

# **ANTI-MONEY LAUNDERING QUESTIONNAIRE**

**Guidance for the  
completion and  
submission of the  
Anti-Money  
Laundering  
Questionnaire to  
ICPAC**

**April 2021**



## **Introduction**

ICPAC is the competent Supervisory Authority for the purposes of the Prevention and Suppression of Money Laundering Activities Law, for the professional activities of auditors, external accountants, tax advisors and providers of administrative services.

Based on the above, and in line with the Institute's risk assessment process, each licensed firm is required under paragraph 3.2.1(j) of ICPAC's AML/CFT Directive and section 6.400 of the Members Handbook, to submit information in relation to the nature of services provided, type of clients and policies and procedures followed to prevent money laundering and terrorist financing as requested in the Questionnaire.

This Questionnaire should be completed by the Compliance Officers of all firms that hold the below types of practising certificates from ICPAC for their provided services, i.e. General, Audit and Administration Services. The term 'firm' includes the following:

- Licensed Limited Liability Companies,
- Licensed Partnerships,
- Licensed sole practitioners (self-employed)

The requirement to complete and submit the Questionnaire relates to all licensed firms, irrespective of whether they were practising in their professional capacity or they were dormant in the effective year and irrespective of whether they belong in a group of companies, which is also required to submit the Questionnaire.

## **Purpose**

This document aims at facilitating the Compliance Officers to complete and submit the Questionnaire, by providing basic guidelines for this purpose.

A glossary/definitions/reference section has been added for easy reference.

## **Questionnaire**

All practising firms are obligated to submit the Questionnaire to ICPAC on an annual basis.

The Questionnaire is part of the Institute's risk-based tool for off-site surveillance/monitoring which is used to assess the risk of each licensed member. The results of the questionnaire are used to risk categorise its licensed firms, which is one of the criteria used to evaluate the frequency of the monitoring visits.

A personalised electronic link is sent to all licensed members. The questionnaire must be completed and submitted within the deadline. Failure to submit the Questionnaire on time will prevent ICPAC from meeting its compliance requirements and will therefore, inevitably give rise to enforcement actions against the firm, as disclosed under section 6.400 of the Members Handbook.

The Questionnaire is available only in the English language only in electronic format and covers the reporting period from 1<sup>st</sup> January to 31<sup>st</sup> December 2020.

## **Content of the Questionnaire**

### **General**

The questionnaire operates **only** with **Mozilla Firefox and Google Chrome**. Any completion and/or submission of the questionnaire with Internet Explorer or any other internet navigation program will result in **loss of data**.

All sections of the Questionnaire, including radio buttons, drop down menus and text boxes need to be completed.

All number fields are mandatory. If there are fields a firm has no information to include, then the number '0' (zero) should be included.

Any clarification on the terminology can be found in the **Glossary/Definitions/Reference** section.

**Sections 6A and Sections 2-14 apply only to firms offering ASP services as stipulated in article 4 of the ASP Law (N. 196(I)/2012).**

The Questionnaire can be completed and saved before the final submission. When the Questionnaire is fully completed, the submission will proceed only if all mandatory fields are completed. An error notice will appear with the missing information if at least one mandatory field is omitted.

Once the Questionnaire has been submitted, a note confirming submission will appear, and an automated electronic email will be sent to your email address.

#### **1. Information**

The section is already completed with the personalised information of each firm.

#### **2. Firm's ICPAC Practicing Certificate Numbers**

The section is already completed with the personalised information of each firm.

#### **3. Firm's Status**

The field is mandatory.

Firms should state their status, i.e., active, dormant or holding.

Selecting any of the options, **dormant or holding**, will not require the completion of the remaining questionnaire.

#### **4. Management**

All fields are mandatory.

Notes:

*Question 4.4:* Firms should disclose the number of individuals appointed as directors by the firm.

*Question 4.7:* Number of offices relates to the offices/ branches where there is common ownership and management. The number of international network firms, outside the Republic of Cyprus, should not be included in the field. In cases where data fall within more than one selection (for example a jurisdiction is included in both FATF and EU tax list), classification should be made in just one.

#### **5. Compliance Department**

All fields are mandatory.

Notes:

*Question 5.3:* For guidance on how to inform MOKAS of the appointment of the Compliance officer, follow the [link](#) to circular GE\_13/2016.

#### **6. Financial Information**

All fields are mandatory.

Notes:

*Question 6.1:* Firms should include the year of the last audited financial statements. If the audits of the underlying years have not been completed, the unaudited figures should be disclosed (based on a trial balance, management accounts etc).

*Question 6.2:* This section applies if the firm has **never** submitted financial statement since incorporation.

*Questions 6.3 – 6.6:* Amounts included must be reported in Euro (€). The full amount should be disclosed. **No punctuations** should be included for decimal or thousand separation.

*Question 6.5.4 and 6.5.6:* Income arising from the ‘management or administration of trusts’, the ‘corporate secretarial and administration services’ and the ‘CIP-related services’ refers to the services stipulated in article 4 of the [Law 196\(I\)/2012](#) (ASP Law).

#### **7. Other Professionals**

*Question 7.2:* Field is mandatory for individuals generating revenue of over €70.000 and legal entities.

## 8. **Client Statistics and Information**

All fields are mandatory.

### Validation Note:

- a) All totals of:
  - a) 8.1. - 'number of clients',
  - b) 8.2. - 'client risk categorisation'
  - c) 8.3. - 'number of clients from',need to be equal between them.
- b) **Question 8.2:** It is not necessary to fill in all risk categories, rather only those that apply.
- c) **Question 8.3:** The data should take into consideration the country of origin of the UBO. For CIP clients, it is the client's country of origin that should be taken into account. In cases where data fall within more than one selection (for example a jurisdiction is included in both FATF and EU tax list), classification should be made in just one.
- d) **Question 8.6.5:** Number of clients that the firm provides the service of management or administration of trusts including, without limitation, the undertaking or provision of trustee, wherever they are set up.
- e) **Question 8.6.7:** Number of clients that the firm provides safe keeping of financial instruments on behalf of clients, including acting as depositary, as defined in Annex III, Part II, paragraph 1 of the Investments Services and Activities and Regulated Markets Law, and other related services, unless this is provided as an ancillary service by an IF in the framework of the Investment Services and Activities and Regulated Markets Law.  
**Question 8.6.7.1:** Amounts included must be reported in Euro (€). The full amount should be disclosed. No punctuations should be included for decimal or thousand separation.
- f) **Question 8.6.8:** The CIP registration number refers to the license number of the firm as it appears in the Registry of Service Providers held by the Ministry of Finance.
- g) **Question 8.18.1:** It refers to the number of clients that the firm has issued Power of Attorneys (PoAs) within the year 2020.
- h) **Question 8.18.2:** It refers to the total number of PoAs issued for all clients, e.g., more than one PoAs may have been issued for the same client within the year 2020.
- i) **Question 8.19.1:** Refers to the number of clients whose UBOs originate from jurisdictions who are high-risk for terrorist financing.
- j) **Question 8.19.2:** Refers to the number of clients who have activities in jurisdictions who are high-risk for terrorist financing.
- k) **Question 8.20:** Refers to the number of clients that have obtained citizenship through **any** Citizenship through Investment Scheme.

**9. Third Party Reliance**

All fields are mandatory.

*Question 9.1.4:* In cases where data fall within more than one selection (for example a jurisdiction is included in both FATF and EU tax list), classification should be made in just one.

**10. KYC, Due Diligence and Other Procedures**

All fields are mandatory.

**11. Firm Information**

All fields are mandatory.

Note:

*Question 11.3:* The ICPAC AML, Rules and Regulation review should not be considered as an external audit carried out by the firm for AML purposes.

*Question 11.5:* Requirements on Compliance Officer Training are specified in paragraph 4(9) of section 2.700 of Members Handbook - [Members Handbook](#)

**Sections 8.6A, and Sections 12-14 apply only to firms offering ASP services as stipulated in article 4 of the ASP Law (N. 196(I)/2012)**

**12. Top 10 Client Information**

All fields are mandatory.

The section relates **only to the clients to whom the firm offers any of the services provided in article 4 of the ASP Law (N. 196(I)/2012).**

Note:

- a) If a firm services/has less than 10 (ten) clients, this section must still be completed, but the radio button should be ticked in order to be able to submit the Questionnaire.
- b) The drop-down menus provide for a multi-selection option.
- c) For the definition of the Beneficial Owner, please refer to the glossary below.
- d) The country selection is a drop-down list with multi-selection option.
- e) If the client is a Public Interest Entity (PIE), and in the case that a UBO holding more than 25% of the shares cannot be identified, then the person(s) who hold the position of senior managing official(s), as per article 2 of the [AML/CFT Law \(N. 188\(I\)/2007\)](#), should be included.

### **13. UBO information**

All fields are mandatory.

The section relates **only to the clients to whom the firm offers any of the services provided in article 4 of the ASP Law (N. 196(I)/2012).**

Notes:

- a) Classification should be made regarding all persons that fall within the definition of UBO provided in article 2 of the AML/CFT Law (N. 188(I)/2007).
- b) In cases where data fall within more than one selection (for example a jurisdiction is included in both FATF and EU tax list), classification should be made in just one.

### **14. Cash transactions**

All fields are mandatory.

The section relates **only to the clients to whom the firm offers any of the services provided in article 4 of the ASP Law (N. 196(I)/2012).**

Note1: that the amount requested relate to cash deposits/withdrawals and not bank transfers or check deposits.

Note2:

Amounts included must be reported in Euro (€) and the full amount must be disclosed.

If more than one accounts in different currencies exist, then amounts should be converted in Euro (€).

### **Contact Details**

All fields are mandatory.

## Glossary – Definitions - Reference

“**Beneficial Owner**” means any natural person(s) who ultimately owns or controls the customer and/or the natural person(s) on whose behalf a transaction or activity is being conducted and includes at least:

(a) in the case of corporate entities:

(i) the natural person(s) who ultimately owns or controls a legal entity through direct or indirect ownership of a sufficient percentage of the shares or voting rights or ownership interest in that entity, including through bearer shareholdings, or through control via other means, other than a company listed on a regulated market that is subject to disclosure requirements consistent with European Union law or subject to equivalent international standards which ensure adequate transparency of ownership information.

Provided that-

(a) A shareholding of 25 % plus one share or an ownership interest of more than 25 % in the customer held by a natural person shall be an indication of direct ownership; and

(b) A shareholding of 25 % plus one share or an ownership interest of more than 25 % in the customer held by a corporate entity, which is under the control of a natural person(s), or by multiple corporate entities, which are under the control of the same natural person(s), shall be an indication of indirect ownership.

Provided further that the control by other means can be verified, inter alia, based on the criteria provided for in section 142 (1) (b) and section 148 of the Companies Law;

(ii) if, after having exhausted all possible means and provided there are no grounds for suspicion, no person under sub paragraph (i) is identified, or if there is any doubt that the person(s) identified is the beneficial owner(s), the natural person(s) who hold the position of senior managing official(s):

Provided that the obliged entities shall keep record of the actions taken in order to identify the beneficial ownership under sub paragraphs (i) and (ii);

(b) In the case of trusts:

(i) the settlor;

(ii) the trustee(s);

(iii) the protector, if any;

(iv) the beneficiary, or where the individuals benefiting from the legal arrangement or entity have yet to be determined, the class of persons in whose main interest the legal arrangement or entity is set up or operates;



- (v) any other natural person exercising ultimate control over the trust by means of direct or indirect ownership or by other means; and
- (c) in the case of legal entities such as foundations, and legal arrangements similar to trusts, the natural person(s) holding equivalent or similar positions to those referred to in paragraph (b);

“**Client**” for AML purposes means any person (legal or natural) who seeks to form a business relationship or to conduct a single one-off transaction with an obliged entity in or from the Republic of Cyprus. - article 2 of the [Law188\(I\)2007-2018](#).

“**Client accounts**” bank accounts that are in the name of the firm and are used for holding client money.

“**Compliance Officer**” means a senior executive with skills, knowledge and expertise in financial or other activities - Prevention and Suppression of Money Laundering Activities - Directive of the Members of ICPAC paragraph 1.1.1.

“**Complex structure**” means any corporate structure where for example three layers of legal persons and/or arrangements interject in the chain of ownership before the UBO. Complex structure may also include the use of multiple jurisdiction and various delivery channels.

“**Complex or unusually large transactions**” includes any transaction that deviates or is inconsistent with the understanding of client’s normal operational management or utilizes different than normal means of payment or appears to be with no apparent economic or lawful purpose.

“**Control of client bank accounts**” represents cases where a member of the firm acts as Director or Signatory of a client in a way that allows control over bank accounts in the name of that client.

“**Cryptocurrency**” refers to a math-based, decentralised convertible virtual currency that is protected by cryptography.—i.e., it incorporates principles of cryptography to implement a distributed, decentralised, secure information economy. Cryptocurrency relies on public and private keys to transfer value from one person (individual or entity) to another, and must be cryptographically signed each time it is transferred. They are distributed, open-source, math-based peer-to-peer virtual currencies that have no central administrating authority, and no central monitoring or oversight. Examples: Bitcoin; Litecoin; and Ripple. (source: FATF)

“**EU High-risk third countries**” as identified by the European Union [https://ec.europa.eu/info/business-economy-euro/banking-and-finance/financial-supervision-and-risk-management/anti-money-laundering-and-counter-terrorist-financing/eu-policy-high-risk-third-countries\\_en](https://ec.europa.eu/info/business-economy-euro/banking-and-finance/financial-supervision-and-risk-management/anti-money-laundering-and-counter-terrorist-financing/eu-policy-high-risk-third-countries_en)

“**EU tax list countries**” as identified by the European Union  
<https://www.consilium.europa.eu/en/policies/eu-list-of-non-cooperative-jurisdictions/>

“**High-Net Worth Individuals**” means individuals with a Net Worth of at least €3 millions or other thresholds as disclosed and explained in firm’s policy.

“**High-risk and non-cooperative jurisdictions**” as identified by the FATF  
<http://www.fatf-gafi.org/countries/#high-risk>

“**Initial Coin Offering (ICO)**” is the cryptocurrency space’s rough equivalent to an IPO in the mainstream investment world. ICOs act as fundraisers of sorts where a company looking to create a new coin, app, or service launches an ICO and interested investors buy in to the offering, either with fiat currency or with pre-existing digital tokens. In exchange for their support, investors receive a new cryptocurrency token specific to the ICO (source: Investopedia).

“**Mining**” is an integral part of a cryptocurrency network that performs two important functions. First, it is used to generate and release new cryptocurrency tokens for circulation via the cryptocurrency network, and secondly, it is used to verify, authenticate and then add the ongoing network transactions to a public ledger (source: Investopedia).

“**Non face-to-face clients**” means the clients (or their legal representatives of those clients) who have not been physically present for identification purposes and the firm did not have a face-to-face contact. For such client, enhanced due diligence procedures are performed accordingly as per paragraph 5.7.4 of the ICPAC AML Directive.

Note that when relying on a third party and in the eventuality where the third party has met the client face to face and the provisions of section 67 of the Law 188(I)/2007 have been fully applied, then these clients may not be classified as non face to face clients.

“**Politically Exposed Persons (PEPs)**” means the natural persons who are or have been entrusted with prominent public functions in the Republic of Cyprus or in another country, and their immediate family members or persons known to be close associates of such persons - as defined in article 2 of [Law188\(I\)2007-2018](#).

“**Principal**” means an individual who is a partner, shareholder of a limited company or director, irrespective of the Member’s role as principal of the office – see ICPAC Members Handbook, section 4.100 paragraph 2.

**“Public Interest Entities – (PIEs)”** means:

- (a) entities that are governed by the national law of the Republic whose transferable securities are admitted for trading in an organised market or a regulated market of any Member State within the definition attributed to this term in article 2 of the Investment Services and Activities and Regulated Markets law (περί Επενδυτικών Υπηρεσιών και Δραστηριοτήτων και Ρυθμιζόμενων Αγορών Νόμου)
- (b) licensed credit institutions as defined in article 2 of the operations of credit institutions law (περί Εργασιών Πιστωτικών Ιδρυμάτων Νόμου)
- (c) insurance and reinsurance undertakings within the definition of article 2 of the Insurance and Reinsurance Operations and Other related matters Law (περί Ασκήσεως Ασφαλιστικών και Αντασφαλιστικών Εργασιών και Άλλων Συναφών Θεμάτων Νόμου), or
- (d) any other entity designated by the Council of Ministers, upon the recommendation of the CyPAOA and which essentially has the features of the public interest.

**“Reliance on Third Party”** means the reliance placed on a third party for the implementation of Customer Identification and Due Diligence Procedures. A “third party” could be a credit institution, a financial institution, an auditor, an external accountant, a tax advisor, a trust and company service provider or an independent legal professional from a country which is a member of the European Economic Area or a third country that applies procedures and measures for the prevention of money laundering and terrorist financing equivalent to the EU Directive. Conditions for the reliance are that the third party is subject to professional registration in accordance with the competent law of its country of incorporation and/or operation, as well as supervision for the purposes of compliance with prescribed measures for the prevention of money laundering and terrorist financing.

**“Third countries”** means any other country that it is not included in the other categories of the referred section.

**“Top 10 clients”** are the largest clients in terms of the total annual fees invoiced to each client and for whom the firm provides any of the services stated in article 4 of the ASP Law (N. 196(I)/2012).