



Introduction

Under subsection 47(2) of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act) a reporting entity is required to periodically provide an AML/CTF compliance report to AUSTRAC. The compliance report sets out a reporting entity's compliance with the AML/CTF Act, regulations and Rules.

AUSTRAC performs part of its statutory function as administrator of the AML/CTF Act through the compliance report. AML/CTF compliance reports contribute to AUSTRAC's monitoring of ongoing industry compliance with the AML/CTF Act, regulations and Rules.

Reporting period

The responses you provide in your compliance report should be for your activities during the reporting period. The reporting period for the 2008 compliance report is:

1 January 2008 – 31 December 2008

Lodgement period

The compliance report should be completed and submitted to AUSTRAC during the lodgement period. The lodgement period for the 2008 compliance report is:

1 January 2009 – 31 March 2009

It is AUSTRAC's strong preference for the AML/CTF compliance report to be completed online. However, provisions have been made for the completion and submission of paper-based compliance reports.

Key terms

For the purposes of this compliance report:

Terms and expressions used in the compliance report will have the meanings given to them in the AML/CTF Act or Rules unless indicated otherwise.

A *reporting entity* is a person that provides a designated service.

A *designated service* is a service that is listed in section 6 of the AML/CTF Act.

The terms *you* and *your* refer to the reporting entity.

The term *customer* is defined in section 5 of the AML/CTF Act and includes a prospective customer.

A *politically exposed person* is a term used by the Financial Action Task Force to refer to individuals who are or have been entrusted with prominent public functions in a foreign country, for example heads of state, senior politicians, senior government, judicial or military officers, senior executives of state owned corporations, and important political party officials.

Designated business groups

Subsections 47(6) and 47(7) of the AML/CTF Act allow a member of a *designated business group* (DBG) to lodge group compliance reports. The term *designated business group* is defined in section 5 of the AML/CTF Act.

Help

Help is provided for each question in the AML/CTF compliance report. If you are completing your compliance report in AUSTRAC Online, help may be accessed by selecting the help icon for each question. If you need assistance in completing the hard copy paper compliance report, please contact the Help Desk.

For further information, please contact the AUSTRAC Help Desk on:

Telephone (within Australia): 1300 021 037
Telephone (international): +61 2 9950 0827
Email: help_desk@austrac.gov.au

TTY access (within Australia):

National Relay Service

- TTY/voice: 133 677 and ask for 1300 021 037
- Speak & listen (SSR): 1300 555 727 and ask for 1300 021 037



Anti-money laundering and counter-terrorism financing (AML/CTF) programs – Part A

1. Did you have a written AML/CTF program on 31 December 2008?

Yes No

2. For each component of your AML/CTF program, indicate your status on 31 December 2008.

(a) AML/CTF risk awareness training for employees:

Not commenced Partially implemented Implemented

(b) Employee due diligence program:

Not commenced Partially implemented Implemented

(c) Oversight by boards and senior management (or equivalent):

Not commenced Partially implemented Implemented

(d) AML/CTF compliance officer appointed:

Yes No

(e) Procedures for independent review of your AML/CTF program:

Not commenced Partially implemented Implemented

(f) Procedures to respond to AUSTRAC feedback:

Not commenced Partially implemented Implemented

3. (a) From the following list, please select the customer types to whom you provided a designated service:

(b) Did you assess the money laundering / terrorism financing risks posed by these customer types:

Responses for question 3(b) are only required for each customer type selected in 3(a).

Individuals	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Companies	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Trustees	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Partnerships	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Incorporated and unincorporated associations	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registered co-operatives	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Government bodies	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. Did you assess the money laundering / terrorism financing risk of your designated services?

Yes No

5. Did you have a procedure to assess the money laundering / terrorism financing risk of any new designated services before making them available to customers?

Yes No



Anti-money laundering and counter-terrorism financing (AML/CTF) programs – Part A

6. (a) Did you provide designated services from a permanent establishment in a foreign country?

Yes No

(b) Did you assess the money laundering / terrorism financing risk posed by the provision of designated services in that country?

A response for question 6(b) is only required if you responded "Yes" to question 6(a).

Yes No

7. Did you assess the money laundering / terrorism financing risk posed by the methods used to deliver your designated services? Some examples of delivery methods are:

- face-to-face
- internet, telephone, mail, facsimile, or email
- via a third party such as an agent, broker or intermediary.

Yes No

8. Did you have a procedure to assess the money laundering / terrorism financing risk of any new delivery methods before making them available to your customers?

Yes No

9. Have all members of your designated business group adopted a joint AML/CTF program?

A response for question 9 is only required if you belong to a designated business group.

Yes No

10. (a) Did you screen employees who were in a position to facilitate money laundering or terrorism financing?

Yes No

(b) Did you have a procedure in place to manage employee non-compliance with your AML/CTF program?

Yes No

11. Was an independent review of your AML/CTF program conducted by:

(a) an internal party?

Yes No

(b) an external party?

Yes No



Anti-money laundering and counter-terrorism financing (AML/CTF) programs – Part B

12. For each of your customer types, indicate if you had procedures to:

Responses to question 12 are only required for each customer type that was selected in question 3(a).

Customer type	Collect the minimum know your customer (KYC) information?		Verify the minimum KYC information?		Identify if additional KYC information needed to be collected?		Identify if additional KYC information needed to be verified?	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Individual	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Company	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Trustees	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Partnerships	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Incorporated and unincorporated associations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registered co-operatives	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Government bodies	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

13. Did you have procedures in place to respond to discrepancies that arose in the course of verifying KYC information?

Yes No

14. Did you have procedures in place to identify agents of customers?

Yes No Not applicable

15. Did you have any high-risk customers or groups of customers (including politically exposed persons)?

Yes No

16. Did you outsource any of your customer identification or verification procedures?

Yes No

17. Did members of your designated business group rely on the customer identification and verification procedures carried out by another member?

A response for question 17 is only required if you belong to a designated business group.

Yes No

18. Did you make and retain records of all customer identification information?

The third response option for question 18 ('Done by another DBG member') is only applicable if you belong to a designated business group.

Yes No Done by another DBG member



A number of new AML/CTF obligations regarding ongoing customer due diligence and reporting commenced on 12 December 2008.

Ongoing customer due diligence

19. Indicate your progress in meeting the following aspects of this new obligation as at 31 December 2008.

(a) Transaction monitoring program to identify suspicious customer activity:

Not commenced Partially implemented Implemented

(b) Enhanced customer due diligence program to be applied when there is high money laundering / terrorism financing risk or when a suspicion has arisen in regard to a customer:

Not commenced Partially implemented Implemented

Reporting of international funds transfer instructions, threshold transactions, suspicious matters

20. Indicate whether you have procedures in place to report the following, as at 31 December 2008.

(a) International funds transfer instructions:

Not commenced Partially implemented Implemented Not applicable

(b) Threshold transactions:

Not commenced Partially implemented Implemented Not applicable

(c) Suspicious matters:

Not commenced Partially implemented Implemented

