



AML Return – Completion Guide: Insurance – Relevant Financial Business Self- Declaration

Document version: 1.2

Revision History:

Effective Date	Version Number	Revision Description
16 September 2022	1.0	Initial release of document
6 March 2025	1.1	Update to 'Form Information' section to include Class D Insurers and Portfolio Insurance Companies
25 February 2026	1.2	Updates to section 1, section 3, section 4 and questions

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1 INTRODUCTION

The Monetary Authority Act (2020 Revision) (the “**MAA**”) prescribes the principal functions of the Cayman Islands Monetary Authority (the “**Authority**”), including regulating and supervising financial services business carried on in or from within the Islands in accordance with the MAA and the regulatory laws, and monitoring compliance with the Anti-Money Laundering Regulations (2025 Revision) (the “**AMLRs**”) pursuant to Sections 6(1)(b)(i), and (ii) of the MAA, respectively. In addition, Section 6(2) of the MAA requires the Authority in performing its principal functions to, among other things, act in the best economic interest of the Islands and promote and maintain a sound financial system and grants it such ancillary powers as may be required to fulfil its functions. Ensuring that regulated entities comply with the AMLRs when providing financial services is therefore an important jurisdictional matter to ensure that the Cayman Islands remains a financial centre of choice and that the financial system within the Islands is one that is strong and trusted.

In order to obtain the information necessary to discharge its principal functions, particularly that of monitoring compliance with the AMLRs, the Authority periodically undertakes sectoral money laundering/terrorist financing/proliferation financing (ML/TF/PF) risk assessments as part of its risk-based approach to Anti-Money Laundering/Countering the Financing of Terrorism (AML/CFT) supervision of regulated financial service providers (“**FSPs**”). In conducting sectoral ML/TF risk assessments and other related research, the Authority uses a software called Strix to distribute the AML Return to FSPs and further collect, analyse, model, and assess ML/TF/PF and Sanctions risk data. FSPs are required to provide this data by completing the AML Return and to submit it through the Authority’s web-based e-mail software, to the Anti-Money Laundering Division (“**AML**D”).

The AML Return, including the Relevant Financial Business Self Declaration (“**RFB Return**”), are issued in accordance with Regulation 53A of the AMLRs, pursuant to which the Authority may require a FSP to provide any information that the Authority reasonably requires in connection with the exercise of its functions. Requiring FSPs to provide the information by completing this AML Return is necessary to ensure that the Authority has the requisite information to perform its functions as outlined in Section 6 of the MAA, which includes the monitoring of compliance with the AMLRs.

Section 22(1)(a) of the Insurance Act, 2010 (“**IA**”) further sets out the duty of the Authority to maintain a general review of insurance business in the Islands, while Section 22(1)(b) thereof empowers the Authority to examine the affairs of a licensee in any manner as it deems fit, for the purposes of, among others, satisfying itself that regulations made under the Proceeds of Crime Act (2025 Revision), which includes the AMLRs, are being complied with. Additionally, in accordance with Section 22(2)(a) of the IA, the Authority is entitled at all reasonable times to have access to records of a licensee. The examination of the affairs of a licensee by way of the AML Return is therefore necessary for purposes of discharging the Authority’s functions.

This Guide provides instructions and support to FSPs licensed under the IA, for accessing, completing, and submitting the RFB Return to AMLD.

Please note that in accordance with Regulation 53B(1) of the AMLRs, failure to provide the requested information may amount to a criminal offence pursuant to Regulation 56 of the AMLRs and/or result in the imposition of an administrative fine of up to \$1,000,000 for a corporate body or \$100,000 for an individual, pursuant to Sections 42A, and 42B(4) of the MAA.

2 FORM INFORMATION

The RFB Return is to be completed by FSPs holding one or more of the following insurance licences: Agents, Brokers, Class A Insurers, Class B Insurers, Class C Insurers, Class D Insurers, Insurance Managers and Portfolio Insurance Companies who are commonly referred to as the “Entity” for purposes of this Return.

The RFB Return is made up of thirty-one (31) questions that should be answered ‘Yes’/‘No’. Only those insurance entities who respond ‘yes’ to any of the thirty-one (31) questions in the RFB Return will receive the AML Return.

For the purpose of the below instructional guidance, in sections 3 and 4, the AML Return and the RFB Return are used interchangeably.

3 ACCESSING AND SUBMITTING THE AML RETURN

3.1 ACCESS TO THE AML RETURN

Entities will receive an invitation to the web-based Return by email, using the current email contact details of the Entity which the Authority has on record. Each member of the Entity who receives an invitation email can activate their own account. The invitation email is specific to the recipient’s email address and cannot be shared or forwarded. Clicking on the link provided in the invitation email will take the user to the account creation webpage. On successful account activation, the user will receive a confirmation email.

Logging into the Strix portal is then accomplished by clicking on the ‘Return Home’ button available immediately after activating, or via the link provided in the confirmation email. Account login is only possible using a two-factor verification code which will be sent by email to the individual. If an Entity has multiple points of contact on file, they will all have joint access to the same Return.

The Authority is using the following entity contacts to distribute the AML Return: Anti-Money Laundering Compliance Officer (“AMLCO”), Money Laundering Reporting Officer (“MLRO”), Deputy Money Laundering Reporting Officer (“DMLRO”), Insurance Managers, Registered Office primary contact and any other additional contacts, upon request from the Entity. If an Entity is unsure of the current contact details the Authority has on record, they can contact the Authority at AMLSurveys@cima.ky.

To access the AML Return:

1. When the AML Return is distributed from Strix, the recipients will receive an invitation email from “Cayman Islands Monetary Authority” with the address AMLDoNotReply@cima.ky. The email will request the recipient to ‘Confirm Account’. The recipient should click on the ‘Confirm Account’ button, which will redirect the recipient to the activation page using their default browser. A modern browser (e.g. MS Edge, Chrome, Safari) should be used for security purposes.



Cayman Islands Monetary Authority

In accordance with our duties under section 6(b)(ii) of the Monetary Authority Act, the Authority requires the entity to complete the following AML/CFT/CFP and Sanctions survey.

Survey Name: **Securities AML/CFT Survey**

Submission Deadline: **15 September 2022, 23:59 (UTC-05:00) Bogota, Lima, Quito, Rio Branco**

Entity Name: Company ABC

Entity Unique ID: BSD1234

The **Username** for this account is: office@ft-solutions.com

The following link provides steps to **activate your account**:

[Confirm Account](#)

If the above button is not clickable, try clicking the URL or copying and pasting the URL below into the address bar of your web browser.

<https://amlidentity.cimaconnect.com/UserActivation/SetPassword?SecurityCode=YJa0JBLI86VZVCRbBxnm3fq3fSoAMoPYyQ6XKFqt0MoYGkSpT5b5bDc%2B2cgghPQ8d%2BUVVhbZktQht%2F4d2cbioYpsg%2BJke0tE3GtLwMObYSop%2Bk8rPURRSvrPSQt6JA5hgsaBaC6uvcZV4KB266HiFgh4FhATaTNSa3IE3aiA%3D>

For any questions concerning the survey or the current reporting cycle, please contact: AMLSurvey@cima.ky

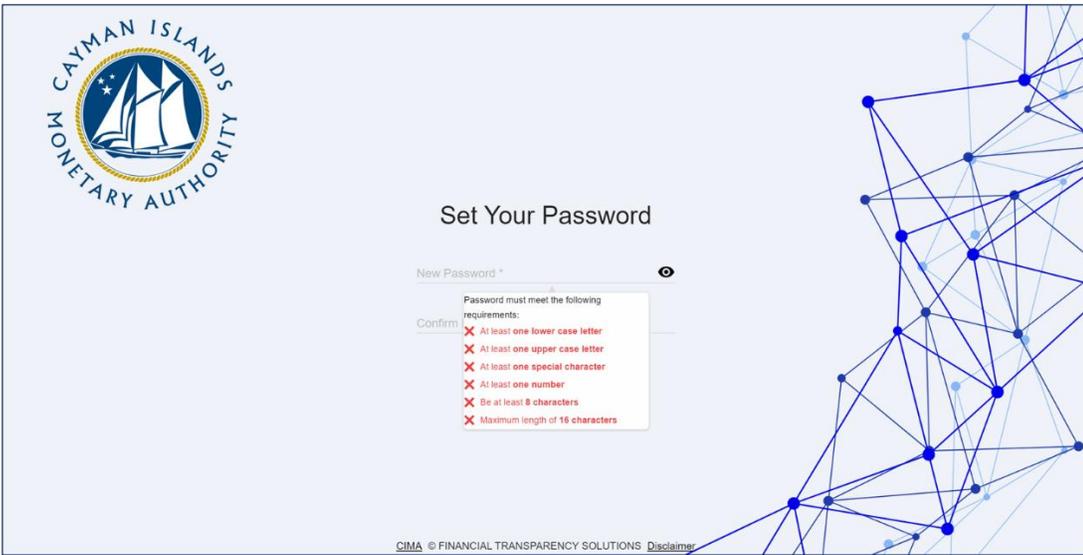
Please do not reply to this email, it is automatically generated.

Disclaimer:

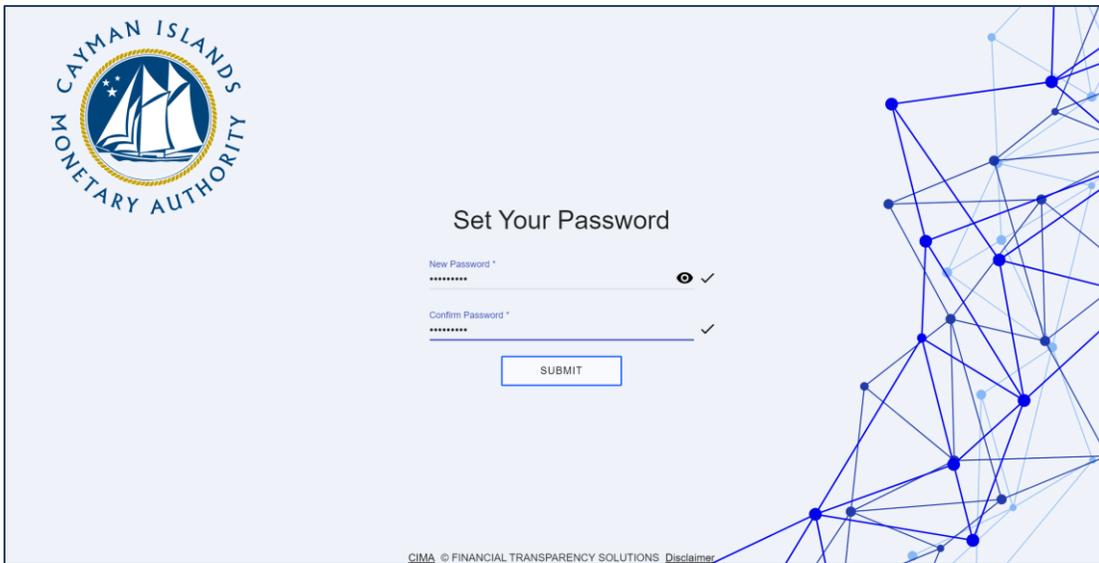
This message contains **confidential** information and is intended only for the addressee. If you are not the addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake, delete this e-mail from your system.

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2. The recipient will then be asked to create a password which should include at least one uppercase letter, lowercase letter, number, and a special character. The password is required to be between 8 and 16 characters long.



3. The recipient will be asked to re-enter their password.



4. Once the recipient’s password has been re-entered, and matches, they can submit and finish the activation process. An email “Notification of Successful Activation” will be sent providing a ‘Go to Portal’ link which can be used for all future access.



Cayman Islands Monetary Authority

The Username for this account is:

Your account has been successfully activated.

The following link provides access to your account:

[Go to Portal](#)

If the above button is not clickable, try clicking the URL or copying and pasting the URL below into the address bar of your web browser.

<https://amlsurvey.cimaconnect.com>

If you did not initiate this request, please contact us immediately at: AMLSurvey@cima.ky

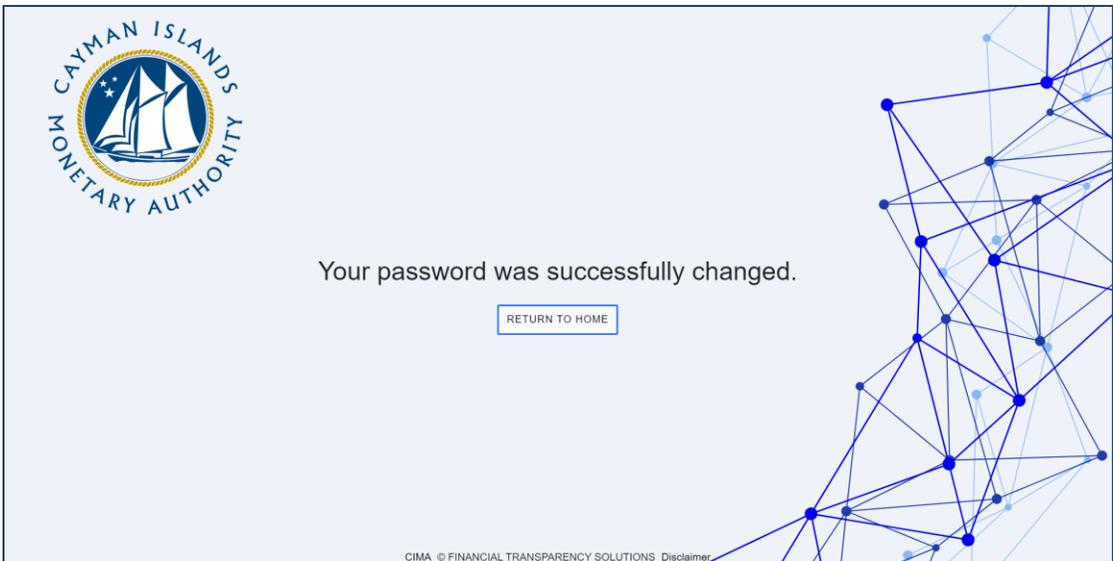
Please do not reply to this email, it is automatically generated.

Disclaimer:

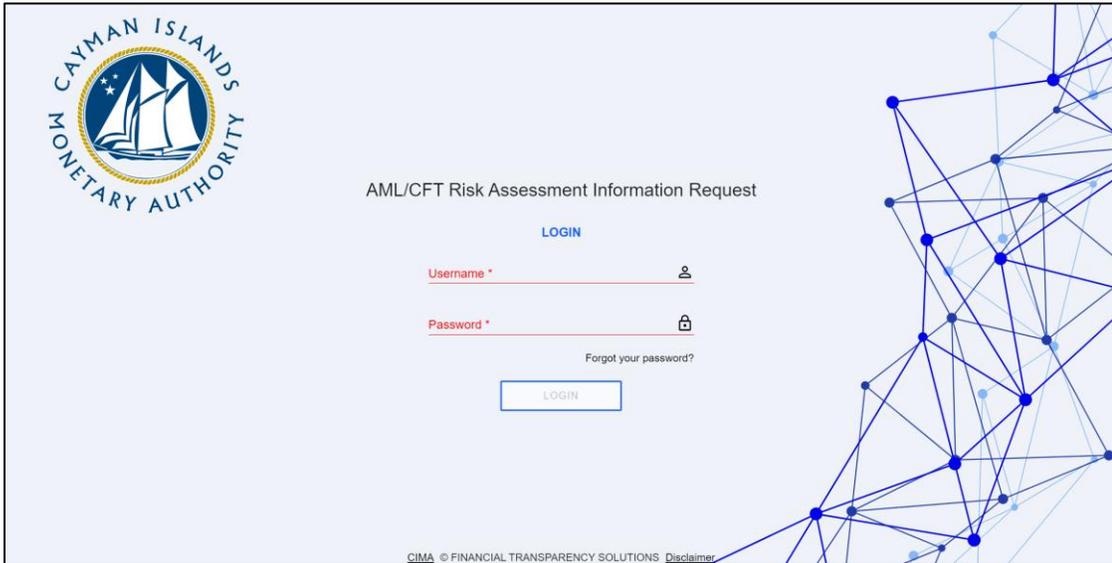
This message contains **confidential** information and is intended only for the addressee. If you are not the addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake, delete this e-mail from your system.

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5. The user should then click on the 'RETURN TO HOME' button.



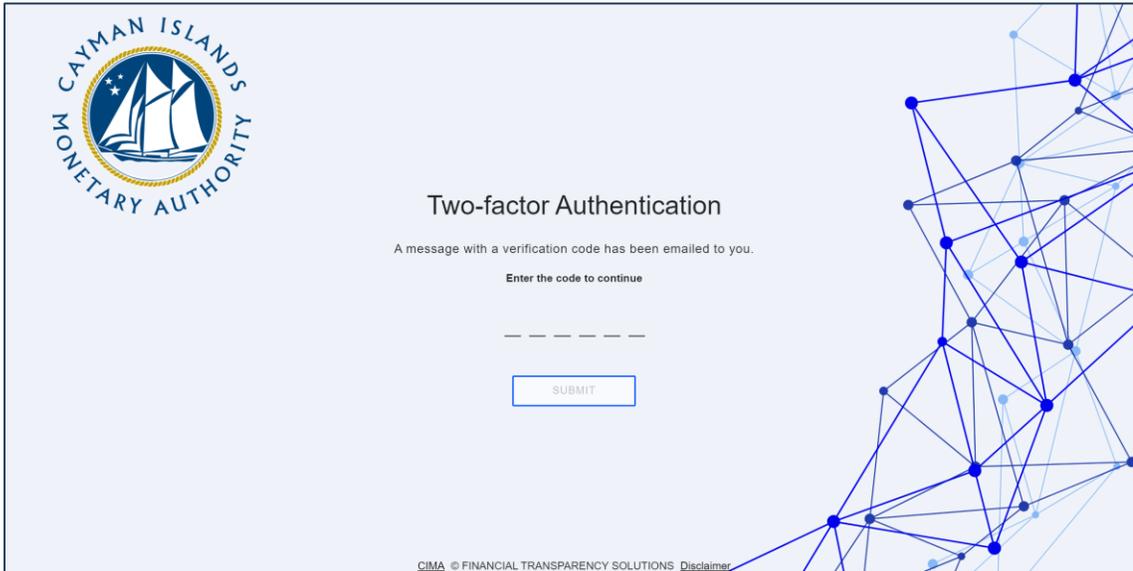
- 6. The recipient should then enter their username, which is their email address where they received the AML Return invite, and the password they just created.



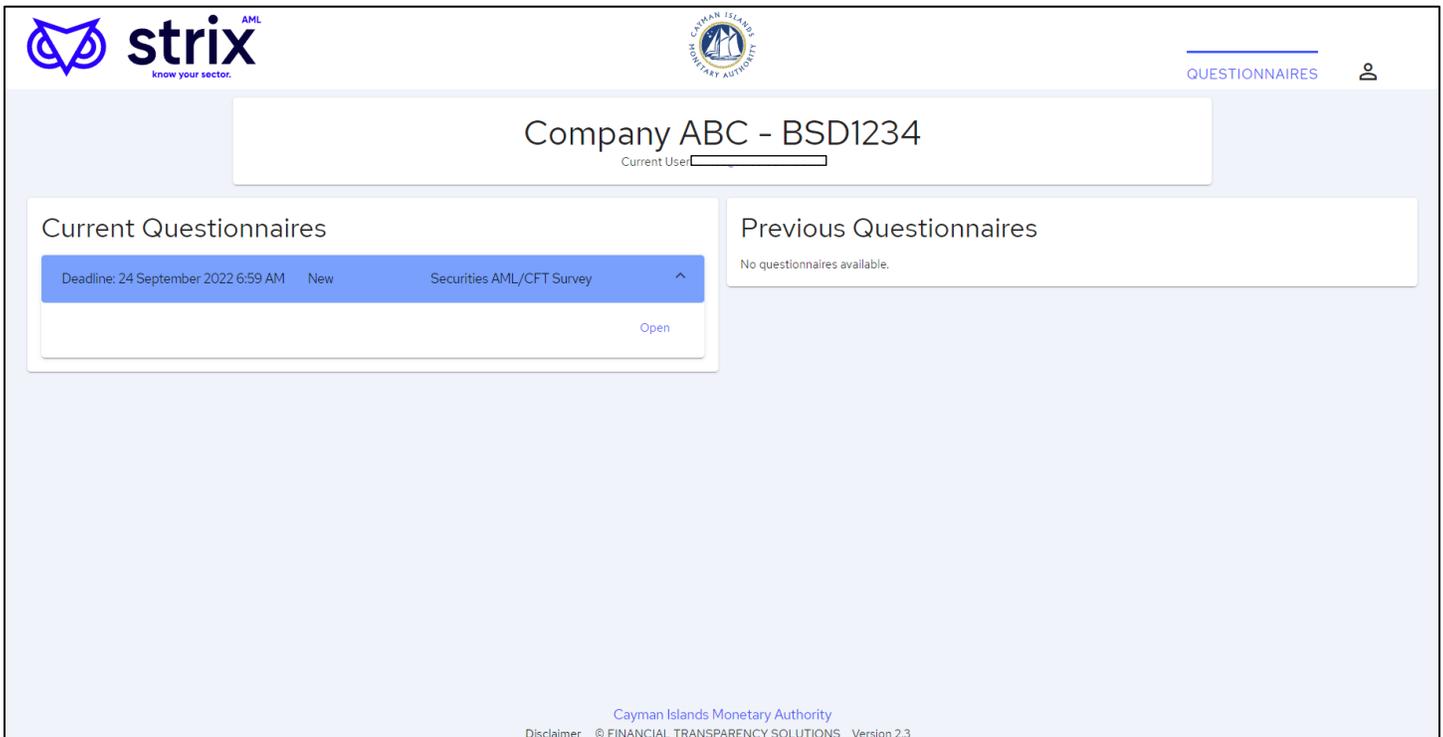
- 7. A six digit two-factor authentication code will be sent to the recipient’s email address.



- 8. The recipient should enter the six (6) digit two-factor authentication code on the webpage where prompted.



- 9. Click 'Open' to access the AML Return request. If a recipient is a contact for two (2) or more FSPs, or where an Entity has two or more licences or registrations, related Returns will be listed here for the recipient to view and access.



3.2 COMPLETING THE AML RETURN

1. Click the Current Questionnaire to access the AML Return and start populating the Return with the required data.
 - a. Completion guidance for the AML Return is available at section 5 of this Guide below.
 - b. The recipient(s) can open, update, and close the AML Return as many times as needed prior to the Return's due date so long as the recipient selects 'Save'.
 - c. Once the AML Return has been completed it can either be 'Saved' and 'Exported' for internal review or 'Saved' and 'Submitted' to the Authority. Users should note that the Return does not support Excel import functionality. The entity may utilise the XBRL functionality to assist in completing the Return. The Strix XBRL Overview User Guide is published on the Authority's website, and can be accessed at: <https://www.cima.ky/cima-releases-strix-xbrl-overview-user-guide>.
 - d. Upon submission, you will receive a confirmation email from Cayman Islands Monetary Authority stating, 'Notification of Successful Submission'. The Entity's name and the Return name will be listed for verification, useful for instances where users are submitting for more than one entity.
 - e. Once the AML Return is 'Submitted' an Excel and PDF copy of the completed Return will be available under 'Current Questionnaire'.
 - f. Upon submission to the Authority, a review of the AML Return will be conducted by a member of the AMLD. If information is missing or needs clarification the Authority will 'Reject' the AML Return through an email notification detailing the specifics. The recipient will then be required to make the necessary corrections or provide the additional detail to the Authority as indicated in the email.
 - g. Partial or incomplete submissions will only be permitted by the Authority under approved circumstances. If an Entity submits an 'Incomplete' AML Return, they are required to submit a Request for Incomplete Submission to the Authority. Incomplete Submission Requests are to be submitted to AMLSurveys@cima.ky detailing the following:
 - i. Licence or Registration Name
 - ii. Licence or Registration Number
 - iii. Date of Licence or Registration
 - iv. List of current Directors
 - v. Number of Clients
 - vi. Reason for requesting to make an Incomplete Submission.

4 OTHER USEFUL INFORMATION

4.1 USER ACCOUNT LOCKOUTS

In the event the AML Return recipient has exceeded the number of permitted failed login attempts, their account will be temporarily locked. An email will be sent to the user identifying that they won't be able to log in. There are three (3) stages of lock out: 1) locked out for five (5) minutes; locked out for ten (10) minutes; and, if the user persists, locked out permanently.

To avoid being locked out, if the user fails to remember their password, they should update their password on the login page.

If the user is permanently locked out, they should contact AMLSurveys@cima.ky to request having their account re-activated.

4.2 INTERNET BROWSER

Users should be aware that the AML Return will not open using the legacy Windows Explorer browser or with outdated Windows operating systems for security purposes. If the user's browser is defaulted to Explorer the link should be copied and opened in Chrome, Edge, Safari, or another modern browser.

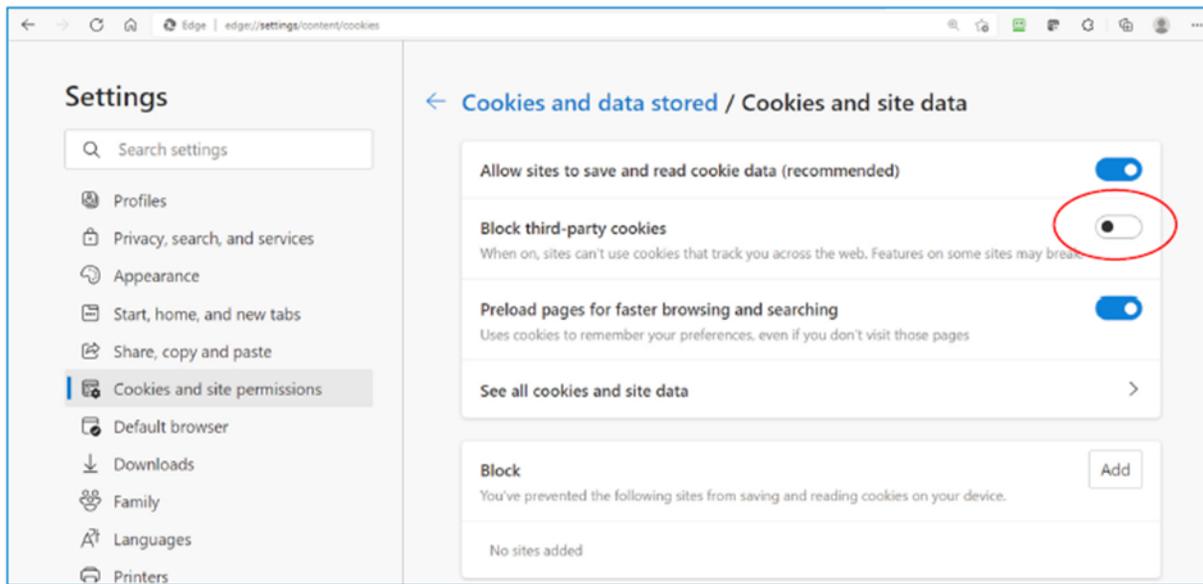
4.3 TWO-FACTOR AUTHENTICATION

Due to the security permissions around the two-factor authentication, the invite to the AML Return, or access to the portal, cannot be shared with uninvited recipients. If entities wish to add additional users to assist with completing or reviewing the form, they can contact amlsurveys@cima.ky.

If an Entity's recipient is set up as a contact to the Strix portal but they are not receiving their two-factor authentication code, they should attempt the following prior to contacting amlsurveys@cima.ky:

- 1) Check the date / time settings of the individual's computer and be sure they are set to 'Automatic'.
- 2) Try a different browser on the same computer (a secure modern browser is required – Chrome, Edge, Safari, Firefox).
- 3) Ensure that amldonotreply@cima.ky is not blocked by the individual / entity's network security.
- 4) Check that third party cookies are allowed:

Example of Microsoft Edge Cookie Setting:



4.4 DATA AND SECURITY

The AML Return, the auto-generated communication from Strix, and the data collected from FSPs in the AML Return are all maintained on-premises on the Authority's server systems. The Authority continues to use the same firewalls and data protection protocols that are deployed for the REEFs portal and other applications.

NOTE: Please consider saving a copy of the completed AML Return for your records. The Authority will not maintain copies of historical Returns of its supervised entities and therefore, it is recommended that entities save a copy of their submissions for their own record-keeping purposes. Additionally, as per the Authority's data management policy, submissions for terminated entities will no longer be made available to their contacts in the Strix portal.

4.5 APPLICABLE FEES

There are no fees associated with this Return.

5 AML RETURN GUIDANCE

Below is a list of questions the Entity is required to respond to. The questions are used to determine whether the insurance entity conducted relevant financial business during the reporting period. Entities who are unsure if the business activities they conduct falls under any of these activities, should seek legal advice.

Relevant Financial Business Self-Declaration Questions:		
No.	Question	Description/Explanation
1.	Does your entity conduct long-term business as defined within the Insurance Act (2010) (i.e. insurers, insurance managers, insurance agents, and insurance brokers)?	Please answer 'Yes' or 'No'.
2.	Does your entity effect and carry out contracts of insurance on human life or contracts to pay annuities on human life?	Please answer 'Yes' or 'No'.
3.	Does your entity effect and carry 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?	Please answer 'Yes' or 'No'.
4.	Does your entity effect and perform 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: <ul style="list-style-type: none"> the value of, or the income from, property of any kind (whether or not specified in the contracts); or fluctuations in, or in an index of, the value of property of any kind (whether or not so specified)? 	Please answer 'Yes' or 'No'.
5.	Does your entity issue or provide workers' compensation insurance contracts which remain in force for at least five years for the individuals concerned, or are without time limits?	Please answer 'Yes' or 'No'.
6.	Does your entity issue long-term disability, critical illness, accidental death and dismemberment, or other permanent health contracts which remain in force for at least five years for the individuals concerned, or are without time limits?	Please answer 'Yes' or 'No'.
7.	Does your entity offer, effect, and carry out capital redemption insurance contracts?	Please answer 'Yes' or 'No'.
8.	Does your entity have pension fund management products where the Licensee effects and carries 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?	Please answer 'Yes' or 'No'.

9.	Does your entity offer underwriting and placement of life insurance?	Please answer 'Yes' or 'No'.
10.	Does your entity offer contracts of insurance, whether in the form of bonds, endowment certificates or otherwise, whereby in exchange for one or more premiums paid to the insurer, a sum or a series of sums becomes payable to the person insured at a future date?	Please answer 'Yes' or 'No'.
11.	Does your entity provide Virtual Asset Services as included under the Virtual Asset (Service Providers) Act, 2020?	Please answer 'Yes' or 'No'.
12.	Does your entity offer safe custody services?	Please answer 'Yes' or 'No'.
13.	Does your entity offer or conduct financial leasing services?	Please answer 'Yes' or 'No'.
14.	Does your entity offer or conduct lending services?	Please answer 'Yes' or 'No'.
15.	Does your entity accept deposits and other repayable funds from the public?	Please answer 'Yes' or 'No'.
16.	Does your entity conduct trading in money market instruments, foreign exchange, or commodity futures?	Please answer 'Yes' or 'No'.
17.	Does your entity provide advice to undertakings on capital structure, industrial strategy and related matters, including advice and services relating to mergers and the purchase of undertakings?	Please answer 'Yes' or 'No'.
18.	Does your entity conduct Money Brokering?	Please answer 'Yes' or 'No'.
19.	Does your entity provide individual and collective portfolio management and advice?	Please answer 'Yes' or 'No'.
20.	Does your entity engage in investing, administering, or managing funds or money on behalf of other persons?	Please answer 'Yes' or 'No'.
21.	Does your entity provide registered office or company management services to resident and exempted companies who do not hold an insurance licence?	Please answer 'Yes' or 'No'.
22.	Does your entity provide money or value transfer services?	Please answer 'Yes' or 'No'.
23.	Does your entity provide financial guarantees and commitments?	Please answer 'Yes' or 'No'.
24.	Does your entity provide investing, administering, or managing funds or money on behalf of other persons?	Please answer 'Yes' or 'No'.
25.	Does your entity offer safekeeping and administration of cash or liquid securities on behalf of other persons?	Please answer 'Yes' or 'No'.

26.	Does your entity participate in securities issues and the provision of financial services related to such issue?	Please answer 'Yes' or 'No'.
27.	Does your entity engage in the conduct of securities investment business?	Please answer 'Yes' or 'No'.
28.	Does your entity operate a single-family office?	Please answer 'Yes' or 'No'.
29.	Does your entity conduct trading in either of the following: (a) money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); (b) foreign exchange; (c) exchange, interest rate and index instruments; (d) transferable securities; or (e) commodity futures trading?	Please answer 'Yes' or 'No'.
30.	Is your entity an Insurance Manager who services clients who conduct any of the above?	Please answer 'Yes' or 'No'.
31.	Did you answer 'Yes' to any of the previous questions?	Please answer 'Yes' or 'No'.