

Solar Group Limited

AML & CFT Programme

September 2021

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1. WHAT IS MONEY LAUNDERING?

1.1 Definition

Money laundering is a process of concealing the true origin and ownership of illegally obtained money. Principally, it is proceeds of criminal activities such as illicit drugs, corruption, organized crime, fraud, sex trade, forgery, illegal logging/fishing, revenue evasion, counterfeit money, piracy, terrorism etc... which criminals attempt to disguise.

1.2 Money laundering process

There is more than one method of laundering money. Methods can range from purchase and resale of real estate or a luxury item to passing money through a complex web of legitimate businesses and 'shell' companies. In most cases, the proceeds of these criminal activities take the form of cash. There are three stages of money laundering, during which there may be numerous transactions made by launderers that could alert us.

1.3 Placement

Placement is the physical disposal of the cash or asset derived from illegal activity. It includes the opening of numerous bank accounts, depositing cash, exporting cash, and using cash to purchase high value goods such as property or businesses.

1.4 Layering

Layering is the separation of criminal proceeds from their source by creating complex layering process of financial transactions designed to defeat the audit trail and provide anonymity. It may include telegraphically transferring funds overseas, depositing cash overseas, reselling goods previously with cash.

1.5 Integration

Integration provides apparent legitimacy to criminally derived wealth. If the layering process succeeds, integration schemes place the laundered funds back into the economy so that they re-enter the financial system appearing to be legitimate business funds. This may be achieved through a complex web of transfers or income from apparently legitimate businesses previously purchased with the proceeds of illegal activities.

2. WHAT IS FINANCING OF TERRORISM?

Terrorist financing involves collecting and providing funds for terrorist activity. The primary objective of terrorism is 'to intimidate a population, or to compel a Government or an international organization to do or abstain from doing any act'. The goal of the terrorist or terrorist organization is to maintain financial support in order to achieve their aims, and a successful terrorist group, is one that is able to build and maintain an effective financial infrastructure.

Terrorist needs finance for a wide variety of purpose – recruitment, training, travel, materials and setting up safe havens.

Terrorist control funds from a variety of sources around the world and employ sophisticated techniques to move funds between jurisdictions. In order not to be detected, a terrorist group draws in the service of banks and nonbanking institutions and takes advantage of their services products.

2.1 Financing Terrorism and Associated activities

If a known terrorist organization conducts or seeks to conduct a transaction via the business (whether or not the transaction or proposed transaction involves cash), such transaction or proposed transaction is deemed to be a suspicious transaction and the business must submit a report to the VFIU.

3. OUR POLICY

3.1 Duty of Vigilance

We are expected by the AML & CTF Act and the VFIU to have in place adequate policies, practices and procedures that promote high ethical and professional standards and prevent the institution from being used, intentionally or unintentionally, by money launderers and terrorism financiers.

The policies and procedures in this manual implement the duty of vigilance expected of us to avoid assisting the process of laundering and terrorism financing and to react to possible attempts at being used for those purposes

3.2 Principles

- We oppose the crimes of money laundering and terrorism financing and do not tolerate the use of our products and services for either of these purposes.
- We are committed to playing our role in the fight against money laundering and terrorism financing in the Vanuatu.
- We will comply with the letter and the spirit of the laws and regulations of the Vanuatu that relate to AML & CTF.
- We will provide our products and services only for legitimate purposes to persons whose identities we have been able to reasonably ascertain.
- We will avoid relationships with those that we reasonably assess as representing too high a risk of money laundering or terrorism financing.
- We will help our staff manage the issues that might arise for them when dealing with people they know, including kin.
- Our owners, management and staff will be treated in the same way as all other Applicants when they apply to use our services.
- We report any activity that we detect which we regard as suspicious to our VFIU.
- Our staff will receive the AML & CTF training they need to understand their obligations under the law and to perform in their roles.
- We will monitor our customers, their transactions, and our people, consistent with the level of money laundering and terrorism financing risk they represent.
- We will comply with the requirement under Section 9 of the AML & CTF Act to register with the FIU and inform them of any material changes that may occur within our business at any time.
- Our office will adhere to the requirements under Section 34 of the AML & CTF Act to report to the FIU on the appointment of or update on any changes regarding our Compliance Officer.

- We are aware that our owners, management and staff are subject to a fit and proper screening by FIU and could be removed pursuant to Section 48 as a disqualified person within the meaning of section 49 of the AML & CTF Act by FIU.

3.3 Our AML & CTF Program

Our AML & CTF Program is made up of the contents of this manual. Our activities can be described as a series of controls to manage the way we:

- accept applications for transactions;
- monitor the transactions we do for unusual activity that needs further investigation;
- identify events that require us to take further action;
- report certain matters to our VFIU;
- and Keep records of what we do.

Some of the controls we use are embedded in the way our products operate.

3.4 Disciplinary action and dismissal

3.4.1 Our staff will face disciplinary action, and possibly dismissal, if they fail to follow the AML & CTF procedures and requirements in this manual. We will dismiss any person who is involved in facilitating money laundering, terrorism financing or who launders money or finances terrorism using our products and services, and we will comply with any law that requires us to report such matters to VFIU and law enforcement. Law enforcement receives our full cooperation in the prosecution of such matters against our staff.

3.4.2 Sometimes customers or transactions involve people we know well, or may involve the owners of this business or someone else close to us. Even if this is the case all our staffs are still expected to follow the procedures in this manual.

3.4.3 Staff should go to the Compliance Officer if they are experiencing difficulties with this area.

4. COMPLIANCE OFFICER

As per Section 34 of AML&CTF Act 13 of 2014 (as amended)

4.1 Who is our Money Laundering Compliance Officer?

Compliance officer

Name: Ksenia Gordievskaia

Contact detail: ksenia.g@solargroup.team

Alternate compliance officer

Name: Sergei Semenov

Contact detail: prouspeh71@gmail.com

5. ROLES AND RESPONSIBILITIES

5.1 Purpose

It is essential that everyone in our organization understands what they have to do to comply with the requirements of this manual.

5.2 All staff and owners

- Are expected to comply fully with all of the procedures in this manual.
- Must receive regular AML & CTF training, including training about detection and reporting of unusual and suspicious activity by customers.
- Are expected to report any unusual or suspicious activity detected to the CO.
- Are expected to understand the law regarding tipping-off and comply with our anti-tipping-off procedures.
- Are expected to cooperate fully with the CO and the VFIU in the investigation of any possible breaches of the laws and regulations of the Vanuatu that relate to AML & CTF.

5.3 Owners

- Our owners set the tone for our business regarding its commitment to AML & CTF.
- Our owners must ensure that this manual meets the requirements of the laws and regulations of the Vanuatu that relate to AML & CTF and must oversee and monitor compliance with this manual.

5.4 Compliance Officer (CO)

The CO is a senior staff member reporting to [# name] and is responsible for:

- Creating and keeping this manual current;
- Monitoring the compliance by our business with the requirements of the laws and regulations of the Vanuatu that relate to AML & CTF;
- Monitoring transactions undertaken for Customers;
- Identification and management of money laundering risk using our services;
- Providing leadership and training on AML & CTF issues to our staff, including new staff;
- Acting as the liaison point with the VFIU;
- Investigating unusual matters and reporting those that are suspicious to our VFIU;
- Reporting all other matters that must be reported to the VFIU;
- Ensuring that our staff know what their responsibilities are;
- Monitoring employees in the course of performance of their duties;
- Ensuring that our staff are aware of the requirements of this manual and of the AML & CTF laws and regulations that apply to our business;
- Helping our staff where they face problems associated with Customers who they know well or who are kin;
- Overseeing corrective actions where gaps are identified in our operations with the procedures in this manual;
- Reviewing this manual periodically for its adequacy;

- Arranging for periodic independent review of this man

5.5 Supervisors

Our supervisors are the most senior person on duty during our hours of operation and they are responsible for:

- Following the processes and procedures in this manual and being seen by the other staff to follow them;
- Ensuring that the staff they supervise follow the processes and procedures in this manual;
- Promoting required AML & CTF behavior by coaching, teaching, leading and encouraging other staff.
- Helping our staff where they face problems associated with Customers who they know well or who are kin;
- Allowing staff to attend AML & CTF training and awareness sessions;
- Cooperating fully with the CO regarding any matters associated with compliance with the AML & CTF laws and regulations of the Vanuatu.

5.6 Counter staff

Our counter staffs deal with our customers and accept instructions for transactions and they are responsible for:

- Following the identification and verification procedures in this manual;
- Completing transactions in accordance with the procedures in this manual and in other procedures for our business;
- Reporting any breaches of identification and verification procedures to the CO;
- Reporting any signs of unusual, suspicious or illegal activity by customers to the CO;
- Attending all AML & CTF training sessions that are scheduled.

5.7 Operations

Our operations staff process transactions and perform other activities associated with our business and they are responsible for:

- Following the procedures in this manual;
- Completing transactions in accordance with the procedures in this manual and in other procedures for our business;
- Reporting any breaches of identification and verification procedures to the CO;

6. TRAINING/AWARENESS

6.1 New Staff, Employee

6.1.1 The compliance officer will ensure that all new staff members or employees are trained and made aware of this manual before they commenced handling customers and transactions.

6.2 Existing Staff, Employees

6.2.1 The compliance officer will ensure all staff members or employees attend AML/CFT training at least annually.

6.3 Training Records

6.3.1 Records will be kept of the following for 6 years from the date that training was provided:

- Who was trained;
- What material they were trained with;
- The attendance log signed by attendees;
- The date they were trained.

7. CUSTOMER ACCEPTANCE PROCEDURES

7.1 Description of our identification and verification process

7.1.1 An individual who wants to establish a business relationship with us is an “Applicant”.

7.1.2 Our application form is designed to capture all the information we need to be able to:

- Establish the identity of the Applicant;
- Assess the risk presented by the application and the Applicant;
- Complete special transactions such as those that involve sending or receiving money from overseas or are above VT1 million or its equivalent in foreign currencies.

7.1.3 Applicants must complete and sign the application form which applies to the transaction they want to do and successfully complete our identification and verification procedure. The purpose of the identification and verification procedure is to reasonably be satisfied that the Applicant is who they claim to be and also to help us understand what risk they represent to us of being involved in money laundering or terrorism financing.

7.1.4 Where an Applicant cannot successfully complete and sign our identification and verification procedure their application must be refused and the matter reported immediately to the CO.

7.1.5 The CO will decide whether the inability to successfully complete our identification and verification procedure should be reported to the VFIU.

7.1.6 The Applicant must not be informed of the reporting of the matter to the CO or what decision is made about reporting the matter to the VFIU. Failure to comply with this procedure may be a criminal offence.

7.2 Identification information

7.2.1 All Applicants who are individuals must provide at a minimum the following information on their application form:

- Their true and full name and if they use more than one, all of their names;
- Their date of birth;
- Their occupation;

- Their permanent residential address;
- Their purpose and intended nature of the business relationship with the reporting entity;
- Authorization of any person purporting to act for or on behalf of the customer and the identity of the person

7.2.2 All Applicants must sign their application form with their usual signature and where an automated sales receipt is used, they should also sign this receipt.

7.2.3 All Applicants who are Legal persons as customer and for a Legal arrangement as customer the reporting entity would collect the customer information set out in Table A of schedule 2 (as amended) or at a minimum as per the list set out in Clause 3 Prescribed Identification Process of the Regulations Order No 153 of 2015 part (b)(ii) and (c)(ii) respectively.

7.2.4 The CO to have an understanding on:

- (i) The purpose and intended nature of the business relationship with the reporting entity; and
- (ii) The customer's beneficial ownership and control structure

7.3. Verification information

7.3.1 Our counter staff are required to verify the identification information using reliable and independent documents. On receiving the application form the counter staff must then ask for the following:

- At least one photographic verification document and at least one non-photographic verification document
- Any two of either Category A documents (see AML & CTF Regulation Order; Schedule 2; Table B).

7.3.2 We accept alternative documents (see VFIU Guideline to Financial Institutions 2008) if the Applicant cannot produce either the passport or driver's license:

- One category A document and two category B letters; or
- Three category B letters.

7.3.3 If a photographic verification document is unattainable and if so proven then at least 3 non-photographic verification documents is satisfactory.

7.3.4 Applications by visitors to the Vanuatu who cannot produce their passports for identification should be refused because all visitors must at least have a current and valid passport to enter the Vanuatu, and typically would also have a current and valid driver's license.

7.3.5 We do not accept the application of an Applicant that fails to produce photographic identification on more than three occasions unless there are reasonable grounds to believe that they do not possess any document which contains photographic identification. This will only arise in a small number of isolated cases where people are older or live in remote areas of the Vanuatu.

6.3.6 The documents produced by the Applicant for verification of their identity must then be used for the following comparisons:

- Whether the photograph on the document is of the same person as the Applicant;

- Whether the name on the document is the same as provided by the Applicant on the application form;
- Whether the date and place of birth on the document is the same as provided by the Applicant on the application form;
- Whether the address on the document is the same as provided by the Applicant on the application form (addresses on passports are often different because people do move addresses).

7.4 Discrepancies

7.4.1 If the photograph, name or date or place of birth on the document is different to the application form then the Applicant should be asked for an explanation. If the explanation is not sufficient then the application should be refused and the matter reported to the CO.

7.4.2 If the name on the document is different to the name on the application because the person has changed their name through deed poll or through marriage then the Applicant must produce their deed poll for change of name or their marriage certificate.

7.4.3 Differences in dates of birth and places of birth should be reported to the CO before accepting the application.

7.4.4 Differences in appearance between the photograph on the document and the Applicant's appearance should be reported to the CO before accepting the application.

7.5 Local knowledge

7.5.1 Counter staff who know Applicants personally, or they or someone else in our office may have a kin relationship with the Applicant, must still always require those Applicants to successfully complete the identification and verification procedure, including production of current and valid identification documents.

7.5.2 Applicants who are publicly well known because they are prominent public persons are still required to successfully complete the identification and verification procedure, including production of current and valid identification documents.

7.5.3 Counter staff should go to the CO if they are experiencing difficulties with this part of our procedures.

7.6 Record making and keeping

7.6.1 The documents produced to verify identification will be photocopied and stored with the application.

Each copy identification document will be stamped or noted with the following words "Original cited [date] by [name]" and the stamp or note initialed by the counter staff person completing the identification and verification procedure. Note – this could be set up on a stamp for staff to use.

7.6.2 The reverse side of the application form needs to be completed by the counter staff to complete the identification and verification procedure and it includes a statement explaining the reasons where only Category B documents have been accepted for verification.

7.7 Persons acting as agents for Applicants who are individuals

7.7.1 Where an Applicant does not attend our office in person but sends someone to present the application and perform the transaction for them then the steps below must be completed. The reasons this might occur include:

- Poor mental or physical health;
- Geographical remoteness; or
- Advanced age.

7.7.2 The person representing the Applicant needs to provide written authority of the basis on which they represent the Applicant. This authority must be an original document, not a copy. Usually it will be a letter written to our business confirming permission to perform the transaction in the application and signed by the Applicant.

7.7.3 The application must be accompanied by certified copies of the Applicant's identification documents. The person certifying the documents must be a suitable person such as a lawyer, accountant, commissioner of oath or manager of a Vanuatu' domestic bank. The certified document must include a statement that the certifier has compared this copy document with the original and certifies that it is a true copy and provide details of the certifier's name, position and contact address and telephone number.

7.7.4 For all transactions over VT1 million or its equivalent in foreign currency, the counter staff will call the certifier and confirm that they did certify the identification documents.

7.7.5 For all transactions over VT10 million or its equivalent in foreign currency, the counter staff will try to contact the Customer and verify the transaction. If the Customer cannot be contacted then a letter will be sent confirming the transaction to the Customer's address.

7.7.6 Where there are repeated transactions by an Customer who does not attend our office then unless they are physically unable to attend the matter should be reported to the CO who will decide whether to permanently refuse such transactions unless the Customer attends in person with their identification documents and subjects themselves to our identification and verification procedure.

7.8 Persons doing transactions in their own name on behalf of a third party

7.8.1 Each application form asks the Customer to confirm that this transaction is being done by them for their own benefit and using their own money.

7.8.2 If an Customer says that the transaction is for another person or uses money from another person then the application must be made by that other person and they must successfully complete our identification and verification procedure.

7.9 Exception Register

7.9.1 As there are problems with identity documentation in the Vanuatu the CO keeps an

Exception Register of persons who have difficulty in easily producing these documents regularly or who are unable to attend in person because of their health, remote location or age. Counter staff may use this Exception Register to establish verification of identity for these Applicants.

7.9.2 The CO will keep the following information in the Exception Register:

- Full details of the Applicant's identification information;
- A record of the verification documents used to establish identity;
- A record of the reasons why producing this information for each application is difficult.

7.9.3 The CO will review Applicants in the Exception Register every three years to confirm that their identification information is current.

7.9.4 The Exception Register cannot be used for higher risk Applicants or for transactions in excess of VT400, 000.

7.10 On-going due diligence Process

7.10.1 An Applicant who has satisfied the identification process (and verification process) and has established a business relationship with us is now known as a "Customer".

7.10.2 Transaction Monitoring Process as per Clause 8 (1) (a) of the Regulations Order 122 of 2014 whereby transactions or attempted transactions are monitored so to identify any suspicious, complex, unusual, and have no apparent visible economic or lawful- purpose transaction. The transaction monitoring system will search transactions that are conflicting with the information held about the business relationship with the reporting entity.

7.10.3 Customer Monitoring Process as per clause 8 (1)(b) of the Regulations Order 122 of 2014 where the relationship of the business with its customer is monitored to ensure that the customer's activities being conducted are consistent with the business knowledge of the customer, the customer's business, source of funds and risk profile.

8. AML & CTF CONTROLS

8.1. Special Transaction Controls

8.1.1 We have the following transaction types:

- Purchase of money orders
- Purchase of travellers' cheques
- Cashing money orders
- Cashing travellers' cheques
- Sending money to another person in the Vanuatu
- Receiving money for a person from someone else in the Vanuatu
- Sending money to another person overseas
- Receiving money for a person from someone else overseas
- Exchanging VT for foreign currency
- Exchanging foreign currency for VT
- Exchanging one foreign currency for another foreign currency.

8.2. Application forms are different for different transactions

8.2.1 Counter staff must ensure that the correct application form is used for each transaction. Each form has been designed to get the right information from the Applicant.

8.2.2 All Applicants must complete all the required information fields on the application form which applies to their transaction.

8.2.3 Staff must not accept incomplete application forms.

8.2.4 Where an Applicant insists that they cannot provide all the information requested, or the information provided does not make sense then their application should be referred to the CO for her approval.

8.2.5 The CO will decide whether the absence of certain information or the nature of the information is such that the transaction can still proceed, alternatively whether it should be refused and the application reported to the VFIU.

8.2.6 If the application is refused by the CO then the Applicant must not be informed about what decision was made about reporting the matter to the VFIU. Failure to comply with this procedure may be a criminal offence.

8.2.7 Counter staff and Operations staff are responsible for checking that the information provided on each application makes sense. They cannot ignore other information they may know about the Applicant or the transaction just because it is not on the application form.

8.3. Compliance with these procedures

8.3.1 No transaction may be completed unless all the information required has been provided. However the CO does have power to over-ride this in limited circumstances.

8.3.2 Counter staff repeatedly accepting transactions without all the required information will be subject to disciplinary action and potential dismissal.

8.3.3 Counter staff must be careful to insist on provision of all the required information even though they or someone else in our office may have a kin relationship with the Applicant.

8.3.4 Counter staff should go to the CO if they are experiencing difficulties with this part of our procedures.

8.4 Enhanced Identification and Verification process

8.4.1 Staff who become aware of the status of an applicant or customer that he/she occupy and is defined as someone listed under 9.1 or the beneficiary of a transaction as someone listed under 9.1, must immediately inform the CO.

8.4.2 Our CO must, in addition to the normal identification and verification process,

- collect additional information on the applicant (volume of assets, information available through public domain)
- collect additional information the intended nature of the business relationship

- collect information on the source of the funds or source of wealth
- collect information on the ultimate beneficiary
- Obtain the senior management's approval to commence the business relationship.
- Request the applicant/customer to carry out the first transaction/payment to be carried out through a bank account under the customer's name

8.4.3 Our CO will keep records of all his findings and the senior management decision.

8.5 Enhanced On-Going Due Diligence Process

8.5.1 Staff must immediately inform our CO of any and all transactions conducted by a customer listed under 9.3 or 9.4.

8.5.2 Our CO must, in addition to information collected earlier:

- Collect satisfactory information on the ultimate beneficiary of the transaction and on whose behalf the transaction was conducted
- Collect satisfactory information on the source of the fund in relation to the transaction
- Collect satisfactory information on the intended reason for the transaction
- Obtain the senior management approval for the transaction

8.5.3 Our CO must conduct strictly 3-monthly monitoring on our relationship with persons posing some level of AML&CTF risk and regularly update our information on such person's identification and verification including id documents (data).

8.6 Correspondent Banking

8.6.1 When our business engages the services of or has relationships with a cross border correspondent bank we must:

- Adequately identify and verify the person with whom we conduct such a business relationship with
- Gather sufficient information about the nature of the business of the person
- Determine from publicly available information the reputation of the person and the quality of supervision the person is subject to
- Assess the person's anti-money laundering and terrorist financing controls
- Obtain approval from senior management before establishing a new correspondent relationship
- Record the responsibilities of our business and the person whom we will engage business with.

8.6.2 Should the customers of the correspondent bank wish to establish accounts with our business we must ensure that the person:

- Has verified the identity of and is performing on-going due diligence on their customers whom are interested in engaging our services
- Is able to provide to us customer identification data of their customers whom they have referred to our business for use of our services.

9. RISK

9.1 Applicants and Customers

Applicants and applications received must be assessed on the level of AML&CTF risks they may impose on our entity and all transactions over a 400,000vt threshold conducted by said customers requires on-going CDD.

9.1.1 Introduced Applicants/Customer

Applicants or customers who are introduced to the business by our intermediaries or third party introducers and did not appear in person in the customer acceptance process must be subject to the requirements under section 8.4 and 8.5

9.1.2 Applicants/Customers wishing to use high risk products/services or use high risk delivery method

Applicants or customers who are deemed as 'low risk' but wish to engage our services/products which we deemed as 'high risk' or delivery methods which are deemed as 'high risk' are subject to the requirements listed under section 8.4 and 8.5.

9.1.3 Customers with adverse financial report against them

Customers with adverse reports against them are subject to the requirements listed under section 8.4 and 8.5

9.1.4 Customers representing or are legal entities/arrangements

Customers representing or are legal entities/arrangement are subject to the requirements listed under section 8.4 and 8.5

9.2 Product/Service Risk

9.2.1 Large Principal Money Transfers (LPMT) (Money Remitters) >VT 30,000 (*illustrative example*)

9.2.1.1 All applications for LPMTs must be made in person and contain:

- The amount of the transaction
- The currency
- Source of the funds
- Description of the origin of the funds
- Purpose of the transaction
- Sender's full name
- Sender's occupation
- Sender's means of identification and details of the identification document
- Receiver's full name
- Details of the relationship between Sender and Receiver
- Supporting documents such as invoices, purchase orders, contracts.

9.2.1.2 Applications for LPMTs are not accepted from people under the age of 18 years.

9.2.1.3 Once the application has been made the details cannot be changed.

9.2.1.4 The receiver must provide valid identification before the money can be paid.

9.2.1.5 All refused and incomplete applications should be reported to the CO who in turn should report them to the VFIU.

9.2.1.6 All applications for LPMTs must be approved by the CO who may also need to obtain the consent of the franchisor.

9.3 High volume transactions

Customers conducting high volume transactions (i.e. whether the amount of the transaction is significant above the in-house threshold or conducting several transactions which the sum total to an amount above the in-house threshold) are subject to the requirements listed under section 8.4 and 8.5.

9.4 Politically Exposed Person

9.4.1 We consider the following persons are persons who may pose some level of AML&CTF risk to the business:

- Person who is or has been entrusted with prominent public functions (e.g. Head of State and Prime Minister)
- Serving Government Minister
- Serving Member of Parliament
- Serving senior officials of political party
- Serving senior Military officials
- Serving senior judicial officials
- Serving senior executive members of state owned corporation
- Serving senior executive members of international organisation
- Person who has been convicted of a criminal financial offence not less than 2 years
- Director of a legal person or legal arrangement who has been convicted of a criminal financial offence not less than 3 years

9.5 High Risk Business Relationship

9.5.1 We must categorize applicants with appropriate risk level.

High risk relationships, we must examine, as far as reasonably possible, the background and purpose of all complex, unusual large transactions and unusual pattern of transaction which have no apparent economic or lawful purpose.

9.5.2 High Risk Customer must be subject to the requirement listed under section 8.5 of the Procedures Manual

9.6 Higher risk countries

9.6.1 The following countries are considered high risk countries:

- Iran
- Burma/Myanmar
- Nigeria
- Democratic People's Republic of Korea (DPRK)

- Cuba
- Bolivia
- Ethiopia
- Ghana
- Indonesia
- Kenya
- Pakistan
- Sao Tome & Principe
- Sri Lanka
- Syria
- Tanzania
- Thailand
- Turkey

9.6.2 All applications from applicants originated or possess identification/verification documents from the high risk country must be forwarded to the CO for her and senior management's review and approval.

9.6.3 If the application is approved, the CO must conduct enhanced on-going due diligence on the applicant and transactions.

9.6.4 The CO must report any unusual matter to the VFIU.

9.7 Non-Resident Applicant

Non-resident applicants are subject to the requirements listed under section 8.4 and 8.5.

10. DECLINED BUSINESS

10.1. We do not accept business from the following people:

- Prescribed Money Laundering entity
- Prescribed terrorist organizations
- Serving inmates
- Minors (under the age of 16 years old)
- Customers operating under false or misleading names that we become aware of
- who does not produce identity or verification within prescribed timeframe

11. RECORD KEEPING

11.1. General

11.1.1 We need to keep records of our business to meet various legal requirements of the Vanuatu and ensure all transactions can be readily reconstructed at any time.

11.1.2 We also need to keep records of our identification and verification procedures and our transactions as well as other AML & CTF activities to comply with the requirements of the AML & CTF Act and Proceeds of Crime CAP 284.

11.1.3 We keep our records in the English language.

11.2. Identification and Verification Procedures

11.2.1 All applications and documents produced to verify identity must be kept for a period of six years after the closure or termination of the account, service or business relationship.

11.3. Transactions

11.3.1 All records generated to complete a transaction should be filed with the application for the transaction and the documents produced to verify identity and the bundle must be kept for a period of six years after the closure or termination of the account, service or business relationship.

11.3.2 For transactions, we generate and keep the following records:

- We give a reference number to the transaction;
- We record the currency the transaction is in;
- We record whether the transaction is inbound or outbound;
- We record the amount;
- We record the date of the transaction;
- We obtain and record the name of the Other Party;
- We keep the application and the identification documents, which also include the address and telephone details of the Customer;
- We keep any document the Customer has produced for the transaction such as an invoice.

11.4. Case Investigations

11.4.1 All case investigation files must be kept for six years after the date of the investigation.

11.4.2 All suspicious transaction reports to the VFIU must be kept for six years after the date of the report.

11.5 Dealings with the VFIU

11.5.1 Documents generated in the course of dealing with the VFIU must be kept for six years after the date of the report.

11.5.2 Any other reports or documents sent to the VFIU must be kept for six years after the date of the report.

11.6 Governance and assurance documents

11.6.1 Documents generated to manage our AML & CTF obligations, such as this manual, or documents associated with a review of this manual, to the VFIU must be kept for a period of six years after the date of the report.

11.7 Retrieving records

11.7.1 All records kept must be able to be easily retrieved and in a form which the VFIU can read

them. Electronic records must be capable of being able to be printed out or read on screen.

12. REPORTING TO THE VFIU

12.1 Suspicious Transaction

12.1.1 Transactions or attempted transaction that are suspected to involve proceeds of crime or related to terrorist financing or conducted by prescribed entity or involved terrorist property or are unusual, complex, have no apparent or visible economic or lawful purpose.

12.1.2 Staff who encounters an unusual transaction or attempted transaction need to report it promptly to the CO and must not proceed further with the transaction unless the CO has given approval.

12.1.3 The staff must not inform the customer that the transaction or attempted transaction is unusual but must refer the Customer to the CO.

12.2 Suspicious Activity

12.2.1 Suspicious activity refers to a series of suspicious acts or transactions which are conducted overtime and form a pattern or trend.

12.2.2 Staff who encounters a suspicious activity or attempted activity need to report it promptly to the CO and must not proceed further with the activity/transaction unless the CO has given approval.

12.2.3 The staff must not inform the customer that the activity/transaction or attempted activity/transaction is unusual but must refer the Customer to the CO.

12.3 Large Cash Transaction

12.3.1 Counter staff must complete the VFIU-issued CTR template (Appendix B) for all cash transaction exceeding VT1 million or its equivalent in foreign currency and submit to the CO for her review and sign off.

12.3.2 The CTR must be submitted to the VFIU within: (a) for Vatu currency -10 working days after the transaction or transfer is made; and (b) for foreign currency-2 days after the transaction or transfer is made.

12.4 International Currency Transfer

12.4.1 Counter staff must complete the VFIU-issued IFTR Template (Appendix C) for all cross border fund transaction exceeding VT1 million or its equivalent in foreign currency and submit to the CO for her review and sign off.

12.4.2 The IFTR must be submitted to the VFIU within: 9a) for Vatu currency -10 working days

after the transaction or transfer is made; and (b) for foreign currency-2 days after the transaction or transfer is made.

12.5 Reporting process

12.5.1 Our CO is responsible for investigating what has been detected as unusual, deciding if something is suspicious and reporting it to the VFIU. Suspicion is personal, subjective and falls far short of the proof required for a criminal charge in a court. If the CO reports something that turns out not to be suspicious then he or she is protected under the AML & CTF ACT in respect of the report they made. The fact that a report has been made is confidential and no one outside the VFIU and the Vanuatu police and law enforcement will know that a report has been lodged.

12.5.2 Our CO will create a separate file for each investigation other than those which he or she decides on first reading are not suspicious. The CO will keep all the details of the investigation in this file and this file will be stored securely so no other staff can access it.

12.5.3 The CO may consider the following when investigating a transaction or an application:

- Is the size of the transaction consistent with the usual transactions of the Customer;
- Does the transaction make sense in the context of who the Customer is and what they do for a living?
- Has the pattern of transactions done by this Customer changed?
- Where the transaction involves overseas payments, is there a sensible reason why the Customer is engaging in the transaction?

12.5.4 When the CO decides that something is not suspicious, he will record his reasons in the file.

12.5.5 When the CO decides that something is suspicious, he must report the matter in writing to the VFIU within 2 working days after forming the suspicion. The Report must be in the prescribed form in Appendix A and D of this manual.

12.5.6 Our CO must report the large cash transaction and international currency transfer to the VFIU under the prescribed form under Appendix B and C. For transaction in Vatu, the report must be submitted within 10 working days after the transaction is made and for transaction in a foreign currency, the report must be submitted within 2 working days after the transaction is made.

12.5.7 Our CO will keep a register of suspicious transaction reports, recording the date it was lodged and other identifying information. This register will be stored securely so no other staff can access it.

12.6 Incomplete wire transfers

12.6.1 If we have a wire transfer that does not contain complete originator information – the name, address and account number of the remitter then we always report these as suspicious and wait for instructions from the VFIU on how to proceed.

12.7 Tipping off

12.7.1 Our staff are prohibited from discussing any unusual matter, cash transaction or international funds transfer they report to the CO with any other person within or outside our business unless they have the CO's consent to do so.

12.7.2 Our CO is prohibited from discussing any report or unusual matter they investigate, or what the outcome of their investigation was with any person within or outside our business except where they need to do so to complete their investigation, or if they need advice or assistance. This includes management and owners.

12.7.3 Our CO will send any staff person who reports an unusual matter a reminder about the prohibition in section 38 of the AML & CTF Act on tipping off.

12.7.4 Our staff receives training regarding the prohibition in section 38 of the AML & CTF Act regarding tipping off.

12.8 Requests

12.8.1 Our CO will provide any additional information that is requested by the FIU as per section 32 of the AML & CTF Act.

12.8.2 In addition, our business will submit an AML & CTF Compliance Report when requested as per section 31 of the AML & CTF Act.

12.8.3 Our Procedures Manual would be submitted to VFIU upon request as per section 33(3) of the AML & CTF Act.

12.8.4 Our Risk Assessment will be conducted and submitted to the VFIU upon request as per section 35 of the AML & CTF Act.

13. OTHER CONTROLS

13.1 Employee screening and monitoring

13.1.1 We only employ people who have the competence to do the job they are employed for.

13.1.2 We look for people with integrity to work in our business.

13.1.3 We monitor our employees for conflicts of interest between their outside life and the work they do in our business.

13.1.4 We have a [code of conduct].

13.1.5 We do not employ people with criminal records.

13.1.6 All our owners have had a police check and we require all our employees to have a police check.

13.1.7 Any transactions that our owners or employees wish to do through our business must be approved by the CO.

13.1.8 We monitor transactions done through our business by persons we know are family or friends of our owners or employees.

13.1.9 We regularly screen our management staff against section 49(1) of the AML&CTF Act.

13.2 Training

13.2.1 All employees must complete the training that we provide annually on this manual and on the requirements of the AML & CTF Act. The training should ensure that employees are aware of the AML& CTF Act, the VFIU Guidelines and the procedures in this manual.

13.2.2 Our training covers:

- The requirements of the AML & CTF ACT;
- The requirements of this manual;
- Their responsibilities;
- How to detect suspicious transactions;
- The prohibition on tipping off.

13.3. Assurance

13.3.1 The CO will monitor the business for compliance with this manual. This monitoring will include checking that:

- Applicants are being identified properly;
- Records are being kept;
- Staffs are attending training and reading compliance newsletters.

13.3.2 The CO will keep records of the checking processes including the dates on which the checking occurred.

13.4 Independent review

13.4.1 The CO will periodically arrange for this manual to be reviewed by an independent person for compliance and adequacy. The CO cannot do this review, nor can a member of her or his staff.

13.4.2 The report of the independent review will be provided to the owner as the CO and the CO will undertake required remediation actions identified in the report if they are practicable and appropriate.