# ANNEX VI

# DUE DILIGENCE QUESTIONNAIRE

# 

Please complete the following questionnaire and provide supporting documents where applicable.

**For individuals operating a business in their personal capacity**

1. Please provide any two of the following documents to verify identity and proof of address:
   1. Passport
   2. Driver’s license
   3. Voter card or other government-issued identity card
   4. Bank statement with the individual’s name displayed
2. Have you been convicted for criminal offences relating to anti-money laundering or terrorism financing? Yes No

If you answered ‘yes’, please provide further details.

1. Have you ever been the subject of any investigation, indictment, conviction or civil enforcement action related to financing terrorists? Yes No

If you answered ‘yes’, please provide further details.

**For companies and other legal entities**

1. Please provide the following documents to verify identity and proof of address:
   1. Evidence of Power of Attorney/Board Resolution granted to the officers to transact business on its behalf; and
   2. Any of the following documents:
   * Certificate of Incorporation
   * Memorandum and Articles of Association
   * Telephone bill in the name of the company
   * Bank statement with the entity’s name displayed
2. Does your entity have foreign branches and/or subsidiaries? Yes No
3. If you answered ‘yes’ to the previous question, please confirm the areas of your entity covered by responses to this questionnaire

Head Office & domestic branches Yes No  N/A

Domestic subsidiaries Yes No  N/A

Overseas branches Yes No  N/A

Overseas subsidiaries Yes No  N/A

1. Is your entity regulated by a national authority? Yes No

If you answered ‘yes’ please specify the name.

1. Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect money laundering or terrorist financing activities? Yes No

If you answered ‘yes’, please send SPC your policy in English

1. Does your entity have an officer responsible for an anti-money laundering and counter-terrorism financing policy? Yes No

If yes, please state that officer’s contact details:………………………………………………………………………….

1. Does your entity provide financial services to customers determined to be high risk including but not limited to:

- Foreign Financial Institutions Yes No

- Casinos Yes No

- Cash Intensive Businesses Yes No

- Foreign Government Entities Yes No

- Non-Resident Individuals Yes No

- Money Service Businesses Yes No

1. If you answered ‘yes’ to any of the boxes in question 7, does your entity’s policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types? If yes, how?
2. Has your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing? Yes No

If you answered ‘yes’ please provide details

1. Has the director or CEO of your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing? Yes No

If you answered ‘yes’ please provide details

I declare that none of the funds received or to be received by me or my organisation are used or will be used for money laundering or terrorism financing.

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

Dated this.......day of........ [month and year] at...............

Signature …..........................................

Name..................................................