

# The Trinidad and Tobago Central Depository Limited

## Investor Due Diligence Questionnaire For Participants wishing to participate in Euroclear Facility

1. Are you a State Owned/Controlled Institution?

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2. What is the nature of your business?

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3. Who are the ultimate beneficial owners of the investments being transferred?

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4. Briefly describe your organization's structure for Investment decision making outlining divisions/departments and reporting lines

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5. What is the estimated value of securities to be transferred using this facility?

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6. What is the origin of the funds used to invest in the securities to be transferred?

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7. Please list your authorized representatives for this account and provide two forms of valid Government issued photo IDs for each representative

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8. Does your organization provide investment services or sell investment products to members of the public

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If you answered "yes" to question 8, Please complete the attached Anti-Money Laundering and Combating the Financing of Terrorism Questionnaire.

# The Trinidad and Tobago Central Depository Limited

## Anti-Money Laundering and Combating the Financing of Terrorism Questionnaire For Participants wishing to participate in Euroclear Facility

- (1) Who is your Supervisory Authority? \_\_\_\_\_
- (2) Have you submitted an AML/CFT Compliance Programme to the FIU for approval? \_\_\_\_\_
- (3) Has your AML/CFT Compliance Programme been approved by your Supervisory Authority and the FIU? \_\_\_\_\_  
If not, please provide current status \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (4) Does your AML/CFT Compliance Programme include policies and procedures for:
- a. Customer identification, documentation and verification and other customer due diligence measures commensurate with the level of risk identified \_\_\_\_\_
  - b. Identification and internal reporting of suspicious transactions and activities \_\_\_\_\_
  - c. The adoption of a risk based approach to monitoring financial activity \_\_\_\_\_
  - d. External and Independent testing for compliance \_\_\_\_\_
  - e. An effective risk based audit function to evaluate the compliance programme \_\_\_\_\_
  - f. Effective document retention \_\_\_\_\_
  - g. The designation of a Compliance Officer \_\_\_\_\_
  - h. The effective screening of potential and existing employees \_\_\_\_\_
  - i. The ongoing training of new and existing employees in AML and CFT \_\_\_\_\_
- (5) Have you applied to your Supervisory Authority for approval of your Compliance Officer? \_\_\_\_\_
- (6) Has your Compliance Officer been approved by your Supervisory Authority? \_\_\_\_\_
- (7) Please state the name of your Compliance Officer \_\_\_\_\_
- (8) On initiating a business relationship, does your firm obtain and certify relevant identification records from your customers? Such as:
- a. For individuals
    - i. Correct full name(s); other names used with proof of same \_\_\_\_\_
    - ii. Proof of permanent /residential address \_\_\_\_\_
    - iii. Date and place of birth \_\_\_\_\_
    - iv. Nationality and Citizenship \_\_\_\_\_
    - v. Relevant identification documents, i.e.: \_\_\_\_\_
      - 1. Valid Passport or
      - 2. Valid National Identification Card or
      - 3. Valid Driver's License
      - 4. Power of Attorney (if applicable)
      - 5. Marriage/divorce certificate (if applicable)
    - vi. Where applicable: occupation, type of business and occupational income \_\_\_\_\_
    - vii. Source of funds \_\_\_\_\_
    - viii. Purpose or nature of business relationship or transaction \_\_\_\_\_
    - ix. Signature \_\_\_\_\_
    - x. Evidence of scans against sanction lists identified by the FIU through the use of applicable research tools like world-check and country-check \_\_\_\_\_
    - xi. Where original documents are not available, copies are only acceptable if certified by a Commissioner of Affidavits or Notary Public. \_\_\_\_\_

- b. For Estates
  - i. Certified copy of Death Certificate \_\_\_\_\_
  - ii. Certified copy of Probate or Letters of Administrators \_\_\_\_\_
  - iii. Relevant identification documents for Executors or Administrators \_\_\_\_\_
  
- c. For Incorporated Entities
  - i. Correct name of business \_\_\_\_\_
  - ii. Place of incorporation \_\_\_\_\_
  - iii. Address of registered office \_\_\_\_\_
  - iv. Name and address of local agent (if applicable) \_\_\_\_\_
  - v. Names of Directors, Secretary and other office bearers \_\_\_\_\_
  - vi. For each Director; date and country of birth, occupation, address and valid identification \_\_\_\_\_
  - vii. Articles of Incorporation or Continuance \_\_\_\_\_
  - viii. Certificate of Incorporation or Continuance \_\_\_\_\_
  - ix. Company's By-Laws \_\_\_\_\_
  - x. At a minimum, management accounts for the last three years for self employed persons and businesses \_\_\_\_\_
  - xi. Information on substantial shareholders holding over 5% of the paid up share capital of the company \_\_\_\_\_
  - xii. A signed Director's statement or certificate from the Corporate Secretary outlining the nature of the company's business \_\_\_\_\_
  
- d. For Trust, Nominee and Fiduciary Customers
  - i. Evidence of the appointment of trustees (e.g. certified copy of Deed of Trust, Board Resolution) \_\_\_\_\_
  - ii. Nature and purpose of the Trust \_\_\_\_\_
  - iii. Verification of the identity of the trustee, settler, protector, person providing the funds, controller or similar person holding power to appoint or remove the trustee \_\_\_\_\_

- (9) Does your firm have a system of risk management for all new account applications? including:
- a. Procedures for identifying and dealing with customers that may be considered higher risk such as Non face-to-face customers, Politically Exposed Persons (PEP), foreign customers and customers with significant ties abroad. \_\_\_\_\_
  - b. Enhanced Due Diligence (EDD) procedures for dealing with higher risk accounts including more stringent KYC measures, approval of account by the Compliance officer or Senior Officer, taking reasonable measures to establish the source of wealth and source of funds and ongoing monitoring of the business relationship. \_\_\_\_\_

- (10) Does your firm have measures in place to understand the nature of the relationship prior to opening of a new account? Including:
- a. Establishing the essential facts relevant to each client's orders, cash or non-cash transactions accepted or conducted by such Member and/or persons holding power of attorney over any account accepted or to be carried out by such Member \_\_\_\_\_
  - b. Obtaining information on the client's knowledge relative to trading \_\_\_\_\_
  - c. Establishing or ascertaining the nature of business transactions and expectations of the customer \_\_\_\_\_

- (11) Does your firm have a system for on-going monitoring of client transactions and filing of Suspicious Activity Reports? \_\_\_\_\_

- (12) Does your system of monitoring include checks on all complex, unusual and large transactions or activities that appear inconsistent with the customer? \_\_\_\_\_

- (13) Does your system of monitoring include internal thresholds for each class of customer and due consideration to transactions which exceed those thresholds? \_\_\_\_\_
- (14) Are employees aware of the reporting requirements in the event of suspicious activities? \_\_\_\_\_
- (15) Does your firm provide AML/CFT training to all staff including Directors, Senior Management, the Compliance Officer and all other employees? \_\_\_\_\_
- (16) Does your staff training include
- a. elements of KYC/CDD requirements \_\_\_\_\_
  - b. the recognition of suspicious activity and proper procedures to follow when detected \_\_\_\_\_
  - c. money laundering typologies \_\_\_\_\_
  - d. AML/CFT laws and Guidelines \_\_\_\_\_
- (17) Does your firm retain all records of domestic and international transactions and identification data obtained through the CDD process in either written or electronic form for a period of at least six years from the end of the relationship with the client? \_\_\_\_\_
- (18) Does your firm retain all records where a SAR is filed or there are ongoing investigations by the FIU or competent law enforcement authority into money laundering/terrorist financing, until confirmation is received that the matter has been concluded or the FIU or Court of competent jurisdiction has advised your firm that it is safe to dispose of the records? \_\_\_\_\_
- (19) Does your firm retain copies of all reports made to the FIU with respect to suspicious activity for a minimum of six years and all documents released to the FIU pursuant to a court order being served upon your firm for the shorter of six years from the date of the release or until the documents are returned? \_\_\_\_\_
- (20) Does your firm retain all enquiries made to it by the FIU and all subsequent disclosures made to the FIU with respect to the enquiries maintaining in a register separate from all suspicious activity/transaction records for a period of six years? \_\_\_\_\_

**I certify that the answers set out in this questionnaire are true responses to the questions which immediately precede the responses to the best of my information, knowledge and belief.**

Signed : \_\_\_\_\_

Company Stamp