



Anti-money laundering procedures manual for accountants



The manual includes:

1. A CD with the following templates:

- Example policies and procedures
- Client risk assessment form for individuals
- Client risk assessment form for entities
- KYC form for individuals incorporating section to evidence annual review
- KYC form for businesses incorporating section to evidence annual review
- Simple to use customer due diligence forms
- Annual declaration form by staff
- Annual compliance review form

2. A series of short help sheets on:

- Policies and procedures
- Customer due diligence – introduction
- Customer due diligence – entities
- Customer due diligence – directors, trustees etc.
- Customer due diligence – beneficial owners
- Customer due diligence – simplified due diligence
- Customer due diligence – electronic verification
- Customer due diligence – PEPs (politically exposed persons) and sanctions
- Customer due diligence – reliance on third parties
- Customer due diligence – certified copies
- On-going monitoring
- Duty to report
- Tipping off
- Anti-money laundering training
- Record keeping
- Equivalent jurisdictions for money laundering purposes
- High risk jurisdictions for money laundering and anti-terrorist financing



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The Manual is now available for purchase in person at the Institute's Member Services Counter on 27th Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

Price:

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Enquiries:

Phone no.: 2287 7285/ 2287 7030
Email: me@hkicpa.org.hk

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