

**[COVER PAGE]**

**NAME OF INSTITUTION**

**MONEY LAUNDERING AND TERRORISM  
FINANCING PREVENTION PROGRAM (MTPP)**

**VERSION No.:**

## **Part 1 - Overview**

- I. Introduction
- II. Company Profile and Organizational Structure
- III. Legal Framework
- IV. Policy Statement
- V. Policy Objectives
- VI. Policy Scope
- VII. Definition of Terms

## **Part 2 – Governance and Oversight**

- I. Institutional Risk Assessment and Management
- II. Corporate Governance
- III. Compliance Management
- IV. Internal Controls and Audit
- V. Hiring Policies and Procedures

## **Part 3 – Policies and Procedures**

- I. Customer Acceptance and Due Diligence:
  1. Customer Identification/ Know-Your Customer
  2. Customer Risk Profiling/Assessment
  3. Customer Verification
  4. Identification and Verification of Agents
  5. Beneficial Ownership Verification
  6. Determination of the Purpose of Relationship
  7. Ongoing Monitoring of Customer's Information and Accounts/Transactions
- II. Preventive Measures for Specific Transactions and Activities
- III. Politically Exposed Persons
- IV. Transaction reporting:
  1. Covered transactions
  2. Suspicious transactions

- V. Confidentiality and Tipping-Off
- VI. Training and Continuing Education Program
- VII. Record-Keeping and Retention
- VIII. Third-Party Reliance
- IX. Outsourcing of Conduct of Customer Identification and Due Diligence
- X. Customer Refusal
- XI. Prohibited Accounts
- XII. Targeted Financial Sanctions (TFS) and TFS Related to Proliferation Financing (PF)
- XIII. Cooperation with the AMLC and Supervising Authorities (SAs)

**Part 4 – Forms and Templates**

**Part 5 – Approving Authority**

**Part 6 - Updating**

**Date of Approval**