

**FINANCIAL INTELLIGENCE AUTHORITY**

**ANNUAL COMPLIANCE REPORTING TEMPLATE FOR ACCOUNTING FIRMS**

Pursuant to Regulation 45 Anti-Money Laundering Regulations, 2015.

Section 1 of the Anti-Money Laundering Act, 2013 defines an accountable person to mean any person listed in the second schedule to the Act. The second schedule “section 1 (1)” mentions accountants as part of the accountable persons.

Reg 45 of the Anti-Money Laundering Regulations 2015 requires every accountable person to submit to the Authority a compliance report setting out the level of compliance with the Act and the Regulations.

Reg 45(2) states that the accountable person shall submit the compliance report to the Authority by the thirty first day of January of the following calendar year as may be required by the Authority.

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| **ABOUT THE ACCOUNTING FIRM** | |
| Name of accountable person |  |
| FIA Registration Code |  |
| Reporting Year/Period |  |
| Address / Location |  |
| No. of staff |  |
| Are you part of a Network? |  |
| Availability of a partnership agreement |  |

**Instructions:**

1. Please complete the form below by entering one of **Yes** or **No** in column 3 for each of the rows. Where a regulation has not been complied with, enter reason for non-compliance in the text box below. You may use additional sheets if the explanation is lengthy.
2. Print, sign, stamp, and send the document in a PDF file to the FIA offices.
3. Email the PDF as an attachment to **compliance@fia.go.ug** with the email subject being similar to the file names for example ACR/2019/ Name of Accountable person.

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| SN | REQUIREMENTS | RELEVANT LAW | YES/NO | PROVIDE DETAILS | |
| 1.0 | **REGISTRATION** |  |  |  | |
| 1.1 | Is the firm licensed by ICPAU for the current year |  |  |  | |
| 1.2 | Is the firm registered with the Authority on the goAML electronic system? | Reg 4 |  |  | |
| **2.0** | **MONEY LAUNDERING CONTROL OFFICER** |  |  |  | |
| 2.1 | Does the firm have a Money Laundering Control Officer (MLCO)? | Reg 6 (1) |  |  | |
| 2.2 | Has the firm appointed or designated a money laundering control officer who meets the criteria set out in the regulations | Reg 6 (4) |  |  | |
| 2.3 | Has the firm communicated the appointment of the MLCO to the FIA? | Reg 6(2) |  |  | |
| 2.4 | If there has been a change in the identity of the Money Laundering Control Officer within the reporting period, has the firm communicated the change to the FIA?? | Reg 6 (5) |  |  | |
| 2.5 | Have all staff been reminded of the identity and responsibilities of the Money Laundering Control Officer? | Reg 7(2) |  |  | |
| 2.6 |  |  |  |  | |
| 2.7 | Has the Money Laundering Control Officer completed any specific AML training within this period? | Reg 11(2)(d) |  |  | |
| 2.8 | Has the Money Laundering Control Officer kept up to date with Money Laundering risks/trends? | Reg 11(2)(d) |  |  | |
| 2.9 | Does the Money Laundering Control Officer have the time, capacity, and resources to fulfill their obligations? | Reg 6(3) &  (4) |  |  | |
| **3.0** | **RISK ASSESSMENT (RA)** |  |  |  |  |
| 3.1 | Does the firm carryout AML/CFT risk assessment on a regular basis? | Reg 8 (1) |  |  |  |
| 3.2 | If yes, did the RA follow the relevant risk factors (customers, products/services, delivery channel and jurisdiction)? | Reg 8(1) |  |  |  |
| 3.3 | Was the RA approved by the Partners or senior management? |  |  |  |  |
| 3.4 | Is the RA still relevant and up to date? | Reg 8 (1) &  (7) |  |  |  |
| 3.5 | Have any new risks been identified? | Reg 8 (4) |  |  |  |
| 3.6 | Have actions been taken to mitigate these newly identified risks?  If yes,  Give details of measures taken | Reg 8 (6) |  |  |  |
| 3.7 | Has the RA been shared with relevant stakeholders ie directors/partners and FIA? | Reg 8 (3) |  |  |  |
| 3.8 | Does the firm conduct anti-money laundering and terrorism financing risk assessment prior to the introduction of—   1. a new product/service; 2. a new business practice including a new delivery mechanism in relation to a product or service; 3. a new technology for both new and pre-existing products or services. | Reg 9 (2) |  |  |  |
| 3.9 | Does the firm submit a copy of AML/CFT risk assessment reports to FIA within five (5) working days after conducting the risk assessment. | Reg 8 (3) & Reg 9 (3) |  |  |  |

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|  | REQUIREMENT | RELEVANT LAW | YES/NO |  | PROVIDE DETAILS |
| 4.0 | **COMPLIANCE PROGRAM** |  |  |  |  |
| 4.1 | Does the firm have anti money laundering and counter terrorism financing policies and procedures? | Reg 8(5) & Reg 11 |  |  |  |
| 4.2 | Do the Policies & Procedures cover the following areas: Due Diligence, Entity Wide Risk Assessment, client Risk Assessment, Training, Record Keeping, Transaction Monitoring, SAR/STR, Ongoing Monitoring, and Sanctions Screening. | Reg 11 (2) |  |  |  |
| 4.3 | Have the policies and procedures been approved by the Managing Partners or senior management? |  |  |  |  |
| 4.4 | Are the Policies & Procedures relevant and up to date? | Reg 8 (5) |  |  |  |
| 4.5 | Have any changes been made to the Policies & Procedures? |  |  |  |  |
| 4.6 | Have employees, including new members of staff, confirmed they have read and understood the Policies & Procedures? |  |  |  |  |
| 4.7 | Do employees know where the Policies & Procedures are kept? |  |  |  |  |
| 4.8 | Have the results of the last, or any independent review or audit, been incorporated into the current Policies and Procedures? |  |  |  |  |
| 4.9 | Have requirements of any new or updated legislation or guidance been incorporated into the firm’s Policies & Procedures? |  |  |  |  |
| 4.10 | Is there a provision for the review of the policies and procedures by the Managing Partner or senior management after a given period of time? If yes, give details of the next review cycle. |  |  |  |  |
| 5.0 | **CUSTOMER DUE DILIGENCE** |  |  |  | |
| 5.1 | Does the firm have policies on customer due diligence (CDD)? |  |  |  | |
| 5.2 | Has the firm carried out CDD on all its clients? | Sec 6 (1) |  |  | |
| 5.3 | Does the firm carryout due diligence in respect of all persons and customers on a risk sensitive basis while taking into account the outcome of the risk assessment undertaken by the firm under these Regulations. | Reg 15 (1) |  |  | |
| 5.4 | Has the firm carried out due diligence measures on third parties engaged by the firm? |  |  |  | |
| 5.5 | Have any new clients been declined because of unsatisfactory information? | Sec 6 (1) |  |  | |
| 5.6 | Does the firm carry out customer risk assessments to give clients a risk rating (Low, Medium or high) in line with AML laws? |  |  |  | |
| 5.7 | Have any new clients been categorized as high risk? |  |  |  | |
| 5.8 | Where the client was identified as high risk, did the firm apply the Enhanced due diligence measures listed in Reg.15. (3) |  |  |  | |
| 5.9 | Has the risk rating of any existing client changed? |  |  |  | |
| 5.10 | Have any new trends or risks been considered and applied to the client risk assessment process? |  |  |  | |
| 5.11 | Do the CDD files contain all relevant information/documentation as per the CDD policies? |  |  |  | |
| 5.12 | Is all information relevant and up to date? (e.g. identification is still valid, records match that of URSB and directors have been identified etc). | Sec 6 (24) |  |  | |
| 5.13 | Has the firm implemented appropriate risk management systems to determine whether a person is politically exposed? | Reg 29 |  |  | |
| 5.14 | Does the firm have any of its clients’ categorized as a Politically Exposed Person? |  |  |  | |
| 5.15 | If yes, has the firm implemented the measures stated in regulation 29 (2) | Reg 29 (2) |  |  | |

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|  | REQUIREMENT | RELEVANT LAW | YES/NO | PROVIDE DETAILS | |
| **6.0** | **BENEFICIAL OWNERSHIP** |  |  |  | |
| 6.1 | Does the firm request for beneficial ownership information from all its corporate clients? | Sec 6 (3b) |  |  | |
| 6.2 | Does the firm carry out CDD on all the beneficial owners? | Sec 6 (3), (4) |  |  | |
| 6.3 | Is all information relevant and up to date? (e.g. identification is still valid, records match that of URSB and directors have been identified etc). | Sec 6 (24) |  |  | |
| 6.4 | Has the firm implemented the measures on identification of local entities (local corporate entities/clients? | Reg 21 |  |  | |
| 6.5 | Does the firm have corporate clients that are foreign entities? | Reg 22 |  |  | |
| 6.6 | Did the firm implement the measures stated in regulation 22 when establishing a relationship with the client | Reg 22 |  |  | |
| **7.0** | **SANCTION SCREENING** |  |  | |  |
| 7.1 | Does the firm screen its clients against the UN Security Council sanction lists regularly? |  |  | |  |
| 7.2 | Is the current sanction screening process relevant and up to date? |  |  | |  |
| 7.3 | Has there been any positive matches from the completed sanction screening? |  |  | |  |
| 7.4 | Are employees of the firm screened for fit and probity before being hired? |  |  | |  |
| **8.0** | **TRAINING** |  |  | |  |
| 8.1 | Does the firm have a training program? | Reg 11(2) (d) |  | |  |
| 8.2 | Does the training program cover red flags, relevant AML/Terrorist Financings regulations, tipping-off, CDD, SARs, how to deal with suspicious transactions and new trends and risks? | Reg 11(2) (d) |  | |  |
| 8.3 | Did the firm hire any new staff in the year under review? |  |  | |  |
| 8.4 | If yes, were the new staff trained on the AML/CFT? |  |  | |  |
| 8.5 | Have both new and old staff received AML/Terrorist Financing training? | Reg 11(2)(d) |  | |  |
| 8.6 | Is there evidence of AML/Terrorist Financing training for all staff i.e.  attendance lists, training material, etc.? | Reg 11(2) (d) |  | |  |

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| **9.0** | **RECORD KEEPING** | |  |  |  |
| 9.1 | Does the firm have a record-keeping policy? | | Sec 7, Reg 28 & 42 |  |  |
| 9.2 | Is the firm’s record keeping process still relevant and up to date? | | Sec 7, Reg 28 & 42 |  |  |
| 9.3 | Does the firm maintain records of all its clients, transactions and training? | |  |  |  |
| 9.4 | Are records easily accessible? | | Reg 28 & 42 |  |  |
| 9.5 | Does the firm maintain records for at least 10 years? | | Sec 7 |  |  |
| **10.0** |  | **INDEPENDENT AUDITS** |  |  |  |
| 10.1 |  | How often does the firm conduct an independent audit of its AML/CFT program? | Reg 43 |  |  |
| 10.2 |  | Has an independent audit of the firm’s AML/CFT program been completed within the reporting period ? | Reg 43 |  |  |
| 10.3 |  | Has a corrective action plan been prepared with clear timelines for when to make the remediations? “Is it available for inspection on demand?” | Reg 43 |  |  |

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|  | REQUIREMENT | RELEVANT LAW | YES/NO | PROVIDE DETAILS |
| **11.0** | **REPORTING OBLIGATIONS** |  |  |  |
| 11.1 | Does the firm report suspicious transactions or activities to the Authority | Reg 39 (1) |  |  |
| 11.2 | Has the firm reported suspicious transaction or activity to the Authority within the stipulated timelines using Form B | Reg 39 (2) |  |  |
| 11.3 | Does the firm report with the Authority on all cash and Monetary transactions equivalent to or exceeding one thousand currency points using Form A | Reg 39 (3) |  |  |

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**MLCO Summary**

Detail in the box the executive summary for the compliance period highlighting any serious compliance deficiencies, together with remedial actions and any additional action points

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**Declaration:**

I hereby declare that the responses in this Annual Compliance Report are accurate and reflect the firm’s extent of compliance in the reported year with the Anti-Money Laundering Act 2013 (as amended), and Anti-Money Laundering Regulations 2015 (as amended).

**Name:**

**Designation:**

**Signature:**

**Date:**