**SAMPLE ANNUAL COMPLIANCE OFFICER’S REPORT**

|  |  |
| --- | --- |
| **Recipient** | Institute of Certified Public Accountants of Cyprus |
| **Name/Surname of Compliance Officer** |  |
| **Email address of Compliance Officer** |  |
| **Firm/Company** |  |
| **Year** | 2016 |
| **Submission deadline** | Within 3 months of the year end –  until 31/3/2017 |
| **Date** |  |

**Contents of the Report**

|  |  |
| --- | --- |
| Management Summary |  |
| Organisational structure and staffing |  |
| Notification of appointment of Compliance Officer to MOKAS |  |
| AML Manual |  |
| Compliance with ICPAC’s Directive and the Law |  |
| Due Diligence System |  |
| Risk Assessment |  |
| Suspicion reports |  |
| Education / Training |  |
| Additional actions |  |
| ICPAC’s Questionnaires |  |
| Other matter: |  |
| Compliance Officer’s signature |  |