

FINANCIAL INTELLIGENCE UNIT



REPORTING ENTITY REGISTRATION POLICY

Purpose

The purpose of this policy is to provide a comprehensive framework and a control system that ensures a clear understanding of the registration process to be undertaken by all reporting entities and the actions to be taken by the Financial Intelligence Unit (FIU) with respect thereto.

Scope and Application

This policy applies to all employees of the FIU, generally, and specifically to those employees responsible for conducting or assistance in the registration process with the reporting entities contemplated under the Anti-Money Laundering and Countering the Financing of Terrorism Act (AMLCFT) Act No. 13 2009 (as amended).

This FIU recognizes the importance of ensuring all reporting entities are registered so that the monitoring and evaluation processes for compliance by REs with their obligations under the AMLCFT Act are effectively carried out. The FIU also recognises the negative implications for non-compliance by the affected entities and the need to provide clear guidelines on the registration process.

Effective Date and Amendment

This policy shall take effect from **September 10, 2018** and shall be updated or amended as may be necessary from time to time and as determined by the Director, FIU.

Governing Principles

It is a policy of the FIU to adhere to, develop and maintain a system of registration for reporting entities to ensure the provisions of Section 19(4) of the AML/CFT Act 2009 (as amended), are carried out, including to be governed by the following general principles:

- To provide a clear guidance to reporting entities on how to complete their registration process, through training guidance notes or verbal interactions, as may be necessary;
- To adhere to all procedures established for the registration process internally by the FIU;

- To inform or share information with the relevant supervisory authorities on non-compliance or non-cooperative reporting entities as may be necessary;
- To make recommendations, provide feedback and/or issue instructions to reporting entities and/or supervisory authorities in accordance with the relevant sections under the AMLCFT Act 2009 pursuant to the authority vested in the Director of the FIU.

Procedures for Registration

All Reporting Entities are required to register with the Financial Intelligence Unit (FIU) under section 19(4) of the AML/CFT Act 2009 in such manner and form as the Director may determine. (**Current RE Registration Form attached and marked Appendix "A"**)

These procedures set out the steps to be taken by the Reporting Entity (RE) and the FIU to complete a Reporting Entity registration.

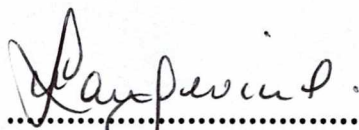
Reporting Entity must:

1. Uplift FIU Reporting Entity Registration Form from the office of the FIU or download from the FIU's website (fiu.gov.gy).
2. Complete Registration Form and attach copy of the following documents (if applicable):
 - (i) Identification for Owners/ Directors/Snr Executives/Trustees
 - (ii) Entity's Registration/Certificate of Incorporation Documents
 - (iii) Operations Registration/ Licence and/or Premises Licence(s)
 - (iv) Agency Agreement
 - (v) Entity's most recent Financial Statement and/or Annual Returns
3. Submit (by hand or post) completed Registration Form and copy of relevant document(s) to the Director, FIU under cover letter done in duplicate. (**See Sample letter attached and marked Appendix "B"**)
4. The completed registration form must be signed by a senior officer (Head/Chief Executive Officer/Compliance Officer) or owner of the reporting entity.
5. The completed form should be appropriately stamped by the seal or company stamp of the Reporting Entity.

Financial Intelligence Unit must:

1. Develop and establish a format for registration by the reporting entities (REs);

2. Upon submission of completed registration form by RE, the FIU stamps and returns duplicate cover letter to the Reporting Entity for its record of having submitted RE Registration Form.
3. Review Registration Form and attachments to ensure it is accurately completed and that all relevant documents are attached, within a reasonable time following the date of submission.
4. The FIU employee who checks/verifies attachments/documents sign off as verifying the authenticity of the form and attached documents,
5. If Registration Form is accurately completed and all relevant documents attached, prepare "*Reporting Entity Registration Confirmation*" letter for the Reporting Entity. **(See Sample letter attached and marked Appendix "C")**
6. If Registration Form is not accurately completed, or all relevant documents are not submitted, prepare "*Reporting Entity Incomplete Registration*" letter for RE. **(See Sample letter attached and marked Appendix "D")** This letter will detail the missing information or documents and will clearly state that the Registration will not be completed until or unless the Form is accurately completed, and all relevant documents are submitted.
7. Update Reporting Entity Registration Register. **(See Sample format attached and marked Appendix "E")**
8. Enter RE Registration information into FIU database for completed registration.



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Matthew Langevine
Director

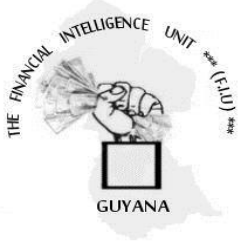
September 10, 2018

CONFIDENTIAL

FIU Ref. No

For official us only

FINANCIAL INTELLIGENCE UNIT
(REPORTING ENTITY REGISTRATION FORM)



Initial Registration registration

Renewal

Correction to prior

Please type or complete in BLOCK LETTERS

1. Reporting entity information (Individual or Legal Entity):

(a) Name of Reporting Entity

.....

(b) Address of Reporting Entity (*where there are branches /outlets, include addresses of the locations*):

.....

.....

Tel. No. Email Website

(c) Type of Reporting Entity (*Indicate whether Financial Institution or Designated Non-financial Business or Profession as stated in the First Schedule of the Anti-Money Laundering and Countering the Financing of Terrorism Act 2009*)

.....

(d) Type of Business (*Tick appropriate box*)

- | | | |
|---|---|---|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Partnership | <input type="checkbox"/> Company |
| <input type="checkbox"/> Credit Union | <input type="checkbox"/> Cooperative | <input type="checkbox"/> Charity/Non-Profit Org. |
| <input type="checkbox"/> Trust Service Provider | <input type="checkbox"/> Sole Practitioner | <input type="checkbox"/> Company Service Provider |
| <input type="checkbox"/> Body Corporate | <input type="checkbox"/> Other - if other, please specify | |

.....

(e) Type of activity or nature of business engaged in:

.....

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(f) Date of commencement/incorporation of business/Professional Practice:

.....

(g) Date of obtaining/renewal of operations registration/ licence

2. Beneficial Ownership information

| <u>Name</u> | <u>Personal Address</u> | <u>ID type & No.</u> |
|-------------|-------------------------|--------------------------|
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| <u>% Shares in entity</u> | <u>Nationality</u> |
|---------------------------|--------------------|
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|---------------|-------------|
| Tel. No. | Email |
|---------------|-------------|

3. Director(s)/Senior Executive(s) information

| <u>Name</u> | <u>Personal Address</u> | <u>ID type & No.</u> |
|-------------|-------------------------|--------------------------|
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| <u>Position held in entity</u> | <u>Nationality</u> |
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| FIU Ref. No For official us only |
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Key contacts Tel. No. Email

4. Anti-money Laundering & Countering the Financing of Terrorism Compliance

Number of employees Number of Agents (if applicable)

Name of Compliance Officer.....

Position held in Entity (if other than Compliance Officer)

Nationality of Compliance Officer.....

Telephone No Email address.....

5. Supporting Documents to be provided with Registration Form

| | Submitted | Not submitted |
|---|--------------------------|--------------------------|
| I. Copies of Identification for Owners/ Directors/Snr Executives/Trustees | <input type="checkbox"/> | <input type="checkbox"/> |
| II. Copy of Entity's Registration/Certificate of Incorporation Documents (including any governing document e.g. Constitution/by-laws or Rules) | <input type="checkbox"/> | <input type="checkbox"/> |
| III. Copy of Operations Registration/ Licence and/or Premises Licence(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| IV. Copy of Agency Agreement (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| V. Copy of Entity's most recent Financial Statement and/or Annual Returns (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |

Date of submission of documents..... Signature of verifying Officer

Authorised Signature (of owner or officer authorized to sign on behalf of entity is mandatory)

I am authorized to sign this information sheet on behalf of the reporting entity listed in (1). I declare that the information provided is true, correct and complete. I understand that the reporting entity listed in (1) is subject to the Anti Money Laundering and Countering the Financing of Terrorism Act 2009 (as amended) and the Regulations made thereunder and all other laws related to my Entity's Operations.

.....
Name (please print)

.....
Signature

Reporting Entity's Official Stamp

.....
Position held in the Reporting Entity

...../...../.....
Date DD/MM/YYYY

Appendix “B”

*(To be prepared and printed
on
Reporting Entity’s letterhead
if available)*

Date:

Director
Financial Intelligence Unit
Ministry of Finance Compound
Lot 49 Main & Urquhart Streets
Georgetown

Re: Reporting Entity Registration Form – Financial Intelligence Unit

Dear Director,

Please find attached completed Reporting Entity Registration Form and relevant attachments for (**insert name of Reporting Entity**).

Kindly acknowledge receipt of this letter by signing and returning the attached copy of same.

Yours sincerely,

.....
.....

(Insert name and designation of Reporting Entity representative)

Appendix “C”

Date

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Dear **Sir/Madam**,

RE: REPORTING ENTITY REGISTRATION CONFIRMATION

This serves to confirm that **(Name of Reporting Entity)** has successfully registered with the Financial Intelligence Unit (FIU) in accordance with section 19(4) of the Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT) Act 2009.

You are hereby required to notify the FIU in writing of any change(s) to the registration information submitted for this registration, within fourteen days of such change(s).

Regards.

.....
Matthew Langevine
Director

c. **(Supervisory Authority of Reporting Entity)**

Appendix “D”

Date

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.....
.....

Dear Sir/Madam,

Re: Incomplete Reporting Entity Registration – Financial Intelligence Unit

We refer to the Reporting Entity Registration Form submitted for (Name of Reporting Entity) on (Date of RE Registration) and advise that the Entity’s registration with the Financial Intelligence Unit (FIU) is “incomplete” due to the non-submission of relevant information/documents.

To complete the FIU registration process, please submit the following to the Director, FIU within ten (10) days from the date of this letter:

- (i) Identification for Owners/ Directors/Snr Executives/Trustees
- (ii) Entity’s Registration/Certificate of Incorporation Documents
- (iii) Operations Registration/ Licence and/or Premises Licence(s)
- (iv) Agency Agreement
- (v) Entity’s most recent Financial Statement and/or Annual Returns

It is important to note that the status of your Entity’s registration will remain “incomplete” until the FIU receives the outstanding information/document(s).

If you have any questions or need further guidance on complying with the FIU’s request, please contact Ms. Alicia Williams, Senior Compliance & Outreach Officer, FIU on telephone numbers 231-6781/223-7234 or email awilliams@fiu.gov.gy.

Kind regards

.....
Matthew Langevine
Director

c. (Supervisory Authority of Reporting Entity)

APPENDIX E

CATEGORY OF REPORTING:

| No. | Name of Reporting Entity | Date of Registration | Registration Completed/ Incompleted | If incomplete - outstanding documents/info rmation | Commenced reporting to FIU (Yes/No) | Remarks |
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