



# Anti-Money Laundering Procedures Manual for Professional Accountants (Revised 2024)

## New features of the 2024 edition

- Updates, as well as technical and clarificatory changes, to the policies and procedures, helpsheets and templates, taking into account the amendments made to the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) in 2023, and other developments since the manual was first published in 2018.
- Updates in line with the latest HKICPA Guidelines on Anti-Money Laundering and Counter-Terrorist Financing for Professional Accountants (Revised May 2023), which also took on board relevant changes to AMLO and other legislation, and members' experience of working with the original guidelines published in 2018.

## The manual includes:

1. A set of templates:
  - Example policies, procedures and controls
  - Know-your-client form for individuals
  - Know-your-client form for entities
  - Client risk assessment form for individuals
  - Client risk assessment form for entities
  - Customer due diligence (verification and identification) forms for different persons
  - Annual anti-money laundering declaration by staff
  - Money laundering compliance review form
  - Internal suspicious transaction report
2. A series of helpsheets on:
  - Policies, procedures and controls
  - Risk assessment
  - Customer due diligence -
    - entities
    - directors, trustees, etc.
    - beneficial owners
    - electronic verification
    - certified copies
    - reliance on third party intermediaries
    - PEPs (politically exposed persons) and sanctions
  - Simplified customer due diligence
  - On-going monitoring
  - Personal duty to report
  - Tipping off
  - Submitting a suspicious transaction report
  - Anti-money laundering training
  - Record keeping
  - Equivalent jurisdictions for money laundering purposes
  - High risk jurisdictions for money laundering purposes

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