**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 NAMESA | NUMBER OF SHARES B | VALUE SLL “000”C | % of shareholdingD | Names of Shareholders and % age of Beneficial Shareholding of Corporate persons in Column “A”E | PEPF |
| 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**