



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:

- 30 June 2018

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