**Annex I**

**BANK OF SIERRA LEONE**

**Anti-money Laundering Section**

**Banking Supervision Department**

**AML/CFT Institutional Profile of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bank (SL) Limited**

**Last updated on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2019\_\_\_**

1. **Background** 
   * **Licensing details**
     + - Date licensed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
       - Operations commencement date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   * **Significant Shareholding (5% and more)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SHAREHOLDER’S NAMES  A | NUMBER OF SHARES    B | VALUE  SLL “000”  C | % of shareholding  D | Names of Shareholders and % age of Beneficial Shareholding of Corporate persons in Column “A”  E | | PEP  F |
| XXX Investments Limited | 28,117,926 | 562,358 | 24.91 | AAA,  BBB and  CCC | 33.34%  33.34%  33.34% |  |
| ZZZ Nominees Limited | 25,399,131 | 50,798 | 22.5 | DDD, EEE and FFF | 48.39% 48.39% 3.22% |  |

* + **Organisational Structure (oganogram)**
  + **Group relationships (local and foreign)**

Example:

* + - * XXX Investment Limited is involved in non-financial businesses such as vehicle trading, construction and hospital.
      * ZZZ Nominees is involved in non-financial businesses such as hotels, constructions and trading.
      * no subsidiaries

1. **Business Model (Fund managers/ broker dealers etc)**
   * **Customers categories** 
     + - Natural Persons
       - Legal Persons
       - Government Departments
       - PEPs
       - Non-Resident clients
       - Domestic legal entities
       - NGOs
       - Trusts
       - Pooled accounts
       - Professional Intermediaries (Lawyers, accountants etc)
   * **Product and Services**
     + - Deposits
       - Loan
       - Trade finance
       - Private banking
       - Money Remittance
       - Internet Banking
   * **Delivery channels** 
     + - Bank premises
       - Through agents
       - Through mobile phone
       - Through Internet
       - Through ATM
       - Correspondent Banking
   * **Geographic regions including external countries/regions to which the Institution has significant exposure** 
     + - Branches

|  |  |
| --- | --- |
| **Regions** | **Number of branches** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total number of branches** |  |

* + **Discuss how current economic environment could potentially impact on the institution in light of the business model and strategies**

1. **Board of Directors/ Senior Management** 
   * **List members of Board of Directors and indicate other activities they engaged in (related parties, political or business, last fit & proper check)**
   * **Other Directorship Positions held**
   * **List members of senior management and indicate other activities they engaged in (related parties, political or business)**
   * **Briefly describe** 
     + - Main committees of the board

- Audit committee

- Risk management committee

- Main management committees’ Overall performance of Board and senior management in context of risk management (*obtained from prudential institutional profile*)

* + **Discuss management vacancies, turnover and succession plans**

1. **Brief summary of financial performance based on most recent quarterly Performance Analysis Report**
2. **Relevant Outcomes of Internal and External Audits**

* Internal auditing functions and whether it covers AML/CFT issues
* Highlight significant findings in context of management of ML/TF risk

1. **Supervisory Activities Performed and Related Findings with Respect to AML/CFT**
   * **Offsite Surveillance**
   * **Management meetings**
   * **On-site inspections and follow-up actions if any**
2. **Consultations with FIU**

Provide summary of relevant issued raised by or discussed with the FIU

1. **Significant Observations -re Priority for AML/CFT Supervision**

**……………………………. ………………………………..**

**Head Compliance Approved by MD/CEO**