

Purpose

This worksheet is provided as an aid to reflect upon the processes that your organisation uses and what you can do to make your AML/CTF program more effective.

Directions

Consider the questions below that relate to customer identification and verification. Detail any observations or deficiencies that may lead to modifications of your AML/CTF program.

1. Chapter 4 of the <i>AUSTRAC Regulatory Guide</i> reproduces the minimum applicable identification procedures for the customer types listed below. In cases where your risk assessment suggests higher risk, what additional information will you require?	
Individuals Partners Trustees Australian companies Foreign companies – either registered or not in Australia Associations Cooperatives Government bodies Agents of any of the above	
2. List acceptable documents or electronic data sources to verify identity information for each of your customer types.	
3. How will your organisation address the risk of forged, altered, expired or photocopied documents and when discrepancies are detected?	

4. What procedures will you put into place to determine if a document produced by a customer appears to be forged, tampered with, cancelled or stolen?

5. How and in what circumstances will you authenticate customer identity information?

6. If you are a member of a designated business group (DBG) how will you determine the risks associated with working with other DBG members or agents thereof and what quality controls will you have when relying on their identifying customers on your behalf?

7. Detail how you have addressed requirements of the *Privacy Act 1988* in your information collection and storage procedures and how this is reflected in your AML/CTF program.

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