



# Pre-order for the Institute's 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



## Order now

**The Manual is now available** for online pre-order (event code: OTHR18062601).

By pre-ordering the manual, you will receive the example policies and procedures by email once the payment is settled.

### Price:

- Member / student: HK\$600 per copy

### Pre-order method:

- Only online pre-order will be accepted. No telephone, fax or email pre-order will be entertained.

### Pre-order deadline:

- 29 June 2018

### Enquiries:

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5. The printed manual will be available for collection at the Institute's Member Services Counter on 27th Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. Collection period will be announced by email.