



For Official Use

Anti Money Laundering Regulation (AMLR) Questionnaire

Agent Ref	
Date rec'd	
Date Approved	
By: Name & Sign	

We are currently recruiting agents from the UK only.

Please provide the following Anti Money Laundering Regulation details:

1	Please provide details of the Registered office of the company: What is your ML Ref Number:	
2	Please provide details of the parent company if different to the above:	
3	Is your company subject to laws designed to prevent money laundering in your country of operation? If YES, please provide details of enforcing authority:	YES / NO
4	If you are a branch of a company registered outside of your country of operation, are you subject to anti-money laundering laws applicable to your head office? If YES, please provide details of enforcing authority:	YES / NO
5a	Does your company have a written policy designed to prevent money laundering? If YES, please enclose a copy of the policy. If NO, would the company be willing to adopt Send4me's AMLR policy?	YES / NO YES / NO
Please complete the following questions by ticking YES or PLANNED and provide the implementation date:		
b	Has a Money Laundering Officer been appointed? If YES, please provide the names at Question 8 below.	YES PLANNED DATE
c	Are there annual staffs Anti Money Laundering training program in place?	
d	Are your AML procedures documented, ensuring compliance with AML Regulations	
e	Is there a compliance regime audit in place?	
f	Do you record customer information and retain all records?	
g	Do you verify the identity of the customer?	
h	Do you report suspicious transactions?	
i	Do you log and file records of AML issues raised?	
6	Is the company subject to any financial/money service regulation? If yes, please provide details below, and certified copies of all relevant licenses and approvals as applicable:	YES / NO
7	Does the company employ less than 100 people? If yes please provide the names of ALL directors, senior officers and any other person(s) who control the business activities of the company:	YES / NO



8	Please provide the name and contact details of your compliance or anti-money laundering officer or other person(s) responsible for ensuring compliance with anti-money laundering regulations:
9	Please provide the name and address of the company's auditors:
10	Does any individual shareholder own in excess of 10% of the company / organisation? YES / NO If yes, please provide details i.e. Name, Address, Phone number, Copies of Photo I.D. and exact percentage of ownership of the company.
11	Are there any outstanding legal claims, litigation or financial claims against the company? If yes, please provide details: YES / NO
12	Will any payments made to Send4me IMT be sourced from bank accounts not owned or held in the name of the company? If yes full details must be provided: YES / NO

DECLARATION

I/ we declare that all of the above information provided is correct and up to date. I/ we confirm that **Send4me** IMT may check the information provided and use it to perform a credit check on the company and its owners. We acknowledge and certify that we are aware of and comply with all anti-money laundering regulations and requirements in our country/ countries of operation. We are further aware that **Send4me** IMT is required to comply with the anti-money laundering requirements of the United Kingdom.

Signature: _____ Date: _____ / _____ / _____

Signature: _____ Date: _____ / _____ / _____



Contact Sheet

Please include the names and contact details of the people in your organisation who will be responsible for Money Transfer.

Legal notices			
Name	Position	Phone	Email

Operations (training and on-going retails support)			
Name	Position	Phone	Email

Financial (settlement)			
Name	Position	Phone	Email

IT			
Name	Position	Phone	Email

Marketing			
Name	Position	Phone	Email