



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

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1 INTRODUCTION

The Cayman Islands Monetary Authority (“the Authority”) periodically undertakes sectoral ML/TF/PF risk assessments as part of its risk-based approach to AML/CFT supervision of regulated financial service providers (“FSPs”). In conducting sectoral ML/TF risk assessments and other related research, the Authority uses software called STRIX to distribute the AML Survey to FSPs and further collect, analyse, model, and score ML/TF/PF and Sanctions risk data.

FSPs are required to provide this data by completing the AML Survey Form and submit it through the Authority’s web-based e-mail survey software, to the Anti-Money Laundering Division (“AML/D”). The AML Survey Form is issued in accordance with the Authority’s responsibilities under section 6(b)(ii) of the Monetary Authority Act.

This Guide gives support to insurance entities in the completion and submission of the Insurance - Relevant Financial Business Self-Declaration Survey Form, (the “RFB Survey”) used to determine whether entities are conducting relevant financial business or not.

2 FORM INFORMATION

The RFB Survey 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, and Insurance Managers, who are commonly referred to as the “Entity” for purposes of this form.

The RFB Survey 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 Survey will receive the AML Survey Form – Insurance Form.

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

3 ACCESSING AND SUBMITTING THE AML SURVEY

3.1 ACCESS TO THE AML SURVEY


Entities will receive an invitation to the web-based survey 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 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 in is then via clicking on the ‘Return Home’ button available immediately after activating, or via the link provided in the confirmation email. 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 survey.

The Authority is using the following entity contacts to distribute the AML Survey: AMLCO, MLROs, Insurance Managers and other Principal Contacts. If an Entity is unsure of what their contact details are, they can contact the Authority at AMLSurveys@cima.ky.

To access the AML Survey:

1. When the AML Survey 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)(3) 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:

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.cimacoreconnect.com/UserActivation/GetPassword?SecurityCode=Y1x08UR6VZVCB66mm3tp3F5oAMyPnyQ600Fq1x0Mx1GdSpT5h3t0c52B2zgg0PQ8r52BUV5b1zK1Q8r52F4d2c6isYasz%2Bjke0NE3G1LwMOby5oP%2Bk8rPURSSVtPSQ6IAshesaBaCjuvcZV4KB266HFghfJhAtaTN5a3E3aIA%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.

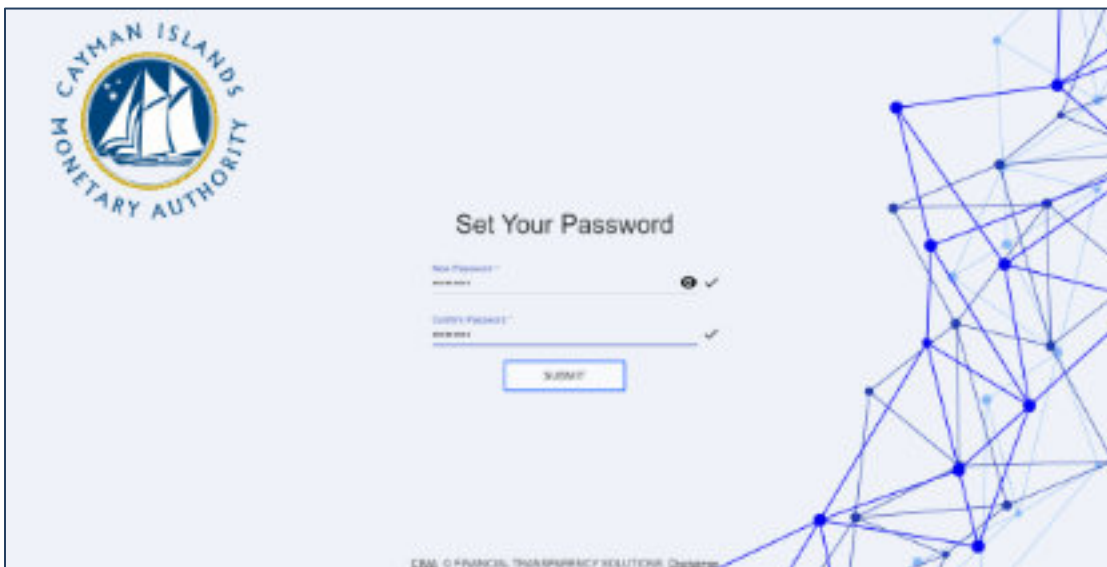
Disclaimer:
This message contains **confidential** information and is intended only for the addressee. If you are not the addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake, delete this e-mail from your system.

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2. The recipient will then be asked to create a password using uppercase, lowercase, 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: AML.Survey@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 addresses. 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.



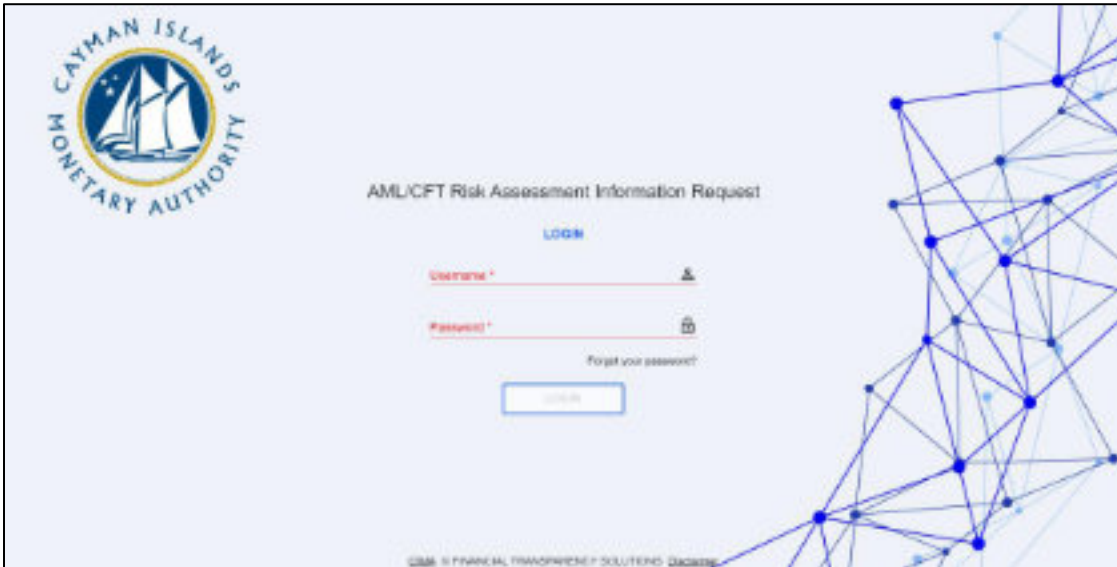
Your password was successfully changed.

[RETURN TO HOME](#)



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



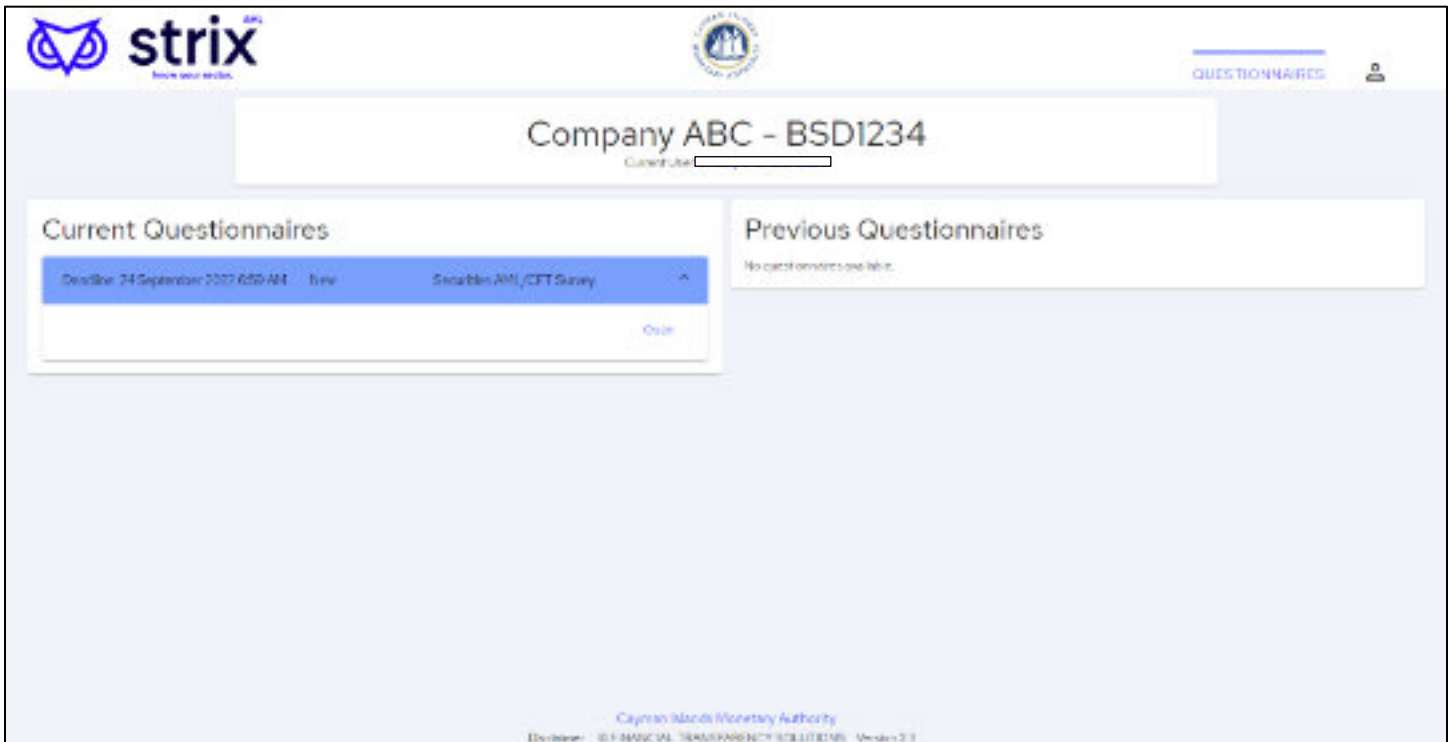
- 7. A six digit two-factor authentication code will be sent to the survey recipient’s email



- 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 Survey request. If a survey recipient is a contact for two (2) or more FSPs, or where an Entity has two or more licences or registrations, related surveys will be listed here for the recipient to view and access.



3.2 COMPLETING THE AML SURVEY FORM

1. Click the Current Questionnaire to access the AML Survey Form and start populating the form with the required data.
 - a. Completion guidance for the AML Survey is available at section 5 of this Guide below.
 - b. The recipient(s) can open, update, and close the AML Survey as many times as needed prior to the survey due date so long as the recipient selects 'Save'.
 - c. Once the AML Survey has been completed it can either be 'Saved' and 'Exported' for internal review or 'Saved' and 'Submitted' to the Authority.
 - 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 survey name will be listed for verification, useful for instances where users are submitting for more than one entity.
 - e. Once the AML Survey is 'Submitted' an Excel and PDF copy of the completed survey will be available under 'Current Questionnaire'.
 - f. Upon submission to the Authority a review of the AML Survey will be conducted by a member of the AMLD. If information is missing or needs clarification the Authority will 'Reject' the AML Survey 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 Survey, 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. Licenced 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 Survey 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 Survey will not open using the legacy Windows Explorer browser or with dated 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 other modern browser.

4.3 DATA AND SECURITY

The AML Survey, the auto-generated communication from STRIX, and the data collected from FSPs in the AML Survey are all maintained on-premise 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.

4.4 APPLICABLE FEES

There are no fees associated with this Form.

5 AML SURVEY 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.

RFBs 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 carry 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)?	Please answer 'Yes' or 'No'.
5.	Does your entity Issue or service workers' compensation insurance contracts are in effect for a period of not less than five years for the persons concerned, or without limit of time?	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 are in effect for a period of not less than five years for the persons concerned, or without limit of time.	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 by bonds, endowment certificates or otherwise, whereby in return for one or more premiums paid to the insurer, a sum or series of sums is to become payable to the person insured in the future?	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 questions and 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'.
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