directors and officers;
- c) anyone who is giving instructions to the company manager on behalf of the company;
- d) anyone who introduces any of the above persons to the company manager.

However it is recognized that obtaining due diligence on all of the above in every case could be onerous and could lead to a duplication of procedures, unnecessary complication and eventual loss of legitimate business. The money laundering regulations and the notes therefore allow for reliance, in certain circumstances, on third party intermediaries. For guidance in this area see section on *Introduced Business* in the guidance notes.

The following will therefore apply:

1. Where the company manager is approached by a shareholder, beneficial owner or directors and officers as the applicant for business, the company manager should do appropriate due diligence on the shareholders and beneficial owners, the directors and anyone who gives instructions to the company manager on behalf of the company, the directors, officers or the shareholders in accordance with the sections of these guidance

notes dealing with corporate clients (see section 3.29 to 3.35).

2. Where the company manager is approached by a person who gives instructions to the company manager on behalf of the company, the company manager should do appropriate due diligence on that person, the shareholders, and the directors and officers in accordance with the sections of these guidance notes dealing with corporate clients (see section 3.29 to 3.35). However it may, in certain circumstances, be acceptable to rely solely on the due diligence of the person giving those instructions. (See section on introduced business)

Where the company manager relies upon the due diligence of an introducer such a decision must be made by senior management and the reasons for the decision must be documented. In addition the company manager must carry out appropriate due diligence on the introducer or intermediary to ensure their eligibility and ensure that written undertakings are received from the intermediary in accordance with the guidance notes.

Structured Finance Companies

Where a company is established to undertake one or more structured finance transactions, it may be established by a trustee for that transaction or generally. In such cases, the Financial Service Provider must identify the parties and the commercial purpose and conduct enquiry on any or all of the following persons and entities as appropriate in the circumstances, with a view to ensuring that appropriate due diligence and anti-money laundering compliance is applied to the identity of the investors and the flow of funds in accordance with the Regulations and Guidance Notes, or in accordance with the regulatory regime of a Schedule 3 country.

Such enquiry may extend to any or all of the following:

- i) the arranger; or
- ii) the originator; or
- iii) where relevant, the promoter; and
- iv) investors in the securities of the company;

Discontinued Relationships

Funds held to the order of a client or prospective client should only be returned to the source from which they came and not to a third party.

Ongoing Monitoring

In order to be alert for instances of money laundering company managers must continue monitoring the activities of their client companies for signs of unusual or suspicious activities. Changes in transaction type, frequency, unusually large amounts, geographical origins and destinations attributes and change in account signatories all warrant special attention.

Hold Mail and c/o Addresses

Sometimes the directors or beneficial owners of client companies request that mail not be forwarded but held at the registered office for storage or later collection. These are not necessarily suspicious acts but do carry higher risk and should warrant special attention. Evidence of identity of the beneficial owners should be obtained even where the client is introduced by eligible introducers. Clients who request “c/o” addresses should also receive additional attention.

Bearer Shares

The Cayman Islands company law allows the issue of bearer shares. Bearer shares can be used to conceal the identity of beneficial owners. Company managers should therefore only be a party to the issue of bearer shares where the shares are physically held by the company manager or by a custodian authorized or recognised by the Monetary Authority to the order of the beneficial owner. Such shares should not be released to the beneficial owner and may only be physically transferred to another entity authorised or recognised to act as a custodian under the companies law. If any such shares are in issue prior to these Guidance Notes company managers should ensure that such shares are lodged with a custodian within the period prescribed under the law.

Changes in service provider

Clients have the right to choose which management company should manage their affairs and to change to others if they so desire. However company managers who are asked by a prospective client to take over the management of a company which is being managed by another service provider should communicate with that service provider and make appropriate enquiries as to the reason for the transfer of business.

Provision of Directors and Officers

Where a company manager provides directors and officers to a managed company he should ensure that all statutory requirements with regard to keeping and filing details of the shareholders, directors and officers as required by law, are complied with within the period allowed by statute.

TRUSTS

1. Creation and Administration of Trusts

“Trust business” may be divided into three categories for the purposes of the Regulations and these Guidance Notes:-

- (a) unit trusts which are therefore covered by the mutual funds part of this section in relation to their creation and administration;
- (b) bare trusts or nominee ships where the trustee is acting both as a trustee and as an agent and Regulation 9 will apply;
- (c) all other trusts, where the trust is not a mutual fund and the trustee is a principal as a matter of law.

This section deals solely with the creation and administration of trusts falling within category (c).

2. Competent Staff

FSPs and the Monetary Authority are expected to pay particular attention to ensuring that staff working in these areas are properly competent, qualified (where necessary or appropriate) and have the requisite experience for a person in their position within the organisation.

3. Creation of a Trust

3.1. Settlor

Where a new trust is being created, the Applicant for Business will be the settlor (or all of the settlors if more than one).

3.2. Settled Assets

FSPs should also make appropriate inquiry as to the source of the assets a settlor intends to settle. This will necessarily vary from case to case and depend on many factors, such as the type of trust intended to be created, the relative and absolute value of the assets intended to be settled, the objectives of the settlor in creating the trust and the timeframe within which the parties are working.

3.3. Ongoing Obligations

FSPs must recognise the need to adopt ongoing procedures in relation to trusts. In particular, each time assets are added to the trust by a new or existing settlor the same procedures should be followed.

4. Transfer of an Existing Trust

Where an FSP is approached to become an additional or successor trustee, it is recognised that the concept of an “Applicant for Business” as used in the Regulations does not apply easily.

4.1. Previous Due Diligence

Trustees act as a body. Additional or successor trustees “step into the shoes” of the existing or predecessor trustees. An FSP who is an additional or successor trustee should inquire of the existing or predecessor trustees whether appropriate inquiries were made of the settlor or settlors at the time of creating the trust and at the time of addition of any assets to the trust, and seek to obtain the originals or copies of the relevant due diligence documentation (e.g. verification of the settlor’s identity and source of funds). Having done so, the FSP should consider whether it is adequate, according to the circumstances of the particular case. However, in some cases such documentation may not be available or upon review may not be adequate. In such cases the FSP should make reasonable inquiries of its own:-

(a) Where the Settlor is Alive

Where the settlor is still alive, the FSP should make the relevant inquiries of the settlor.

(b) Where the Settlor is Dead

Where the settlor is dead, the FSP should make reasonable inquiries about the settlor of such persons as may be appropriate in the circumstances of the particular case e.g. the existing or predecessor trustees or the beneficiaries. In particular, if the beneficiaries are relatives of the deceased settlor, as will often be the case, appropriate inquiry of the oldest beneficiaries may be the most fruitful.

5. Trusts Established Prior to 1 September 2000

In order to comply with the regulations on the treatment of existing business, the FSP should review existing trusts in the same way as if it were being invited to act as a successor or additional trustee of such trusts.

6. Possible Abuse of Trusts by Money Launderers

There appears to be limited potential for trusts to be used at the initial or placement stage of the money laundering process. Indeed, criminally derived funds would normally already have to have been inserted into the financial system before such assets could be placed into a trust. At the layering and integration stages of money laundering, however, there is greater potential for the misuse of trusts. Once the illegal proceeds have already entered the banking system, trusts could be exploited to further confuse the links between these proceeds and the illicit activity that generated them. The FATF have expressed concerns that this process may be even more effective if it is carried out in a number of countries and through legal professionals able to claim professional secrecy.

7. Circumstances Prompting Increased Vigilance

FSPs are urged to be particularly vigilant in the following areas:

7.1 Links with High Risk Countries

[See Sections 3.47 – 3.49 High risk Countries]

7.2 Total Changes of Beneficiaries

Where all of the existing beneficiaries are removed and different beneficiaries are added, or where this is intended, or where the trust is intentionally structured to permit this.

There may be perfectly legitimate reasons for this occurring or for this to be possible, but FSPs should endeavour to ascertain what these are.

7.3 Unexplained Requests for Anonymity

Where the settlor's stated reason for establishing a trust is the need for anonymity or confidentiality in relation to himself or the beneficiaries.

It should not be automatically inferred that this in itself is an illegitimate need. There are many instances where a settlor may desire that the extent or nature of his wealth is not known to third parties – such as children, the media, business or industry colleagues, potential kidnapers, industry competitors etc. The legitimate need for privacy is acknowledged and supported in the Cayman Islands as in other countries and may be a reason for establishing a trust. However, FSPs are encouraged to adopt a conservative and cautious approach in this area. In particular, where the reasons given by the settlor for the need for anonymity or confidentiality are not clear or are unconvincing, FSPs should take appropriate further action.

7.4 Beneficiaries with no apparent connection to the settlor

Where there is no readily apparent connection or relationship of the settlor to the beneficiaries. Since the economic nature of a trust is a mechanism for the settlor to benefit a beneficiary, typically not in return for any consideration (payment, transfer of assets or provision of services), FSPs should endeavour so far as possible to ascertain the settlor's reasons for wanting to benefit a beneficiary with whom he seemingly has no connection. This can be a matter of great sensitivity (for example, where the beneficiary turns out to be an illegitimate child of the settlor) and FSPs are encouraged to take this into account while pursuing necessary or appropriate inquiries.

7.5 Unexplained Urgency

FSPs are encouraged to inquire as to the reasons for any urgency, especially where the settlor is indicating that some of the due diligence process can or will be completed after the trust has been established or a transaction has been entered into by the trustees or an underlying company owned by the trust.

7.6 Potentate risk

[See section 3.44-3.46 – Politically exposed persons]

INSURANCE

1. Who is the applicant for business?

The applicant for business may be one of the following:

Example	Applicant for business
1. Single Parent Captive (Public Company).	Publicly quoted company.
2. Single Parent Captive (Private Company).	Privately held company.
3. Association Captive.	Association or Individual companies all members of a trade association or professional association insuring the risk of the individual members.
4. Privately Owned Captive (similar risk)	Typically owned by a group of companies with a similar risk profile and a commitment to risk management. Usually all shareholders are policyholders.
5. Privately Owned Captive (third party risk)	Investors seeking to profit from underwriting third party risk.
6. Agency Captive	Insurance Agency writing the risk of clients of the agency.
7. Segregated Portfolio Cell Company	Core Company and individual portfolio cells.
8. Companies formed to carry on long term business	Public or Private Companies, Associations or privately owned (individuals) insuring life related products and individual policy owners and life assureds.

2. Whose identity MUST be verified?

Applicant for business	Evidence of identification required for
1. The proposed Captive Owner (Public Company)	The publicly quoted company and Directors, Officers and Controllers of the Captive
2. The proposed Captive Owner	The private company itself. Shareholders of the private company owning more than 10% of the shares and Directors, Officers and Controllers of the Captive
3. Association Captive	The Association itself and Directors, Officers and Controllers of the Captive
4. Privately Owned Captive	Directors, Officers and Controllers of the Captive
5. Privately Owned (Third party risk)	Directors, Officers and Controllers of the Captive
6. Agency Captive	Agency itself and Directors, Officers and Controllers of the Captive
7. Segregated Portfolio Cell Company	Core Company itself, shareholders of core company if owning 10% or more of shares, Directors, Officers and Controllers of Core Company. Plus Directors, Officers & Controllers of each individual cell if different from the core company
8. Companies formed to carry on long term business	If a public company see 1 above, if a private company see 2 above, if an association see 3 above, if privately owned see 4 above. All individual policy owners paying premiums in excess of minimums as stated in the regulations together with life assureds

3. When must identity be verified?

At the time of licensing and on the appointment of new shareholders, directors, officers or controllers.

4. When might it be possible to rely on third parties to verify identity?

When introduced by an Eligible Introducer (as defined). Form must be completed.

5. When might it be possible for identity to be verified by a party not based in the Cayman Islands?

As in 4 above e.g. through Associations, fronting carriers, branches of Financial Service Provider.

6. When may there be no need or might it not be practicable for identity to be verified?

Policyholders of captives not writing insurance business as specified in Schedule 1 to the Regulations.

7. Applicant for Business

Applicant for business	Information to be obtained
1. Single Parent Captive (Public Company)	Company Annual Report, Company 10K and Company authority to form Captive. Certified copy of the passport photograph and signature page or similar together with one of the additional methods of identification listed in Section 3.19 of the Guidance Notes (usually 3 references) on all Directors, Officers and Controllers of the Captive.
2. Single Parent Captive (Private Company)	Financial Statements where possible or other acceptable financial information (e.g. Tax Return), Charter and By-Laws (or other incorporation documents), Certified copies of Register of Shareholders, Directors and Officers. Certified copy of the passport photograph and signature page or similar together with one of the additional methods of identification listed in Section 3.19 of the Guidance Notes (usually 3 references) on all Directors, Officers and Controllers of the Captive and shareholders of parent company owning in excess of 10% of the shares.
3. Association Captive	Association's Articles of Incorporation usual background information on Association (business purpose, membership requirements. Certified copies of Register of Members, Directors and Officers. Certified copy of the passport photograph and signature page or similar together with one of the additional methods of identification listed in Section 3.19 of the Guidance Notes (usually 3 references) on all Directors, Officers and Controllers of the Captive.
4. Privately Owned	Certified copy of the passport photograph and signature page or similar together with one of the additional methods of identification listed in Section 3.19 of the Guidance Notes

	(usually 3 references) on all Directors, Officers and Controllers of the Captive.
5. Privately Owned (third party risk.)	Certified copy of the passport photograph and signature page or similar together with one of the additional methods of identification listed in Section 3.19 of the Guidance Notes (usually 3 references) on all Directors, Officers and Controllers of the Captive.
6. Agency Captive	Information on Agency (marketing material business plan etc). Copy of State License. Certified copy of the passport photograph and signature page or similar together with one of the additional methods of identification listed in Section 3.19 of the Guidance Notes (usually 3 references) on all Directors, Officers and Controllers of the Captive.
7. Segregated Portfolio Cell Company	Information on Core Company: If public, see 3.1 If private, see 3.2. Individual cells: Certified copy of the passport photograph and signature page or similar together with one of the additional methods of identification listed in Section 3.19 of the Guidance Notes (usually 3 references) on all Directors, Officers and Controllers of the Captive.
8. Companies formed to carry on long term business	If a public company see 1 above, if a private company see 2 above, if an association see 3 above, if privately owned see 4 above. Detailed application form of owner of policy and life assured. Certified copy of the passport photograph and signature page or similar together with one of the additional methods of identification listed in Section 3.19 of the Guidance Notes for each policy owner and assured.

- 8. What additional information might be requested and when?** Changes of shareholders (10%) of companies owning captives and Directors, Officers and Controllers.
- 9. How should the business of the client be monitored?** Within the industry detailed books and records are kept of the captive itself. Annual Statement of Operations filed with the Cayman Islands Monetary Authority.
- 10. What warning signs or “red flags” should service providers be alert to?**
1. Return premium remitted to persons other than policy holder
 2. Dividends paid to persons other than shareholders
 3. Unusually complex holding company or trust ownership structure.

- 11. How might identification of existing clients be carried out?** All existing clients have references, resumes, and Monetary Authority Questionnaires already on file with the Monetary Authority. It would appear therefore the only additional information required would be a Certified copy of the passport photograph and signature page or similar of Directors, Officers & Controllers already approved by the Monetary Authority.
- 12. What specific records should be kept and where?** Financial Statements, copies of policies (direct write only) reinsurance agreements policy registers, loss runs at Mangers office.
- 13. Examples of possible abuses of relevant financial business by money launders.**
To be provided at a later date.

REAL ESTATE

1. Who is the applicant for business?

The applicant for business may be one of the following:

Example	Applicant for business
1.	Purchaser - Personal – better known as the “customer” in real estate terms, this is the ultimate individual who would submit offers to purchase property
2.	Vendor - Personal – better known as the “client” in real estate terms, this is the ultimate individual who is listing their property
3.	Purchaser – Corporate – better known as the “customer” in real estate terms, this is the ultimate corporation who would submit offers to purchase property
4.	Vendor - Corporate – better known as the “client” in real estate terms, this is the ultimate corporation that is listing its property

2. Whose identity MUST be verified?

Applicant for business	Evidence of identification required for
1. Purchaser - Personal	<ul style="list-style-type: none"> • That the person is the contracting party and proposed registered title-holder of the property • Source of funds for the purchase of the property • Satisfactory evidence, confirmed by using one or more of the verification methods outlined in section 3.19 of the Guidance notes.
2. Vendor - Personal	<ul style="list-style-type: none"> • That the person is the contracting party and current registered title-holder of the property
3. Purchaser - Corporate	<ul style="list-style-type: none"> • That the corporation is the contracting party and proposed registered title-holder of the property • Source of funds for the purchase of the property • The company, that it exists • Documentary evidence of all directors and all those with signing powers including third parties

	<p>and beneficial owners (See Section 3.29, 3.33 and 3.37 in the GN)</p> <ul style="list-style-type: none"> • Satisfactory evidence, confirmed by at least one of the following independent checks of company’s existence: <ol style="list-style-type: none"> 1. Memorandum of association and articles and certificate of incorporation 2. Information about the identity of controlling shareholders and directors e.g. Register of Directors, Register of Members 3. It may be appropriate to obtain information relating to customers and suppliers and the background of major shareholders and directors. • Normally no need to repeat due diligence on corporate clients/customers if the same beneficial owner each time.
<p>4. Vendor - Corporate</p>	<ul style="list-style-type: none"> • That the corporation is the contracting party and current registered title-holder of the property • The company, that it exists • Documentary evidence of all directors and all those with signing powers including third parties and beneficial owners •

3. When must identity be verified?

The real estate industry has a history of being utilized by money launderers and fraudsters to place criminal proceeds in the financial system, conceal the original source of funds and legitimise such funds. As such, persons involved in financial, estate agency and legal services provided in the course of business relating to the sale, purchase or mortgage of land or interests in land on behalf of clients or customers must be alert to such risks. Collecting evidence of identification and the source of funds assists those providing relevant financial business in ensuring the prospective customer is who he/she claims to be and that the nature of the business that the customer expects to undertake is legitimate.

It is recognized that real estate agents and brokers’ involvement in the sale and purchase of land or property may extend from being significant (direct contact with the customer and the funds are transacted in their escrow account) to relatively peripheral (collection of commission on the sale), to nominal (real estate listing). The risk to the real estate agents or brokers will differ depending on the extent to which they are involved, in that the more they are involved with the

customer and/or in handling the funds, the more risk they will assume. Therefore the amount of evidence the real estate agents or brokers collect should be correlated to the risks.

Real estate agents and brokers who are directly involved with the prospective customers or whose escrow account is being utilized to transfer funds from the purchaser to the vendor should perform full verification in accordance with the Guidance Notes. As the risk of money laundering arises primarily from the purchase of a property, the principal focus of real estate agents and brokers' due diligence efforts should be directed to the identification of the purchaser and the source of funds.

To the extent that the funds being transacted through the escrow account are payments to and from an account in the name of the purchaser and vendor in a regulated bank in the Cayman Islands or a Schedule 3 country, or the purchaser or vendor are managed or registered with an entity regulated in the Cayman Islands (which can be verified on www.cimoney.com.ky), it may be unnecessary to take any further steps to verify client identity.

It may be reasonable for example, to take no further steps to verify identity when payment is made by cheque or electronically and sent either by mail or electronically from an account (or joint account) in the purchaser's/vendor's name at a bank in the Cayman Islands or a Schedule 3 country if it does not fall within the following categories:

- g) the circumstances of the payment are such that a person handling the transaction knows or suspects that the applicant for business is engaged in money laundering, or that the transaction is carried out on behalf of another person engaged in money laundering; or
- h) the payment is made for the purpose of opening a relevant account with a bank in the Cayman Islands.

If the payment does fall into one of the above categories then the evidence of identity of the applicant must be obtained in accordance with the full identification procedures as outlined in the Guidance Notes.

Similarly, it may be reasonable for example, to take no further steps to verify identity, when the purchaser or vendor is a corporate entity managed or registered with an entity regulated in the Cayman Islands unless the person handling the transaction knows or suspects that the applicant for business is engaged in money laundering, or that the transaction is carried out on behalf of another person engaged in money laundering.

If the purchaser or vendor is a corporate entity that is not managed by or registered with an entity regulated in the Cayman Islands or the person handling the transaction knows or suspects the purchaser or vendor is involved in money laundering, then the evidence of identity of the

applicant must be obtained in accordance with the full identification procedures as outlined in the Guidance Notes.

Real estate agents and brokers who are only peripherally or nominally involved should only collect information as to the names of the parties involved in the transactions, and/or those who acted on their behalf. This will assist the Reporting Authority if it should wish to perform an investigation of the transactions.

4. What documentary evidence of source of funds is required?

In those circumstances identified in paragraph 3 where verification of identity may not be necessary, it may also not be necessary to obtain documentary evidence of source of funds, as long as the criteria in paragraph 3 are met. In other circumstance, however, then the documentary evidence of source of funds must be obtained.

The extent to which such documentary evidence is required or the information is verified with an outside source will depend upon (a) the risk associated with the response and (b) how easy the source is to verify. Below is a table which attempts to give some examples of considerations when a response is received:

	Source of Funds	Considerations
1.	Savings/ Employment Income	<ul style="list-style-type: none"> • Price of property consistent with expectations of income earner; • Age of the income earner
2.	Business Income	<ul style="list-style-type: none"> • Type of business and expectations of earnings; • Details of the business (name, address, website, and whether it has public earnings information)
3.	Sale of Business	<ul style="list-style-type: none"> • Public information (eg. News clippings) or other evidence of sale
4.	Inheritance	<ul style="list-style-type: none"> • Evidence of death; • Original source of funds of the deceased
5.	Sale of investments or property	<ul style="list-style-type: none"> • Information of original source (income, business) is required and considered as above

5. When might it be possible to rely on third parties to verify identity?

In addition to those circumstances identified in paragraph 3 where verification of client identity may not be necessary, it may be appropriate for real estate agents and brokers to rely upon the

due diligence procedures performed by others who conducted client verification procedures substantially in accordance with the Guidance Notes. Those situations are identified under section 3.60 –3.67 of the Guidance Notes. Realtors should use their judgement in determining whether or not in the context of real estate they should place reliance on the due diligence procedures for intermediaries. In cases where the reliance is placed on the intermediary, senior management must make a judgement as to whether or not it would be prudent to obtain appropriate evidence of client verification. In most cases it may be more appropriate to seek a confidentiality waiver from the client/customer in order that the documentation held by third parties on the customer/ client may be copied and retained by the realtor.

In addition to the scenarios envisaged in sections 3.60-3.67 of the Guidance Notes on introduced business, it is also common in real estate business for co-agency relationships to arise. When the prospective client is introduced by one CIREBA member to another, it is not necessary for identity to be re-verified or for the records to be duplicated provided that the identity of the client has been verified by the introducing member of CIREBA in a manner compatible with the Regulations and provided that written confirmation is obtained that the identification will on request be provided. CIREBA members relying on another CIREBA member's introduction must be satisfied that the *CIREBA Rules and Regulations* are absolutely adhered to and is at least as high a standard as detailed in these Guidance Notes.

In all cases where reliance is being placed on an eligible introducer, other than a CIREBA member, for documentary evidence of client identification of a purchaser (personal or corporate), information regarding source of funds would still need to be obtained.

6. How should a realtor deal with relationships prior to enactment of the regulations?

Given the nature of real estate transactions, the length of time of the relationship between the realtor and the customer or client as it pertains to any one property is relatively short, and usually does not last over a year, before the listing is renewed or continued. As such, it is not expected that Section 3.78 to 3.85 will pertain to real estate agents and brokers.

7. How should the business of the client be monitored?

Given the nature of real estate transactions, it is uncommon that a customer or client will have more than one transaction, i.e. the purchase or sale of a property. Two exceptions exist:

- (a) Local developers or investors who are involved in more than one property. In this case the realtors should refer to the Guidance Notes "*On-Going Monitoring of Business Relationships*" Sections 4.1-4.10; and,
- (b) The original purchaser of a property uses the realtor to subsequently sell the same property. In this case, it is not necessary for the realtor to obtain documentary evidence of customer identity again, however, the realtor should ensure that the proceeds

are being remitted to an account that is consistent with the understanding and expectation of the client.

8. What warning signs or ‘red flags’ should service providers be alert to?

Real estate agents and brokers should be alert to transactions that fall outside the standard industry practice, which may include but are not limited to the following:

- Customer wishing to purchase property with cash or bearer instruments;
- Client seeks proceeds of sale to be remitted to a third party other than the current owner or to an account other than where the client resides;
- Customer is not concerned with losing deposit when he has a right to recover it; and,
- Any irregularity in the ownership structure or the activities surrounding a transaction may require further or broader investigation.

9. Who should be appointed MLRO?

Since most real estate companies are relatively small, it is appropriate for such organizations to have the broker also be the MLRO.

10. What specific records should be kept and where?

Refer to the Guidance Notes, sections 7.1-7.7.

SECTION 9 -APPENDICES

Appendix A - Background Information On Money Laundering

What is money laundering?

Money laundering is the process by which criminals attempt to conceal the true origin and ownership of the proceeds of their criminal activities. If they are successful, it also allows them to maintain control over those proceeds and, ultimately, to provide a legitimate cover for their source of income.

Money laundering is a global phenomenon that affects all countries to varying degrees. By its very nature it is a hidden activity, and therefore the scale of the problem and the amount of criminal money being generated either locally or globally each year is impossible to measure accurately. Failure to prevent the laundering of the proceeds of crime allows criminals to benefit from their actions, making crime a more attractive proposition.

The need to combat money laundering

In recent years there has been a growing recognition that it is essential to the fight against crime that criminals be prevented, wherever possible, from legitimising the proceeds of their criminal activities by converting funds from "dirty" to "clean".

The laundering of the proceeds of criminal activity through the financial system is vital to the success of criminal operations. Those involved must exploit the facilities of the world's Financial Institutions if they are to benefit from the proceeds of their activities. The increased integration of the world's financial systems, and the removal of barriers to the free movement of capital, have meant it is potentially easier for criminals to launder dirty money, and more complicated for the relevant authorities to trace. The long-term success of any of the world's financial sectors depends on attracting and retaining legitimately earned funds. The unchecked use of the financial system for laundering money has the potential to undermine individual Financial Institutions, and ultimately the entire financial sector.

Money laundering in various forms has existed since time immemorial. The effect of legislation is to criminalise the activity and create a number of specific offences. It is inevitable that in all countries, some existing customers, including those of long-standing, are already engaged in money laundering.

Although these Guidance Notes focus upon new business relationships and transactions, Financial Institutions should also be alert to the financial flows and transaction patterns of existing customers, particularly where there is a significant and unexplained change in the behaviour of the account. (See Appendix K, Examples of Suspicious Activities).

The Money Laundering Regulations, 2000 requires Financial Institutions to establish systems to detect money laundering, and therefore assist in the prevention of abuse of their financial products and services. This is also in Financial Institutions' own commercial interest, and it also protects the reputation of the Cayman Islands.

Because of the international nature and both market and geographical spread of business on the Cayman Islands, local institutions which are less than vigilant may be vulnerable to abuse by money launderers, particularly in the 'layering' and 'integration' stages (see below). Banks, Building Societies, Investment Business and Money Service Providers which, albeit unwittingly, become involved in money laundering risk prosecution and substantial costs both in management time and money, as well as face the severe consequences of loss of reputation.

The stages of money laundering

There is no single method of laundering money. Methods can range from the purchase and resale of a luxury item (e.g. a car, or jewellery), to passing money through a complex international web of legitimate businesses or 'shell' companies. Initially, however, in the case of drug trafficking and some other serious crimes such as robbery, the proceeds usually take the form of cash which needs to enter the financial system by some means. Street purchases of drugs are almost always made with cash.

Despite the variety of methods employed, the laundering process is accomplished in three stages. These may include numerous transactions by the launderers that could alert a *Financial Service* to criminal activity:-

- a) Placement - the physical disposal of cash proceeds derived from criminal activity.
- b) Layering - separating the illicit proceeds from their source by creating complex layers of financial transactions designed to disguise the audit trail and provide anonymity.

- c) Integration - the provision of apparent legitimacy to wealth derived from crime. If the layering process has succeeded, integration schemes place the laundered proceeds back into the economy in such a way that they re-enter the financial system appearing as normal business funds.

The three basic steps may or may not occur as separate and distinct phases. They may occur simultaneously or, more commonly, they may overlap. How the basic steps are used depends on the available laundering mechanisms and the requirements of the criminal organisations. The table below provides some typical examples.

The stages of money laundering

Placement Stage	Layering stage	Integration Stage
Cash paid into bank* (Sometimes with staff complicity or mixed with proceeds of legitimate business)	Wiring transfer abroad (often using shell companies or funds disguised as proceeds of legitimate business)	False loan repayments forged invoices used cover for laundered money.
Cash exported	Cash deposited in overseas banking system	Complex web of transfers (both domestic and international) makes tracing source of funds virtually impossible
Cash used to buy high value items	Resale of goods or assets	Income from property or legitimate business assets appears 'clean'

*'bank' includes all deposit-taking institutions, those which exchange or remit cash, and the client accounts of professional intermediaries, such as accountants, regulators and trustees.

Certain points of vulnerability have been identified in the laundering process which the money launderer finds difficult to avoid, and where

his activities are therefore more susceptible to being recognised, such as:-

- entry of cash into the financial system;
- cross-border flows of cash;
- acquisition of financial assets;
- transfers within and from the financial system;
- incorporation of companies; and
- establishment of financial vehicles (e.g. ostensible pooled investment funds, merchanting and barter companies).

Appendix B – Background to the Guidance Notes

Basle Statement of Principles

In December 1988 the Basle Committee on Banking Regulation and Supervisory Practices (“the Basle Committee”) issued a Statement of Principles. This Statement was endorsed by Cayman Islands Monetary Authority and circulated to all banking institutions licensed by it at the time. The statement set out the following basic principles:-

Customer Identification - when establishing a relationship by opening an account or providing any other service, including safe custody and safe deposit box facilities, reasonable efforts should be made to determine the true identity of the customer requesting the service;

Compliance with Legislation and Regulation Enforcement Agencies - business should be conducted in conformity with high ethical standards and local regulations and regulations pertaining to financial transactions. Institutions should cooperate fully with national regulation enforcement authorities to the extent permitted without breaching customer confidentiality; and

Record Keeping and Systems - institutions should implement specific procedures for retaining internal records of transactions and establish an effective means of testing for general compliance with the Statement.

The Financial Action Task Force (“FATF”)

In June 1989 the Heads of Government of the Group of Seven (“G7”) countries established the Financial Action Task Force, commonly referred to as “FATF”.

FATF Member countries have thus been introducing legislation to combat money laundering. Such legislation generally includes equivalent offences and compliance obligations for companies established and operating within the Member countries and, as such, seeks to create consistent regulations and prevention practices. This international initiative will therefore create similar obligations for all companies operating within the international financial market place and thereby reduce the likelihood of discriminatory practices between Members, and between Members and non-Members.

The Caribbean Financial Action Task Force (“CFATF”)

In June 1990 15 Caribbean states plus five members of the Financial Action Task Force with affiliations in the region met in conference in Aruba and produced 21 recommendations, 19 of which were eventually adopted as CFATF recommendations. In June 1992 a second regional meeting addressed the areas of legal, financial, political and technical assistance in combating money laundering. It provided detailed recommendations which were presented at a ministerial meeting convened in Kingston, Jamaica in November 1992. 20 Caribbean states plus the FATF affiliates participated. An accord was agreed embodied in the Kingston Declaration on money laundering endorsing the implementation of the 1988 United Nations Vienna Convention, the Organisation of American States Model Regulations, the 40 FATF Recommendations and the 19 Regional Specific Objectives.

In October 1996 21 countries signed a Memorandum of Understanding and a Mission Statement formulating its mission, organisation and membership requirements.

The CFATF also has a rolling programme of mutual evaluations.

The EU Money Laundering Directive

As part of this initiative, the UK and other countries of the European Union are implementing a Council Directive on the prevention of the use of the financial system for the purposes of money laundering (No 91/308/EEC).

Appendix C – The Money Laundering Regulations

The Proceeds Of Criminal Conduct Law (2001 Revision) The Money Laundering Regulations, (2003 Revision)

Revised under the authority of the Law Revision Law (1999 Revision).

The Money Laundering Regulations, 2000 made the 2nd April, 2000.

Consolidated with the -

Money Laundering (Amendment) (Client Identification)
Regulations, 2001 made the 26th April, 2001

Money Laundering (Amendment) (Electronic Payments)
Regulations, 2001 made the 24th May, 2001

Money Laundering (Amendment) Regulations, 2001 made the 2nd
October, 2001

Money Laundering (Amendment) Regulations, 2002 made the 30th
April, 2002

Money Laundering (Amendment) (No.2) Regulations, 2002 made
the 17th December, 2002

Money Laundering (Amendment) Regulations, 2003 made the 17th
June, 2003.

And as amended by the -

Cayman Islands (Constitution) (Amendment) Order 2003 (U.K.S.I.
2003 No. 1515) made the 12th day of June, 2003.

Consolidated and revised this 8th day of July, 2003.

Policy and Research Division
Cayman Islands Monetary Authority

MONEY LAUNDERING REGULATIONS (2003 REVISION)

ARRANGEMENT OF REGULATIONS

PART I - Introductory

1. Citation
2. Definitions
3. Business relationships
4. Relevant financial business

PART II - Systems and Training To Prevent Money Laundering

5. Systems and training to prevent money laundering
6. Offences by bodies corporate, partnerships and unincorporated associations

PART III - Identification Procedures

7. Identification procedures; business relationships and transactions
8. Payments delivered by hand, or made by post or electronically
9. Identification procedures; transactions on behalf of another
10. Identification procedures; exemptions
11. Identification procedures; supplementary provisions

PART IV - Record-keeping Procedures

12. Record-keeping procedures
13. Record-keeping procedures; supplementary provisions

PART V - Internal Reporting Procedures

14. Internal reporting procedures

PART VI - Duty to Report Evidence of Money Laundering

15. Application
16. Supervisors, etc. to report evidence of money laundering

PART VII - Transitional Provisions

17. Transitional provisions
First Schedule: Classes of long term business
Second Schedule: List of activities falling within the definition of “relevant financial business”
Third Schedule: Countries and territories with equivalent legislation.

MONEY LAUNDERING REGULATIONS

(2003 Revision)

PART I - Introductory

1. These regulations may be cited as the Money Laundering Regulations (2003 Revision). Citation
2. (1) In these regulations- Definitions
“applicant for business” means a person seeking to form a business relationship, or carry out a one-off

transaction, with a person who is carrying out relevant financial business in the Islands;

“Authority” means the Cayman Islands Monetary Authority;

“business relationship” has the meaning given by regulation 3;

“Case 1”, “Case 2”, “Case 3” and “Case 4” have the meanings given in regulation 7;

“insurance business” means business of any of the classes of business specified in the First Schedule;

“money laundering” means doing any act which constitutes an offence under section 47 or 48 of the Misuse of Drugs Law (2000 Revision) or sections 21 to 23 of the Law or, in the case of an act done otherwise than in the Islands, would constitute such an offence if done in the Islands. ^{2000 Revision}

“one-off transaction” means any transaction other than a transaction carried out in the course of an established business relationship formed by a person acting in the course of relevant financial business; and

“relevant financial business” has the meaning given by regulation 4.

(3) The reference, in the definition of “money laundering”, to doing any act which would constitute an offence under the Law shall, for the purposes of these regulations, be construed as a reference to doing any act which would constitute an offence under the Law if, for the definition of “criminal conduct” in section 22(10) of the law, there were substituted -

“(10) In this Law-

“criminal conduct” means -

(a) conduct which constitutes an offence to which this Law applies; or

(b) conduct which-

(i) would constitute such an offence if it had occurred in the Islands; and

(ii) contravenes the law of the country in which it occurred.”.

(3) For the purposes of this regulation, a business relationship formed by a person acting in the course of relevant financial business is an established business relationship where that person has obtained, under procedures maintained by him in accordance with regulation 7, satisfactory evidence of the identity of the person who, in relation to the formation of that business relationship, was the applicant for business.

Business relationships

3. (1) Any reference in this regulation to an arrangement between two or more persons is a reference to an arrangement in which at least one person is acting in the course of a business.

(2) For the purposes of these regulations-

“business relationship” means any arrangement between two or more persons where -

(a) the purpose of the arrangement is to facilitate the carrying out of transactions between the persons concerned on a frequent, habitual or regular basis; and

(b) the total amount of any payment or payments to be made by any person to any other in the course of that arrangement is not known or capable of being ascertained at the time the arrangement is made.

Relevant financial business

4. (1) For the purposes of these regulations-

“relevant financial business”, subject to subregulation (2), means the business of engaging in one or more of the following -

2003 Revision

(a) banking or trust business carried on by a person who is for the time being a licensee under the Banks and Trust Companies Law (2003 Revision);

(b) acceptance by a building society of deposits made by any person (including the raising of money from members of the society by the issue of shares);

2001 Revision

(c) business carried on by a co-operative society within the meaning of the Co-operative Societies Law (2001 Revision);

- (d) insurance business and the business of an insurance manager, an insurance agent, an insurance sub-agent or an insurance broker within the meaning of the Insurance Law (2003 Revision);
- (e) mutual fund administration or the business of a regulated mutual fund within the meaning of the Mutual Funds Law (2003 Revision);
- (f) the business of company management as defined by the Companies Management Law (2003 Revision), except that the services specified in section 3(4)(a) of that law shall not be excluded for the purposes of these regulations from the provision of the specified services as defined in subsection (2) of that section; and
- (g) any of the activities set out in the Second Schedule, other than an activity falling within paragraphs (a) to (f) of this subregulation.

(2) In this regulation -

“banking business” has the same meaning as in the Banks and Trust Companies Law (2003 Revision); and

“building society” means a society incorporated under section 3 of the Building Societies Law (2001 Revision).

PART II - Systems And Training To Prevent Money Laundering

5. (1) A person shall not, in the course of relevant financial business carried on by him in or from the Islands, form a business relationship, or carry out a one-off transaction, with or for another unless he -

Systems and training to prevent money laundering

- (a) maintains the following procedures established in relation to that business -
 - (i) identification procedures in accordance with regulations 7 and 9;
 - (ii) record-keeping procedures in accordance with regulation 12;
 - (iii) except where the person concerned is an individual who in the course of relevant financial business does not employ or act in association with any other person, internal reporting procedures in accordance with regulation 14; and
 - (iv) such other procedures of internal control and communication as may be appropriate for the purposes of forestalling and preventing money laundering;
- (b) takes appropriate measures from time to time, for the purposes of making employees whose duties include the handling of relevant financial business aware of -
 - (i) the procedures under paragraph (a) which are maintained by him and which relate to the relevant financial business in question; and
 - (ii) the enactments relating to money laundering; and
- (c) provides such employees from time to time with training in the recognition and handling of transactions carried out by, or on behalf of, any person who is, or appears to be, engaged in money laundering.

(2) Whoever contravenes this regulation is guilty of an offence and liable -

- (a) on summary conviction, to a fine of five thousand dollars; or
- (b) on conviction on indictment, to a fine and to imprisonment for two years.

(3) In determining whether a person has complied with any of the requirements of subregulation (1)

- (a) a court shall take into account any relevant supervisory or regulatory guidance which applies to that person; and
- (b) a court may take into account any other relevant guidance issued by a body that regulates, or is representative of, any trade, profession, business or employment carried on by that person.

(4) In proceedings against a person for an offence under this regulation, it shall be a defence for that person to show that he took all reasonable steps and exercised all due diligence to avoid committing the

offence.

(5) In this regulation -

“enactments relating to money laundering” means the enactments referred to in regulation 2(2) and the provisions of these regulations; and

“supervisory or regulatory guidance” means guidance issued, adopted or approved by the Authority or contained in regulations or a code of practice issued under the principal Law.

Offences by bodies corporate, partnerships and unincorporated associations

6. (1) Where an offence under regulation 5 committed by a body corporate is proved to have been committed with the consent or connivance of, or to be attributable to any neglect on the part of, a director, manager, secretary or other similar officer of the body corporate or a person who was purporting to act in any such capacity he, as well as the body corporate, shall be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

(2) Where the affairs of a body corporate are managed by the members, subregulation (1) shall apply in relation to the acts and defaults of a member in connection with his functions of management as if he were a director of a body corporate.

(3) Where an offence under regulation 5 committed by a partnership, or by an unincorporated association other than a partnership, is proved to have been committed with the consent or connivance of, or is attributable to any neglect on the part of, a partner in the partnership or a person concerned in the management or control of the association, he, as well as the partnership or association, shall be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

PART III - Identification Procedures

Identification procedures; business relationships and transactions

7. (1) Subject to regulations 8 and 10, identification procedures maintained by a person are in accordance with this regulation if in Cases 1 to 4 they require, as soon as is reasonably practicable after contact is first made between that person and an applicant for business concerning any particular business relationship or one-off transaction -

- (a) the production, by the applicant for business, of satisfactory evidence of his identity; or
- (b) the taking of such measures specified in the procedures as will produce satisfactory evidence of his identity,

and the procedures are, subject to subregulation (6), in accordance with this regulation if they require that where that evidence is not obtained the business relationship or one-off transaction in question shall not proceed any further.

(2) Case 1 is any case where the parties form or resolve to form a business relationship between them.

(3) Case 2 is any case where, in respect of any one-off transaction, a person handling the transaction knows or suspects that the applicant for business is engaged in money laundering, or that the transaction is carried out on behalf of another person engaged in money laundering.

(4) Case 3 is any case where, in respect of any one-off transaction, payment is to be made by or to the applicant for business of the amount of fifteen thousand dollars or more.

(5) Case 4 is any case where, in respect of two or more one-off transactions -

- (a) it appears at the outset to a person handling any of the transactions -
 - (i) that the transactions are linked; and
 - (ii) that the total amount, in respect of all of the transactions, which is payable by or to the applicant for business is fifteen thousand dollars or more; or

- (b) at any later stage, it comes to the attention of such a person that sub-paragraphs (i) and (ii) of paragraph (a) are satisfied.

(6) The procedures referred to in subregulation (1) are in accordance with this regulation if, when a report is made in circumstances falling within Case 2 (whether in accordance with regulation 14 or directly to the Reporting Authority), they provide for steps to be taken in relation to the one-off transaction in question in accordance with any directions that may be given by the Reporting Authority.

(7) In these regulations, references to satisfactory evidence of a person's identity shall be construed in accordance with regulation 11(1).

8 (1) Where satisfactory evidence of the identity of an applicant for business would, apart from this regulation, be required under identification procedures in accordance with regulation 7 but -

Payments delivered by hand, or made by post or electronically

- (a) the circumstances are such that a payment is to be made by the applicant for business; and
- (b) it is reasonable in all the circumstances -
 - (i) for the payment to be sent by post or delivered by hand or by any electronic means which is effective to transfer funds; or
 - (ii) for the details of the payment to be sent by post or delivered by hand, to be given on the telephone or to be given by any other electronic means,

then, subject to subregulation (2), the fact that the payment is debited from an account held in the applicant's name at a licensee under the Banks and Trust Companies Law (2003 Revision) or at a bank that is regulated in, and either based or incorporated in or formed under the laws of, a country specified in the Third Schedule (whether the account is held by the applicant alone or jointly with one or more other persons) shall be capable of constituting the required evidence of identity.

2003 Revision

(2) Subregulation (1) shall-

- (a) not have effect to the extent that the circumstances of the payment fall within Case 2;
- (b) not have effect to the extent that the payment is made by a person for the purpose of opening a relevant account with a licensee under the Banks and Trust Companies Law (2003 Revision); and
- (c) cease to have effect in relation to an applicant for business where onward payment is to be made in any way other than results in -
 - (i) a reinvestment on behalf of the applicant with the same institution engaged in relevant financial business; or
 - (ii) a payment made directly to the applicant,

so that the evidence of identity of the applicant which would have been required but for the operation of subregulation (1) shall be obtained before payment of the proceeds is made (unless by operation of law the payment of the proceeds requires to be made to a trustee in bankruptcy, a liquidator, a trustee for an insane person or a trustee of the estate of a deceased person).

(3) For the purposes of subregulation (1)(b), it shall be immaterial whether the payment or its details are sent or given to a person who is bound by regulation 5(1) or to some other person acting on his behalf.

(4) In this regulation-

“relevant account” means an account from which a payment may be made by any means to a person other than the applicant for business, whether such a payment -

- (a) may be made directly to such a person from the account by or on behalf of the applicant for business; or
- (b) may be made to such a person indirectly as a result of-
 - (i) a direct transfer of funds from an account from which no such direct payment may be made to another account; or
 - (ii) a change in any of the characteristics of the account.

9. (1) This regulation applies where, in relation to a person who is bound by regulation 5(1), an applicant for business is or appears to be acting otherwise than as principal.

(2) Subject to regulation 10, identification procedures maintained by a person are in accordance with this regulation if, in a case to which this regulation applies, they require reasonable measures to be taken for the purpose of establishing the identity of any person on whose behalf the applicant for business is acting,

(3) In determining, for the purposes of subregulation (2), what constitutes reasonable measures in any particular case, regard shall be had to all the circumstances of the case and, in particular, to best practice which, for the time being, is followed in the relevant field of business and which is applicable to those circumstances.

(4) Without prejudice to subregulation (3), if the conditions mentioned in subregulation (5) are fulfilled in relation to an applicant for business who is, or appears to be, acting as an agent for a principal (whether undisclosed or disclosed for reference purposes only) it shall be reasonable for a person bound by regulation 5(1) to accept a written assurance from the applicant for business to the effect that evidence of the identity of any principal on whose behalf the applicant for business may act in relation to that person will have been obtained and recorded under procedures maintained by the applicant for business.

(5) The conditions referred to in subregulation (4) are that, in relation to the business relationship or transaction in question, there are reasonable grounds for believing that the applicant for business -

- (a) acts in the course of a business in relation to which an overseas regulatory authority exercises regulatory functions; and
- (b) is based or incorporated in, or formed under the law of, a country specified in the Third Schedule.

(6) In subregulation (5) and regulation 10-

“overseas regulatory authority” means an authority which, in a country outside the Islands, exercises a function corresponding to a statutory function of the Authority in relation to relevant financial business in the Islands.

10. Subject to subregulation (2), identification procedures under regulations 7 and 9 shall not require any steps to be taken to obtain evidence of any person’s identity-

- (a) where there are reasonable grounds for believing that the applicant for business is a person who is bound by regulation 5(1);
- (b) where there are reasonable grounds for believing that the applicant for business is himself-
 - (i) acting in the course of a business in relation to which an overseas regulatory authority, as defined in regulation 9(6), exercises regulatory functions; and
 - (ii) is based or incorporated in, or formed under the law of, a country specified in the Third Schedule;
- (c) where a one-off transaction is carried out with or for a third party pursuant to an introduction effected by a person who has provided an assurance that evidence of the identity of all third parties introduced by him will have been obtained and recorded under procedures maintained by him, where that person identifies the third party and where-
 - (i) that person falls within paragraph (a); or
 - (ii) there are reasonable grounds for believing that the conditions mentioned in regulation 9(5)(a) and (b) are fulfilled in relation to him;
- (d) where the person who would otherwise be required to be identified, in relation to a one-off transaction, is the person to whom the proceeds of that transaction are payable but to whom no payment is made because all of those proceeds are directly reinvested on his behalf in another transaction-
 - (i) of which a record is kept; and
 - (ii) which can result only in another reinvestment made on that person’s behalf or in a payment made directly to that person;

- (e) in relation to insurance business consisting of a policy of insurance in connection with a pension scheme taken out by virtue of a person's contract of employment or occupation where the policy -
 - (i) contains no surrender clause; and
 - (ii) may not be used as collateral for a loan;
- (f) in relation to insurance business in respect of which a premium is payable in one instalment of an amount not exceeding two thousand dollars; or
- (g) in relation to insurance business in respect of which a periodic premium is payable and where the total payable in respect of any calendar year does not exceed eight hundred dollars.

(2) Nothing in this regulation shall apply in circumstances falling within Case 2.

(3) In this regulation-

“calendar year” means a period of twelve months beginning on the 31st December.

11. (1) For the purposes of these regulations, evidence of identity is satisfactory if-
- (a) it is reasonably capable of establishing that the applicant is the person he claims to be; and
 - (b) the person who obtains the evidence is satisfied, in accordance with the procedures maintained under these regulations in relation to the relevant financial business concerned, that it does establish that fact.

Identification procedures; supplementary provisions

(2) In determining for the purposes of regulation 7(1) the time span in which satisfactory evidence of a person's identity has to be obtained, in relation to any particular business relationship or one-off transaction, all the circumstances shall be taken into account including, in particular -

- (a) the nature of the business relationship or one-off transaction concerned;
- (b) the geographical locations of the parties;
- (c) whether it is practical to obtain the evidence before commitments are entered into between the parties or before money passes; and
- (d) in relation to Case 3 or 4, the earliest stage at which there are reasonable grounds for believing that the total amount payable by an applicant for business is fifteen thousand dollars or more.

PART IV - Record-keeping Procedures

12. (1) Record-keeping procedures maintained by a person are in accordance with this regulation if they require the keeping, for the prescribed period, of the following records -

Record-keeping procedures

- (a) in any case where, in relation to any business relationship that is formed or one-off transaction that is carried out, evidence of a person's identity is obtained under procedures maintained in accordance with regulation 7 or 9, a record that indicates the nature of the evidence and -
 - (i) comprises a copy of the evidence;
 - (ii) provides such information as would enable a copy of it to be obtained; or
 - (iii) in a case where it is not reasonably practicable to comply with sub-paragraph (i) or (ii), provides sufficient information to enable the details as to a person's identity contained in the relevant evidence to be re-obtained; and
- (b) a record containing details relating to all transactions carried out by that person in the course of relevant financial business.

(2) For the purposes of subregulation (1), the prescribed period is, subject to subregulation (3), the period of at least five years commencing with -

- (a) in relation to such records as are described in paragraph (a), the date on which the relevant business was completed within the meaning of subregulation (4); and

- (b) in relation to such records as are described in paragraph (b), the date on which all activities taking place in the course of the transaction in question were completed.

(3) Where a person who is bound by regulation 5(1) -

- (a) forms a business relationship or carries out a one-off transaction with another person;
- (b) has reasonable grounds for believing that that person has become insolvent; and
- (c) after forming that belief, takes any step for the purpose of recovering all or part of the amount of any debt payable to him by that person which has fallen due,

the prescribed period for the purposes of subregulation (1) is the period of at least five years commencing with the date on which the first such step is taken.

(4) For the purposes of subregulation (2)(a), the date on which relevant business is completed is -

- (a) in circumstances falling within Case 1, the date of the ending of the business relationship in respect of whose formation the record under subregulation (1)(a) was compiled;
- (b) in circumstances falling within Case 2 or 3, the date of the completion of all activities taking place in the course of the one-off transaction in respect of which the record under subregulation (1)(a) was compiled; or
- (c) in circumstances falling within Case 4, the date of the completion of all activities taking place in the course of the last one-off transaction in respect of which the record under subregulation (1)(a) was compiled,

and where the formalities necessary to end a business relationship have not been approved, but a period of five years has elapsed since the date on which the last transaction was carried out in the course of that relationship, then the date of the completion of all activities taking place in the course of that last transaction shall be treated as the date on which the relevant business was completed.

Record-keeping
procedures;
supplementary
provisions

13. (1) For the purposes of regulation 12(3)(b), a person shall be taken to be insolvent if, but only if -

- (a) he has been adjudged bankrupt or has made a composition or arrangement with his creditors;
- (b) he has died and his estate falls to be administered in accordance with an order under section 66 of the Bankruptcy Law (1997 1997 Revision Revision); or
- (c) where that person is a company, a winding up order or an administration order has been made or a resolution for voluntary winding up has been passed with respect to it, or a receiver or manager of its undertaking has been duly appointed, or possession has been taken, by or on behalf of the holders of any debentures secured by a floating charge, of any property of the company comprised in or subject to the charge, or a voluntary arrangement has been sanctioned under section 86 of the Companies Law (2003 Revision).

2003 Revision

(2) Where a person bound by regulation 5(1) -

- (a) is an appointed representative; and
- (b) is not -
 - (i) a licensee under the Banks and Trust Companies Law (2003 Revision); 2003 Revision
 - (ii) a licensee under the Insurance Law (2003 Revision);
 - (iii) a licensed mutual fund administrator under the Mutual Funds Law (2003 Revision); or
 - (iv) the holder of a licence under the Companies Management Law (2003 Revision),

2003 Revision

2003 Revision

2003 Revision

it shall be the responsibility of the appointed representatives' principal to ensure that record-keeping procedures in accordance with regulation 12 are maintained in respect of any relevant financial business carried out by the appointed representative which is investment business carried on by him for which the principal has accepted responsibility.

(3) Where record-keeping procedures in accordance with regulation 12 are not maintained in respect of business relationships formed, and one-off transactions carried out, in the course of such relevant financial business as is referred to in subregulation (2), an appointed representative's principal shall be regarded as having contravened regulation 5 in respect of those procedures and he, as well as the appointed representative, shall be guilty of an offence and shall be liable to be proceeded against and punished accordingly.

(4) In this regulation-

“appointed representative” means a person -

- (a) who is employed by a person under a contract for services which-
 - (i) requires or permits him to carry on relevant financial business; and
 - (ii) either prohibits him from giving advice about entering into investment agreements with persons other than his principal, or enables his principal to impose such a restriction or to restrict or prohibit the kinds of advice which he may give; or
 - (iii) either prohibits him from procuring persons to enter into investment agreements with persons other than his principal, or enables his principal to impose such a prohibition or to restrict the kinds of investment to which the agreements may relate or the other persons with whom they may be entered into; and
- (b) for whose activities in carrying on the whole or part of that relevant financial business his principal has accepted responsibility in writing,

and the relevant financial business carried on by the appointed representative as such is the relevant financial business for which his principal has accepted responsibility.

PART V - Internal reporting procedures

14. Internal reporting procedures maintained by a person are in accordance with this regulation if they include provisions-

Internal reporting procedures

- (a) identifying a person (“the appropriate person”) to whom a report is to be made of any information or other matter which comes to the attention of a person handling relevant financial business and which, in the opinion of the person handling that business, gives rise to a knowledge or suspicion that another person is engaged in money laundering;
- (b) requiring that any such report be considered in the light of all other relevant information by the appropriate person, or by another designated person, for the purpose of determining whether or not the information or other matter contained in the report does give rise to such a knowledge or suspicion;
- (c) for any person charged with considering a report in accordance with paragraph (b) to have reasonable access to other information which may be of assistance to him and which is available to the person responsible for maintaining the internal reporting procedures concerned; and
- (d) for securing that the information or other matter contained in a report is disclosed to the Reporting Authority where the person who has considered the report under the procedures maintained in accordance with the preceding provisions of this regulation knows or suspects that another person is engaged in money laundering.

PART VI - Duty To Report Evidence Of Money Laundering

15. These regulations apply to the Authority and to a minister or official member in the exercise, in relation to any person carrying on relevant financial business, of his statutory or official functions.

Application

16. (1) Subject to subregulation (2), where the Authority, a minister or official member -
- (a) obtains any information; and
 - (b) is of the opinion that the information indicates that any person has or may have been engaged in money laundering,

Supervisors, etc. to report evidence of money laundering

he shall, as soon as is reasonably practicable, disclose that information to the Reporting Authority.

(2) Where any person is a secondary recipient of information obtained by the Authority, a minister or official member, and that person forms such an opinion as is mentioned in subregulation (1)(b), that person may disclose the information to the Reporting Authority.

(3) Where any person employed by the Authority, appointed by the Authority to act as the Authority's agent, employed by any such agent or employed by the Government in the ministry or portfolio of a minister or official-

- (a) obtains any information whilst acting in the course of any investigation, or discharging any functions, to which his appointment or authorisation relates; and
- (b) is of the opinion that the information indicates that a person has or may have been engaged in money laundering,

that person shall, as soon as is reasonably practicable, either disclose that information to the Reporting Authority or disclose that information to the Authority, minister or official member by whom he was appointed or authorised.

(4) Any disclosure made by virtue of subregulations (1) to (3) shall not be treated as a breach of any restriction imposed by statute or otherwise.

(5) Any information -

- (a) which has been disclosed to the Reporting Authority by virtue of subregulations (1) to (4); and
- (b) which would, apart from subregulation (4), be subject to such a restriction as is mentioned in that subregulation,

may be disclosed by the Reporting Authority, or any person obtaining the information directly or indirectly from the Reporting Authority, in connection with the investigation of any criminal offence or for the purposes of any criminal proceedings, but not otherwise.

(6) In this regulation-

“secondary recipient”, in relation to information obtained by the Authority, a minister or official member, means any person to whom that information has been passed by the Authority, a minister or official member.

PART VII - Transitional Provisions

Transitional provisions

17. (1) Subject to subregulations (2) and (3), nothing in these regulations shall require a person who is bound by regulation 5(1) to maintain procedures in accordance with regulations 7 and 9 which require evidence to be obtained, in respect of any business relationship formed by him before the 1st September, 2000, as to the identity of the person with whom that relationship has been formed.

(2) Subregulation (1) shall cease to have effect on the 30th September, 2003, by which date a person who is bound by regulation 5(1) is required to complete verification of the identity of persons with whom a business relationship was formed before the 1st September, 2000; and such verification shall be conducted with a view to the earliest minimisation of money laundering risks.

(3) The Governor in Cabinet may, if he thinks it expedient, by order extend the period ending on the 30th September, 2003, either generally or in relation to a particular sector of the financial services industry, for a period not exceeding six months.

(4) For the purposes of regulation 2(4), any business relationship referred to in subregulation (1) shall be treated as if it were an established business relationship.

FIRST SCHEDULE

regulation 2

CLASSES OF LONG TERM BUSINESS

Number	Description	Nature of Business
I	Life and annuity	Effecting and carrying out contracts of insurance on human life or contracts to pay annuities on human life, but excluding (in each case) contracts within Class III below.
II	Marriage and birth	Effecting and carrying out contracts of insurance to provide a sum on marriage or on the birth of a child, being contracts expressed to be in effect for a period of more than one year.
III	Linked long term	Effecting and carrying out contracts of insurance on human life or contracts to pay annuities on human life where the benefits are wholly or partly to be determined by reference to the value of, or the income from, property of any description (whether or not specified in the contracts) or by reference to fluctuations in, or in an index of, the value of property of any description (whether or not so specified).
IV	Permanent health	Effecting and carrying out contracts of insurance providing specified benefits against risks of persons becoming incapacitated in consequence of sustaining injury as a result of an accident, of an accident of a specified class or of sickness or infirmity, being contracts that- (a) are expressed to be in effect for a period of not less than five years or until the normal retirement age for the persons concerned, or without limit of time; and (b) either are not expressed to be terminable by the insurer, or are expressed to be so terminable only in special circumstances mentioned in the contract.
V	Tontines	Effecting and carrying out tontines.
VII	Pension fund management	Effecting and carrying out- (a) contracts to manage the investments of pension funds; or (b) contracts of the kind mentioned in paragraph (a) that are combined with contracts of insurance covering either conservation of capital or payment of a minimum interest.

SECOND SCHEDULE

regulation 4(1)(g)

LIST OF ACTIVITIES FALLING WITHIN THE DEFINITION OF “RELEVANT FINANCIAL BUSINESS”

1. Acceptance of deposits and other repayable funds from the public.
2. Lending.
3. Financial leasing.

4. Money transmission services.
5. Issuing and administering means of payment (e.g. credit cards, travellers cheques and bankers drafts).
6. Guarantees and commitments.
7. Trading for own account or for account of customers in -
 - (a) money market instruments (cheques, bills, CDs, etc.);
 - (b) foreign exchange;
 - (c) financial futures and options;
 - (d) exchange and interest rate instruments; or
 - (e) transferable securities.
8. Participation in securities issues and the provision of services related to such issues.
9. Advice to undertakings on capital structure, industrial strategy and related questions and advice and services relating to mergers and the purchase of undertakings.
10. Money broking.
11. Portfolio management and advice.
12. Safekeeping and administration of securities.
13. Safe custody services.
14. Financial, estate agency and legal services provided in the course of business relating to the sale, purchase or mortgage of land or interests in land on behalf of clients or customers.
15. The services of listing agents and broker members of the Cayman Islands Stock Exchange as defined in the CSX Listing Rules and the Cayman Island Stock Exchange Membership Rules respectively.
16. The conduct of securities investment business.

THIRD SCHEDULE

regulation 9(5)(b)

COUNTRIES AND TERRITORIES WITH EQUIVALENT LEGISLATION

Argentina	Isle of Man
Australia	Italy
Austria	Japan
Bahamas	Jersey
Bahrain	Liechtenstein
Belgium	Luxembourg
Bermuda	Malta
Brazil	Mexico
British Virgin Islands	Netherlands
Canada	New Zealand
Denmark	Norway
Finland	Panama
France	Portugal
Germany	Singapore
Gibraltar	Spain
Greece	Sweden
Guernsey	Switzerland
Hong Kong	Turkey
Iceland	United Kingdom
Ireland	United States of America

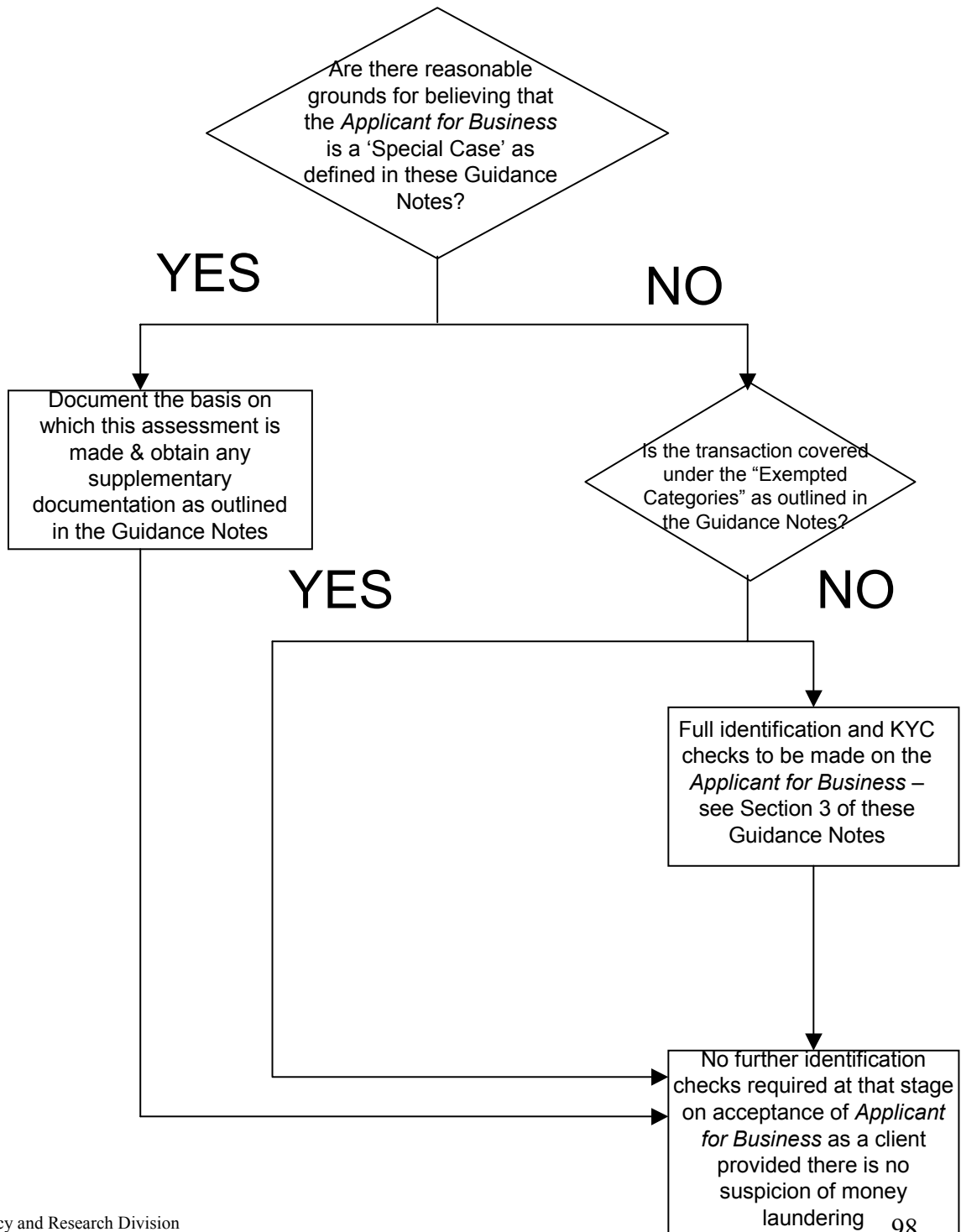
Publication in consolidated and revised form authorised by the Governor in Cabinet this 8th day of July, 2003.

Carmena Watler
Clerk of Cabinet.

Appendix D - Anti-Money Laundering Flowchart Summary Of Identification Checks

Note: This flow chart is designed as a summary document and may not be exhaustive. Financial Institutions should refer to specific provisions within the legislation and the Guidance Notes to ascertain the full requirements

DIRECT APPLICANTS FOR BUSINESS



Appendix E- Request For Verification Of Customer Identity

Financial Institutions *using this form must obtain the prior consent of the customer to avoid breaching confidentiality).*

To: (Address of financial institution to which request is sent)

From: (Stamp of financial institution sending the letter)

Dear Sirs,

REQUEST FOR VERIFICATION OF CUSTOMER IDENTITY

In accordance with the Cayman Islands Anti-Money Laundering Guidance Notes for Financial Services Providers, we write to request your verification of the identity of our prospective customer detailed below.

Full name of customer

Title:(Mr/Mrs/Miss/Ms)
SPECIFY _____

Address including postcode (as given by customer)

Date of birth:_____ Account No. (if known

A specimen of the customer's signature is attached.

Please respond promptly by returning the tear-off portion below. Thank you.

To: The Manager (originating institution)

From: (Stamp of sending Financial Institution)

Request for verification of the identity of [title and full name of customer]

With reference to your enquiry dated

_____ we:

(*Delete as applicable)

1. Confirm that the above customer *is/is not known to us. If yes, for _____ years.

2. *Confirm/Cannot confirm the address shown in your enquiry. If yes, the nature of _____ evidence _____ held is _____
3. *Confirm/Cannot confirm that the signature reproduced in your enquiry appears to be that of the above customer.

Name: _____

Signature: _____

Job Title: _____ Date: _____

The above information is given in strict confidence, for your private use only, and without any guarantee or responsibility on the part of this institution or its officials.

Appendix F - Eligible Introducer's Form

(To be completed by the Introducer)

Information about the Introducer

Name of Introducer: _____

Address of Introducer: _____

Telephone number: _____ Fax number _____

Email: _____

Name of Applicant for Business

Address of Applicant for Business:

I/We confirm that I/We am/are:- *[Please tick as appropriate]*

1. A Financial Service Provider in a schedule 3 country as defined by the Money Laundering Regulations of the Cayman Islands
2. An institution which belongs to the same corporate group as the Cayman Islands Financial Services Provider
3. A Professional Intermediary in a schedule 3 country as defined by the Money Laundering Regulations of the Cayman Islands. (specify which country)
4. A member of a local association or professional body to which the regulations apply which is subject to disciplinary procedures for failure to conduct relevant financial business in accordance with equivalent rules and guidelines to the Money Laundering Regulations of the Cayman Islands.
5. A business which is subject to the Money Laundering Regulations of the Cayman Islands

Name and address of relevant regulator/professional body

I confirm that I have satisfactory evidence of the identity of the introduced client and will on request provide a copy of that evidence. Satisfactory evidence is such evidence

as will satisfy the anti-money laundering regime in the Schedule 3 country from which the introduction is made.

Name: _____

Signature: _____

Job
Title: _____

Date: _____

OR

I confirm that under the law of the Schedule 3 jurisdiction from which the introduction is made, I am not required to have evidence of identity of the client since the relationship existed before the implementation of the anti-money laundering regime. I confirm that the applicant has been a client of mine since DD/MM/YY and I am not aware that the applicant has been found to be or has been suspected of activity that would presently constitute a money laundering offence. I also confirm that I have fully complied with the anti-money laundering regime to which I am subject.

Name: _____

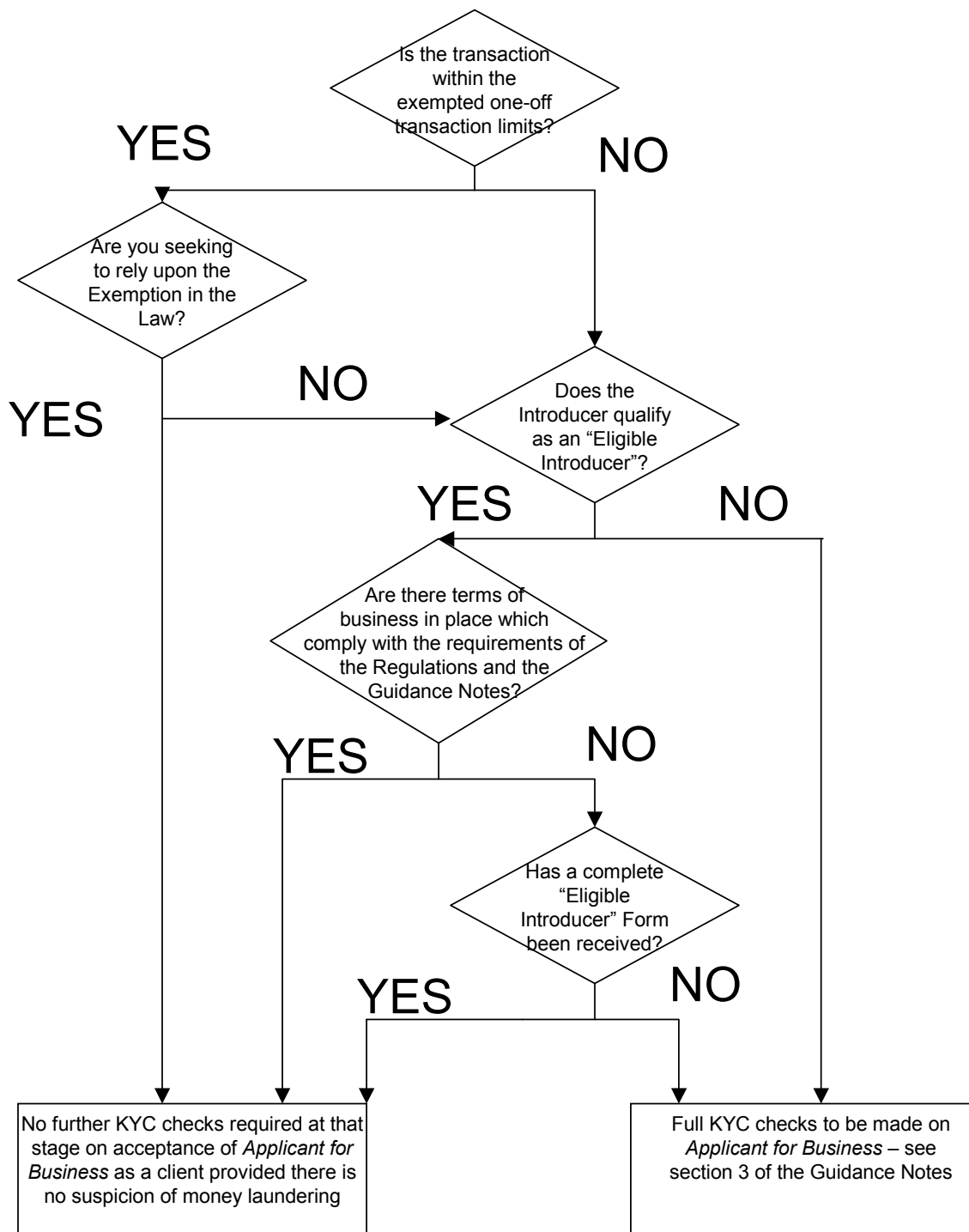
Signature: _____

Job Title: _____

Date: _____

Appendix G - Introduced Business Flow Chart

Note: This flowchart is designed as a summary document and may not be exhaustive. Financial Services Providers should refer to specific provisions within the legislation and the Guidance Notes to ascertain the full requirements.



Appendix H - Approved Markets And Exchanges

In addition to the Cayman Islands Stock Exchange, the following are markets and exchanges approved by the *Monetary Authority* as at 28th March, 1999. Amendments to this list may be made by the *Monetary Authority* from time to time. Such amendments will be gazetted.

American Stock Exchange (AMEX)
Amsterdam Stock Exchange (Amsterdamse Effectenbeurs)
Antwerp Stock Exchange (Effectenbeurs vennootschap van Antwerpen)
Athens Stock Exchange (ASE)
Australian Stock Exchange
Barcelona Stock Exchange (Bolsa de Valores de Barcelona)
Basle Stock Exchange (Basler Börse)
Belgium Futures & Options Exchange (BELFOX)
Berlin Stock Exchange (Berliner Börse)
Bergen Stock Exchange (Bergen Bors)
Bermuda Stock Exchange
Bilbao Stock Exchange (Borsa de Valores de Bilbao)
Bologna Stock Exchange (Borsa Valori de Bologna)
Bordeaux Stock Exchange
Boston Stock Exchange
Bovespa (São Paulo Stock Exchange)
Bremen Stock Exchange (Bremener Wertpapierbörse)
Brussels Stock Exchange (Société de la Bourse des Valeurs Mobilières/Effecten Beursvennootschap van Brussel)
Cincinnati Stock Exchange
Copenhagen Stock Exchange (Kobenhayns Fondsbors)
Dusseldorf Stock Exchange (Rheinisch-Westfälische Börse zu Düsseldorf)
Florence Stock Exchange (Borsa Valori di Firenze)
Frankfurt Stock Exchange (Frankfurter Wertpapierbörse)
Fukuoka Stock Exchange
Geneva Stock Exchange
Genoa Stock Exchange (Borsa Valori de Genova)

Hamburg Stock Exchange (Hanseatische Wertpapier Börse Hamburg)
Helsinki Stock Exchange (Helsingin Arvopaperipörssi Osuuskunta)
Hong Kong Stock Exchange
Irish Stock Exchange
Johannesburg Stock Exchange
Korea Stock Exchange
Kuala Lumpur Stock Exchange
Lille Stock Exchange
Lisbon Stock Exchange (Borsa de Valores de Lisboa)
London Stock Exchange (LSE)
Luxembourg Stock Exchange (Société de la Bourse de Luxembourg SA)
Lyon Stock Exchange
Madrid Stock Exchange (Bolsa de Valores de Madrid)
Marseille Stock Exchange
Mexican Stock Exchange (Bolsa Mexicana de Valores)
Midwest Stock Exchange
Milan Stock Exchange (Borsa Valores de Milano)
Montreal Stock Exchange
Munich Stock Exchange (Bayerische Börse in München)
Nagoya Stock Exchange
Nancy Stock Exchange
Nantes Stock Exchange
Naples Stock Exchange (Borsa Valori di Napoli)
NASDAQ (The National Association of Securities Dealers Automated Quotations)
New York Stock Exchange
New Zealand Stock Exchange
Oporto Stock Exchange (Bolsa de Valores do Porto)
Osaka Stock Exchange
Oslo Stock Exchange (Oslo Bors)
Pacific Stock Exchange
Palermo Stock Exchange (Borsa Valori di Palermo)
Paris Stock Exchange
Philadelphia Stock Exchange

Rio de Janeiro Stock Exchange (BVRJ)
Rome Stock Exchange (Borsa Valori di Roma)
Singapore Stock Exchange
Stockholm Stock Exchange (Stockholm Fondbörs)
Stuttgart Stock Exchange (Baden-Württembergische Wertpapierbörse zu Stuttgart)
Taiwan Stock Exchange
Tel Aviv Stock Exchange
The Stock Exchange of Thailand
Tokyo Stock Exchange
Toronto Stock Exchange
Trieste Stock Exchange (Borsa Valori di Trieste)
Trondheim Stock Exchange (Trondheims Bors)
Turin Stock Exchange (Borsa Valori de Torino)
Valencia Stock Exchange (Borsa de Valores de Valencia)
Vancouver Stock Exchange
Venice Stock Exchange (Borsa Valori de Venezia)
Vienna Stock Exchange (Wiener Wertpapierbörse)
Zurich Stock Exchange (Zürcher Börse)

Additions to the approved list of stock exchanges gazetted october 8th 2001

Bolsa de Comercio de Buenas Aires
Bolsa de Comercio de Santiago
Bolsa de Valores de Lima
Bolsa de Valores de Caracas

Appendix I - Internal Report Form

Name of customer:

Full account name(s):

Account no(s):

Date(s) of opening:

Date of customer's birth:

Nationality:

Passport number:

Identification and references:

Customer's address:

Details of transactions arousing suspicion:

As relevant:

Amount (currency)

Date of receipt

Sources of funds

Other relevant information:

Money Laundering Reporting Officer:

(The Reporting Officer should briefly set out the reason for regarding the transactions to be reported as suspicious or, if he decides against reporting, his reasons for that decision.)

Appendix J - Suspicious Activity Reporting Form

TO: The *Reporting Authority*
 P.O. Box 1054
 George Town, Grand Cayman
 Telephone: (1345) 945-6267
 Facsimile: (1345) 945-6268

Reference of Reporting Institution:

Reference of *Reporting Authority*:

REPORT FORM FOR SUSPICION OF MONEY LAUNDERING

Date: _____

Date of Original Report* : _____

Name of Reporting Institution: _____

Name of Reporting Officer: _____

SUBJECT OF REPORT:

Surname: _____

Forename: _____

Date of Birth: _____

Nationality: _____

1*. Address(es)

PO Box: _____

Telephone No: _____
Fax No.: _____
E-Mail: _____

PO Box: _____

Telephone No: _____
Fax No.: _____
E-Mail: _____

*** Delete if inapplicable**

2* . **Company Name:** _____

Business Address: _____

Registered Office (if different): _____

Authorised signatory(ies):

name(s) _____
address(es) _____

Director(s):

name(s) _____
address(es): _____

Beneficial owner(s):

name(s): _____
address(es): _____

TYPE OF IDENTIFICATION EVIDENCE HELD:

Identification Document: _____

Number: _____

Date of Issue: _____

Place of Issue: _____

*** Delete if inapplicable**

Name of other bank(s) or financial institution(s) involved in transaction*:

Reason for Suspicion:

(please include the name and amount of the transaction(s) the source and determination of funds)

Appendix K - Examples Of Suspicious Activities

The examples within this Appendix are not exhaustive; nor, despite two categorisations, "Intermediaries/Introducers" and "*Financial Services Providers*", are they exclusive to any one type of investment business. They may apply equally to portfolio managers, investment advisers, stockbrokers, et al.

The fact that a particular kind of behaviour or type of transaction is mentioned does not of course mean that it is sinister. It may well have an entirely innocent explanation. The examples are intended to promote awareness and stimulate a culture of deterrence to money laundering.

Intermediaries/Introducers

- (a) clients who produce large amounts of cash and ask for it to be credited to the intermediary's client money account;
- (b) clients who seek to use the intermediary's client money account as a bank account;
- (c) clients who settle transactions in cash or bearer instruments, such as travellers cheques;
- (d) clients who frequently settle significant transactions by transfers from banks, bureaux de change or money remittance providers located in centres known to be associated with drug trafficking;
- (e) clients who use (deal through or hold securities) companies located in poorly regulated or uncooperative jurisdictions with undisclosed ownership;
- (f) clients whose transactions are in their size, type or nature not in accordance with their apparent standing or wealth;
- (g) clients whose source of funds is not clear and who decline to provide satisfactory explanations;
- (h) clients whose approach to investment risk or reward is unusual. (They may, for example, be unconcerned about return or risk when a normal investor would be);
- (i) clients whose behaviour is significantly different from that of the normal investor. (They may, for example, "churn" their investments or indulge in early surrender of life or investment products despite the penalties);
- (j) clients who request bearer and other securities transferable by delivery and do not wish to have them held in safe custody or within a recognised custodial system;
- (k) clients who request the intermediary to obtain in his own name for them facilities from banks such as travellers cheques, wire transfers, safe deposit facilities for which the client would normally have to produce satisfactory identification to the bank;

- (l) accounts which are said to be "trust" or fiduciary accounts for which there is no trust deed or supplemental documentation.

Financial Services Providers

The examples given for intermediaries/introducers may also be relevant to the direct business of *Financial Services Providers*. The product provider will often effectively be the counterparty of the intermediary and should be alert to unusual transactions or investment behavior, particularly where under the Regulations the *Financial Services Provider* is relying on the intermediary/introducer for identification of the customer. The systems and procedures of the *Financial Services Providers* are geared to serving the needs of the "normal" or "average" investors, as this is the most cost-effective solution. Hence, unusual behavior should be readily identifiable.

Particular care should be taken where:-

- (a) settlement of purchases or sales involves (or appears to involve) third parties other than the investor;
- (b) bearer shares (if available) are requested;
- (c) bearer or unregistered securities/near-cash instruments are offered in settlement of purchases;
- (d) there is excessive switching;
- (e) there is early termination despite front-end loading or exit charges;
- (f) they become aware that the customer's holding has been pledged to secure a borrowing in order to gear up his investment activities;
- (g) they are managing or administering an unregulated collective investment scheme or pooled funds arrangement.

The routes and devices used to launder criminal money are limited only by the imagination and ingenuity of those concerned. These are examples of potentially suspicious transactions. The Authority is always pleased to learn from Financial Institutions of new examples and techniques they come across in their day-today business.

Appendix L - Glossary Of Terms

Applicant for Business

A person seeking to form a business relationship or carry out a one-off transaction, with a person who is carrying out relevant financial business in the Islands.

Appropriate Person

Money Laundering Reporting Officer.

Associations not for Profit

An association that is formed and maintained for the purpose of promoting commerce, art, science, religion, charity or any other useful object where it is the intention of such association to apply the profits if any, or other income of the association in promoting its objects and to prohibit the payment of any dividend to the members of the association, other than payment for reasonable services rendered

Authorised Person

An individual who conducts relevant financial business, and is either licensed by the Monetary Authority, or licensed by a body in a Schedule 3 country with similar functions to the Monetary Authority.

Authority

The Cayman Islands Monetary Authority.

Business Relationship

Regulation 3(2) defines a business relationship as an arrangement between two or more persons where the purpose of the arrangement is to facilitate the carrying out of transactions between the persons concerned on a frequent or habitual basis; and the total amount of any payment or payments to be made by any person to any other in the course of that arrangement is not known or capable of being ascertained at the time the arrangement is made.

Exempted one-off transaction

A single or series of linked transactions where the aggregate sum is less than \$15,000.

Financial Services Provider

A person or business conducting relevant financial business as defined under the legislation.

Financial Institution

Reference is made in these Guidance Notes to Financial Institutions particularly in the context of due diligence procedures necessary when a prospective client is introduced by or is a Financial Institution in a country with equivalent legislation. In this context, Financial Institutions refer not only to banks but also to non bank financial institutions, namely insurance companies, savings or pension societies, building societies, security brokers and dealers, regulated investment managers, bureaux de

change, credit unions, licensed or otherwise regulated corporate trustees and the following clearing agents, their operators and depositories:

- i) Clearstream Banking Société Anonyme
- ii) Euroclear;
- iii) Canadian Depository For Securities; and
- iv) Depository Trust Company,

and such other clearing agents (their operators and depositories) as the Cayman Islands Monetary Authority shall from time to time designate

Introducer

An individual or institution which is introducing business to a *Financial Services Provider* in the Cayman Islands

One-off transaction

Any transaction other than a transaction carried out in the course of an established business relationship formed by a person acting in the course of relevant financial business.

Relevant financial business

Relevant financial business is defined in section 4(1) of the Regulation, as :

- (a) Banking or trust business carried on by a person who is a licensee under the Banks and Trust Companies Law (2003 Revision);
- (b) Acceptance by a building society of deposits made by any person;
- (c) Business carried on by a co-operative society within the meaning of the Co-operative Societies (Law (2001 Revision).
- (d) Insurance business and the business of an insurance manager, an insurance agent, an insurance sub-agent or an insurance broker within the meaning of the Insurance Law (2003 Revision).
- (e) Mutual fund administration or the business of a regulated mutual fund within the meaning of the Mutual Funds Law (2003 Revision).
- (f) Company management licensed under the Companies Management Law (2003Revision); and
- (g) Any of the activities set out in Schedule 2 of the Regulations.

Reporting Authority

The Reporting Authority as appointed by the Governor under section 21 (2) of the Proceeds of Criminal Conduct Law.

Vigilance Policy

The policy, group-based or local, of an institution to guard against:

- (i) its business (and the financial system at large) being used for laundering; and
- (ii) the committing of any of the offences under the anti money laundering legislation of the Cayman Islands by the institution itself or its staff.