
1 INTRODUCTION

1. Criminals have responded to the anti-money laundering and countering the financing of terrorism (“**AML/CFT**”) measures taken by the traditional financial sector over the past decade and have sought other means to convert their proceeds of crime, or to mix them with legitimate income before they enter the banking system, thus making them harder to detect. Estate agents, art and antique dealers, jewellers, and the motor and yacht trade have all been used in some jurisdictions as a conduit for criminal property to enter the financial system. Estate agents and high value dealers in Jersey should be on guard to ensure that it is not used as such a conduit. Some have also been used to assist terrorists to plan and finance their operations.
2. The result has been that international money laundering and financing of terrorism legislation and standards have been extended beyond the financial sector to those other vulnerable business areas. To protect Jersey’s reputation estate agents and high value dealers are also required to follow those laws and standards.
3. The continuing ability of Jersey’s finance industry to attract legitimate customers with funds and assets that are clean and untainted by criminality depends, in large part, upon the Island’s reputation as a sound, well-regulated jurisdiction. Any estate agent or high value dealer in Jersey that assists in laundering the proceeds of crime, or financing of terrorism, whether:
 - with knowledge or suspicion of the connection to crime; or
 - acting without regard to what it may be facilitating through the provision of its services,will face the loss of its reputation, risk discipline by the Royal Court, damage the integrity of Jersey’s professional and finance industry as a whole, and may risk prosecution for criminal offences.
4. Ensuring compliance, and taking action against those that do not comply with the measures to guard against money laundering and financing of terrorism, is crucial to the effectiveness of Jersey’s preventative regime.
5. International standards drawn up by the Financial Action Task Force (“**FATF**”), which are also adopted by EU Member States, introduce the requirement that all sectors covered by money laundering legislation are supervised and monitored for their compliance.
6. Jersey’s defences against the laundering of criminal funds and terrorist financing rely heavily on the vigilance and co-operation of the finance sector. Specific financial sector legislation (the [Money Laundering \(Jersey\) Order 2008](#)) is therefore also in place covering a person carrying on a financial services business in or from within Jersey, and a Jersey body corporate or other legal person registered in Jersey carrying on a financial services business anywhere in the world (a “**relevant person**”)¹.
7. The primary legislation on money laundering and the financing of terrorism (the “**money laundering legislation**”) is:
 - [The Proceeds of Crime \(Jersey\) Law 1999 \(as amended\)](#) (the “**Proceeds of Crime Law**”).
 - [The Terrorism \(Jersey\) Law 2002](#) (the “**Terrorism Law**”).
 - The Money Laundering and Weapons Development (Directions) (Jersey) Law 2012 (the “**Directions Law**”).
8. The Terrorist Asset Freezing (Jersey) Law 2011, the [Al-Qa’ida and Taliban \(United Nations Measures\) \(Channel Islands\) Order 2002](#), EU Legislation (Sanctions – Afghanistan) (Jersey) Order 2014 and EU Legislation (Sanctions – Al Qaida) (Jersey) Order 2014 (“**Terrorist Sanctions Measures**”).

¹ The term relevant person used within this Handbook refers to a person carrying on a business described in paragraph 3 (estate agency services) or paragraph 4 (services provided by high value dealers) of Part B of Schedule 2 to the Proceeds of Crime Law.

9. A relevant person carrying on a business described in paragraph 3 (estate agency services) or paragraph 4 (services provided by high value dealers) of Part B of Schedule 2 to the [Proceeds of Crime Law](#) must put in place systems and controls to guard against money laundering and the financing of terrorism in accordance with Jersey requirements and international standards. All 'relevant persons' fall within the scope of the [Money Laundering \(Jersey\) Order 2008](#) (the "**Money Laundering Order**").
10. The international standards require that all relevant persons must be supervised by an appropriate anti-money laundering supervisory body. Within Jersey, the Jersey Financial Services Commission (the "**Commission**") has been designated as the relevant supervisory body under the [Proceeds of Crime \(Supervisory Bodies\) \(Jersey\) Law 2008](#) (the "**Supervisory Bodies Law**") for all regulated and specified Schedule 2 businesses (including relevant persons carrying on a business described in paragraph 3 (estate agency services) and paragraph 4 (services provided by high value dealers) of Part B of Schedule 2 to the Proceeds of Crime Law).
11. Estate agents, and those who register as high value dealers for the purposes of the [Money Laundering Order](#), may get a visit from the Commission's Anti-Money Laundering Unit (the "**AML Unit**") to carry out a routine on-site examination. During, or prior to, the visit the AML Unit routinely request documents, information and pose a number of questions. These routine visits will also provide an opportunity for senior management of a relevant person to ask anything they need to know about the requirements of the money laundering legislation, the [Money Laundering Order](#) and this Handbook.
12. In extreme circumstances, the Commission may also serve a notice on a relevant person which would require, inter alia, senior management to attend interviews and to answer questions and/or provide information and documents.
13. Throughout this Handbook, references to:
 - **Customer** includes, where appropriate, a prospective customer (an applicant for business). A customer is a person with whom a business relationship has been formed or one-off transaction conducted.
 - **Financing of terrorism** means:
 - conduct which is an offence under any provision of Articles 15 (use and possession etc. of property for purposes of terrorism) and 16 (dealing with terrorist property) of the Terrorism Law; or
 - conduct outside Jersey, which, if occurring in Jersey, would be an offence under Articles 15 and 16.
 - **Money laundering** means:
 - conduct which is an offence under any provision of Articles 30 (dealing with criminal property) and 31 (concealment etc of criminal property) of the Proceeds of Crime Law;
 - conduct that is an offence under Articles 34A and 34D of the Proceeds of Crime Law;
 - conduct that is an offence under Article 7 (making funds available to a terrorist), Article 8 (failure to freeze terrorist funds) and Article 10 (failing to make a disclosure to the Chief Minister's Department) of the [Al-Qa'ida and Taliban \(United Nations Measures\) \(Channel Islands\) Order 2002](#) (the "**UN Order**");
 - conduct that is an offence under Articles 13 to 17 (failing to freeze terrorist funds and making things available to a terrorist) and 19 (licencing offences) of the Terrorist Asset-Freezing (Jersey) Law 2011; or
 - conduct outside Jersey, which, if occurring in Jersey, would be an offence under any of the above.
 - **Schedule 2 business** means:
 - a business described in paragraph 3 (estate agency services) or 4 (services provided by high value dealers), as applicable, of Part B of Schedule 2 to the Proceeds of Crime Law.

1.1 OBJECTIVES OF THIS HANDBOOK

14. The objectives of this Handbook are as follows:
- to outline the requirements of the money laundering legislation;
 - to outline the requirements of the Money Laundering Order which supplements the money laundering legislation by placing more detailed requirements on relevant persons;
 - to assist relevant persons to comply with the requirements of the money laundering legislation and the Commission's requirements, through practical interpretation;
 - to outline good practice in developing systems and controls to prevent relevant persons from being used to facilitate money laundering and the financing of terrorism;
 - to provide a base from which a relevant person can design and implement systems and controls and tailor their own policies and procedures for the prevention and detection of money laundering and the financing of terrorism (and which may also help to highlight identity fraud);
 - to ensure that Jersey matches international standards to prevent and detect money laundering and the financing of terrorism;
 - to provide direction on applying the risk-based approach effectively;
 - to provide more practical guidance on applying CDD measures, including finding out identity and obtaining evidence of identity;
 - to promote the use of a proportionate, risk based approach to customer due diligence measures, which directs resources towards higher risk customers;
 - to emphasise the particular money laundering and financing of terrorism risks of certain financial services and products; and
 - to provide an information resource to be used in training and raising awareness of money laundering and the financing of terrorism.
15. This Handbook will be reviewed on a regular basis and, where necessary following consultation, amended in light of experience, changes in legislation, and the development of international standards.
16. This Handbook is intended to be used by senior management and compliance staff in the development of a relevant person's systems and controls, and detailed policies and procedures. Each relevant person is expected to draw up its own policies and procedures based on the guidance set out in the Handbook. These policies and procedures will then help senior management and staff to comply with their own personal obligations under the money laundering legislation and the [Money Laundering Order](#). This Handbook is not intended to be used by relevant persons as an internal procedures manual.
17. Relevant persons are expected to think about how they might be used by criminals. The money laundering legislation expects relevant persons to manage the risks of being used by criminals or terrorist groups and to document how they are managing those risks.

1.2 STRUCTURE OF THIS HANDBOOK

18. This Handbook describes Statutory Requirements, sets out principles and detailed requirements (AML/CFT Code of Practice), and presents ways of complying with Statutory Requirements and the AML/CFT Code of Practice (Guidance Notes).
19. **Statutory Requirements** describe the statutory provisions that must be adhered to by a relevant person (natural or legal) when carrying on a financial services business, in particular requirements set out in the Money Laundering Order. Failure to follow a Statutory Requirement is a criminal offence and may also attract regulatory sanction.

20. The AML/CFT **Code of Practice** sets out principles and detailed requirements for compliance with Statutory Requirements. In particular, the AML/CFT Code of Practice comprises of a number of individual AML/CFT Codes of Practice: (i) to be followed in the area of corporate governance which it is considered must be in place in order for a relevant person to comply with Statutory Requirements; and (ii) that explain in more detail how a Statutory Requirement is to be complied with. Failure to follow any AML/CFT Codes of Practice may attract regulatory sanction².
21. **Guidance Notes** present ways of complying with the Statutory Requirements and AML/ CFT Codes of Practice and must always be read in conjunction with these. A relevant person may adopt other appropriate measures to those set out in the Guidance Notes, including policies and procedures established by a group that it is part of, so long as it can demonstrate that such measures also achieve compliance with the Statutory Requirements and AML/CFT Codes of Practice. This allows a relevant person discretion as to how to apply requirements in the particular circumstances of its business, products, services, transactions and customers. The soundly reasoned application of the provisions contained within the Guidance Notes will provide a good indication that a relevant person is in compliance with the Statutory Requirements and AML/CFT Codes of Practice.
22. The provisions of the Statutory Requirements and of the AML/CFT Codes of Practice are described using the term **must**, indicating that they are mandatory. However, in exceptional circumstances, where strict adherence to any of the AML/CFT Codes of Practice would produce an anomalous result, a relevant person may apply in advance in writing to the Commission for a variance from the requirement. For further information refer to Part 3, Section 1.3 of the AML/CFT Handbook.
23. In contrast, the Guidance Notes use the term **may**, indicating ways in which the requirements may be satisfied, but allowing for alternative means of meeting the Statutory Requirements or AML/CFT Codes of Practice. References to must and may elsewhere in this Handbook should be similarly construed.
24. This Handbook also contains **Overview** text which provides some background information relevant to particular sections or sub-sections of this Handbook.
25. This Handbook is not intended to provide an exhaustive list of systems and controls to counter money laundering and the financing of terrorism. In complying with the Statutory Requirements and AML/CFT Codes of Practice, and in applying the Guidance Notes, a relevant person should (where permitted) adopt an appropriate and intelligent risk based approach and should always consider what additional measures might be necessary to prevent its exploitation, and that of its products and services, by persons seeking either to launder money or to finance terrorism.
26. The Statutory Requirements text necessarily paraphrase provisions contained in the money laundering legislation and the [Money Laundering Order](#) and should always be read and understood in conjunction with the full text of each law. This text is presented in italics, to distinguish the text, and contains hyperlinks to the relevant statutory provisions.
27. Part 2 of the AML/CFT Handbook contains an information resource to be used in training and raising awareness of money laundering and the financing of terrorism.
28. Part 3 of the AML/CFT Handbook sets out the Commission's policy for the supervision of compliance by a relevant person carrying on Schedule 2 business.
29. All references within this Handbook to any Parts or Appendices of the AML/CFT Handbook are adopted as if a Part or Appendix to this Handbook.

² AML/CFT Codes of Practice and the Guidance Notes shall also be relevant in determining whether or not requirements contained in the [Money Laundering Order](#) or in Article 21 of the [Terrorism \(Jersey\) Law 2002](#) have been complied with.

1.3 LEGAL STATUS OF THIS HANDBOOK AND SANCTIONS FOR NON-COMPLIANCE

1.3.1 This Handbook

30. This Handbook is issued by the Commission:
- pursuant to its powers under Article 8 of the Financial Services Commission (Jersey) Law 1998;
 - in accordance with Article 22 of the Supervisory Bodies Law (which provides for an AML/CFT Code of Practice to be prepared and issued for the purpose of setting out principles and detailed requirements); and
 - in light of Article 37 of the Proceeds of Crime Law (which provides for the [Money Laundering Order](#) to prescribe measures to be taken).
31. The AML/CFT Codes of Practice in this Handbook cover relevant persons carrying on Schedule 2 business.

1.3.2 Money Laundering Order

32. The [Money Laundering Order](#) is made by the Chief Minister under Article 37 of the [Proceeds of Crime Law](#). The [Money Laundering Order](#) prescribes measures to be taken (including measures not to be taken) by persons who carry on financial services business (a term that is defined in Article 36 of the Proceeds of Crime Law), for the purposes of preventing and detecting money laundering and financing of terrorism.
33. Failure to comply with the [Money Laundering Order](#) is a criminal offence under Article 37(4) of the [Proceeds of Crime Law](#). In determining whether a relevant person has complied with any of the requirements of the [Money Laundering Order](#), the Royal Court is, pursuant to Article 37(8) of the [Proceeds of Crime Law](#), required to take account of any guidance provided (for this purpose guidance will include AML/CFT Code of Practice read in conjunction with Overview text and the Guidance Notes), as amended from time to time.
34. The sanction for failing to comply with the [Money Laundering Order](#) may be an unlimited fine or up to two years imprisonment, or both. Where a breach of the Money Laundering Order by a body corporate is proved to have been committed with the consent of, or to be attributable to any neglect on the part of, a director, manager or other similar officer, that individual, as well as the body corporate shall be guilty of the offence and subject to criminal sanctions.
35. Similarly, in determining whether a person has committed an offence under Article 21 of the [Terrorism Law](#) (the offence of failing to report), the Royal Court is required to take account of the contents of this Handbook. The sanction for failing to comply with Article 21 of the [Terrorism Law](#) may be an unlimited fine or up to five years imprisonment, or both.
36. Nevertheless, this Handbook is not a substitute for the law and compliance with it is not of itself a defence to offences under the principal laws. However, courts will generally have regard to regulatory guidance when considering the standards of a professional persons conduct and whether they acted reasonably, honestly, and appropriately, and took all reasonable steps and exercised necessary due diligence to avoid committing the offence.

1.3.3 AML/CFT Code of Practice

37. A Code of Practice is prepared and issued by the Commission under Article 22 of the Supervisory Bodies Law. The Code of Practice sets out the principles and detailed requirements that must be complied with in order to meet certain requirements of the Supervisory Bodies Law, the [Money Laundering Order](#) and the money laundering legislation by persons in relation to whom the Commission has supervisory functions. The AML/CFT Code of Practice comprises a number of individual AML/CFT Codes of Practice.

38. Article 5 of the Supervisory Bodies Law states that the Commission shall be the supervisory body to exercise supervisory functions in respect of a “**regulated person**” (a term that is defined in Article 1 of the Supervisory Bodies Law). The Commission is also designated under Article 6 of the Supervisory Bodies Law to exercise supervisory functions in respect of any other person carrying on a “**specified Schedule 2 business**” (a term that is defined in Article 1 of the Supervisory Bodies Law). The effect of these provisions is to give the Commission supervisory functions in respect of every relevant person.
39. Compliance with the AML/CFT Code of Practice will be considered by the Commission in the conduct of its supervisory programme, including on-site examinations.
40. The consequences of non-compliance with AML/CFT Codes of Practice could include an investigation by or on behalf of the Commission, the imposition of regulatory sanctions, and criminal prosecution of the relevant person and its employees. Regulatory sanctions available under the Supervisory Bodies Law include:
 - issuing a public statement;
 - imposing a registration condition;
 - imposing a direction and making this public, including preventing an individual from working in a relevant person; and
 - revocation of a registration.

1.4 JURISDICTIONAL SCOPE OF THE MONEY LAUNDERING ORDER AND AML/CFT CODES OF PRACTICE

1.4.1 Application of the Money Laundering Order and AML/CFT Codes of Practice to Schedule 2 business carried on in Jersey

41. By virtue of the definition of relevant person in Article 1(1), the [Money Laundering Order](#) applies to any person who is carrying on a financial services business (including Schedule 2 business) in, or from within, Jersey. This will include Jersey-based branches of companies incorporated outside Jersey conducting Schedule 2 business in Jersey.
42. By virtue of Articles 5, 6 and 22 of the Supervisory Bodies Law, AML/CFT Codes of Practice apply to any person who is carrying on financial services business in or from within Jersey. This will include Jersey-based branches of companies incorporated outside Jersey conducting Schedule 2 business in Jersey.

1.4.2 Application of the Money Laundering Order to estate agents and high value dealers carrying on Schedule 2 business outside Jersey (overseas)

43. Article 10A of the [Money Laundering Order](#) explains and regulates the application of the Money Laundering Order to financial services business carried on outside Jersey.
44. However, Article 10A(9) of the [Money Laundering Order](#) explains that a relevant person need not comply with paragraphs (2), (3) and (4) in a country or territory outside Jersey in respect of any Schedule 2 business.
45. Notwithstanding the above, all of the provisions of the [Money Laundering Order](#) apply to a relevant person that is a legal person carrying out financial services business anywhere in the world.

1.4.3 Application of AML/CFT Codes of Practice to estate agents and high value dealers carrying on Schedule 2 business outside Jersey (overseas)

46. By virtue of Articles 5, 6 and 22 of the [Supervisory Bodies Law](#), a company incorporated in Jersey that carries on a financial services business through an overseas branch must comply with AML/CFT Codes of Practice in respect of that business, irrespective of whether it also carries on financial services business in or from within Jersey.
47. By concession, measures that are at least equivalent to AML/CFT Codes of Practice may be applied as an alternative to complying with the AML/CFT Codes of Practice.

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48. By virtue of the AML/CFT Codes of Practice set in Section 2.7, a person who (i) is a legal person registered, incorporated or otherwise established under Jersey law³, but who is not a Jersey incorporated company; and (ii) carries on a financial services business in or from within Jersey, must apply measures that are at least equivalent to AML/CFT Codes of Practice in respect of any financial services business carried on by that person through an overseas branch. This requirement will apply to a foundation or partnership established under Jersey law.
49. Where overseas provisions prohibit compliance with one or more of the AML/CFT Codes of Practice (or measures that are at least equivalent), then by virtue of the AML/CFT Codes of Practice set in section 2.7, requirements do not apply and the Commission must be informed that this is the case. In such circumstances, the AML/CFT Codes of Practice require a person to take other reasonable steps to effectively deal with the risk of money laundering and the financing of terrorism.

1.5 DEFINITION OF ESTATE AGENTS AND HIGH VALUE DEALERS UNDERTAKING SCHEDULE 2 BUSINESS

50. Article 36 of the Proceeds of Crime Law defines “financial services business” through Schedule 2 to the Proceeds of Crime Law.

1.5.1 Estate agents

51. Paragraph 3 of Part B of Schedule 2 to the [Proceeds of Crime Law](#) defines the relevant transactions and activity of estate agents for the purposes of complying with anti-money laundering requirements in the [Money Laundering Order](#) as:
- The business of providing estate agency services for or on behalf of third parties concerning the buying or selling of freehold (including flying freehold) or leasehold property (including commercial and agricultural property), whether the property is situated in Jersey or overseas.
 - The business of providing estate agency service for or on behalf of third parties concerning the buying or selling of shares the ownership of which entitles the owner to occupy immovable property, whether the property is situated in Jersey or overseas.
52. International standards require estate agents, when they are involved in transactions for their customers concerning the buying and selling of real estate, to be subject to AML/CFT requirements. Consequently, unlike dealers in high value goods, estate agents are automatically included within the scope of the [Money Laundering Order](#), regardless of whether they accept cash. This is irrespective of the fact that a lawyer or advocate is always involved in a property transaction and no capital movements are overseen by estate agents.
53. The main activities conducted by Jersey estate agents concern local and overseas property transactions, and lettings. Jersey has adopted the definition of real estate agents within the FATF Recommendations, which covers both local and overseas property transactions, but excludes activities as letting agents.
54. Guidance provided by the Association of Residential Letting Agents provides the following two exceptions:
- where a letting agent creates a lease/tenancy “which by reason of the level of the rent, the length of the term, or both, has a capital value which may be lawfully realised in the open market” then this transaction does fall within the scope of the [Money Laundering Order](#). The reason given is that the lease can be reconverted into money. This would almost certainly include situations where a Premium Lease or tenancy agreement at a high value rent is created;

³ Note that the term “registered, incorporated or otherwise established” is intended to be understood only to refer to the creation of a legal person or legal arrangement. In particular, it is not intended that “registered” be understood in the more general sense of registering under commercial or other legislation, or that “established” be understood in the more general sense of establishing a branch or representative office.

- it is not uncommon for letting agents to become involved in negotiating/arranging/facilitating the purchase of a property by an existing tenant from the landlord customer. At that point, the letting agent becomes involved in estate agency work.

1.5.2 High value dealers

55. Paragraph 4 of Part B of Schedule 2 to the [Proceeds of Crime Law](#) defines high value dealers, for the purposes of the complying with anti-money laundering requirements in the [Money Laundering Order](#), as being:
- persons who, by way of business, trade in goods when they receive, in respect of any transaction, a payment or payments in cash of at least 15,000 Euros (or sterling equivalent) in total, whether the transaction is executed in a single operation or in several operations which appear to be linked.
 - “cash” meaning any of the following in any currency – notes, coins, travellers’ cheques, bearer negotiable instruments.
56. In respect of high value dealers the requirements also apply to all dealers in high value goods who wish to be able to accept payment in cash of €15,000 or more (approximately £10,000) for one or more transactions from the same customer.
57. It is important to note that the requirement to register as a high value dealer for the purposes of the [Money Laundering Order](#) includes businesses that only occasionally accept such payments. Businesses that do register must then apply the requirements to all of their transactions and activity, not only those over €15,000.
58. High value dealers can make a policy decision that they will not accept any payments in cash of €15,000 or more and therefore avoid falling within the scope of the Money Laundering Order and this Handbook. However, such businesses will need to have procedures in place to ensure that such cash payments are never taken. They will also need to have monitoring procedures that identify any linked transactions from the same customer that would take the total amount payable to the threshold amount.
59. Although the high value dealer population is varied, it mainly consists of retailers and wholesalers of goods who accept cash payments of €15,000 (approximately £10,000 or more). For example, jewellers, art and antique dealers, car and yacht dealers and agricultural auctioneers who elect to receive such cash payments will all come within the scope of the [Money Laundering Order](#).
60. Cash includes notes, coins and travellers cheques. It does not include cheques or bankers drafts. The €15,000 threshold may be reached in respect of a single transaction or there may be several linked transactions for the same customer that together total €15,000 or more.

1.6 RISK-BASED APPROACH

OVERVIEW

61. To assist the overall objective to prevent money laundering and the financing of terrorism, this Handbook adopts a risk based approach. Such an approach:
- recognises that the money laundering and the financing of terrorism threats to a relevant person vary across customers, countries and territories, services and delivery channels;
 - allows a relevant person to differentiate between customers in a way that matches risk in a particular relevant person;
 - while establishing minimum standards, allows a relevant person to apply its own approach to systems and controls, and other arrangements in particular circumstances; and
 - helps to produce a more cost effective system.
62. A risk-based approach requires steps to be taken to identify how a relevant person could be used for money laundering or financing of terrorism and establishing the most effective and proportionate way to manage and mitigate the risks.

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63. Systems and controls will not detect and prevent all money laundering or the financing of terrorism. A risk-based approach will, however, serve to balance the cost burden placed on a relevant person and on its customers with a realistic assessment of the threat of the relevant person being used in connection with money laundering or financing of terrorism by focussing effort where it is needed and has most impact.
 64. How a risk-based approach is applied will also depend on the structure of the relevant person's business, its size and the nature of its products and services.
 65. There is no requirement that a risk-based approach must involve a complex set of procedures. The procedures put in place should be proportionate to the size of the business and the identified risks.
 66. The necessary procedures will be straightforward for many smaller businesses. Such businesses will offer a small range of products or services, with most customers falling into similar categories. In these circumstances, a simple approach may be appropriate for most customers, with the focus being on those customers that fall outside the norm. Larger retail businesses will be able to put standard AML/CFT procedures in place based on generic profiles of customers.
 67. In more complex business relationships, risk assessment mitigation and ongoing monitoring will be more involved and will take into account additional information held and knowledge of the customer's business activities.
 68. Inter alia, Part 3 of the AML/CFT Handbook sets out in further detail the Commission's expectations of a soundly reasoned risk based approach.

STATUTORY REQUIREMENTS

69. *Article 11(2) of the [Money Laundering Order](#) requires policies and procedures established and maintained under Article 11(1) to provide for an assessment of risk that any business relationship will involve money laundering or financing of terrorism, and to reflect such assessment of risk.*

1.7 EQUIVALENCE OF REQUIREMENTS IN OTHER COUNTRIES AND TERRITORIES

1.7.1 Equivalent business

70. Articles 16 and 17 of the Money Laundering Order respectively permit reliance to be placed on an obliged person (a term that is defined in Article 16(1)) and simplified identification measures to be applied to a customer carrying on a financial services business that is overseen for AML/CFT compliance in Jersey or carrying on business that is "**equivalent business**". Sections dealing with the acquisition of a business or block of customers and verification of identity concession also provide concessions from AML/CFT Codes of Practice on a similar basis.
71. Article 5 of the Money Laundering Order defines equivalent business as being overseas business that:
 - if carried on in Jersey would be financial services business;
 - may only be carried on in the country or territory by a person registered or otherwise authorised under the law of that country or territory to carry on that business;
 - is subject to requirements to prevent and detect money laundering and the financing of terrorism consistent with those in the FATF Recommendations in respect of that business; and
 - is supervised for compliance with those requirements by an overseas regulatory authority.
72. The condition requiring that the overseas business must be subject to requirements to combat money laundering and the financing of terrorism consistent with those in the FATF Recommendations will be satisfied, inter alia, where a person is located in an equivalent country or territory (See Section 1.7.2).

1.7.2 Equivalent countries and territories

73. Appendix B of the AML/CFT Handbook provides a list of countries and territories that are considered by the Commission to have set requirements for measures to be taken by their domestic financial institutions and designated non-financial businesses and professions to prevent and detect money laundering and the financing of terrorism that are consistent with those in the FATF Recommendations, hereafter referred to as “**equivalent jurisdictions**”.
74. Appendix B is not intended to provide an exhaustive list of such countries and territories, and no conclusions should be drawn from the omission of a particular country or territory from the list.

1.7.3 Determining equivalence

75. Requirements for measures to be taken by an obliged person or customer will be considered to be consistent with the FATF Recommendations only where those requirements are established by law, regulation, or other enforceable means.
76. In determining whether or not the requirements for measures to be taken in a country or territory are consistent with the FATF Recommendations, the Commission will have regard for the following:
- Generally - whether or not the country or territory is a member of the FATF, a member of a FATF Style Regional Body (“**FSRB**”) or subject to its assessment and follow up process, a Member State of the EU (including Gibraltar), or a member of the European Economic Area (“**EEA**”).
 - Specifically - whether a country or territory is compliant or largely compliant with those FATF Recommendations that are directly relevant to the application of available concessions. These are former Recommendations 5 - 11, 13 - 15, 18, 21, 23, and former Special Recommendations IV and VII. Where a person with a specific connection to a customer is a designated non-financial business or profession (a term that is defined by the FATF), then former Recommendations 12, 16, and 24 will be relevant. The following sources may be used to determine whether a country or territory is compliant or largely compliant:
 - the laws and instruments that set requirements in place in that country or territory;
 - recent independent assessments of that country’s or territory’s framework to combat money laundering and the financing of terrorism, such as those conducted by the FATF, an FSRB, the International Monetary Fund (the “**IMF**”) and the World Bank (and published remediation plans); and
 - other publicly available information concerning the effectiveness of a country’s or territory’s framework.
77. Where a relevant person seeks itself to assess whether a country or territory not listed by the Commission is an equivalent country or territory, the relevant person must conduct an assessment process comparable to that described above, and must be able to demonstrate on request the process undertaken and the basis for its conclusion.

2 CORPORATE GOVERNANCE

2.1 OVERVIEW OF SECTION

1. Corporate governance is defined as the system by which enterprises are directed and controlled.
2. Under the general heading of corporate governance, this Section considers:
 - Board responsibilities for the prevention and detection of money laundering and financing of terrorism;
 - requirements for systems and controls, training and awareness; and
 - the appointment of a Money Laundering Compliance Officer (the “**MLCO**”) and Money Laundering Reporting Officer (the “**MLRO**”).
3. This Handbook describes a relevant person’s general framework to combat money laundering and financing of terrorism as its “**systems and controls**”. This Handbook refers to the way in which those systems and controls are implemented into the day-to-day operation of a relevant person as its “**policies and procedures**”.
4. Where a relevant person is not a company, but is, for example, a partnership, references in this section to “the Board” should be read as meaning the senior management function of that person. In the case of a sole trader¹, the Board will be the sole trader.

2.2 MEASURES TO PREVENT MONEY LAUNDERING AND FINANCING OF TERRORISM

STATUTORY REQUIREMENTS

5. *In accordance with Article 37 of the [Proceeds of Crime Law](#), a relevant person must take prescribed measures to prevent and detect money laundering and financing of terrorism. Failure to take such measures is a criminal offence and, where such an offence is proved to have been committed with the consent or connivance of, or to be attributable to neglect on the part of, a director or manager or officer of the relevant person, they too shall be deemed to have committed a criminal offence.*
6. *Article 37 of the [Proceeds of Crime Law](#) enables the Chief Minister to prescribe by Order the measures that must be taken by a relevant person. These measures are established in the [Money Laundering Order](#).*

2.3 BOARD RESPONSIBILITIES

OVERVIEW

7. The key responsibilities of the Board are set out in further detail below. The Board is assisted in fulfilling these responsibilities by a MLCO and MLRO. Larger or more complex relevant persons may also require dedicated risk and internal audit functions to assist in the assessment and management of money laundering and financing of terrorism risk.

STATUTORY REQUIREMENTS

8. *Article 11(1) of the [Money Laundering Order](#) requires a relevant person to establish and maintain appropriate and consistent policies and procedures in respect of the person’s financial services business, and financial services business carried on by a subsidiary, in order to prevent and detect money laundering and financing of terrorism.*

¹ “sole trader” is defined in Article 1(1) of the *Money Laundering Order*

9. *Article 11(11) of the [Money Laundering Order](#) requires a relevant person to establish and maintain adequate procedures for (i) monitoring compliance with, and testing the effectiveness of, its policies and procedures; and (ii) monitoring and testing the effectiveness of measures to promote AML/CFT awareness and training of relevant employees (see Section 6 of this Handbook).*
10. *Articles 7 and 8 of the [Money Laundering Order](#) require that a relevant person appoints a MLCO and a MLRO.*

AML/CFT CODES OF PRACTICE

11. The Board must conduct and record a business risk assessment. In particular, the Board must consider, on an on-going basis, its risk appetite, and the extent of its exposure to money laundering and financing of terrorism risks “in the round” or as a whole by reference to its organisational structure, its customers, the countries and territories with which its customers are connected, its range of services, and how it delivers those services. The assessment must consider the cumulative effect of risks identified, which may exceed the sum of each individual risk element. The Board’s assessment must be kept up to date (See Section 2.3.1 below).
12. On the basis of its business risk assessment, the Board must establish a formal strategy to counter money laundering and financing of terrorism. Where a relevant person forms part of a group operating outside of the Island, that strategy may protect both its global reputation and its Jersey business.
13. Taking into account the conclusions of the business risk assessment, the Board must (i) organise and control its affairs in a way that effectively mitigates the risks that it has identified, including areas that are complex; and (ii) be able to demonstrate the existence of adequate and effective systems and controls (including policies and procedures) to counter money laundering and the financing of terrorism (see Section 2.4).
14. The Board must document its systems and controls (including policies and procedures) and clearly apportion responsibilities for countering money laundering and financing of terrorism, and, in particular, responsibilities of the MLCO and MLRO (see Sections 2.5 and 2.6).
15. The Board must assess both the effectiveness of, and compliance with, systems and controls (including policies and procedures), and take prompt action necessary to address any deficiencies (see Sections 2.4.1 and 2.4.2).
16. The Board must consider what barriers (including cultural barriers) exist to prevent the operation of effective systems and controls (including policies and procedures) to counter money laundering and financing of terrorism, and must take effective measures to address them (see Section 2.4.3).
17. The Board must notify the Commission immediately in writing of any material failures to comply with the requirements of the [Money Laundering Order](#) or of this Handbook. Refer to Part 3 of the AML/CFT Handbook for further information.

2.3.1 Business risk assessment

GUIDANCE NOTES

18. The Board of a relevant person may demonstrate that it has considered its exposure to money laundering and financing of terrorism risk by:
 - involving all members of the Board in determining the risks posed by money laundering and financing of terrorism within those areas for which they have responsibility;
 - considering organisational factors that may increase the level of exposure to the risk of money laundering and financing of terrorism, e.g. business volumes and outsourced aspects of regulated activities or compliance functions;
 - considering the nature, scale and complexity of its business, the diversity of its operations (including geographical diversity), the volume and size of any transactions, and the degree of risk associated with each area of its operation;
 - considering who its customers are and what they do;

- considering whether any additional risks are posed by the countries or territories with which its customers are connected. Factors such as high levels of organised crime, increased vulnerabilities to corruption and inadequate frameworks to prevent and detect money laundering and financing of terrorism will impact the risk posed by relationships connected with such countries and territories;
 - considering the risk that is involved in placing reliance on obliged persons to apply identification measures;
 - considering the characteristics of its service areas and assessing the associated vulnerabilities posed by each service area. For example:
 - assessing how legal entities and structures might be used to mask the identities of the underlying beneficial owners; and
 - considering how it establishes and delivers services to its customers. For example, risks are likely to be greater where relationships may be established remotely (non-face to face); and
 - considering the accumulation of risk for more complex customers.
19. In the case of a relevant person that is dynamic and growing, the Board may demonstrate that its business risk assessment is kept up to date where it is reviewed annually. In some other cases, this may be too often e.g. a relevant person with stable services or smaller well-established business. In all cases, the Board may demonstrate that its business risk assessment is kept up to date where it is reviewed when events (internal and external) occur that may materially change money laundering and financing of terrorism risk.

2.3.1.1 Considering and assessing service area vulnerabilities and warning signs

ESTATE AGENTS

OVERVIEW

20. Criminal conduct generates huge amounts of illicit capital and these criminal proceeds need to be integrated into personal lifestyles and business operations. Law enforcement agencies advise that property purchases are one of the most frequently identified methods of laundering money. Property can be used either as a vehicle for laundering money or as a means of investing laundered funds.
21. Criminals will buy property both for their own use, e.g. as principal residencies or second homes, business or warehouse premises, and as investment vehicles to provide additional income. The Serious Organised Crime Agency in the UK advises that real property arises in over 85% of all confiscation cases and at least 25% of those investigated hold five or more properties both residential and commercial.

Criminal use of conveyancing services

22. The estate agent is but one of the professionals who will be involved in a property transaction. Every property transaction requires a legal practitioner to undertake the conveyancing and this is one of the criminal's most frequently utilised functions. Conveyancing is a comparatively easy and efficient means to launder money with relatively large amounts of criminal monies cleaned in one transaction. In a stable or rising property market, the launderer will incur no financial loss except fees. Whilst many legal practitioners will be unwitting accomplices, some corrupt legal practitioners will provide deliberate assistance and estate agents should be vigilant for any signs that this is occurring.
23. The purchase of real estate is commonly used as part of the last stage of money laundering. Such a purchase offers the criminal an investment which gives the appearance of financial stability. The purchase of a hotel, for example, offers particular advantages, as it is often a cash-intensive business. Cash remains the mainstay of much serious organised criminal activity. It has the obvious advantage that it leaves no audit trail and is the most reliable form of payment, as well as the most flexible.

Case Study: Drug trafficking funds a hotel purchase

A financial intelligence unit received information that a previously convicted drug trafficker had made several investments in real estate and was planning to buy a hotel. An assessment of his financial situation did not reveal any legal source of income, and he was subsequently arrested and charged with an offence of money laundering. Further investigation substantiated the charge that part of the invested funds were proceeds of his own drug trafficking. He was charged with substantive drug trafficking, drug money laundering and other offences.

The criminal's lawyer received the equivalent of approximately US\$70,000 cash from his customer, placed this money in his customer's bank account and later made payments and investments on the customer's instructions. He was charged with money laundering in relation to these transactions.

The drug trafficker was convicted of drug trafficking, sentenced to seven-and-a-half years imprisonment, and a confiscation order was made for US\$450,000. The lawyer was convicted and sentenced to 10 months imprisonment.

24. Retail businesses provide a good front for criminal funds where legitimate earnings can be mixed with the proceeds of crime.

Case Study: Tobacco smuggling funds a property empire

In June 2005 the Northern Ireland Assets Recovery Agency was granted an Interim Receiving Order at the Belfast High Court for assets valued at an estimated £1.4 million.

The assets in question were held by Stephen Baxter and his wife Denise. In its application to the High Court, the Agency evidenced that Mr Baxter purported to trade as an ice cream salesman with two vans. However, no street trading licence had ever been granted making the vans recoverable property. The Agency also showed that on a number of occasions police had detected Mr Baxter selling smuggled tobacco from his vans. His lifestyle and property acquisitions appeared to be far in excess of his lawful means.

The assets included:

- a principal residence in Belfast;
- two apartments in Belfast city centre;
- an interest in a further eight building developments; and
- a planned apartment in a prestige Belfast development.

The Agency advised that they had intervened to prevent Mr Baxter from extending his property portfolio shortly before the hearing.

The total value of the property subject to the restraint order was estimated to be £1.4 million.

Recognising suspicious behaviour and unusual instructions

25. The following are examples of potentially suspicious events, both prior to and during the life of the property transaction.

Secretive customers

26. Whilst face-to-face contact with customers is not always necessary, it is unusual for there not to be such contact. Estate agents should satisfy themselves that the absence of a face-to-face meeting is not designed to assist a prospective customer to present a false identity.
27. An excessively obstructive or secretive customer may also be a cause for concern. For example, is the customer reluctant to answer the due diligence questions or provide evidence of their identity or the identity of underlying beneficial owners? Is the customer trying to use external parties to protect their identity or to hide their involvement?

Absence of normal commercial rationale

28. Activity that does not appear to make good business sense may indicate that it is linked to criminal activity. For example, where the prospective purchaser is willing to pay significantly over the market value for a property, particularly where the purchase is being undertaken by a cash-rich company.
29. A property sale or purchase that is subject to any last minute changes of significance may indicate that there is an attempt to confuse the customer due diligence (“**CDD**”) information.
30. A customer that has no apparent reason for using a relevant person (for example the location of the property or type of business) where another business would be better placed to act, may indicate that the customer is trying to make it harder for CDD measures to be completed. Alternatively the customer may hope that if the transaction is outside the normal size that you handle, or that it is particularly lucrative, you may turn a blind eye to any unusual or suspicious activity.
31. Where a customer has declined services that you would normally expect them to use, or shows little interest in the transaction, this may indicate that the property deal is a sham and merely being used to confuse the audit trail for criminal money (i.e. part of the layering stage of the laundering proceeds).

Ownership issues

32. Properties owned by nominee companies or those with complex structures may be used as money laundering vehicles to disguise the true owner and/or confuse the audit trail. In such cases, verifying the identity of the ultimate beneficial owner of the corporate structure is vital.
33. Last minute changes of instructions concerning the identity of the prospective purchaser in whose name the property is to be registered should give rise to additional due diligence.
34. Changes in the beneficial ownership of a company owning and managing a property where the new beneficial owners’ source of funds for the company purchase is unclear or dubious may indicate that criminal funds have been injected into the company. This risk is heightened if known, reputable lawyers have not been appointed by either or both sides to act for them.

Property values

35. A significant discrepancy between the sale price and what would be considered to be normal for such a property may indicate fraud or money laundering.
36. Properties sold below the market value to an associate may have the objective of obscuring the title to the property while the original owner still maintains the beneficial ownership.

Valuations and surveys

37. When estate agents provide a valuation service prior to being instructed as selling agents, or when they are providing a service as surveyors, it is important that they are vigilant. If there is any indication that the property is being used for criminal conduct, a disclosure report must be made to the MLRO. A roomful of randomly stacked high value goods or a greenhouse filled with cannabis cannot be ignored.

Case Study: A lucrative farming enterprise

In September 2006, a Cannabis Farm was discovered by Dyfed Powys Police. Officers found a large and sophisticated infrastructure for growing Cannabis which could have produced close to £2.5 million pounds worth of Cannabis over the previous four years. The owner, who was convicted of producing Cannabis with intent to supply, was imprisoned for three years and had £375,000 of his assets confiscated.

Funding issues

38. Whilst lawyers and advocates will normally handle the funds provided for a property purchase, or the sale proceeds, estate agents will often become aware of the funding arrangements. Suspicions should not be ignored merely because a lawyer is also involved and the sale or purchase funds are not passing through the estate agent’s client account.

39. For example, a customer who advises that the funds from the sale will be going overseas and paid to an unrelated third party may indicate that the funds are being laundered on behalf of that third party. Similarly, where the source of funding for a purchase is obscure or appears to be unusual, this may indicate laundering of criminal funds, particularly if the funds are offered in cash or are coming in from an overseas bank account that is unconnected to the purchaser.
40. A cash deposit paid to an estate agent as part of a large property transaction, which is also to be settled in cash, may indicate tax evasion or that criminal proceeds are being used to fund the transaction. Cash is the principal currency of the criminals and should always be subject to further enquiries.
41. Situations where a potential purchaser you are assisting requests you, as the estate agent, to hold the potential purchase funds in your client account must be treated with extreme caution. Because large amounts of cash cannot normally be banked without suspicions being raised, criminals will use other professionals as 'gatekeepers'. Placing cash into the banking system through customer accounts of professional firms is a classic money laundering technique. As lawyers tighten up on the circumstances in which they will hold customer money, other targets will be sought. Where a customer withdraws from a transaction after paying money into a client account, the customer receives a cheque (or electronic transfer) from the lawyer or estate agent which makes the funds appear to be legitimate.

Mortgage fraud and money laundering

42. Where prospective property purchasers overstate or misrepresent their income in an attempt to mislead mortgage lenders, this falls within the definition of mortgage fraud. Alternatively, the value of the property may be inflated with a view to obtaining a mortgage for the full inflated value. Estate agents must avoid becoming complicit in such criminal arrangements. Mortgage fraud itself is a criminal offence, but the estate agent is also entering into an arrangement to further a criminal act and obtain funds for laundering.
43. Unexplained changes in ownership may indicate 'flipping' where property has been purchased using someone else's identity and the proceeds of crime are mixed with mortgage funds for the purchase.
44. Fraudulent borrowers will often seek to build a portfolio of properties by obtaining many mortgages with several lenders, either using fictitious names or using real names. The portfolio is then used for various purposes such as:
 - Organised letting (particularly using assisted housing schemes);
 - Property development of a site or individual properties; and
 - 'Rollover', where the entrepreneur sells the properties to him/herself (in various guises) at inflated prices.
45. Collusive mortgage fraud has become a significant problem in many countries with agents, valuers and legal professionals acting in concert to provide all concerned with maximum benefit.

Case Study: Operation Trooper

A ring of 43 professionals, including several fraudulent valuers, was broken as a result of the largest mortgage fraud investigation ever undertaken in the UK. The fraudsters bought over 200 properties, falsely inflated their values, and sold them amongst themselves, fraudulently obtaining mortgages from most of the large lenders. No repayments were ever made on any of the mortgages which totalled £35 million.

Buy to let

46. Buy to let properties are particularly vulnerable to money laundering, and especially so when linked to self-certification of income by the purchaser. Terrorist organisations may also purchase multi-tenanted property to provide safe haven accommodation for the operatives within their cells. Consequently, the receipt of substantial payments of rent in cash increases the vulnerabilities of letting agents. To safeguard the position of letting agents who deal with buy to let properties or wish to receive payments of rent in cash, the Association of Residential

Letting Agents recommends that they voluntarily adopt the AML/CFT systems and controls that are applicable to estate agents.

Case Study: Operation Verge

In February 2004, following an investigation by the National Crime Squad and Her Majesty's Revenue and Customs in the UK, four people were arrested for importing cannabis resin concealed in machines from Spain. One of the defendants offered to plead guilty if no confiscation order was brought against him. The investigation which spanned several jurisdictions in Europe had uncovered a property portfolio the defendant wanted to protect. The defendant had purchased several new apartments in various developments to launder the money and rent out the properties. A confiscation order was raised against the defendant amounting to around £2.7m.

HIGH VALUE DEALERS

OVERVIEW

Cash as criminal currency

47. Cash remains the mainstay of much serious organised criminal activity. It has the obvious advantage that it leaves no audit trail and is the most reliable form of payment, as well as the most flexible.
48. As illustrated in the following case study, the €500 note has become the bank note of choice for criminals, replacing the \$100 note. Consequently, businesses should always exercise additional vigilance when accepting a large number of €500 from any one customer.

Case Study: €500 Spanish Bin Ladens

In 2005 the Bank of Spain advised that €500 notes were increasingly being drawn from high street banks and then disappearing. In March 2006, 100 million more notes were issued to Spanish high street banks than were handed in by them. This was of significant concern because Spain uses 26% of all €500 notes that are issued within the 12 eurozones.

In response to the Central Bank's concern, an investigation was launched by the Spanish Government into the missing notes. The result was that the Spanish Treasury identified 13,500 suspicious transactions totalling €6 billion that had taken place between 2003 and 2006 using €500 notes.

By way of example, the deputy mayor of Marbella was found to have €378,000 in €500 notes in her safe when she was arrested by police in April 2006 during the investigation of eastern European crime groups operating on the Costa del Sol.

In Spain the €500 notes are popularly known as Bin Ladens; like the Al-Qa'ida leader, everyone knows that they are around, but hardly anyone has seen them.

49. Those in receipt of large sums of cash have the problem of how to dispose of it. The objective of the first stage of money laundering – placement – is to move the criminal cash into the financial system. It is extremely difficult to place large amounts of cash into the banking system without raising suspicions. Serious organised criminals frequently launder cash through legitimate and quasi legitimate businesses, typically those with a high cash turnover. The businesses are often owned or part-owned by the criminals or by close associates, although legitimate businesses may also be duped into providing the means for laundering criminal proceeds. Retail businesses that genuinely accumulate and bank large amounts of cash are natural targets for laundering the cash through genuine purchases.
50. Businesses who find themselves in financial difficulties may also be targeted by the criminals. Cash may be placed into the banking system by persuading the owners or managers to deposit criminal money along with their normal takings. The business then transfers the criminal money to the money launderer's account, taking a cut along the way.

Case Study: Cash will do nicely

A number of banks in Madrid were surprised to be visited by their local drug squad.

Accounts had been opened for companies running cash based businesses that received cash from customers and paid suppliers in cash.

The businesses even arranged to deliver cash to the bank in small denomination notes, which would be exchanged for the large €500 notes. The €500 notes were then either paid into other bank accounts or smuggled out of Spain. Needless to say, no suspicious transaction reports had been made by any of the banks concerned.

Recognising stolen cash

51. Stolen cash is frequently laundered through retail outlets. GB pounds sterling, and many euro banknotes, become stained with dye when cash boxes are stolen and opened during bank or cash in transit robberies. Frequently criminals attempt to clean them, but the process damages foil and other security features.

High value cash transactions

52. Money Launderers normally want to move funds quickly in order to avoid detection. This is more easily done in large one-off transactions. The purchase of high value goods, with good portability, paid for in cash, represents an attractive target for money launderers. Luxury goods paid for with cash that can easily be sold on (even at a loss) for “clean money” are especially attractive.
53. Equally an asset may be purchased to support a certain lifestyle (e.g. a high performance car or a yacht). Alternatively an asset may be purchased as a form of long term investment (e.g. jewellery an antique or work of art etc).

Case Study: A high value lifestyle

In August 2007, a record £2.8 million was seized from two criminal families who made a fortune from car crime and tax evasion.

The Biddies and the Strettons lived a life of luxury, shopping at Harrods and wearing designer clothes and jewellery and driving top of the range cars. However, it was all paid for through crime.

The families made their money by dishonest car dealing – turning back the mileages of cars and then selling them on – and by selling stolen caravans. The scam involved forged documents, altered MOT certificates and fake service histories.

The gang of eleven, none of whom had legitimate jobs, then made the money disappear by splashing out on luxury cars, designer jewellery, clothes, perfumes, priceless china and other antiques.

When the homes of the gang were raided by 350 officers from four UK police forces, almost £1 million in cash, mostly in £50 notes, was found to be buried in the grounds or hidden around the various houses.

Members of the gang pleaded guilty to money laundering, criminal conspiracy, obtaining money by deception and possessing criminal property.

Gold and precious metals

54. Criminal funds can be used to purchase gold which is then exported to other jurisdictions and sold, thus legitimising the funds as the proceeds of sale. The use of gold is attractive for many reasons; it is the only raw material comparable to money. It is a universally accepted medium of exchange which is traded on world markets and the launderer can remain anonymous.

Case Study: A rich horde of tools

A New York gold refinery owner was found guilty of laundering money for Colombian drug traffickers by selling them gold moulded into tools, screws and other bulk items that could be shipped to Colombia undetected.

55. Sometimes the jewellery trade will also becoming involved in the laundering exercise.

Case Study: Operation Meltdown

Operation Meltdown was a three-year investigation into drug money laundering in Manhattan's diamond district. Dealers agreed to trade 220 pounds of gold and diamonds for more than US\$1 million in cash. The probe resulted in 23 arrests, including 11 jewellers and the seizure of more than US\$1.5 million in cash, US\$1.3 million in gold and 118 kilograms of cocaine.

One jeweller was charged with agreeing to exchange diamonds and gold for US\$600,000 in cash. He was murdered in June 2004 less than one month before his trial.

Precious stones and jewellery

56. Precious stones and jewellery are easily transportable and highly concentrated forms of wealth.

Case Study: Laundering through diamonds

A Singapore couple deposited a reported US\$8 million into a lawyer's client account. The deposit was made pending the completion of a real estate transaction, but the lawyer defrauded his clients, stole the money and disappeared. However, before fleeing Singapore in June 2006, the lawyer bought jewellery to the value of a few million Singapore dollars from a local jeweller with whom he had no apparent prior dealings. The purchase was enormous for the size of the jewellery store, being the equivalent of one half year's turnover. However, the owner of the store did not request to meet the client and was not involved in providing any advice on the purchases. Sales staff at the jewellery store noted that the lawyer was going on a vacation with his family at the end of the week and needed the jewellery for investment purposes.

A Singapore Police Advisory Notice issued by the Commercial Affairs Department and circulated to participants in the Singapore diamond market indicated that between 31 May and 2 June, the lawyer bought a handful of good quality fancy yellow diamonds, some 10 carats each, which the trade would sell for between S\$8,500 and S\$12,500 per carat, several other pieces of cheaper jewellery and two large blue sapphires. He allegedly asked for, and received, a total price for the entire purchase and then bargained on the amount payable. Notwithstanding the 'investment purchase excuse' the invoices did not provide the individual prices for the loose and certified diamonds. According to industry sources, some of the fancy yellow diamonds were bought without even being seen.

Multiple payments were made, including a wire transfer to the jeweller's bank account for an amount greater than the total value of the purchase which was drawn on the lawyer's client account. The refund (approximately S\$20,000) was requested to be made in cash. This was followed by an additional payment by cheque made out to cash (for additional goods) also drawn from the lawyer's client account. The owner of the jewellery store cashed the cheque himself.

The motor trade

57. Vehicles may be either the source of the laundered money or the means by which other illegal income is laundered. Money launderers often make contacts within trades in which the use of cash is accepted, such as dealers in expensive cars.

Case Study: The four-wheel laundry

The financial intelligence unit of Country R received a suspicious transaction report on large purchases of Country F currency totalling US\$263,000 and carried out by a citizen of Country R.

The funds in Country F currency were used for the purchase of new motor vehicles in Country F. However, the transactions detected appeared to include only part of the funds moved by the individual and his associates.

Indeed, the organisation to which the individual belonged regularly acquired new motor vehicles in Country R for payments in cash from a large dealership – which was either in collusion with the organisation or turning a blind eye to the activity.

The purchased vehicles (for around US\$30,900 each in the verified cases) were delivered and then driven to a neighbouring country where they were received by a close relation of the main individual in the scheme and known by authorities to be involved in narcotics trafficking. The vehicles were then exchanged for large quantities of drugs that were to be resold in Country R. Investigations revealed that the total amount of money involved in the scheme was in excess of US\$355,000.

Case Study: The tax evading car importer

Mr Renucci bought and sold Porsche, BMW, Mercedes and other high value vehicles. He ordered the cars from the continent and created a network of false identities and addresses to avoid paying import tax on the vehicles. Import documents gave false details and he built up a portfolio of false names and addresses from vehicle registration centres around the country. Police investigators traced the cars back to the importers. They found that numerous individuals had been paid £10 each to receive the vehicle registration documents through the post. Many of the cars were sold for cash to the travelling community and consequently were untraceable.

As a result of the investigations, Cumbria Police secured £1 million in assets following the conviction of Renucci who was jailed for two and a half years for money laundering and conspiracy to defraud the Revenue Authorities.

Outstanding finance

58. Outstanding finance is a big risk faced by dealers who buy in second hand cars. HPI Limited advise that 24 out of every 100 cars offered for sale that are checked by them are still subject to a finance agreement. If the loan remains unpaid when the vehicle is purchased, the dealer and any subsequent buyer will not acquire good title to it.

Recognising suspicious behaviour and unusual instructions

59. The following are examples of potentially suspicious transactions:
- reluctance to make personal contact;
 - reluctance to provide the required identification information or evidence of identity;
 - the size of purchase is out of line with the appearance/age of the customer;
 - customers who initially indicate that they will be paying for goods over €15,000 by credit card/cheque and then at the last minute present cash as the means of payment;
 - there appear to be no genuine reasons for paying large sums of money in cash;
 - cash is unusual for that type of customer;
 - customers purchasing goods which are available nearer home at a similar price;
 - purchases by businesses where the level of cash activity is higher than the underlying business would justify; and
 - the customer is paying in small denomination used notes.

Goods that are returned for refund

60. Returning high value goods paid for in cash and obtaining a refund by way of a cheque enables the laundering of the “dirty money” by exchanging it for a legitimate retailer’s cheque. Suspicions may be raised in the following circumstances:
- the customer enquires about the business’s refund policy prior to purchasing;
 - the customer seeks a refund for spurious reasons; or
 - the customer seeks the repayment in the form of a cheque when the purchase or a deposit was made in cash.

Case Study: The cash deposit scam

A professional criminal money launderer developed a simple technique of going into a number of high-priced West End jewellers and asking to inspect very expensive pieces of jewellery, saying that he was looking for a present for his wife. Dressed expensively and presenting himself well, he would choose various pieces, and then ask to see the manager. Explaining that he wanted to give his wife the opportunity to choose for herself, he asked if the shop would be prepared to take the items off display, and hold them for his wife’s inspection. He explained that he would be prepared to deposit significant sums of cash to be held by the shop as a deposit for the items chosen, and that once his wife had chosen the item she wished, he would pay the balance. He also explained that any sums uncollected could be returned to him in the form of a cheque made payable to one of his corporate entities.

On five separate occasions he placed significant sums of cash, a total in excess of £100,000, as ‘deposits’ for items of valuable jewellery. On each occasion, his ‘wife’ then went into the shop on the following day and inspected the relevant items. Finding nothing to her taste, she then asked the store to make a cheque payable to her husband’s business as previously instructed.

Both husband and wife were later arrested after one store learned about the unusual couple with so much money to spend but with such particular tastes. They shared the information among their trade members and discovered that the tactic had been used on a number of previous occasions. Then they alerted the police.

Case Study: Cash into wine

A similar technique was discovered by a leading wine trade company who discovered that a number of apparently wealthy Russian businessmen were asking to buy significant volumes of high-value wine, and keeping it held in ‘bond’ by the firm. The businessmen paid for their purchases in cash, but did not ask for the wine to be released from the bonded warehouse. This was not considered unusual as many wine buyers purchase investment wines in this way. Later, upon request, the businessmen asked for their wines to be re-sold back to the company, sometimes at enhanced rates, depending upon the prevailing sale-room price.

Buying second hand goods

61. High value dealers who buy-in high value second hand items for trading on should be vigilant to avoid handling stolen property. A money launderer who has exchanged criminal cash for a high value asset and then trades it in has a cheque that can be paid into his bank account. He has therefore effectively ‘placed’ and ‘integrated’ the laundered money. Jewellers, art and antique dealers should use their networking to exchange information when stolen goods are being offered around for sale.

2.4 ADEQUATE AND EFFECTIVE SYSTEMS AND CONTROLS**OVERVIEW**

62. For systems and controls (including policies and procedures) to be adequate and effective in preventing and detecting money laundering and financing of terrorism, they will need to be appropriate to the circumstances of the relevant person.

STATUTORY REQUIREMENTS

63. *Article 11(1) of the [Money Laundering Order](#) requires a relevant person to establish and maintain appropriate and consistent policies and procedures in respect of the person's financial services business, and financial services business carried on by a subsidiary, in order to prevent and detect money laundering and financing of terrorism.*
64. *Parts 3, 4 and 5 of the [Money Laundering Order](#) set out the measures that are to be applied in respect of customer due diligence, record keeping and reporting.*
65. *Article 11(2) of the [Money Laundering Order](#) requires policies and procedures established and maintained under Article 11(1) to provide for an assessment of risk that any business relationship, product or transaction will involve money laundering or financing of terrorism, and to reflect such assessment of risk.*
66. *Article 11(3) lists a number of policies and procedures that must be established and maintained.*
67. *Article 11(9) of the [Money Laundering Order](#) requires a relevant person to take appropriate measures for the purpose of making employees whose duties relate to the provision of financial services ("relevant employees") aware of policies and procedures under Article 11(1) and of legislation in Jersey to counter money laundering and financing of terrorism. Article 11(10) of the [Money Laundering Order](#) requires a relevant person to provide relevant employees with training in the recognition and handling of transactions carried out by or on behalf of persons who are, or appear to be, engaged in money laundering or financing terrorism.*
68. *Article 11(11) of the [Money Laundering Order](#) requires a relevant person to establish and maintain policies and procedures for: (i) monitoring compliance with, and testing the effectiveness of, its policies and procedures; and (ii) monitoring and testing the effectiveness of measures to promote awareness and training of relevant employees.*
69. *When considering the type and extent of testing to be carried out under Article 11(11) of the [Money Laundering Order](#), Article 11(12) requires a relevant person to have regard to the risk of money laundering or financing of terrorism and matters that have an impact on that risk, such as the size and structure of the relevant person.*
70. *Article 11(8) requires that a relevant person operating through branches or subsidiaries, which carry on financial services business, must communicate its policies and procedures, maintained in accordance with Article 11(1), to those branches or subsidiaries.*

AML/CFT CODES OF PRACTICE

71. A relevant person must establish and maintain appropriate and consistent systems and controls to prevent and detect money laundering and financing of terrorism, that enable it to:
 - apply the policies and procedures referred to in Article 11 of the Money Laundering Order.
 - apply CDD measures – in line with Sections 3 to 7.
 - report to the Joint Financial Crimes Unit (the "JFCU") when it knows, suspects or has reasonable grounds to know or suspect that another person is involved in money laundering or financing of terrorism, including attempted transactions (in line with Section 8 of this Handbook);
 - adequately screen relevant employees when they are initially employed, make employees aware of certain matters and provide training - in line with Section 9 of this Handbook;
 - keep complete records that may be accessed in a timely basis - in line with Section 10 of this Handbook;
 - liaise closely with the Commission and the JFCU on matters concerning vigilance, systems and controls (including policies and procedures);
 - communicate policies and procedures to overseas branches and subsidiaries, and monitor compliance therewith; and
 - monitor and review instances where exemptions are granted to policies and procedures, or where controls are overridden.

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72. In addition to those listed in Article 11(3) of the Money Laundering Order, a relevant person's policies and procedures must include policies and procedures for:
- customer acceptance (and rejection), including approval levels for higher risk customers;
 - the use of transactions limits and management approval for higher risk customers;
 - placing reliance on obliged persons;
 - applying simplified identification measures (including in cases set out in Articles 17 and 18 of the Money Laundering Order) and enhanced CDD measures under Article 15;
 - keeping documents, data or information obtained under identification measures up to date and relevant, including changes in beneficial ownership and control;
 - taking action in response to notices highlighting countries and territories in relation to which the FATF has called for the application of countermeasures or enhanced CDD measures; and
 - taking action to comply with Terrorist Sanctions Measures and the Directions Law.
73. In maintaining the required systems and controls (including policies and procedures), a relevant person must check that the systems and controls (including policies and procedures) are operating effectively and test that they are complied with.

2.4.1 Effectiveness of systems and controls

GUIDANCE NOTES

74. A relevant person may demonstrate that it checks that systems and controls (including policies and procedures) are adequate and operating effectively where the Board periodically considers the efficacy (capacity to have the desired outcome) of those systems and controls (including policies and procedures, and those in place at branches and in respect of subsidiaries) in light of:
- changes to its business activities or business risk assessment;
 - information published from time to time by the Commission or JFCU, e.g. findings of supervisory and themed examinations and typologies;
 - changes made or proposed in respect of new legislation, AML/CFT Codes of Practice issued under the Supervisory Bodies Law or guidance;
 - resources available to comply with the money laundering legislation, the Money Laundering Order and AML/CFT Codes of Practice issued under the Supervisory Bodies Law, in particular resources provided to the MLCO and MLRO, to apply enhanced CDD measures and to scrutinise transactions.
75. A relevant person may demonstrate that it checks that systems and controls (including policies and procedures) are operating effectively where the Board periodically considers the effect of those systems and controls (including policies and procedures, and those in place at branches and in respect of subsidiaries) in lights of the information that is available to it, including:
- reports presented by the MLCO and others (e.g., where appropriate, risk management and internal audit functions) on compliance matters and MLRO on reporting;
 - reports summarising findings from supervisory and themed examinations and action taken or being taken to address recommendations;
 - the number and percentage of customers that have been assessed by the relevant person as presenting a higher risk;
 - the number of applications to establish business relationships or carry-out one-off transactions declined due to CDD issues, along with reasons;
 - the number of business relationships terminated due to CDD issues, along with reasons;
 - the number of "existing customers" that have still to be remediated under Section 4;

- details of failures by an obliged person or customer to provide information and evidence on demand and without delay under Articles 16 and 17 of the Money Laundering Order and action taken;
- the number of alerts generated by automated on-going monitoring systems;
- the number of internal (“**suspicious activity reports**”) SARs made to the MLRO (or deputy MLRO), the number of subsequent external SARs submitted to the JFCU, and the timelines of reporting (by business area if appropriate);
- inquiries made by the JFCU, or production orders received, without issues have previously being identified by CDD or reporting policies and procedures, along with reasons;
- results of testing awareness of relevant employees with policies and procedures and legislation;
- the number and scope of exemptions granted to policies and procedures, including at branches and subsidiaries, along with reasons.

2.4.2 Testing of compliance with systems and controls

GUIDANCE NOTES

76. A relevant person may demonstrate that it has tested compliance with systems and controls (including policies and procedures) where the Board periodically considers the means by which compliance with its systems and controls (including policies and procedures) has been monitored compliance deficiencies identified and details of action taken or proposed to address any such deficiencies.
77. A relevant person may demonstrate that it has tested compliance with systems and controls (including policies and procedures) where testing covers all of the policies and procedures maintained in line with Article 11(1) of the Money Laundering Order and paragraph 72 above, and in particular:
- the application of simplified and enhanced CDD measures;
 - reliance placed on obliged persons under Article 16 of the Money Laundering Order;
 - action taken in response to notices highlighting countries and territories in relation to which the FATF has called for the application of countermeasures or enhanced CDD measures;
 - action taken to comply with Terrorist Sanctions Measures and the Directions Law;
 - the number or type of employees who have received training, the methods of training and the nature of any significant issues arising from the training

2.4.3 Consideration of cultural barriers

OVERVIEW

78. The implementation of systems and controls (including policies and procedures) for the prevention and detection of money laundering and the financing of terrorism does not obviate the need for a relevant person to address cultural barriers that can prevent effective control. Human factors, such as the inter-relationships between different employees, and between employees and customers, can result in the creation of damaging barriers.
79. Unlike systems and controls (including policies and procedures), the prevailing culture of an organisation is intangible. As a result, its impact on a relevant person can sometimes be difficult to measure.

GUIDANCE NOTES

80. A relevant person may demonstrate that it has considered whether cultural barriers might hinder the effective operation of systems and controls (including policies and procedures) to prevent and detect money laundering and financing of terrorism where the Board considers the prevalence of the following factors:
- an unwillingness on the part of employees to subject high value (and therefore important) customers to effective CDD measures for commercial reasons;

- pressure applied by management or customers relationship managers outside Jersey upon employees in Jersey to transact without first conducting all relevant CDD;
- undue influence exerted by relatively large customers in order to circumvent CDD measures;
- excessive pressure applied on employees to meet aggressive revenue-based targets, or where employee or management remuneration or bonus schemes are exclusively linked to revenue-based targets;
- an excessive desire on the part of employees to provide a confidential and efficient customer service;
- design of the customer risk classification system in a way that avoids rating any customer as presenting higher risk;
- the inability of employees to understand the commercial rationale for business relationships, resulting in a failure to identify non-commercial and therefore potential money laundering and financing of terrorism activity;
- negative handling by managerial staff of queries raised by more junior employees regarding unusual, complex or higher risk activity and transactions;
- an assumption on the part of more junior employees that their concerns or suspicions are of no consequence;
- a tendency for management to discourage employees from raising concerns due to lack of time and/or resources, preventing any such concerns from being addressed satisfactorily;
- dismissal of information concerning allegations of activities on the grounds that the customer has not been successfully prosecuted or lack of public information to verify the veracity of allegations;
- the familiarity of employees with certain customers resulting in unusual, complex, or higher risk activity and transactions within such relationships not being identified as such;
- little weight or significance is attributed to the role of the MLCO or MLRO, and little co-operation between these post-holders and customer-facing employees;
- actual practices applied by employees do not align with policies and procedures;
- employee feedback on problems encountered applying policies and procedures are ignored;
- non-attendance of senior employees at training sessions on the basis of mistaken belief that they cannot learn anything new or because they have too many other competing demands on their time.

2.4.4 Outsourcing

OVERVIEW

81. In a case where a relevant person outsources a particular activity, it bears the ultimate responsibility for the duties undertaken in its name. This will include the requirement to ensure that the external party has in place satisfactory systems and controls (including policies and procedures), and that those systems and controls (including policies and procedures) are kept up to date to reflect changes in requirements.
82. Depending on the nature and size of a relevant person, the roles of MLCO and MLRO may require additional support and resources. Where a relevant person elects to bring in additional support, or to delegate areas of the MLCO or MLRO functions to external parties, the MLCO or MLRO will remain directly responsible for the respective roles.

AML/CFT CODES OF PRACTICE

83. A relevant person must consider the effect that outsourcing has on money laundering and financing of terrorism risk, in particular where a MLCO or MLRO is provided with additional support from other parties, either from within group or externally.

84. A relevant person must assess possible money laundering or financing of terrorism risk associated with outsourced functions, record its assessment, and monitor any risk on an on-going basis.
85. Where an outsourced activity is a financial services business activity (including Schedule 2 business), then a relevant person must ensure that the provider of the outsourced services has in place policies and procedures that are consistent with those required under the [Money Laundering Order](#) and, by association, this Handbook.
86. In particular, a relevant person must ensure that knowledge, suspicion, or reasonable grounds for knowledge or suspicion of money laundering or financing of terrorism activity are reported by the third party to the relevant person's MLRO (or deputy MLRO).

2.5 THE MONEY LAUNDERING COMPLIANCE OFFICER ("MLCO")

OVERVIEW

87. The [Money Laundering Order](#) requires a relevant person to appoint an individual as MLCO, and tasks that individual with the function of monitoring its compliance with legislation in Jersey relating to money laundering and financing of terrorism and AML/CFT Codes of Practice issued under the Supervisory Bodies Law.
88. The Money Laundering Order also requires a relevant person to maintain adequate procedures for: (i) monitoring compliance with, and testing the effectiveness of, policies and procedures; and (ii) monitoring and testing the effectiveness of measures to raise awareness and training. When considering the type and extent of compliance testing to be carried out, a relevant person shall have regard to the risk of money laundering and financing of terrorism and matters that have an impact on risk, such as size and structure of the relevant person's business.
89. The MLCO may have a functional reporting line, e.g. to a group compliance function.
90. The Money Laundering Order does not rule out the possibility that the MLCO may also have other responsibilities. To the extent that the MLCO is also **responsible** for the development of systems and controls (including policies and procedures) as well as monitoring subsequent compliance with those systems and controls (including policies and procedures), some additional independent assessment of compliance will be needed from time to time to address this potential conflict. Such an independent assessment is unlikely to be needed where the role of the MLCO is limited to actively monitoring the development and implementation of such systems and controls.
91. On 4 February 2008 (subsequently updated on 26 January 2009), the Commission issued a Notice under Article 10 of the Money Laundering Order. As a result of this notice, a relevant person that is not also a regulated person is not required to give the Commission written notice of the appointment, or termination, of its MLCO.

STATUTORY REQUIREMENTS

92. *Article 7 of the [Money Laundering Order](#) requires a relevant person to appoint a MLCO to monitor whether the enactments in Jersey relating to money laundering and financing of terrorism and AML/CFT Codes of Practice are being complied with. The same person may be appointed as MLCO and MLRO.*
93. *Article 7(2A) of the [Money Laundering Order](#) requires a relevant person to ensure that the individual appointed is of an appropriate level of seniority and has timely access to all records that are necessary or expedient.*
94. *Article 7(6) of the [Money Laundering Order](#) requires a relevant person to notify the Commission in writing within one month when a person is approved as, or ceases to be a MLCO. However, Article 10 provides that the Commission may grant exemptions from this notification requirement by way of notice.*

AML/CFT CODES OF PRACTICE

95. A relevant person must appoint a MLCO that:
 - is employed by the relevant person;
 - is based in Jersey; and

- has sufficient experience and skills.
96. A relevant person must ensure that the MLCO;
- has appropriate independence, in particular from customer-facing, business development and system and control development roles;
 - reports regularly and directly to the Board and has a sufficient level of authority within the relevant person so that the Board reacts to and acts upon reports made by the MLCO;
 - has sufficient resources, including sufficient time and (if appropriate) a deputy MLCO and compliance support staff; and
 - is fully aware of both their and the relevant person's obligations under the money laundering legislation, the [Money Laundering Order](#) and AML/CFT Codes of Practice issued under the Supervisory Bodies Law.
97. In the event that the position of MLCO is expected to fall vacant, to comply with the statutory requirement to have an individual appointed to the office of MLCO at all times, a relevant person must take action to appoint an appropriate member of the Board (or other appropriate member of senior management) to the position on a temporary basis.
98. If temporary circumstances arise where the relevant person has a limited or inexperienced compliance resource, it must ensure that this resource is supported as necessary.
99. When considering whether it is appropriate to appoint the same person as MLCO and MLRO, a relevant person must have regard to:
- the respective demands of the two roles, taking into account the size and nature of the relevant person's activities; and
 - whether the individual will have sufficient time and resources to fulfil both roles effectively.

GUIDANCE NOTES

100. A relevant person may demonstrate that its MLCO is monitoring whether enactments and AML/CFT Codes of Practice issued under the Supervisory Bodies Law are being complied with where he or she:
- regularly monitors and tests compliance with systems and controls (including policies and procedures) in place to prevent and detect money laundering and financing of terrorism – supported as necessary by a compliance or internal audit function;
 - reports periodically, as appropriate, to the Board on compliance with the relevant person's systems and controls (including policies and procedures) and issues that need to be brought to its attention; and
 - responds promptly to requests for information made by the Commission and the JFCU.
101. In a case where the MLCO is also **responsible** for the development of systems and controls (including policies and procedures) in line with evolving requirements, a relevant person may demonstrate that the MLCO has appropriate independence where such systems and controls are subject to periodic independent scrutiny.

2.6 THE MONEY LAUNDERING REPORTING OFFICER (“MLRO”)

OVERVIEW

102. Whilst the [Money Laundering Order](#) requires one individual to be appointed as MLRO, it recognises that, given the size and complexity of operations of many enterprises, it may be appropriate to designate additional persons (“**deputy MLROs**”) to whom SARs may be made.
103. On 4 February 2008 (subsequently updated on 26 January 2009), the Commission issued a Notice under Article 10 of the [Money Laundering Order](#). As a result of this notice, a relevant person that is not also a regulated person is not required to give the Commission written notice of the appointment, or termination of appointment, of its MLRO.

STATUTORY REQUIREMENTS

104. Article 8 of the [Money Laundering Order](#) requires a relevant person to appoint a MLRO. The MLRO's function is to receive and consider internal SARs in accordance with internal reporting procedures. The same person may be appointed as both MLCO and MLRO.
105. Article 8(2A) of the [Money Laundering Order](#) requires a relevant person to ensure that the individual appointed is of an appropriate level of seniority and has timely access to all records that are necessary or expedient.
106. Article 8(4) of the [Money Laundering Order](#) requires a relevant person to notify the Commission in writing within one month when a person is appointed as, or ceases to be a MLRO. However, Article 10 provides that the Commission may grant exemptions from this notification requirement by way of notice.
107. Article 9 of the [Money Laundering Order](#) allows a relevant person to designate one or more persons (deputy MLROs), in addition to the MLRO, to whom internal SARs may be made.

AML/CFT CODES OF PRACTICE

108. A relevant person must appoint a MLRO that:
- is employed by the relevant person;
 - is based in Jersey; and
 - has sufficient experience and skills;
109. A relevant person must ensure that the MLRO:
- has appropriate independence, in particular from customer-facing and business development roles;
 - has a sufficient level of authority within the relevant person;
 - has sufficient resources, including sufficient time, and (if appropriate) is supported by deputy MLROs;
 - is able to raise issues directly with the Board; and
 - is fully aware of both their and the relevant person's obligations under the money laundering legislation and the [Money Laundering Order](#) (and by extension, also this Handbook).
110. Where a relevant person has appointed one or more deputy MLROs the requirements set out above for the MLRO must also be applied to any deputy MLROs.
111. Where a relevant person has appointed one or more deputy MLROs, it must provide that the MLRO:
- keeps a record of all deputy MLROs;
 - provides support to, and routinely monitors the performance of, each deputy MLRO; and
 - considers and determines that SARs are being handled in an appropriate and consistent manner.
112. In the event that the position of MLRO is expected to fall vacant, to comply with the statutory requirement to have an individual appointed to the office of MLRO at all times, a relevant person must take action to appoint a member of the Board (or other appropriate member of senior management) to the position on a temporary basis.
113. If temporary circumstances arise where a relevant person has a limited or inexperienced reporting resource, the relevant person must ensure that this resource is supported as necessary.

GUIDANCE NOTES

114. A relevant person may demonstrate that its MLRO (and any deputy MLRO) is receiving and considering SARs in accordance with Article 21 of the Money Laundering Order where, inter alia, its MLRO:

-
- maintains a record of all requests for information from law enforcement authorities and records relating to all internal and external SARs (Section 8);
 - manages relationships effectively post disclosure to avoid tipping off any external parties; and
 - acts as the liaison point with the Commission and the JFCU and in any other external enquiries in relation to money laundering or financing of terrorism.
115. A relevant person may demonstrate routine monitoring of the performance of any deputy MLROs by requiring the MLRO to review:
- samples of records containing internal SARs and supporting information and documentation;
 - decisions of the deputy MLRO concerning whether to make an external SAR; and
 - The bases for decisions taken.

2.7 GROUPS

OVERVIEW

116. As explained in Section 1.4.3, where a company incorporated in Jersey carries on a financial services business through an overseas branch, it must comply with AML/CFT Codes of Practice issued under the Supervisory Bodies Law in respect of that business, irrespective of whether it also carries on financial services business in or from within Jersey.

AML/CFT CODES OF PRACTICE

117. A person that is a Jersey incorporated company must ensure that any subsidiary applies measures that are at least equivalent to AML/CFT Codes of Practice in respect of any financial services business carried on outside Jersey by that subsidiary.
118. A person who:
- is a legal person registered, incorporated or otherwise established under Jersey law, but who is not a Jersey incorporated company; and
 - carries on a financial services business in or from within Jersey,

Must apply measures that are at least equivalent to AML/CFT Codes of Practice in respect of any financial services business carried on by that person through an overseas branch/office.

119. Where overseas legislation prohibits compliance with an AML/CFT Code (or measures that are at least equivalent) then the AML/CFT Codes do not apply and the Commission must be informed that this is the case. In such circumstances, a relevant person must take other reasonable steps to effectively deal with the risk of money laundering and financing of terrorism.

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3 IDENTIFICATION MEASURES: OVERVIEW

3.1 OVERVIEW OF SECTION

1. This section explains the identification measures required under Article 13 of the Money Laundering Order, and the framework under which a relevant person is required to apply a risk-based approach to the application of such measures.
2. This section should be read and understood in conjunction with the following sections:
 - Section 4- which explains the basis for finding out identity and obtaining evidence of identity;
 - Section 5 – which considers the circumstances in which reliance might be placed on another party to have applied identification measures; and
 - Section 7 – which explains the application of enhanced CDD measures (including the case of a customer that is assessed as presenting a higher risk) and simplified identification measures.
3. Sound identification measures are vital because they:
 - help to protect the relevant person and the integrity of Jersey including the sector in which it operates by reducing the likelihood of the business being used by criminals;
 - assist law enforcement, by providing available information on customers or activities and transactions being investigated;
 - constitute an essential part of sound risk management e.g. by providing the basis for identifying, limiting and controlling risk; and
 - help to guard against identity fraud.
4. The inadequacy or absence of identification measures can subject a relevant person to serious customer and counterparty risks, as well as reputational, operational, legal, regulatory and concentration risks, any of which can result in significant financial cost to the business. Documents, data or information held also assist the MLRO (or deputy MLRO) and business employees to determine whether a SAR is appropriate.
5. A customer may be an individual (or group of individuals) or legal person. Section 4.3 deals with a customer who is an individual (or group of individuals), Section 4.4 deals with a customer (an individual or legal person) who is acting for a legal arrangement, and Section 4.5 deals with a customer who is a legal person.
6. Throughout this section, references to “customer” include, where appropriate, a prospective customer (an applicant for business). A customer is a person with whom a business relationship has been formed or one-off transaction conducted.
7. Whilst estate agents are required only to undertake customer due diligence on sellers when acting as their agents, best practice would be to at least find out the identity of the purchaser, in addition to the seller, once an offer has been accepted.

3.2 OBLIGATION TO APPLY IDENTIFICATION MEASURES

STATUTORY REQUIREMENTS

8. *Article 13(1) of the Money Laundering Order requires a relevant person to apply CDD measures. CDD measures comprise identification measures and ongoing monitoring. Identification measures must be applied:*
 - *subject to Article 13(4) to (11) of the Money Laundering Order, before the establishment of a business relationship or before carrying out a one-off transaction.*
 - *where a relevant person suspects money laundering.*
 - *where a relevant person has doubts about the veracity of documents, data or information previously obtained under CDD measures.*

Identification measures

9. [Article 3\(2\)](#) of the Money Laundering Order sets out what identification measures are to involve:
- *Finding out the identity of a customer and obtaining evidence of identity from a reliable and independent source that is reasonably capable of verifying that the person to be identified is who the person is said to be and satisfies the person responsible for the identification of a person that the evidence does establish that fact (referred to as “**obtaining evidence**”). See [Article 3\(2\)\(a\)](#) of the Money Laundering Order.*
 - *Where the customer is a legal person, finding out the identity of any person purporting to act on behalf of the customer and obtaining evidence of identity of that person, and verifying the authority of that person to act. See [Article 3\(2\)\(c\)\(i\)](#) of the Money Laundering Order.*
 - *Where the customer is a legal person, understanding the ownership and control structure of that customer and the provisions under which the customer can enter into contracts, or other similarly legal binding arrangements, with third parties. See [Article 3\(2\)\(c\)\(ii\)](#) of the Money Laundering Order.*
 - *Where the customer is a legal person, finding out the identity of individuals who are the beneficial owners or controllers of the customer and obtaining evidence of the identity of those individuals. See [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order.*
 - *Determining whether the customer is acting for a third party (or parties), whether directly or indirectly. See [Article 3\(2\)\(b\)](#) of the Money Laundering Order.*
 - *Finding out the identity of any third party (or parties) on whose behalf the customer is acting and obtaining evidence of the identity of those persons. See [Article 3\(2\)\(b\)\(i\)](#) of the Money Laundering Order.*
 - *Where the third party is a legal person, understanding the ownership and control of that third party, finding out the identity of the individuals who are the beneficial owners or controllers of the third party and obtaining evidence of the identity of those individuals. See [Article 3\(2\)\(b\)\(ii\)](#) of the Money Laundering Order.*
 - *Where the third party is a legal arrangement, e.g. a trust, understanding the nature of the legal arrangement under which the third party is constituted. See [Article 3\(2\)\(b\)\(iii\)\(A\)](#) of the Money Laundering Order.*
 - *Where the third party is a legal arrangement, e.g. a trust, finding out the identity of the persons who are listed in [Article 3\(7\)](#) of the Money Laundering Order. See [Article 3\(2\)\(b\)\(iii\)\(B\)](#) of the Money Laundering Order.*
 - *Where the third party is a legal arrangement, e.g. a trust, where any person listed in [Article 3\(7\)](#) is not an individual, finding out the identity of the individuals who are the beneficial owners or controllers of the person and obtaining evidence of the identity of those individuals. See [Article 3\(2\)\(b\)\(iii\)\(C\)](#) of the Money Laundering Order.*
 - *Obtaining information on the purpose and intended nature of the business relationship or one-off transaction. See [Article 3\(2\)\(d\)](#) of the Money Laundering Order.*
10. [Article 3\(5\)](#) of the Money Laundering Order requires identification measures to include the assessment by a relevant person of the risk that a business relationship or one-off transaction will involve money laundering. This must include obtaining appropriate information for assessing that risk.
11. [Article 3\(6\)](#) requires, in cases where a customer is acting for a third party, and where the customer is a legal person, measures for obtaining evidence of identity for third parties, persons purporting to act on behalf of the customer, and individuals who are the customer’s beneficial owners or controllers to involve reasonable measures having regard to all the circumstances of the case, including the degree of risk assessed.
12. For persons who are not individuals, [Article 2](#) of the Money Laundering Order describes:
- *beneficial owners as individuals with ultimate beneficial ownership of that person; and*

- *beneficial controllers as individuals who ultimately control that person or otherwise exercise control over the management of that person.*
13. *The description of a beneficial owner or controller will apply whether the individual satisfies the description alone or jointly with other persons.*
14. *[Article 2](#) of the Money Laundering Order provides that no individual is to be treated as a beneficial owner of a person that is a body corporate, the securities of which are listed on a regulated market.*

Ongoing monitoring

15. *[Article 3\(3\)](#) of the Money Laundering Order sets out what ongoing monitoring is to involve.*
- *Scrutinising transactions undertaken throughout the course of a business relationship to ensure that the transactions being conducted are consistent with the relevant person's knowledge of the customer, including the customer's business and risk profile. See [Article 3\(3\)\(a\)](#) of the Money Laundering Order.*
 - *Keeping documents, data or information up to date and relevant by undertaking reviews. See [Article 3\(3\)\(b\)](#) of the Money Laundering Order.*

Policies and procedures

16. *Inter alia, [Article 11\(1\) and \(2\)](#) of the Money Laundering Order requires a relevant person to maintain policies and procedures for the application of CDD measures that are appropriate and consistent having regard to the degree of risk of money laundering.*
17. *Inter alia, [Article 11\(3\)](#) of the Money Laundering Order requires that the appropriate and consistent policies and procedures include policies and procedures which:*
- *determine whether a customer (and others connected to the customer) is a PEP, has a connection with a country or territory that does not apply, or insufficiently applies the FATF Recommendations, or is subject to or connected with a country, territory or organization that is subject to AML/CFT counter-measures.*
 - *determine whether a transaction is with a person connected with a country or territory that does not apply, or insufficiently applies the FATF Recommendations, or is subject to or connected with a country, territory or organization that is subject to AML/CFT counter-measures.*
 - *assess the risk of money laundering or financing of terrorism occurring as a result of completing identification measures after the establishment of a business relationship (where permitted), and ensure period reporting to senior management in such cases.*
18. *[Article 13\(10\) to \(12\)](#) provides that a relevant person that is a collective investment scheme shall not be required to apply customer due diligence measures to a person that becomes a unitholder through a secondary market transaction, so long as:*
- *a person carrying on investment business has applied identification measures; or*
 - *a person carrying on equivalent business to investment business has applied identification measures in line with former FATF Recommendation 5.*
19. *A "secondary market" is a financial market in which previously issued units are bought and sold.*

3.3 RISK BASED APPROACH TO IDENTIFICATION MEASURES

OVERVIEW

20. A risk-based approach to the application of identification measures is one that involves a number of discrete stages in assessing the most effective and proportionate way to manage the money laundering and financing of terrorism risk faced by a relevant person. While these stages must be incorporated into a relevant person's policies and procedures, they do not need to take place in the sequence outlined below, and occur simultaneously.

21. The risk assessment of a particular customer will determine the extent of information that will be requested, what evidence of identity will be obtained, the extent to which the resulting relationship will be scrutinised, and how often documents, data or information held will be reviewed.
22. Section 2.3 of this Handbook requires the Board of a relevant person to conduct (and keep up to date) a business risk assessment, which considers the business' risk appetite, activities and structure and concludes on the business' exposure to money laundering and financing of terrorism risk.
23. This business risk assessment will enable a relevant person to determine its initial approach to performing Stage 1 of the identification process set out below, depending on the type of customer or service involved. The remaining stages of the process require consideration as to whether the specific circumstances of the customer will necessitate the application of further measures.
24. [Articles 17 and 18](#) of the Money Laundering Order set out cases where identification measures may be simplified. In the case of [Article 17](#), the application of simplified measures is limited to measures specified in [Article 3\(2\)\(b\)](#) (measures concerning third parties).
25. The following are stages in the identification process:

Stage	Identification measure	Article(s)	Guidance
1.1	In the case of a customer that is a legal person, a relevant person must understand the ownership and control structure of the customer (and provisions under which the customer can enter into contracts).	3(2)(c)(ii)	Section 3.3.1
1.2	A relevant person must find out the identity of: <ul style="list-style-type: none"> the customer; any beneficial owners and controllers of the customer; any third party (or parties)¹ – including a legal arrangement - on whose behalf the customer acts, whether directly or indirectly (and beneficial owners and controllers of the third party (or parties)); and others listed in Article 3(2). 	3(2)(a) to (c) 3(4)(a)	Section 4
1.3	A relevant person must obtain information on the purpose and intended nature of the business relationship or one-off transaction.	3(2)(d)	
1.4	A relevant person must obtain appropriate information for assessing the risk that a business relationship or one-off transaction will involve money laundering or financing of terrorism risk. It may be necessary to repeat this stage following an assessment of risk under stage 2.1.	3(5) 15(1)	Sections 3.3.2 and 3.3.3 Section 7
2.1	A relevant person must, on the basis of information collected at stage 1, assess the risk that a business relationship or one-off transaction will involve money laundering or financing of terrorism risk (risk profile).	3(5)	Section 3.3.4

¹ For the avoidance of doubt, this will include any person who is a named beneficiary of a life assurance policy entered into by the customer.

Stage	Identification measure	Article(s)	Guidance
2.2	A relevant person must prepare and record a customer business and risk profile.	3(3)(a)	Section 3.3.5
3	A relevant person must obtain evidence of the identity of those whose identity is found out at stage 1.2.	3(2)(a) to (c) 3(4)(b) 15(1)	Section 4 Section 7

26. By virtue of ongoing monitoring under [Article 3\(3\)\(b\)](#) of the Money Laundering Order, a relevant person must keep documents, data and information obtained under Stages 1 and 3 up to date and relevant. See [Section 3.4](#).
27. Systems and controls (including policies and procedures) will not detect and prevent all instances of money laundering or the financing of terrorism. A risk-based approach will, however, serve to balance the cost burden placed on a relevant person and on customers with the risk that the relevant person may be used in money laundering or to finance terrorism by focusing resources on higher risk areas.
28. Care has to be exercised under a risk-based approach. Being identified as carrying a higher risk of money laundering or financing of terrorism does not automatically mean that a customer is a money launderer or is financing terrorism. Similarly, identifying a customer as carrying a lower risk of money laundering or financing of terrorism does not mean that the customer is not a money launderer or financing terrorism.

AML/CFT CODES OF PRACTICE

29. A relevant person must apply a risk based approach to determine the extent and nature of the measures to be taken when undertaking the identification process set out above.

3.3.1 Understanding ownership structures – Stage 1.1

OVERVIEW

30. [Article 3\(2\)\(c\)\(ii\)](#) of the Money Laundering Order requires a relevant person to understand who owns and controls a legal person that is a customer. Without such an understanding, it will not be possible to identify the individuals who are the customer's beneficial owners and controllers.
31. Understanding ownership involves taking three separate steps: requesting information from the customer (or a professional); validating that information; and checking that information held makes sense.

GUIDANCE NOTES

Step 1

32. A relevant person may demonstrate that it understands the ownership and control structure of a customer that is a legal person where it applies one of the following identification measures:
- it requests the customer to provide a statement of legal and beneficial ownership and control as part of its application to become a customer. In the case of a legal person that is part of a group, this will include a group structure.
 - to the extent that a customer is, or has been, provided with professional services by a lawyer or accountant, or is "administered" by a trust and company services provider, it requests that lawyer, accountant or trust and company services provider to provide a statement of legal and beneficial ownership and control. In the case of a legal person that is part of a group, this will include a group structure.

Step 2

33. A relevant person may demonstrate that it understands the legal ownership and control structure of a customer that is a legal person where it takes into account information that is held: (i) by the customer, e.g. recorded in its share register; (ii) by a lawyer, accountant or trust and company services provider; (iii) by a trusted external party, in the case of a legal person with bearer shares, where bearer certificates have been lodged with that trusted external party; or (iv) publicly, e.g. information that is held in a central register in the country of establishment.

34. A relevant person may demonstrate that it understands the beneficial ownership and control structure of a customer that is a legal person where it takes into account information that is:
- held by the customer, e.g. in line with company law, AML/CFT requirements, or listing rules, e.g. a declaration of trust in respect of shares held by a nominee shareholder;
 - held by a lawyer, accountant or trust and company services provider e.g. in order to meet AML/CFT requirements;
 - held in a public register, e.g. information that is held in a central register of beneficial ownership in the country of establishment, information that is published in financial statements prepared under generally accepted accounting principles, or information available as a result of a listing of securities on a stock exchange;
 - provided directly by the ultimate beneficial owner(s) of the legal person; or
 - publicly available, e.g. in commercial databases and press reports.

Step 3

35. A relevant person may demonstrate that it understands the ownership and control structure of a customer that is a legal person where it applies one or more of the following identification measures:
- it considers the purpose and rationale for using an entity with a separate legal personality.
 - in the case of a legal person that is part of a group, it considers whether the corporate structure makes economic sense, taking into account complexity and multi-jurisdictional aspects.

3.3.2 Information for assessing risk – Stage 1.4

GUIDANCE NOTES

36. A relevant person may demonstrate that it has obtained appropriate information for assessing the risk that a business relationship or one-off transaction will involve money laundering or financing of terrorism risk where it collects the following information:

All customer types	
All customer types	<ul style="list-style-type: none"> • Type, volume and value of activity expected (having regard for the Commission’s Sound Business Practice Policy²). • Source of funds, e.g. nature and details of occupation or employment. • Details of any existing relationships with the relevant person.
Additional relationship information: legal arrangements and legal persons	
Express trusts	<ul style="list-style-type: none"> • Type of trust (e.g. fixed interest, discretionary, testamentary). • Classes of beneficiaries, including any charitable causes named in the trust instrument.
Foundations	<ul style="list-style-type: none"> • Classes of beneficiaries, including any charitable objects.
Legal persons and legal arrangements (including express trusts and foundations)	<ul style="list-style-type: none"> • Ownership structure of any underlying legal persons. • Type of activities undertaken by any underlying legal persons (having regard for the Commission’s Sound Business Practice Policy and trading activities).

² <http://www.jerseyfsc.org/pdf/SBP-Policy-Nov-2014.pdf>

	<ul style="list-style-type: none"> • Geographical sphere of activities and assets. • Name of regulator, if applicable.
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37. The extent of information sought in respect of a particular customer, or type of customer, will depend upon the country or territory with which the customer is connected, the characteristics of the service requested, how the service will be delivered, as well as factors specific to the customer.

3.3.3 Source of funds – Stage 1.4

OVERVIEW

38. The ability to follow the audit trail for criminal funds and transactions flowing through the professional and financial sector is a vital law enforcement tool in money laundering and financing of terrorism investigations. Understanding the source of funds and, in higher risk relationships, the customer's source of wealth is also an important aspect of CDD.
39. The **“source of funds”** is the activity which generates the funds for a relationship e.g. a customer's occupation or business activities. Information concerning the geographical sphere of the activities may also be relevant.
40. The [Money Laundering Order](#) and this Handbook stipulate record-keeping requirements for transaction records which require information concerning the remittance of funds also to be recorded (e.g. the name of the bank and the name and account number of the account from which the funds were remitted). **This is the source of transfer and is not to be confused with source of funds.**
41. **“Source of wealth”** is distinct from source of funds, and describes the activities which have generated the total net worth of a person both within and outside of a relationship, i.e. those activities which have generated a customer's funds and property. Information concerning the geographical sphere of the activities that have generated a customer's wealth may also be relevant.
42. In finding out a source of wealth it will often not be necessary to determine the monetary value of an individual's net worth.

3.3.4 Assessment of risk – Stage 2.1

OVERVIEW

43. The following factors – customer risk, country risk, service risk and delivery risk - will be relevant when assessing and evaluating the CDD information collected at Stage 1, and are not intended to be exhaustive. A relevant person should consider whether other variables are appropriate factors to consider in the context of the products and services that it provides and its customer base.
44. In assessing customer risk, the presence of one factor that might indicate higher risk will not automatically mean that a customer is higher risk. Equally, the presence of one lower risk factor should not automatically lead to a determination that a customer is lower risk.
45. The sophistication of the risk assessment process may be determined according to factors supported by the business risk assessment.
46. Inconsistencies between information obtained, for example, between specific information concerning source of funds (or source of wealth), and the nature of expected activity may also assist in assessing risk.

GUIDANCE NOTES

47. A relevant person may demonstrate that it has assessed the risk that a business relationship or one-off transaction will involve money laundering or financing of terrorism where it takes into account the factors set out below.
48. A relevant person may demonstrate that it has assessed the risk that a business relationship or one-off transaction will involve money laundering or financing of terrorism where it takes into account other factors that are relevant in the context of the services that it provides and its customer base.

49. A relevant person may demonstrate that it has assessed the risk that a business relationship or one-off transaction will involve money laundering or financing of terrorism where it takes into account the effect of a combination of a number of factors, e.g. the use of complex structures by a customer who is a non-resident high-net worth individual in the course of wealth management, which may increase the cumulative level of risk beyond the sum of each individual risk element. The accumulation of risk is itself a factor to take into account.
50. Notwithstanding the above, where it is appropriate to do so, a relevant person may demonstrate that it has assessed the risk that a business relationship or one-off transaction will involve money laundering or financing of terrorism where it assesses that risk “generically” for customers falling into similar categories. For example:
 - The business of some relevant persons, their products, and customer base, can be relatively simple, involving few products, with most customers falling into similar risk categories. In such circumstances, a simple approach, building on the risk that the business’ products are assessed to present, may be appropriate for most customers, with the focus being on those customers who fall outside the norm.
 - Others may have a greater level of business, but large numbers of their customers may be predominantly retail, served through delivery channels that offer the possibility of adopting a standardised approach to many procedures. Here too, the approach for most customers may be relatively straight forward - building on product risk.
 - In the case of Jersey residents seeking to establish retail relationships, and in the absence of any information to indicate otherwise, such customers may be considered to present a lower risk.

3.3.4.1 Factors to consider

Customer risk

51. Features that may indicate whether a customer is a money launderer or is financing terrorism:
 - Type of customer. For example, an individual who has been entrusted with a prominent public function (or immediate family member or close associate of such an individual) may present a higher risk (as may a domestic politician);
 - Nature and scope of business activities generating the funds/assets. For example, a customer conducting “sensitive” activities (as defined by the Commission in its Sound Business Practice policy) or conducting activities which are prohibited if carried on with certain countries; a customer engaged in higher risk trading activities; or a customer engaged in a business which involves handling significant amounts of cash may indicate higher risk;
 - Transparency of customer. For example, persons that are subject to public disclosure rules, e.g. on exchanges or regulated markets (or majority-owned and consolidated subsidiaries of such persons), or subject to licensing by a statutory regulator, e.g. the Channel Islands Competition & Regulatory Authority may indicate lower risk. Customers where the structure or nature of the entity or relationship makes it difficult to identify the true beneficial owners and controllers may indicate higher risk e.g. those with nominee directors or nominee shareholders or which have issued bearer shares;
 - Secretive customers. Whilst face to face contact with customers is not always necessary or possible, an excessively obstructive or secretive customer may be a cause for concern;
 - Reputation of customer. For example, a well known, reputable person, with a long history in its industry, and with abundant independent and reliable information about it and its beneficial owners and controllers may indicate lower risk;
 - Behaviour of customer. For example, where there is no commercial rationale for the service that is being sought, or where undue levels of secrecy are requested by a customer, or where a customer is reluctant or unwilling to provide adequate explanations or documents, or where it appears that an “audit trail” has been deliberately broken or unnecessarily layered, this may indicate higher risk;

Customer risk

- The regularity or duration of the relationship. For example, longstanding relationships involving frequent customer contact that result in a high level of understanding of the customer relationship may indicate lower risk;
- Type and complexity of relationship. For example, the use of overly complex or opaque structures with different layers of entities situated in two or more countries and cross border transactions involving counterparts in different parts of the world, the unexplained use of corporate structures and express trusts, and the use of nominee and bearer shares may indicate higher risk;
- Value of assets e.g. higher value;
- Value and frequency of cash or other “bearer” transactions (e.g. travellers’ cheques and electronic money purses), e.g. higher value and/or frequency;
- Delegation of authority by the applicant or customer. For example, the use of powers of attorney, mixed boards and representative offices may indicate higher risk;
- Involvement of persons other than beneficial owners and controllers in the operation of a business relationship; and
- In the case of an express trust, the nature of the relationship between the settlor(s) and beneficiaries with a vested right, other beneficiaries and persons who are the object of a power and the nature of classes of beneficiaries and classes within an expression of wishes. For example, a trust that is established for the benefit of the close family of the settlor may indicate a lower risk.
- In the case of an express trust, the nature of classes of beneficiaries and classes within an expression of wishes. For example, a trust that is established for the benefit of the close family of the settlor may indicate a lower risk.

Country risk

52. Relevant connection to a country or territory that presents a higher risk of money laundering or financing of terrorism, where the following types of countries or territories may be considered to present a higher risk:
- those that are generally considered to be un-cooperative in the fight against money laundering and the financing of terrorism;
 - those with strategic deficiencies in the fight against money laundering and the financing of terrorism, e.g. those identified by the FATF as having strategic deficiencies;
 - those identified as major illicit drug producers or through which significant quantities of drugs are transited, e.g. those listed by the US Department of State in its annual International Narcotics Control Strategy Report;
 - those that do not take efforts to confront and eliminate **human trafficking**, e.g. those listed in Tier 3 of the US Department of State’s annual Trafficking in Persons Report;
 - those that have strong links (such as funding or other support) with **terrorist activities** e.g. those designated by the US Secretary of State as state sponsors of terrorism; and those physical areas identified by the US (in its annual report entitled Country Reports on Terrorism) as ungoverned, under-governed or ill-governed where terrorists are able to organise, plan, raise funds, communicate, recruit, train, transit and operate in relative security because of inadequate governance capability, political will or both;
 - those that are involved in the **proliferation of nuclear and other weapons**, e.g. those that are the subject of United Nations (“UN”) or EU sanctions measures in place in Jersey, or, as appropriate, elsewhere;

Country risk

- those that are vulnerable to **corruption**, e.g. those with poor ratings in Transparency International's Corruption Perception Index or highlighted as a concern in the Worldwide Governance Indicators project, or whose companies engage in **bribery** when doing business abroad, e.g. those with poor ratings in Transparency International's Bribe Payers Index;
 - those in which there is no, or little, confidence in the **rule of law**, in particular the quality of contract enforcement, property rights, the police and the courts, e.g. those highlighted as a concern in the Worldwide Governance Indicators project;
 - those in which there is no, or little, confidence in **government effectiveness**, including the quality of the civil service and the degree of its independence from political pressures, e.g. those highlighted as a concern in the Worldwide Governance Indicators project;
 - those that are **politically unstable**, e.g. those highlighted as a concern in the Worldwide Governance Indicators project, or which may be considered to be a "failed state", e.g. those listed in the Failed State Index (central government is so weak or ineffective that it has little practical control over much of its territory; non-provision of public services; widespread corruption and criminality; refugees and involuntary movement of populations; sharp economic decline);
 - those that are the subject of **sanctions** measures that are in place in Jersey or elsewhere, e.g. those dealing with the abuse of human rights or misappropriation of state funds;
 - those that **lack transparency** or which have excessive secrecy laws, e.g. those identified by the OECD as having committed to internationally agreed tax standards but which have not yet implemented those standards; and
 - those with inadequate regulatory and supervisory standards on international **cooperation and information exchange**, e.g. those identified by the Financial Stability Board as just making material progress towards demonstrating sufficiently strong adherence, or being non-cooperative, where it may not be possible to investigate the provenance of funds introduced into the financial system.
53. Relevant connection to a country or territory that presents a lower risk of money laundering or financing of terrorism, where the following factors may be considered to be indicative of lower risk:
- A favourable rating in the Worldwide Governance Indicators project.
 - The application of national financial reporting standards that follow international **financial reporting standards**, e.g. those countries identified by the European Commission as having generally accepted accounting principles that are equivalent to International Financial Reporting Standards.
 - A commitment to **international export control regimes** (Missile Technology Control Regime, the Australia Group, the Nuclear Suppliers Group and the Wassenaar Arrangement).
 - A favourable assessment by the Financial Stability Board concerning adherence to regulatory and supervisory standards on international **cooperation and information exchange**.
 - Familiarity of a relevant person with a country or territory, including knowledge of its local legislation, regulations and rules, as well as the structure and extent of regulatory oversight, for example, as a result of a relevant person's own or group operations within that country.

Service risk

54. Features that may be attractive to money launderers or those financing terrorism:
- Instructions that are unusual in themselves or that are unusual for the relevant person or the customer may give risk to concern, particularly where no rational or logical explanation can be given.
 - If the customer is based outside Jersey, consider why you have been instructed. For example, have the relevant person's services been recommended by another customer?

Delivery risk

55. Features that may be attractive to money launderers or those financing terrorism:
- Indirect relationship with the customer - use of reliance on obliged persons or other third parties.
 - Non-face to face relationships - service delivered exclusively by post, telephone, internet etc. where there is no physical contact with the customer.

3.3.4.2 External data sources**OVERVIEW**

56. In assessing the risk that countries and territories may present a higher risk, objective data published by the IMF, FATF, World Bank and the Egmont Group of Financial Intelligence Units will be relevant, as will objective information published by national governments (such as the World Factbook published by the US Central Intelligence Agency) and other reliable and independent sources, such as those referred to in Section 3.3.4.1 above. Often, this information may be accessed through country or territory profiles provided on electronic subscription databases and on the internet. Some profiles, such as those available through KnowYourCountry, are free to use.
57. Information on the proliferation of nuclear and other weapons, and sanctions may be found on the Commission's website.
58. [Appendix D2](#) of the AML/CFT Handbook lists a number of countries and territories that are identified by reliable and independent external sources as presenting a higher risk. In assessing country risk for AML/CFT purposes, in addition to considering the particular features of a customer, it will be relevant to take account of the number of occasions that a particular country or territory is listed for different reasons. Where a country or territory is identified as presenting a higher risk for different reasons by three or more, or four or more, separate external sources, it is more prominently highlighted in the appendix.
59. There are now also a number of providers of country risk "league tables" that rate countries according to risk (e.g. as lower, medium or higher risk), some of which are free to use, e.g. KnowYourCountry and the Basel AML Index. These are based on weighted data published by external sources. Before placing reliance on country risk "league tables", care should be taken to review the methodology that has been used, including the basis followed for selecting sources, weighting applied to those sources, and approach that is taken where data for a country or territory is missing.
60. External data sources may also assist in establishing customer specific risk. For example, electronic subscription databases list individuals entrusted with prominent public functions and a list of persons that are subject to financial sanctions may be accessed through the Commission's website (UK Consolidated List).

3.3.5 Customer business profile – Stage 2.2**GUIDANCE NOTES**

61. A relevant person may demonstrate that it has prepared a customer business profile where it enables it to:

- identify a pattern of expected transactions and activity within each business relationship; and
 - recognise unusual transactions and activity, unusually large transactions or activity, and unusual patterns of transactions or activity.
62. For certain types of services, a relevant person may demonstrate that it has prepared a customer business profile where it does so on the basis of generic attributes, so long as this enables it to recognise the transactions or activity referred to in paragraph 60 above. For more complex services, however, tailored activity profiles will be necessary.

3.4 ON-GOING MONITORING: ENSURING THAT DOCUMENTS, DATA AND INFORMATION ARE UP TO DATE AND REMAIN RELEVANT

OVERVIEW

63. [Article 3\(3\)\(b\)](#) of the Money Laundering Order explains that ongoing monitoring includes ensuring that documents, data or information obtained under identification measures are kept up to date and relevant by undertaking reviews of existing records, including reviews where any inconsistency has been disclosed as a result of scrutiny.
64. Inter alia, where there is a change to information found out about the customer, the customer acts for a new third party, a new person purports to act for the customer, or the customer has a new beneficial owner or controller, [Article 13\(1\)\(c\)\(ii\)](#) of the Money Laundering Order requires that the identity of that person is found out and evidence obtained.

GUIDANCE NOTES

65. A relevant person may demonstrate that documents, data or information obtained under identification measures are kept up to date and relevant under [Article 3\(3\)\(b\)](#) of the Money Laundering Order where the customer is requested to, and does provide, an assurance that he, she or it will update the information provided on a timely basis in the event of a subsequent change.
66. A relevant person may demonstrate that documents, data and information obtained under identification measures are kept up to date and relevant under Article 3(3)(b) of the Money Laundering Order where they are reviewed on a risk sensitive basis, including where additional “factors to consider” become apparent.
67. Trigger events e.g. when taking new instructions from a customer, or meeting with a customer may also present a convenient opportunity to review documents, data and information obtained under identification measures.

3.5 IDENTIFICATION MEASURES – TAKING ON A BOOK OF BUSINESS

OVERVIEW

68. Rather than establishing a business relationship directly with a customer, a relevant person may establish that relationship through the transfer of a block of customers from another business. The transfer may be affected through legislation or with the agreement of the customer.

GUIDANCE NOTES

69. A relevant person may demonstrate that it has applied identification measures before establishing a business relationship taken on through the acquisition of a book of business where each of the following criteria are met:
- the vendor is a relevant person or carries on equivalent business as defined by [Article 5](#) of the Money Laundering Order (refer to Section 1.8 of this Handbook);
 - the relevant person has concluded that the vendor’s CDD policies and procedures are satisfactory. This assessment must either involve sample testing, or alternatively an assessment of all relevant documents, data or information for the business relationship to be acquired; and
 - before, or at the time of the transfer, the relevant person obtains from the vendor all of the relevant documents, data or information (or copy thereof) held for each customer acquired.

70. In a case where the vendor is not a relevant person carrying on a regulated business, or is not carrying on equivalent business to any category of regulated business (refer to Section 1.7 of this Handbook), or where deficiencies in the vendor's CDD policies and procedures are identified (either at the time of transfer or subsequently), a relevant person may demonstrate that it has applied identification measures before establishing a business relationship where it determines and implements a programme to apply identification measures on each customer and to remedy deficiencies which is agreed in advance with the Commission.

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4 IDENTIFICATION MEASURES: FINDING OUT IDENTITY AND OBTAINING EVIDENCE

4.1 OVERVIEW OF SECTION

1. The purpose of this section of this Handbook is to explain what information on identity is to be found out when establishing a business relationship or carrying on a one-off transaction (or otherwise under [Article 13](#) of the Money Laundering Order), and what evidence is to be obtained that is reasonably capable of verifying that the person to be identified is who the person is said to be and satisfies a relevant person that it does establish that fact.
2. This section does not address the information that must also be collected under [Article 3\(5\)](#) of the Money Laundering Order as part of identification measures in order to assess the risk that any business relationship or one-off transaction will involve money laundering or financing of terrorism, which is covered by stage 1.4 in Section 3.3. Nor does it address the enhanced measures that will be required in order to address the case of a customer that is assessed as presenting a higher risk of money laundering or financing of terrorism, which is covered in Section 7.
3. Guidance is also given on the timing of obtaining evidence of identity and, on what to do where it is not possible to complete identification measures. This guidance covers all elements of identification measures, including, where appropriate, the collection of information under [Article 3\(5\)](#) of the Money Laundering Order.
4. The requirement to find out identity and obtain evidence (part of the “identification measures” referred to in [Article 3](#) of the Money Laundering Order) applies: at the outset of a business relationship or one-off transaction; where there is suspicion of money laundering or financing of terrorism; where there is some doubt as to the veracity or adequacy of documents, data or information that are already held (including the circumstances set out in paragraph 5 below); and in respect of “existing customers”.
5. Inter alia, the requirement to find out identity and obtain evidence will apply when there is a:
 - change in information found out for a customer, e.g. following marriage or change of nationality;
 - change in beneficial ownership and control of a customer; or
 - change in a third party (or parties) (or beneficial ownership or control of a third party (or parties) on whose behalf a customer acts.
6. A customer may be an individual (or group of individuals) or legal person. [Section 4.3](#) deals with a customer who is an individual (or group of individuals), [Section 4.4](#) deals with a customer (an individual or legal person) who is acting for a legal arrangement, e.g. the trustee of an express trust, and [Section 4.5](#) deals with a customer who is a legal person.
7. Throughout this Section, references to “customer” include, where appropriate, a prospective customer (an applicant for business). A customer is a person with whom a business relationship has been formed or one-off transaction conducted.

4.2 OBLIGATION TO FIND OUT IDENTITY AND OBTAIN EVIDENCE

OVERVIEW

8. Determining that a customer is the person that he, she or it claims to be is a combination of being satisfied that:
 - a person exists - on the basis of information found out; and
 - the customer is that person - by collecting from reliable and independent source documents, data or information, satisfactory confirmatory evidence of appropriate components of the customer’s identity.

9. Evidence of identity can take a number of forms. In respect of individuals, much weight is placed on identity documents and these are often the easiest way of providing evidence as to someone's identity. It is, however, possible to be satisfied as to a customer's identity by obtaining other forms of confirmation, including independent data sources and, in appropriate circumstances, written assurances from obliged persons.
10. When obtaining evidence of identity, a relevant person will need to be prepared to accept a range of documents.

STATUTORY REQUIREMENTS

11. *Requirements for identification measures are summarised in Section 3. Inter alia, identification measures must establish the persons who are concerned with a legal arrangement, and each beneficial owner and controller of a customer who is a legal person.*
12. *Under [Article 3\(2\)\(b\)](#) of the Money Laundering Order a relevant person must determine whether a customer is acting for a legal arrangement, [Article 3\(2\)\(a\)](#) requires the customer, e.g. the trustee of a trust or general partner of a limited partnership, to be identified.*
13. *Where a customer is acting for a legal arrangement, [Article 3\(2\)\(a\)](#) of the Money Laundering Order requires the customer, e.g. the trustee of a trust or general partner of a limited partnership, to be identified.*
14. *[Article 3\(2\)\(b\)\(iii\)](#) of the Money Laundering Order requires the identity of each person who falls within [Article 3\(7\)](#) of the Money Laundering Order to be found out and evidence of identity obtained, i.e.:*
 - *in the case of a trust, the settlor;*
 - *in the case of a trust, the protector;*
 - *having regard to risk, a person that has a beneficial interest in the legal arrangement, or who is the object of a trust power in relation to a trust;*
 - *any other individual who otherwise exercises ultimate effective control over the third party.*
15. *In respect of each person falling within [Article 3\(7\)](#) who is not an individual, [Article 3\(2\)\(b\)\(iii\)](#) requires each individual who is that person's beneficial owner or controller to be identified.*

4.3 OBLIGATION TO FIND OUT IDENTITY AND OBTAIN EVIDENCE: INDIVIDUALS

OVERVIEW

16. The following paragraphs apply to situations where an individual is the **customer** or where the customer is more than one individual, such as a husband and wife.
17. The provisions also apply to situations where an individual is:
 - a person connected to a legal arrangement, because of a requirement in [Article 3\(2\)\(b\)\(iii\)](#) of the Money Laundering Order to identify each person who falls within [Article 3\(7\)](#), and each individual who is that person's beneficial owner or controller;
 - the beneficial owner or controller of a customer, because of a requirement in [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order to identify the individuals who are the customer's beneficial owners or controllers;
 - acting on behalf of a customer who is not an individual (e.g. is acting according to a power of attorney, or has signing authority over an account) because of a requirement in [Article 3\(2\)\(c\)\(i\)](#) of the Money Laundering Order; or
 - a third party on whose behalf a customer is acting, because of a requirement in [Article 3\(2\)\(b\)\(ii\)](#) of the Money Laundering Order to identify the individuals who are the third party's beneficial owners or controllers.

4.3.1 Finding out identity**GUIDANCE NOTES**

18. A relevant person may demonstrate that it has found out the identity of an individual who is a customer under [Article 3\(2\)\(a\)](#) of the Money Laundering Order where it collects all of the following:
- Legal name, name(s) currently used, any former legal name(s) (such as maiden name) and name(s) formerly used;
 - Principal residential address;
 - Date of birth;
 - Place of birth;
 - Nationality;
 - Sex; and
 - Government issued personal identification number or other government issued unique identifier.
19. However, in the case of lower risk relationship, a relevant person may demonstrate that it has found out the identity of an individual who is a customer under [Article 3\(2\)\(a\)](#) of the Money Laundering Order where it collects the following: legal name, any former names (such as maiden name) and any other names used; principal residential address; and date of birth.

4.3.2 Obtaining evidence of identity**OVERVIEW**

20. Evidence of identity may come from a number of sources, including documents or independent data sources (see [Section 4.3.4](#) below). These sources may differ in their integrity, reliability and independence. For example, some identification documents are issued after due diligence on an individual's identity has been undertaken, for example passports and national identity cards; others are issued on request, without any such checks being carried out. A relevant person should also recognise that some documents are more easily forged than others.
21. Additionally, documents incorporating photographic confirmation of customer identity provide a higher level of assurance that an individual is the person who he or she claims to be.
22. Where a relevant person is not familiar with the form of the evidence obtained to verify identity, appropriate measures may be necessary to satisfy itself that the evidence is genuine.
23. Where evidence of identity obtained subsequently expires e.g. a passport, national identity card, or driving licence, it is not necessary to obtain further evidence under identification measures set out in [Article 13](#) of the Money Laundering Order.

AML/CFT CODES OF PRACTICE

24. All key documents (or parts thereof) obtained as evidence of identity must be understandable (i.e. in a language understood by the employees of the relevant person), and must be translated into English at the request of the JFCU or the Commission.

GUIDANCE NOTES

25. A relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that an individual to be identified is who the individual is said to be where that evidence covers the following components of identity and, where documentary evidence of identity is exclusively relied upon, uses at least two sources of evidence (see paragraph 27 below):
- Legal name and name(s) currently used;
 - Principal residential address;
 - Date of birth;

- Place of birth;
- Nationality;
- Passport or national identity number; and
- Sex.

26. However, in the case of a lower risk relationship with a customer who is resident in Jersey, a relevant person may demonstrate that it has obtained evidence that is reasonably capable of verifying under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that an individual to be identified is who the individual is said to be where that evidence covers: legal name and other names used; and principal residential address (or, as an alternative, date of birth) using at least one source of evidence (see paragraph 27 below).

27. A relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that an individual to be identified is who the individual is said to be where that evidence is one of the following documents:

All elements of identity
<ul style="list-style-type: none"> • A current passport or copy of such a passport certified by a suitable certifier - providing photographic evidence of identity; • A current national identity card or copy of such a national identity card certified by a suitable certifier- providing photographic evidence of identity; or • A current driving licence or copy of such a driving licence certified by a suitable certifier - providing photographic evidence of identity - where the licensing authority carries out a check on the holder’s identity before issuing.
Residential address:
<ul style="list-style-type: none"> • Correspondence from a central or local government department or agency (e.g. States and parish authorities); • A letter of introduction confirming residential address from: (i) a relevant person that is regulated by the Commission; (ii) a person carrying on a financial services business which is regulated and operates in a well-regulated country or territory; or (iii) a branch or subsidiary of a group headquartered in a well-regulated country or territory which applies group standards to subsidiaries and branches worldwide, and tests the application of and compliance with such standards; • A bank statement or utility bill; or • A tenancy contract or agreement.

28. However, in the case of a lower risk relationship with a customer who is resident in Jersey, a relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that an individual to be identified is who the individual is said to be where that evidence is a: (i) Jersey driving licence; or (ii) birth certificate, in conjunction with a bank statement, or a utility bill, or document issued by a government source, or a letter of introduction from a relevant person that is regulated by the Commission.

29. A relevant person may also demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that an individual to be identified is who the individual is said to be where the data or information comes from an independent data source or (in the case of a residential address) personal visit to that address.

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30. Where an individual's residential address changes, a relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that an individual to be identified is who the individual is said to be where the data or information is collected through on-going correspondence with that customer at the changed address.
31. A relevant person may demonstrate that a country or territory is well-regulated for the purpose of a letter of introduction, where it has regard to:
- the development and standing of the country or territory's regulatory framework; and
 - recent independent assessments of its regulatory environment, such as those conducted and published by the IMF.

4.3.3 Suitable certification

OVERVIEW

32. "Suitable certification" is a process where, rather than requesting a person to present evidence of identity directly to the relevant person, the person is called on to present himself, herself or itself to a trusted external party along with original documentation that supports that person's identity (and which is current) specifically for the purpose of entering into a relationship or one-off transaction with a relevant person. The effect of this is to create an environment in which identification measures are applied through a trusted external party and where the customer (or other person) is seen on a face to face basis.
33. "Suitable certification" is not to be confused with a case where a relevant person uses [Article 16](#) of the Money Laundering Order - which allows reliance to be placed on identification measures that have already been completed by an obliged person where evidence of identity that may subsequently be provided by that obliged person may now be out of date, and where the obliged person has a continuing responsibility to the relevant person in respect of record-keeping and access to records - where Section 5 is relevant.
34. Nor should provisions in [Section 4.4.5](#) and [Section 4.5.7](#) for copy documentation to be provided by a regulated trust and company services provider be confused with "suitable certification".
35. For certification to be effective, a person will need to personally present an original document to an acceptable suitable certifier and that certifier will need to be subject to professional rules (or equivalent) providing for the integrity of the certifier's conduct.
36. Acceptable persons to certify evidence of identity may include:
- a member of the judiciary, a senior civil servant, or a serving police or customs officer;
 - an officer of an embassy, consulate or high commission of the country of issue of documentary evidence of identity;
 - an individual who is a member of a professional body that sets and enforces ethical standards;
 - an individual that is qualified to undertake certification services under authority of the Certification and International Trade Committee (in Jersey this service is available through the Jersey Chamber of Commerce); and
 - a director, officer, or manager of: (i) a person carrying on a financial services business which is regulated and operates in a well-regulated country or territory; or (ii) a branch or subsidiary of a group headquartered in a well-regulated country or territory which applies group standards to subsidiaries and branches worldwide, and tests the application of and compliance with such standards.
37. In determining whether a country or territory is well-regulated, a relevant person may have regard to:
- the development and standing of the country or territory's regulatory framework; and
 - recent independent assessments of its regulatory environment, such as those conducted and published by the IMF.

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38. Best efforts should be exercised to secure an adequate quality copy of photographic evidence of identity that is certified.
 39. A higher level of assurance will be provided where the relationship between the certifier and the subject is of a professional rather than personal nature.

GUIDANCE NOTES

40. A relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a person to be identified is who the person is said to be when it:
 - obtains a true copy, signed and dated by the suitable certifier (“wet signature”), of a document that is accompanied by confirmation on the matter set out in paragraph 41 and adequate information set out in paragraph 43 so that he may be contacted in the event of a query; and
 - takes additional steps in line with paragraph 44 to validate the credentials of the suitable certifier, where that person is connected to a higher risk country or territory or based in a different country or territory to that of the individual, or there is reason to believe that certification may not be effective (see paragraphs 35 and 36).
41. The matter to be confirmed is that the copy of the document is a true copy of an original document (or extract thereof) that includes information on the identity and/ or residential address of an individual.
42. In a case where the document to be certified relates to a legal arrangement or legal person, then paragraphs 40 and 41 of this section apply, except that the documents to be certified will be those that provide evidence of identity of that legal arrangement or legal person
43. An adequate level of information to be provided by a certifier will include his or her name, position or capacity, his or her address and a telephone number or email address at which he or she can be contacted.
44. The additional steps to be taken to validate the credentials of the certifier may include considering factors such as: the stature and track record of the certifier; previous experience of accepting certifications from certifiers in that profession or country or territory; the adequacy of the framework to counter money laundering and financing of terrorism in place in the country or territory in which the certifier is located; and the extent to which the framework applies to the certifier.

4.3.4 Obtaining evidence of identity - Independent data sources

OVERVIEW

45. Independent data sources can provide a wide range of confirmatory material on a customer, and are becoming increasingly accessible, for example, through improved availability of public information (registers of electors and telephone directories – to the extent permitted by data protection legislation) and the emergence of commercially available data sources such as those provided by data services providers, e.g. credit reference agencies and business information service providers.
46. Where a relevant person is seeking to obtain reliable and independent evidence of identity using an independent data source, whether by accessing the source directly or by using a data services provider, an understanding of the depth, breadth and quality of the data or information is important in order to determine that the source does in fact provide satisfactory evidence of identity and that the process of obtaining evidence is sufficiently robust to be relied upon.

GUIDANCE NOTES

47. A relevant person may demonstrate that it is satisfied that data or information it has accessed directly from data source(s) is sufficiently extensive, reliable and accurate under [Article 3\(2\)\(a\)](#) of the Money Laundering Order where:
 - the source, scope and quality of the data or information accessed are understood;
 - the relevant person uses positive data or information source(s) that can be called upon to link a customer to both current and historical data and information; and

- processes allow the relevant person to capture and record the data or information.
48. A relevant person may demonstrate that it is satisfied that data or information supplied by the data service provider is sufficiently extensive, reliable and accurate where:
- it understands the basis of the system used by the data service provider and is satisfied that the system is sufficiently robust; including knowing what checks have been carried out, knowing what the results of these checks were, and being able to determine the level of satisfaction provided by those checks;
 - the data services provider is registered with a data protection authority in Jersey, the European Economic Area (the “EEA”), or country or territory that has similar data protection provisions to the EEA, e.g. Guernsey and the Isle of Man;
 - the data services provider either:
 - accesses: (i) a range of positive data or information sources that can be called upon to link a customer to both current and historical data and information; (ii) negative data and information sources such as databases relating to fraud and deceased persons; and (iii) a wide range of alert data sources; or
 - otherwise ensures that its source(s) are sufficiently extensive, reliable and accurate; and
 - processes allow the relevant person to capture and record the data information.

4.3.5 Guarding against the exclusion of Jersey residents

OVERVIEW

49. On occasions, an individual may be unable to provide evidence of identity using the sources of evidence set out at [Section 4.3.2](#). Examples of such individuals may include:
- Seasonal workers whose principal residential address is not in Jersey.
 - Individuals living in Jersey in accommodation provided by their employer, with family, or in care homes, who may not pay directly for utility services.
 - Jersey students living in university, college, school, or shared accommodation, who may not pay directly for utility services.
 - Minors.

AML/CFT CODES OF PRACTICE

50. A relevant person must determine that there is a valid reason for a customer being unable to provide more usual sources of evidence of identity, and must document that reason.

GUIDANCE NOTES

51. In the case of a lower risk minor, whose parent or guardian is unable to produce more usual evidence of identity for the minor, and who would otherwise be excluded from accessing estate agency services, a relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a person to be identified is who the person is said to be where that evidence is: (i) the minor’s birth certificate; and (ii) letter from the parent or guardian confirming their status (i.e. I am the parent of [name of minor]; or guardian of [name of minor]) and the residential address of the minor.
52. In the case of a lower risk individual who is resident in a Jersey nursing home or residential home and has a valid reason for being unable to produce more usual evidence of identity, and would otherwise be excluded from accessing estate agency services, a relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a person to be identified is who the person is said to be where that evidence is a letter from a Jersey nursing home or residential home for the elderly, which a relevant person is satisfied that it can place reliance on, confirming the identity of the resident.

53. In other cases, where a lower risk individual has a valid reason for being unable to produce more usual evidence of identity, and would otherwise be excluded from accessing estate agency services, a relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order of residential address that is reasonably capable of verifying that a person to be identified is who the person is said to be where that evidence is:
- A letter from a Jersey employer, which a relevant person is satisfied that it can place reliance on, that confirms residence of an individual at a stated Jersey address, and, in the case of a seasonal worker, indicates the expected duration of employment and gives the worker's principal residential address in his or her country of origin.
 - A letter from the head of household at which the individual resides confirming that the individual lives at that Jersey address, setting out the relationship between the customer and the head of household, together with evidence that the head of household resides at the address.
 - A letter from a principal of a university or college, which a relevant person is satisfied that it can place reliance on, that confirms residence of the individual at a stated address. In the case of a Jersey student studying outside the Island, a residential address in Jersey should also be collected.
54. Confirmatory letters should be written on appropriately headed notepaper.

4.3.6 Residential address: overseas residents

OVERVIEW

55. On occasions, an individual resident abroad may be unable to provide evidence of their principal residential address using the sources set out at [Section 4.3.2](#) of this Handbook. Examples of such individuals include residents of countries without postal deliveries and few street addresses, who rely upon post office boxes or employers for delivery of mail, and residents of countries where, due to social restraints, evidence of a private address may not be obtained through a personal visit.
56. It is essential for law enforcement purposes that a record of an individual's residential address (or details of how that individual's residential address may be reached) be recorded. As a result, it is not acceptable only to record a post office box number as an address.

AML/CFT CODES OF PRACTICE

57. A relevant person must determine that there is a valid reason for a customer being unable to provide more usual sources of evidence for an address, and must document that reason.
58. Where alternative methods to obtain evidence for an address are relied on, a relevant person must consider whether enhanced monitoring of activity and transactions is appropriate.

GUIDANCE NOTES

59. Where an individual has a valid reason for being unable to produce more usual evidence for a residential address, a relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a person to be identified is who the person is said to be where it receives written confirmation from an individual satisfying the criteria for a suitable certifier that he or she has visited the individual at that address.
60. Where an individual has a valid reason for being unable to produce more usual evidence for a residential address, a relevant person may demonstrate that it has found out the identity of that person under [Article 3\(2\)\(a\)](#) of the Money Laundering Order where, in addition to principal residential address, it collects a "locator" address. In such a case, a relevant person may demonstrate that it has obtained evidence that is reasonably capable of verifying that a person to be identified is who the person is said to be where it obtains evidence that the individual may normally be met or contacted at that address.
61. A "locator" address is an address at which it would normally be possible to physically meet or contact an individual (with or without prior arrangement), for example, an individual's place of work.

4.4 OBLIGATION TO FIND OUT IDENTITY AND OBTAIN EVIDENCE: LEGAL ARRANGEMENTS

OVERVIEW

62. Jersey law recognises two distinct forms of legal arrangement: the trust and the limited partnership.
63. Jersey trusts law comprises both the Trusts (Jersey) Law 1984, as amended and the Jersey customary law of trusts. Limited partnerships are established under the Limited Partnerships (Jersey) Law 1994.
64. There is a wide variety of trusts ranging from large, nationally and internationally active organisations subject to a high degree of public scrutiny and transparency, through to trusts set up under testamentary arrangements and trusts established for wealth management purposes. Trusts may also be established as a collective investment scheme – known as a unit trust.
65. A legal arrangement cannot form a business relationship or carry out a one-off transaction itself. It is the trustee(s) of the trust or general partner(s) of the limited partnership who will enter into a business relationship or carry out the one-off transaction with a relevant person on behalf of the legal arrangement and who will be considered to be the customer(s). In line with [Article 3](#) of the Money Laundering Order, the trust or limited partnership will be considered to be the third party on whose behalf the trustee(s) or general partner(s) act(s).
66. In forming a business relationship or carrying out a one-off transaction with a trustee or general partner, a relevant person will be dependent on information provided by the trustee or general partner (a regulated trust and company services provider or otherwise) relating to the legal arrangement and persons concerned with the legal arrangement (set out in [Article 3\(7\)](#) of the Money Laundering Order). When determining the risk assessment for a legal arrangement (Section 3.3 of this Handbook), the risk factors set out in Section 3.3.4.1 and Section 7.12.1 of this Handbook will be relevant in deciding whether it is appropriate to use information provided by the trustee or general partner. In addition, the monitoring measures maintained by a relevant person (see Section 6 of this Handbook) may provide additional comfort that relevant and up to date information on identity has been found out.
67. In the case of a unit trust which is a third party, individual investors into the unit trust are not considered to be settlors for the purpose of [Article 3\(7\)\(a\)](#).
68. The following provisions apply to situations where a trustee of an express trust or general partner of a limited partnership is the customer of a relevant person.
69. The following provisions will also assist with the identification of ultimate beneficial owners and controllers and will be relevant in situations where a legal arrangement (through the trustee or general partner) is:
 - the owner or controller of a customer, because of a requirement in [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order to identify the individuals who are the customer's beneficial owners or controllers; or
 - a third party on whose behalf a customer is acting, because of a requirement in [Article 3\(2\)\(b\)\(ii\)](#) of the Money Laundering Order to identify the individuals who are the third party's beneficial owners or controllers.
70. Where the trustee or general partner is a relevant person carrying on regulated business (defined in [Article 1](#) of the Money Laundering Order) or is a person who carries on equivalent business to any category of regulated business, it may be possible to apply simplified identification measures under [Article 17](#) and [Article 18\(7\)](#) of the Money Laundering Order. See Section 7.
71. The measures that must be applied by a relevant person where a third party is a trust need not include a settlor of a trust who is deceased.

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72. The measures that must be applied to obtain evidence of identity of beneficiaries and persons who are the object of a power and that have been identified as presenting higher risk will necessarily reflect the verification methods that are available at a particular time to the trustee. For example, it may not be appropriate to request evidence directly from the beneficiary or object of a power.
 73. Where a relevant person is not familiar with the form of the evidence of identity obtained to verify identity, appropriate measures may be necessary to satisfy itself that the evidence is genuine.
 74. Notwithstanding the requirement to find out identity and obtain evidence in relation to the trustee, the trust and those individuals listed in [Article 3\(7\)](#) of the Money Laundering Order, a relevant person is not expected to collect information on the detailed terms of the trust, nor rights of the beneficiaries.

4.4.1 Finding out identity – legal arrangement that is a trust

GUIDANCE NOTES

75. A relevant person may demonstrate that it has found out the identity of a trust which is a third party under [Article 3\(2\)\(b\)\(i\)](#) of the Money Laundering Order where it collects all of the following components of identity:
 - Name of trust.
 - Date establishment.
 - Official identification number (e.g. tax identification number or registered charity or non-profit organisation number).
 - Mailing address of trustee(s).
76. A relevant person may demonstrate that it has found out the identity of the settlor of a trust which is a third party under [Article 3\(2\)\(b\)\(iii\)\(B\)](#) of the Money Laundering Order where it finds out the identity of the settlor (including any persons subsequently settling funds into the trust), any person who directly or indirectly provides trust property or makes a testamentary disposition on trust or to the trust, and any other person exercising ultimate effective control over the trust. This information may be provided by the trustee.
77. A relevant person may demonstrate that it has found out the identity of persons having a beneficial interest in a trust (other than a unit trust) which is a third party under [Article 3\(2\)\(b\)\(iii\)\(B\)](#) of the Money Laundering Order where it finds out the identity of each beneficiary with a vested right. This information may be provided by the trustee.
78. A relevant person may demonstrate that it has found out the identity of persons having a beneficial interest in a trust (other than a unit trust) which is a third party under [Article 3\(2\)\(b\)\(iii\)\(B\)](#) of the Money Laundering Order where it finds out the identity of each beneficiary who has been identified as presenting higher risk. This information may be provided by the trustee.
79. A relevant person may demonstrate that it has found out the identity of the object of a trust power in a trust which is a third party under [Article 3\(2\)\(b\)\(iii\)\(B\)](#) of the Money Laundering Order where it finds out the identity of each person who is the object of a power, who has been identified as presenting higher risk. This information may be provided by the trustee.
80. A relevant person may demonstrate that it has found out the identity of any other individual who otherwise exercises ultimate effective control over the third party under [Article 3\(2\)\(b\)\(iii\)\(B\)](#) of the Money Laundering Order where it finds out the identity of each co-trustee. This information may be provided by the trustee.
81. In any case where a settlor, protector, beneficiary, object of a power or other person referred to in paragraphs 76 to 80 (the “**person**”) is not an individual, a relevant person may demonstrate that it has identified each individual who is the person’s beneficial owner or controller under [Article 3\(2\)\(b\)\(iii\)\(C\)](#) of the Money Laundering Order where it has identified:

- Each individual with a **material controlling ownership interest** in the capital of the person (through direct or indirect holdings of interests or voting rights) or who exerts **control through other ownership means**.
 - To the extent that there is doubt as to whether the individuals exercising control through ownership are beneficial owners, or where no individual exerts control through ownership, any other individual exercising **control** over the person **through other means**.
 - Where no individual is otherwise identified under this section, individuals who exercise **control** of the person **through positions held** (who have and exercise strategic decision-making powers or have and exercise executive control through senior management positions).
82. For lower risk relationships, a general threshold of 25% is considered to indicate a material controlling ownership interest in capital. Where the distribution of interests is uneven, the percentage where effective control may be exercised (a material interest) may be less than 25% when the distribution of other interests is taken into account, i.e. interests of less than 25% may be material interests.

4.4.2 Obtaining evidence of identity – legal arrangement that is a trust

AML/CFT CODES OF PRACTICE

83. All key documents (or parts thereof) obtained as evidence of identity must be understandable (i.e. in a language understood by the employees of the relevant person), and must be translated into English at the request of the JFCU or the Commission.
84. A relevant person must obtain evidence that any person purporting to act as the trustee of a trust which is a third party has authority so to act.

GUIDANCE NOTES

85. A relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(b\)\(i\)](#) of the Money Laundering Order that is reasonably capable of verifying that a trust which is a third party is what it is said to be where the evidence covers the following components of identity: name and date of establishment of the express trust, appointment of the trustee and nature of the trustee's duties. This need not involve a review of an existing trust instrument (or similar instrument) as a whole; reviewing or obtaining copies of relevant extracts of a trust instrument may suffice.

4.4.3 Finding out identity – legal arrangement that is a limited partnership

GUIDANCE NOTES

86. A relevant person may demonstrate that it has found out the identity of a limited partnership which is a third party under [Article 3\(2\)\(b\)\(i\)](#) of the Money Laundering Order where it collects all of the following:
- Name of partnership.
 - Any trading names.
 - Date and country of registration/establishment.
 - Official identification number.
 - Registered office/business address.
 - Mailing address (if different).
 - Principal place of business/operations (if different).
 - Names of all general partners.

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87. A relevant person may demonstrate that it has found out the identity of a person who has a beneficial interest in a limited partnership which is a third party under [Article 3\(2\)\(b\)\(iii\)\(B\)](#) of the Money Laundering Order where it finds out the identity of limited partners holding a **material controlling ownership interest** in the capital of the partnership (through direct or indirect holdings of interests or voting rights) or any other person exercising **control through other ownership means**, e.g. partnership agreements, power to appoint senior management, or any outstanding debt that is convertible into voting rights.
88. To the extent that there is doubt as to whether the persons exercising control through ownership are beneficial owners, or where no person exerts control through ownership, a relevant person may demonstrate that it has found out the identity of a person who has a beneficial interest in a limited partnership which is a third party under [Article 3\(2\)\(b\)\(iii\)\(B\)](#) of the Money Laundering Order where it finds out the identity of those who exercise **control through other means**, e.g. those who exert control through personal connections, by participating in financing, because of close and intimate family relationships, historical or contractual associations or as a result of default on certain payments.
89. Where no person is otherwise identified under this section, a relevant person may demonstrate that it has found out the identity of a person who has a beneficial interest in a limited partnership which is a third party under [Article 3\(2\)\(b\)\(iii\)\(B\)](#) of the Money Laundering Order where it finds out the identity of persons who **exercise control through positions held** (who have and exercise strategic decision-making powers or have and exercise executive control through senior management positions, e.g. general partner or limited partner that participates in management). This information may be provided by the general partner.
90. In any case where a partner or other person referred to in paragraphs 87 to 89 is not an individual, a relevant person may demonstrate that it has identified each individual who is that person's beneficial owner or controller under [Article 3\(2\)\(b\)\(iii\)\(C\)](#) of the Money Laundering Order where it has identified:
- Each individual with a **material controlling ownership interest** in the capital of the partnership (through direct or indirect holdings of interests or voting rights) or who exerts **control** of the partnership **through other ownership means**.
 - To the extent that there is doubt as to whether the individuals exercising control through ownership are beneficial owners, or where no individual exerts control through ownership, any other individual exercising **control** over the partnership through **other means**.
 - Where no individual is otherwise identified under this section, individuals who exercise **control** of the partnership **through positions held** (who have and exercise strategic decision-taking powers or have and exercise executive control through senior management positions).
91. In the case of a lower risk relationship, partners who have and exercise authority to operate a business relationship or one-off transaction will be those who exercise control through positions held.
92. For lower risk relationships, a general threshold of 25% is considered to indicate a material controlling ownership interest in the capital of a limited partnership. Where the distribution of interests is uneven the percentage where effective control may be exercised (a material interest) may be less than 25% when the distribution of other interests is taken into account, i.e. interests of less than 25% may be material interests.

4.4.4 Obtaining evidence of identity – legal arrangement that is a limited partnership

AML/CFT CODES OF PRACTICE

93. All evidence of identity (or parts thereof) must be understandable (i.e. in a language understood by the employees of the business), and must be translated into English at the request of the JFCU or the Commission.
94. A relevant person must obtain evidence that any person purporting to act as general partner of a partnership which is a third party has authority so to act.

GUIDANCE NOTES

95. A relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(b\)\(i\)](#) of the Money Laundering Order that is reasonably capable of verifying that a limited partnership which is a third party to be identified is who the partnership is said to be where the evidence covers all of the following components of identity:
- Name of partnership.
 - Date and country of registration/establishment.
 - Official identification number.
 - Registered office/business address.
 - Principal place of business/operations (if different).
96. However, in the case of a lower risk relationship, a relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(b\)\(i\)](#) of the Money Laundering Order that is reasonably capable of verifying that a limited partnership which is a third party to be identified is who the partnership is said to be where the evidence covers the following components of identity: name of partnership; date and country of registration/establishment; and official identification number.
97. A relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(b\)\(i\)](#) of the Money Laundering Order that is reasonably capable of verifying that a limited partnership which is a third party to be identified is who the partnership is said to be where it obtains two or more sources of evidence (one or more source(s) for lower risk customers):
- Partnership agreement or copy of such an agreement certified by a suitable certifier.
 - Certificate of registration (where a partnership is registered) or copy of such a certificate certified by a suitable certifier.
 - Latest audited financial statements or copy of such statements certified by a suitable certifier.
98. A relevant person may also demonstrate that it has obtained evidence under [Article 3\(2\)\(b\)\(i\)](#) of the Money Laundering Order that is reasonably capable of verifying that a partnership which is a third party is who the partnership is said to be where the data or information comes from an independent data source or (in the case of a principal place of business) personal visit to that address. An independent data source may include a registry search, which confirms that the partnership is not in the process of being dissolved, struck off, wound up or terminated.
99. Where a partner holds this role by virtue of his employment by (or position in) a business that is a regulated Jersey trust and company services provider, a relevant person may demonstrate that it has taken reasonable measures to find out the identity of that person and to obtain evidence under [Article 3\(2\)\(b\)\(iii\)\(B\)](#) of the Money Laundering Order where it obtains the following:
- the full name of the partner; and
 - an assurance from the trust and company services provider that the individual is an officer or employee.

4.4.5 Copy documentation provided by regulated trust and company services provider**GUIDANCE NOTES**

100. Where information is provided by a trust and company service provider that is regulated by the Commission, the Guernsey Financial Services Commission or the Isle of Man Financial Supervision Commission (“a regulated trust and company services provider”) on a person listed in [Article 3\(7\)](#) of the Money Laundering Order (following an assessment of risk in line with paragraph 66), a relevant person may demonstrate that it has taken reasonable measures to obtain evidence of identity for that person under [Article 13](#) of the Money Laundering Order where it obtains a copy of a document that is listed in paragraph 27 from the regulated trust and company services provider, along with confirmation on certain matters.

101. The matters to be confirmed are that:

- the regulated trust and company services provider has seen the original document that it has copied to the relevant person, or the document that has been copied to the relevant person was provided to the regulated trust and company services provider by a suitable certifier;
- the regulated trust and company services provider is satisfied that the original document seen, or document provided to it by a suitable certifier, provides evidence that the individual is who he or she is said to be; and
- the document provided to the relevant person is a true copy of a document that is held by the regulated trust and company services provider.

102. This will be different to a case where a relevant person decides to make use of [Article 16](#) of the Money Laundering Order - which allows reliance to be placed on identification measures that have already been completed by an obliged party where evidence of identity may be held by the obliged party, and where the obliged party has a continuing responsibility to the relevant person in respect of record-keeping and access to records – Section 5 is relevant.

103. In both cases, the risk of placing reliance on another person to have carried out identification measures must be considered – either as part of an assessment of customer risk under [Article 13](#), or assessment of risk under [Article 16](#) of the Money Laundering Order.

104. Nor should provision for copy documentation to be provided by a regulated trust and company services provider be confused with “suitable certification”, which is explained in [Section 4.3.3](#).

4.5 OBLIGATION TO FIND OUT THE IDENTITY AND OBTAIN EVIDENCE: LEGAL PERSONS

OVERVIEW

105. Jersey law recognises a number of distinct forms of legal person, in particular: the company; the foundation; the limited liability partnership; the separate limited partnership; and the incorporated limited partnership.

106. Companies are established under the Companies (Jersey) Law 1991 (the “**Companies Law**”). Foundations are established under the Foundations (Jersey) Law 2009. Limited liability partnerships are established under the Limited Liability Partnerships (Jersey) Law 1997. Separate Limited Partnerships are established under the Separate Limited Partnerships (Jersey) Law 2011. Incorporated Limited Partnerships are established under the Incorporated Limited Partnerships (Jersey) Law 2011.

107. The following provisions apply to situations where a legal person is the **customer**.

108. The provisions will also assist with the identification of ultimate beneficial owners and controllers and will be relevant in situations where a legal person is:

- a person connected to a legal arrangement, because of a requirement in [Article 3\(2\)\(b\)\(iii\)](#) to identify each person who falls within [Article 3\(7\)](#) of the Money Laundering Order, and each individual who is that person’s beneficial owner or controller;
- the owner or controller of a customer, because of a requirement in [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order to identify the individuals who are the customer’s beneficial owners or controllers;
- Acting on behalf of a customer (e.g. is acting according to a power of attorney, or has signing authority over an account); or
- A third party on whose behalf a customer is acting, because of a requirement in [Article 3\(2\)\(b\)\(ii\)](#) of the Money Laundering Order to identify the individuals who are the third party’s beneficial owners or controllers.

109. The Companies Law allows for the incorporation of cell companies: incorporated cell companies (“**ICCs**”) and protected cell companies (“**PCCs**”).

110. Each of these types of cell companies may establish one or more cells.

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111. In the case of a PCC, each cell, despite having its own memorandum of association, shareholders and directors, as well as being treated for the purposes of the Companies Law as if it were a company, does not have a legal personality separate from the cell company. Accordingly, where a cell wishes to contract with another party, it does so through the cell company acting on its behalf. In order to ensure that creditors and third parties are aware of this position, a director of the cell company is under a duty to notify the counterparties to a transaction that the cell company is acting in respect of a particular cell.
 112. Where a relevant person establishes a business relationship or enters into a one-off transaction with a cell of a PCC, because the cell does not have the ability to enter into arrangements or contract in its own name, for the purposes of [Article 3](#) of the Money Laundering Order, the PCC will be taken to be a customer acting for a third party and the particular cell will be taken to be the third party that is a person other than an individual.
 113. By contrast, in the case of an ICC, each cell has its own separate legal personality, with the ability to enter into arrangements or contracts and to hold assets and liabilities in its own name. Where a relevant person establishes a business relationship or enters into a one-off transaction with a cell of an ICC, the cell (a company) will be taken to be the customer.
 114. In a case where the ownership structure of a legal person to be identified (A) includes other legal persons, the beneficial owners and controllers of A will include those individuals **ultimately** holding a material controlling ownership interest in A. See paragraph 129.
 115. The identification measures to be applied to a company are set out in [Sections 4.5.1](#) and [4.5.2](#). The identification measures to be applied to a foundation are set out in [Sections 4.5.3](#) and [4.5.4](#). The identification measures to be applied to a partnership are set out in [Sections 4.5.5](#) and [4.5.6](#).
 116. For the purposes of this Section, provisions that are said to apply to a company are to be taken to apply, with appropriate modification, to: any other body that can establish a business relationship with a relevant person or otherwise own property; an anstalt; an incorporated and unincorporated association, club, society, charity, church body, or institute; a mutual or friendly society; a co-operative; and a provident society.
 117. Where information relating to a legal person is not available from a public source, a relevant person will be dependent on the information that is provided by the legal person. When determining the risk assessment for a legal person (see Section 3.3 of this Handbook), the risk factors set out in Section 3.3.4.1 of this Handbook will be relevant. The risk factors set out in Section 7.8.1 of this Handbook will also be relevant in determining whether it is appropriate to use information on a legal person provided through a trust and company (or other) services provider. In addition, the monitoring measures maintained by a relevant person (see Section [6](#)) may provide additional comfort that relevant and up to date information on identity has been found out.
 118. Where a director of a company holds this role by virtue of his employment by (or position in) a regulated Jersey trust company business, separate provision is made for obtaining evidence of identity. Similar provision is made for a council member of a foundation and for a partner of a partnership.
 119. [Article 2](#) of the Money Laundering Order, which describes those persons to be considered to be beneficial owners of a body corporate, provides that no individual is to be treated as a beneficial owner of a person that is a body corporate, the securities of which are listed on a regulated market.
 120. The measures that must be applied to obtain evidence of identity of beneficiaries and persons in whose favour the council of a foundation may exercise discretion and that have been identified as presenting higher risk will necessarily reflect the verification methods that are available at a particular time to the relevant person. For example, it may not be appropriate to request evidence directly from a person in whose favour discretion may be exercised.
 121. Where a relevant person is not familiar with a document obtained to verify identity, appropriate measures may be necessary to satisfy itself that the evidence is genuine.

4.5.1 Finding out identity - legal person that is a company**GUIDANCE NOTES**

122. A relevant person may demonstrate that it has found out the identity of a company which is a customer under [Article 3\(2\)\(a\)](#) of the Money Laundering Order where it collects all of the following:
- Name of company.
 - Any trading names.
 - Date and country of incorporation/registration.
 - Official identification number.
 - Registered office address.
 - Mailing address (if different).
 - Principal place of business/operations (if different).
 - Names of all directors.
123. A relevant person may demonstrate that it has found out the identity of a person who is the customer's beneficial owner or controller under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order where it finds out the identity of persons holding a **material controlling ownership interest** in the capital of the company (through direct or indirect holdings of interests or voting rights) or who **exert control through other ownership interests**, e.g. shareholders' agreements, power to appoint senior management, or through holding convertible stock or any outstanding debt that is convertible into voting rights.
124. To the extent that there is doubt as to whether the persons exercising **control through ownership** are beneficial owners, or where no person exerts control through ownership, a relevant person may demonstrate that it has found out the identity of a person who is the customer's beneficial owner or controller under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order where it finds out the identity of those who exercise **control through other means**, e.g. those who exert control through personal connections, by participating in financing, because of close and intimate family relationships, historical or contractual associations or as a result of default on certain payments.
125. Where no person is otherwise identified under this section, a relevant person may demonstrate that it has found out the identity of a person who is the customer's beneficial owner or controller under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order where it finds out the identity of persons who **exercise control through positions held** (who have and exercise strategic decision-taking powers or have and exercise executive control through senior management positions, e.g. directors¹).
126. This information may be provided by the company.
127. In any case where a person identified under paragraphs 123 to 125 is not an individual, a relevant person may demonstrate that it has identified each individual who is that person's beneficial owner or controller under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order where it has identified:
- Each individual with a **material controlling ownership interest** in the capital of the company (through direct or indirect holdings of interests or voting rights) or who exerts **control** of the company **through other ownership means**.

¹ This information may be provided by the company. In the case of other bodies, anstalts, associations, clubs, societies, charities, church bodies, institutes, mutual or friendly societies, co-operatives and provident societies, senior individuals will often include members of the governing body or committee plus executives

- To the extent that there is doubt as to whether the individuals exercising control through ownership are beneficial owners, or where no individual exerts control through ownership, any other individual exercising **control** over the company **through other means**.
 - Where no individual is otherwise identified under this section, individuals who exercise control of the company **through positions held** (who have and exercise strategic decision-taking powers or have and exercise executive control through senior management positions).
128. In the case of a lower risk relationship, directors who have and exercise authority to operate a business relationship or one-off transaction will be those who exercise control through positions held.
129. For lower risk relationships, a general threshold of 25% is considered to indicate a material controlling ownership interest in the capital of a company. Where the distribution of interests is uneven the percentage where effective control may be exercised (a material interest) may be less than 25% when the distribution of other interests is taken into account, i.e. interests of less than 25% may be material interests.

4.5.2 Obtaining evidence of identity – legal person that is a company

AML/CFT CODES OF PRACTICE

130. All key documents (or parts thereof) obtained as evidence of identity must be understandable (i.e. in a language understood by the employees of the relevant person), and must be translated into English at the request of the JFCU or the Commission.

GUIDANCE NOTES

131. A relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a company which is a customer to be identified is who the company is said to be where the evidence covers all of the following components of identity:
- Name of company.
 - Date and country of incorporation.
 - Official identification number.
 - Registered office address.
 - Principal place of business/operations (where different to registered office).
132. However, in the case of a lower risk relationship, a relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a company which is a customer to be identified is who the company is said to be where the evidence covers the following components of identity: name of company; date and country of incorporation/registration; and official identification number.
133. A relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a company which is a customer to be identified is who the company is said to be where it obtains two or more sources of evidence (one or more source(s) for lower risk customers):
- Certificate of incorporation (or other appropriate certificate of registration or licensing) or copy of such a certificate certified by a suitable certifier;
 - Memorandum and Articles of Association (or equivalent) or copy of such documents certified by a suitable certifier;
 - Latest audited financial statements or copy of such statements certified by a suitable certifier.

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134. A relevant person may also demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a company which is a customer is who the company is said to be where the data or information comes from an independent data source or (in the case of a principal place of business) personal visit to that address. An independent data source may include a company registry search which confirms that the company is not in the process of being dissolved, struck off, wound up or terminated.
135. Where a director holds this role by virtue of their employment by (or position in) a business that is a regulated Jersey trust and company services provider, a relevant person may demonstrate that it has taken reasonable measures to find out the identity of that person and to obtain evidence under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order where it obtains the following:
- the full name of the director; and
 - an assurance from the trust and company service provider that the individual is an officer or employee.

4.5.3 Finding out identity – legal person that is a foundation

GUIDANCE NOTES

136. A relevant person may demonstrate that it has found out the identity of a foundation which is a customer under [Article 3\(2\)\(a\)](#) of the Money Laundering Order where it collects all of the following:
- Name of foundation.
 - Date and country of incorporation.
 - Official identification number.
 - Business address. In the case of a foundation incorporated under the [Foundations \(Jersey\) Law 2009](#), this will be the business address of the qualified member of the council.
 - Mailing address (if different).
 - Principal place of business/operations (if different).
 - Name of all council members and, if any decision requires the approval of any other person, the name of that person.
137. A relevant person may demonstrate that it has found out the identity of the foundation's beneficial owners and controllers under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order where it finds out the identity of:
- the founder, a person (other than the founder of the foundation) who has endowed the foundation (directly or indirectly), and, if any rights a founder of the foundation had in respect of the foundation and its assets have been assigned to some other person, that person.
 - the guardian (who takes such steps as are reasonable to ensure that the council of the foundation carries out its functions).
 - all council members and, if any decision requires the approval of any other person, that person.
 - any beneficiary entitled to a benefit under the foundation in accordance with the charter or the regulations of the foundation.
 - any other beneficiary and person in whose favour the council may exercise discretion under the foundation in accordance with its charter or regulations and that have been identified as presenting higher risk.
 - any other person exercising ultimate effective control over the foundation.
138. This information may be provided by the foundation.

139. In any case where a founder, guardian, beneficiary or other person listed in paragraph 137 (the “**person**”) is not an individual, a relevant person may demonstrate that it has identified each individual who is the person’s beneficial owner or controller under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order where it has identified:
- Each individual with a **material controlling ownership interest** in the capital of the person (through direct or indirect holdings of interests or voting rights) or who exerts control through **other ownership means**.
 - To the extent that there is doubt as to whether the individuals exercising control through ownership are beneficial owners, or where no individual exerts control through ownership, any other individual exercising **control over the person through other means**.
 - Where no individual is otherwise identified under this section, individuals who **exercise control** of the person **through positions held** (who are responsible for strategic decision-taking or exercising executive control through senior management positions).
140. In the case of a lower risk relationship, as an alternative to finding out the identity of all council members and, if any decision requires the approval of any other person, that person, a relevant person may find out the identity of council members who have and exercise authority to operate a business relationship or one-off transaction.
141. For lower risk relationships, a general threshold of 25% is considered to indicate a material controlling ownership interest in capital. Where the distribution of interests is uneven the percentage where effective control may be exercised (a material interest) may be less than 25% when the distribution of other interests is taken into account, i.e. interests of less than 25% may be material interests.

4.5.4 Obtaining evidence of identity – legal person that is a foundation

AML/CFT CODES OF PRACTICE

142. All key documents (or parts thereof) obtained as evidence of identity must be understandable (i.e. in a language understood by the employees of the relevant person), and must be translated into English at the request of the JFCU or the Commission.

GUIDANCE NOTES

143. A relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a foundation which is a customer is who the foundation is said to be where the evidence covers all of the following components of identity:
- Name of foundation.
 - Date and country of incorporation.
 - Official identification number.
 - Business address.
 - Principal place of business/operations (if different).
144. However, in the case of a lower risk relationship, a relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a foundation which is a customer to be identified is who the foundation is said to be where the evidence covers the following components of identity: name of foundation, date and country of incorporation, and official identification number.
145. A relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a foundation to be identified is who the foundation is said to be where it obtains two or more sources of evidence (one or more for lower risk customers):
- Charter (or equivalent) or copy of such a charter certified by a suitable certifier.
 - Latest audited financial statements or copy of such statements certified by a suitable certifier.

146. A relevant person may also demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a foundation which is a customer is who the foundation is said to be where the data or information comes from an independent data source or (in the case of a principal place of business) personal visit to that address. An independent data source may include a registry search on the Commission's website (for the business address of the qualified member of the council).
147. Where a council member who is an individual holds this role by virtue of their employment by (or position in) a business that is a regulated Jersey trust and company services provider, a relevant person may demonstrate that it has taken reasonable measures to find out the identity of that person and to obtain evidence under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order where it obtains the full name of the council member and an assurance from the trust and company services provider that the individual is an officer or employee.

4.5.5 Finding out identity – legal person that is a partnership

GUIDANCE NOTES

148. A relevant person may demonstrate that it has found out the identity of a partnership which is a customer under [Article 3\(2\)\(a\)](#) of the Money Laundering Order where it collects all of the following:
- Name of partnership.
 - Any trading names.
 - Date and country of incorporation/registration.
 - Official identification number.
 - Registered office/business address.
 - Mailing address (if different).
 - Principal place of business/operations (if different).
 - Names of all partners (except any limited partners).
149. A relevant person may demonstrate that it has found out the identity of a person who is the customer's beneficial owner or controller under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order where it finds out the identity of limited partners holding a **material controlling ownership interest** in the capital of the partnership (through direct or indirect holdings of interests or voting rights) or any other person exercising **control through other ownership means**, e.g. partnership agreements, power to appoint senior management, or any outstanding debt that is convertible into voting rights.
150. To the extent that there is doubt as to whether the persons exercising control through ownership are beneficial owners, or where no person exerts control through ownership, a relevant person may demonstrate that it has found out the identity of a person who is the customer's beneficial owner or controller under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order where it finds out the identity of those who exercise **control through other means**, e.g. those who exert control through personal connections, by participating in financing, because of close and intimate family relationships, historical or contractual associations or as a result of default on certain payments.
151. Where no person is otherwise identified under this section, a relevant person may demonstrate that it has found out the identity of a person who is the customer's beneficial owner or controller under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order where it finds out the identity of persons who exercise **control through positions held** (who have and exercise strategic decision-taking powers or have and exercise executive control through senior management positions, e.g. general partner or limited partner that participates in management).
152. This information may be provided by the partnership.
153. In any case where a partner or other person referred to in paragraphs 149 to 151 is not an individual, a relevant person may demonstrate that it has identified each individual who is that person's beneficial owner or controller under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order where it has identified:

- Each individual with a **material controlling ownership interest** in the capital of the partnership (through direct or indirect holdings of interests or voting rights) or who exerts **control** of the partnership **through other ownership means**.
 - To the extent that there is doubt as to whether the individuals exercising control through ownership are beneficial owners, or where no individual exerts control through ownership, any other individual exercising **control** over the partnership **through other means**.
 - Where no individual is otherwise identified under this section, individuals who **exercise control** of the partnership **through positions held** (who have and exercise strategic decision-taking powers or have and exercise executive control through senior management positions).
154. In the case of a lower risk relationship, partners who have and exercise authority to operate a business relationship or one-off transaction will be those who exercise control through positions held.
155. For lower risk relationships, a general threshold of 25% is considered to indicate a material controlling ownership interest in the capital of a partnership. Where the distribution of interests is uneven the percentage where effective control may be exercised (a material interest) may be less than 25% when the distribution of other interests is taken into account, i.e. interests of less than 25% may be material interests.

4.5.6 Obtaining evidence of identity – legal person that is a partnership

AML/CFT CODES OF PRACTICE

156. All evidence of identity (or parts thereof) must be understandable (i.e. in a language understood by the employees of the relevant person), and must be translated into English at the request of the JFCU or the Commission.

GUIDANCE NOTES

157. A relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a partnership which is a customer to be identified is who the partnership is said to be where the evidence covers all of the following components of identity:
- Name of partnership.
 - Date and country of incorporation/registration/establishment.
 - Official identification number.
 - Registered office/business address.
 - Principal place of business/operations (if different).
158. However, in the case of a lower risk relationship, a relevant person may demonstrate that it has obtained evidence under [Article 3\(2\)\(a\)](#) of the Money Laundering Order that is reasonably capable of verifying that a partnership which is a customer to be identified is who the partnership is said to be where the evidence covers the following components of identity: name of partnership, date and country of incorporation/registration, and official identification number.
159. A relevant person may demonstrate that it has obtained evidence that is reasonably capable of verifying that a partnership which is a customer to be identified is who the partnership is said to be where it obtains under [Article 3\(2\)\(a\)](#) of the Money Laundering Order two or more sources of evidence (one or more source(s) for lower risk customers):
- Partnership agreement or copy of such an agreement certified by a suitable certifier.
 - Certificate of registration (where a partnership is registered) or copy of such a certificate certified by a suitable certifier.
 - Latest audited financial statements or copy of such statements certified by a suitable certifier.

160. A relevant person may also demonstrate that it has obtained evidence that is reasonably capable of verifying that a partnership which is a customer is who the partnership is said to be under [Article 3\(2\)\(a\)](#) of the Money Laundering Order where the data or information comes from an independent data source or (in the case of a principal place of business) personal visit to that address. An independent data source may include a registry search, which confirms that the partnership is not in the process of being dissolved, struck off, wound up or terminated.
161. Where a partner holds this role by virtue of their employment by (or position in) a business that is a regulated Jersey trust and company services provider, a relevant person may demonstrate that it has taken reasonable measures under [Article 3\(2\)\(c\)\(iii\)](#) of the Money Laundering Order to find out the identity of that person and to obtain evidence where it obtains the following:
- the full name of the partner; and
 - an assurance from the trust and company services provider that the individual is an officer or employee.

4.5.7 Copy documentation provided by regulated trust and company services provider

GUIDANCE NOTES

162. Where information is provided by a trust and company service provider that is regulated by the Commission, the Guernsey Financial Services Commission or the Isle of Man Financial Supervision Commission (“a regulated trust and company services provider”) on a person who is a beneficial owner or controller of a legal person (following an assessment of risk in line with paragraph 117), a relevant person may demonstrate that it has taken reasonable measures to obtain evidence for that person under [Article 13](#) of the Money Laundering Order where it obtains a copy of a document that is listed in paragraph 27 from the regulated services provider, along with confirmation on certain matters.
163. The matters to be confirmed are that:
- the regulated trust and company services provider has seen the original document that it has copied to the relevant person, or the document that has been copied to the relevant person was provided to the regulated services provider by a suitable certifier;
 - the regulated trust and company services provider is satisfied that the original document seen, or document provided to it by a suitable certifier, provides evidence that the individual is who he or she is said to be; and
 - the document provided to the relevant person is a true copy of a document that is held by the regulated trust and company services provider.
164. This will be different to a case where a relevant person decides to make use of [Article 16](#) of the Money Laundering Order - which allows reliance to be placed on identification measures that have already been completed by an obliged party where evidence of identity may be held by the obliged party, and where the obliged party has a continuing responsibility to the relevant person in respect of record-keeping and access to records - Section 5 of this Handbook is relevant.
165. In both cases, the risk of placing reliance on another person to have carried out identification measures must be considered – either as part of an assessment of customer risk under [Article 13](#), or assessment of risk under [Article 16](#) of the Money Laundering Order.
166. Nor should provision for copy documentation to be provided by a regulated trust and company services provider be confused with “suitable certification”, which is explained in [Section 4.3.3](#).

4.6 OBLIGATION TO FIND OUT IDENTITY AND OBTAIN EVIDENCE: AUTHORISED AGENTS OF CUSTOMERS

OVERVIEW

167. [Article 13](#) of the Money Laundering Order requires a relevant person to find out the identity of persons purportedly authorised to act on behalf of a customer that is a legal person and to take reasonable measures to obtain evidence of identity of such persons. This will include account signatories and those to whom powers of attorney have been granted. In addition, [Article 13](#) requires a relevant person to verify the authority of any person purporting to act.

168. [Article 18](#) of the Money Laundering Order allows this particular identification measure (or part of the identification measure) to be simplified in some limited cases.

AML/CFT CODES OF PRACTICE

169. In a case where another person purports to act on behalf of a customer, a relevant person must obtain a copy of the power of attorney or other authority or mandate that provides the persons representing the customer with the right to act on its behalf.
170. In the case of a legal arrangement that is a trust, a relevant person must obtain evidence that any person purporting to act as the trustee has authority so to act.
171. In the case of a legal arrangement that is a limited partnership, a relevant person must obtain evidence that any person purporting to act as general partner has authority so to act.

GUIDANCE NOTES

172. A relevant person may demonstrate that it has taken reasonable measures to obtain evidence of identity where it takes into account factors such as the risk posed by the relationship and the materiality of the authority delegated to individuals.
173. In the case of a lower risk relationship, a relevant person may demonstrate that it has taken reasonable measures to obtain evidence of identity where it does so for a minimum of two individuals that have purported authority to act on behalf of a customer.

4.7 TIMING OF IDENTIFICATION MEASURES

STATUTORY REQUIREMENTS

Initial

174. [Article 13\(1\)](#) of the Money Laundering Order requires identification measures to be applied before the establishment of a relationship or before carrying out a one-off transaction.
175. However, [Article 13\(4\)](#) of the Money Laundering Order permits evidence of identity to be obtained *after* the establishment of a business relationship in three cases:
176. The first – set out in [Article 13\(6\) and \(7\)](#) of the Money Laundering Order - is a business relationship that relates to a life insurance policy if the identification measure relates to a beneficiary under the policy and the relevant person is satisfied that there is a little risk of money laundering or financing of terrorism occurring. Where identification measures are not completed before the establishment of a business relationship, they must be completed before any payment is made under the policy or any right vested under the policy is exercised.
177. The second – set out in [Article 13\(8\) and \(9\)](#) of the Money Laundering Order - is a business relationship that relates to a trust or foundation if the identification measure relates to a person who has a beneficial interest in the trust or foundation by virtue of property or income having been vested and the relevant person is satisfied that there is a little risk of money laundering or financing of terrorism occurring. Where identification measures are not completed before the establishment of a business relationship, they must be completed before any distribution of trust property or income is made.
178. The third – set out in [Article 13\(4\)](#) of the Money Laundering Order – is where:
- it is necessary not to interrupt the normal course of business;
 - there is little risk of money laundering or financing of terrorism occurring as a result of obtaining evidence of identity after establishing the relationship; and
 - evidence of identity is obtained as soon as reasonably practicable.
179. Under [Article 11\(3\)\(fa\)\(4\)](#) of the Money Laundering Order, policies and procedures must be in place to: assess the risk of money laundering or financing of terrorism referred to in [Article 13\(4\)](#); and ensure that there is periodic reporting to senior management to allow it to assess that appropriate arrangements are in place to address risk and to ensure that identification measures are completed as soon as reasonably practicable.

During business relationship

180. [Article 13\(1\)\(c\)\(i\)](#) of the Money Laundering Order requires a relevant person to apply identification measures where it suspects money laundering or financing of terrorism.
181. In addition, where a relevant person has doubts about the veracity or adequacy of documents, data or information previously obtained under customer due diligence measures, [Article 13\(1\)\(c\)\(ii\)](#) of the Money Laundering Order requires that person to apply identification measures.

Existing customers

182. [Article 13\(2\)](#) of the Money Laundering Order says that, where a relevant person has a business relationship with a customer that commenced before the Money Laundering Order came into force, a relevant person must apply CDD measures that are in line with the Money Laundering Order to that relationship at appropriate times.
183. [Article 13\(3\)](#) of the Money Laundering Order says that “appropriate times” means for the application of identification measures:
- times that are appropriate having regard to the degree of risk of money laundering or financing of terrorism, taking into account the type of customer, business relationship, product or transaction concerned; and
 - any time when a relevant person suspects money laundering or financing of terrorism (unless agreed otherwise with the JFCU).
184. [Article 13\(3A\)](#) of the Money Laundering Order states that an appropriate time for finding out identity (as required by [Article 3\(4\)](#)) is a date no later than 31 December 2014, or such later date as may be agreed by the Commission.
185. [Article 13\(3B\)](#) of the Money Laundering Order explains that a person may be considered to have found out the identity of a customer where the information that it holds in relation to a customer is commensurate to the relevant person’s assessment of risk.

All cases

186. [Article 14\(6\)](#) of the Money Laundering Order provides that identification measures need not be applied where a relevant person is acting with the consent of the JFCU and where an existing relationship is terminated, relationship is not established, or one-off transaction not completed or carried out.

4.7.1 Timing of initial identification measures – delay in obtaining evidence**OVERVIEW**

187. [Article 13\(4\)](#) of the Money Laundering Order allows, in certain circumstances, a relevant person a reasonable timeframe to undertake the necessary enquiries for obtaining evidence of identity after the initial establishment of a relationship. No similar concession is available for finding out identity. Where a reasonable excuse for the continued delay in obtaining evidence of identity cannot be provided, in order to comply with [Article 14\(2\)](#) of the Money Laundering Order, a relevant person must terminate the relationship (see [Section 4.8](#) of this Handbook).

AML/CFT CODES OF PRACTICE

188. In a case where [Article 13\(4\)](#) of the Money Laundering Order applies, a relevant person may obtain evidence of identity after the initial establishment of a relationship if, in addition, the following conditions are met:
- it highlights to its customer its obligation to terminate the relationship at any time on the basis that evidence of identity is not obtained; and
 - money laundering and financing of terrorism risk is effectively managed.
189. In any event, a relevant person must not permit final agreements to be signed or pay away funds to an external party (or to another account in the name of the customer), other than to deposit the funds on behalf of the customer, until such time as evidence of identity has been obtained.

GUIDANCE NOTES

190. A relevant person may demonstrate that it has highlighted to a customer the obligation to terminate a relationship where terms of business, which govern its relationships with its customer: (i) encompass the termination of relationships when evidence of identity is not obtained; and (ii) clearly state that termination may lead to a customer suffering losses.
191. A relevant person may demonstrate that money laundering and financing of terrorism risk is effectively managed where:
- policies and procedures establish timeframes for obtaining evidence of identity;
 - the establishment of any relationship benefiting from this concession has received appropriate authorisation, and such relationships are appropriately monitored so that evidence of identity is obtained as soon as is reasonably practicable; and
 - appropriate limits or prohibitions are placed on the number, type and amount of transactions in respect of the relationship.
192. A relevant person may demonstrate that periodic reporting is in line with [Article 11\(3\)\(fa\)](#) of the Money Laundering Order where it highlights to the Board:
- the number of customers for which evidence of identity has not been obtained during a reporting period (also expressed as a percentage of the total number of business relationships established during the reporting period) and summarises reasons; and
 - in any case where the delay is for more than a particular period of time, the name of the customer, the reason for the delay, the extent to which evidence of identity has not been obtained, the risk rating given to that customer, and action that is to be taken to obtain evidence or terminate the relationship (and by when).
193. Guidance as to appropriate steps to take where a relevant person is unable to complete identification measures is provided in [Section 4.8](#) of this Handbook.

4.7.2 Timing of identification measures during business relationship – obtaining evidence**GUIDANCE NOTES**

194. In the course of a business relationship between a relevant person and a customer that is a trustee, a relevant person may demonstrate that it has obtained evidence that is reasonably capable of verifying the identity of each beneficiary with a vested right where:
- it does so at the time of, or before, distribution of trust property or income; and
 - it is satisfied that there is little risk of money laundering or terrorism of financing occurring as a result of obtaining evidence after entitlement is conferred.
195. In the course of a business relationship between a relevant person and a customer that is a trustee, a relevant person may demonstrate that it has obtained evidence that is reasonably capable of verifying the identity of a beneficiary or person who is the object of a trust power where it does so at the time that the person is identified as presenting a higher risk.
196. In the case of a business relationship between a relevant person and a customer that is a foundation, a relevant person may demonstrate that it has obtained evidence that is reasonably capable of verifying the identity of each beneficiary entitled to benefit under the foundation where:
- it does so at the time of, or before, distribution of property or income; and
 - it is satisfied that there is little risk of money laundering or financing of terrorism occurring as a result of obtaining evidence after conferring entitlement.
197. In the course of a business relationship between a relevant person and a customer that is a foundation, a relevant person may demonstrate that it has obtained evidence that is reasonably capable of verifying the identity of any beneficiary or person in whose favour the council may exercise discretion under the foundation where it does so at the time that the person is identified as presenting a higher risk.

4.7.3 Timing for “existing customers”

OVERVIEW

198. Former FATF Recommendation 5 states that “financial institutions” should be required to apply that Recommendation (which deals with CDD measures) to “existing customers” on the basis of materiality and risk, and should conduct CDD measures on such existing relationships at appropriate times. This is based on the presumption that identification measures applied historically to existing customers will have been less effective than those to be applied in line with former FATF Recommendation 5.
199. For the purposes of the Money Laundering Order, an existing customer means a business relationship established before the Money Laundering Order came into force for estate agents and high value dealers on 1 May 2008 and which continues.
200. For the avoidance of doubt, the identification measures (finding out identity and obtaining evidence) to be applied to existing customers include the collection of information that is necessary to assess the risk that a business relationship involves money laundering or financing of terrorism (in line with [Article 3\(5\)](#) of the Money Laundering Order). This is likely to be self evident for an existing customer on the basis that a relationship will have been established on, or before, 30 April 2008.
201. Except with the agreement of the Commission, the effect of [Article 13\(3A\)](#) of the Money Laundering Order is to require the identity of a customer to have been found out by 31 December 2014. There is no similar deadline for obtaining evidence of identity.
202. Once an existing relationship has been “remediated”, then [Article 13\(1\)\(c\)\(ii\)](#) of the Money Laundering Order will apply to such a relationship in the same way as a relationship established on or after 1 May 2008 (on the basis that documents, data or information will have been obtained under the CDD measures prescribed in [Article 3](#)).
203. In line with [Article 13\(3\)\(a\)\(ii\)](#) of the Money Laundering Order, identification measures must always be applied to an existing customer as soon as a relevant person suspects money laundering or financing of terrorism.
204. A relevant person may meet its obligation to apply identification measures by placing reliance on an obliged person. See Section 5.

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205. A relevant person must review its “existing customer” base in order to determine a risk assessment for each customer that has still to be remediated.

GUIDANCE NOTES

206. Where it does not suspect money laundering or financing of terrorism, a relevant person may demonstrate that it has **found out identity** at an appropriate time for a **higher risk** existing customer where it does so at the earlier of the following dates:
 - As soon as is practicable after the date that a relevant person has assessed a customer to present a higher money laundering or financing of terrorism risk; and
 - 31 December 2014 (or later date agreed with the Commission).
207. Where it does not suspect money laundering or financing of terrorism, a relevant person may demonstrate that it has **found out identity** at an appropriate time for a **standard** or **lower risk** existing customer where it does so at the earlier of the following dates:
 - The date when a transaction of significance takes place;
 - The date when a relevant person’s customer documentation standards change substantially; and
 - 31 December 2014 (or later date agreed with the Commission).

208. Where it does not suspect money laundering or financing of terrorism, a relevant person may demonstrate that it has obtained **evidence of identity** at an appropriate time for an existing customer where it does so as soon as is practicable after the customer has been assessed as presenting a higher risk of money laundering or financing of terrorism.
209. A relevant person may demonstrate that it has applied **identification measures** where it does so in accordance with measures applied to new business relationships and one-off transactions, taking into account any factors that are relevant to an existing relationship. Such factors could include existing knowledge of the customer built up through the historical conduct of the relationship, etc.

4.8 FAILURE TO COMPLETE IDENTIFICATION MEASURES

OVERVIEW

210. Where identification measures cannot be completed, a relevant person must not establish a business relationship or carry out a one-off transaction. In the case of an established customer, the relationship must be terminated.
211. The timing of the termination of an established relationship will depend the underlying nature of the business relationship.
212. Wherever possible, a relevant person should return assets or funds directly to the customer.
213. In a case where the customer requests that assets or funds be transferred to an external party, a relevant person should assess whether this provides grounds for knowledge or suspicion, or reasonable grounds for knowledge or suspicion, of money laundering or financing of terrorism.
214. Where contact has been lost with a customer so that it is not possible to complete termination of a business relationship, assets or funds held should be “blocked” or placed on a “suspense” account until such time as contact is re-established.

STATUTORY REQUIREMENTS

215. *If a relevant person is unable to apply identification measures before the establishment of a relationship or before carrying out a one-off transaction (except for circumstances set out in [Article 13\(4\)](#) of the Money Laundering Order, [Article 14\(1\)](#) of the Money Laundering Order requires that a relevant person shall not establish that business relationship or carry out that one-off transaction.*
216. *[Article 14\(2\)](#) of the Money Laundering Order requires a relevant person that is unable to apply identification measures in the circumstances described in [Article 13\(4\)](#) of the Money Laundering Order, to terminate the relationship.*
217. *[Article 14\(5\)](#) of the Money Laundering Order requires a relevant person to terminate a business relationship or a one-off transaction where it cannot apply on-going identification measures.*
218. *[Article 14\(7\)](#) of the Money Laundering Order state that, if a relevant person is unable to apply identification measures to an existing at the appropriate time, it must terminate that particular business relationship.*
219. *[Article 14\(11\)](#) of the Money Laundering Order provides that a business relationship or one-off transaction may proceed or continue where a suspicious activity report has been made and the relevant person is acting with the consent of a designated police or customs officer.*

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5 IDENTIFICATION MEASURES: RELIANCE ON OBLIGED PERSONS

5.1 OVERVIEW OF SECTION

1. In some strictly limited cases, a relevant person may meet its obligation to apply identification measures under [Articles 13 and 15](#) of the Money Laundering Order and AML/CFT Codes of Practice by placing reliance on measures that have already been applied by another party (referred to as an “**obliged person**”) to find out the identity of a mutual customer and to obtain evidence of identity.
2. In order to consider what reliance might be placed on an obliged person, a relevant person will first need to determine what elements of identity must be found out and what evidence of identity is to be obtained for its customer. It will do so in accordance with [Article 3](#) of the Money Laundering Order and AML/CFT Codes of Practice set in Sections 3, 4 and 7, and will take into account its risk assessment for the customer. Once it has determined what identification measures it is to apply, a relevant person can then consider whether those measures have already been applied by an obliged person.
3. Where an obliged person has met its customer, who is resident in the same country as the obliged person, the measures that it has taken to find out identity and to obtain evidence of identity will be different to the identification measures that must be applied by the relevant person in a case where the relevant person is resident in a different country to the obliged person and customer, and where it has not met its customer. Even in a case where the relevant person and obliged person have met a customer and are resident in the same country, the measures taken by the obliged person may still differ to those to be applied by the relevant person to the extent that other factors are different, for example the nature of the product or service to be provided.
4. The effect of this is that the obliged person may not have found out all of the same information on identity as the relevant person needs, and may have obtained evidence of identity using different documents, data or information. This means that, in practice, the scope to place reliance may sometimes be quite limited, and that it may be necessary for a relevant person to find out more information on identity and obtain evidence for that aspect of identity itself.
5. However, it is not necessary that the obliged person will have found out identity or obtained evidence of identity exactly in line with policies and procedures applied by the relevant person, since guidance in Section 4 provides that there are different ways in which to apply identification measures. Also, where the obliged person is outside Jersey, different requirements and guidance will be applicable.
6. Where an obliged person meets the requirements outlined in [Article 16](#) of the Money Laundering Order, a relevant person is permitted to place reliance on the obliged person to have found out the identity and to have obtained evidence of the identity of: (i) the relevant person’s customer; (ii) any beneficial owner or controller of that customer; (iii) any third party for which that customer is acting; (iv) any beneficial owner or controller of a third party for whom that customer is acting; and/or (v) any person purporting to act on behalf of that customer.
7. It is not possible to place reliance on an obliged person to obtain information on the purpose and intended nature of a business relationship or one-off transaction, nor to apply on-going monitoring during a business relationship.
8. Further, [Article 16](#) of the Money Laundering Order cannot be applied in any case where a relevant person suspects money laundering or financing or terrorism, in any case where a relevant person considers that there is a higher risk of money laundering or financing of terrorism (see [Section 5.1.1](#)), or where the obliged person has a relevant connection to a country or territory that is subject to a FATF call to apply enhanced CDD measures (see Section 7.5).

9. Whilst the information on identity found out by the obliged person must be provided to the relevant person immediately before establishing a business relationship or carrying out a one-off transaction, a relevant person is not also required to immediately obtain evidence of identity. Evidence of identity may be held by an obliged person, so long as the relevant person is satisfied that the obliged person will provide the evidence that it holds on request and without delay. However, it is not uncommon for evidence of identity to be called for at the same time as information on identity is provided by the obliged person.
10. Inter alia, an obliged person may be:
 - a law firm that is a relevant person carrying on business.
 - a trust and company services provider.
11. A relevant person will remain responsible for the satisfactory performance of all elements of identification measures. However, where the measures taken by a relevant person are reasonable, it will have a defence should the obliged person fail to have performed satisfactory measures.
12. Outsourcing arrangements are not included within the scope of this section, as these are distinct from circumstances in which reliance is placed on an obliged person. In an outsourcing arrangement, the customer will have a direct relationship with a relevant person but not with the delegate carrying on the outsourced activity. Although the delegate may have substantial contact with the customer, the customer is a customer of the relevant person and not of the delegate. The delegate will be carrying on the outsourced activity for the relevant person according to the terms of a contract with the relevant person.
13. Where information on identity found out or evidence of that identity is passed by an obliged person to a relevant person in order to comply with requirements to counter money laundering and the financing of terrorism, the [Data Protection \(Jersey\) Law 2005](#) restricts the use of the information to that purpose, except where another condition for processing personal data applies.
14. A customer may be an individual (or group of individuals) or legal person. Section 4.3 deals with a customer who is an individual (or group of individuals), Section 4.4 deals with a customer (an individual or legal person) who is acting for a legal arrangement, and Section 4.5 deals with a customer who is a legal person.
15. Throughout this section, references to “customer” include, where appropriate, a prospective customer (an applicant for business). A customer is a person with whom a business relationship has been formed or one-off transaction conducted.

STATUTORY REQUIREMENTS

16. *In some strictly limited circumstances, [Article 16\(1\)](#) of the Money Laundering Order provides that a relevant person may be considered to have applied the identification measures specified in [Article 3\(2\)\(a\), \(b\) and \(c\)](#) where such measures (or similar identification measures that satisfy former FATF Recommendation 5) have already been applied by a person who is known to be, or in respect of whom there are reasonable grounds for belief is, an obliged person, i.e.:*
 - *A relevant person in respect of whom the Commission discharges supervisory functions that is overseen for AML/CFT compliance in Jersey; or*
 - *A person who carries on equivalent business (refer to Section 1.7).*
17. *Reliance must always be subject to a number of conditions.*
18. *The **first condition** ([Article 16\(3\)\(a\)](#) of the Money Laundering Order) is that the obliged person consents to being relied upon.*
19. *The **second condition** ([Article 16\(3\)\(b\)](#) of the Money Laundering Order) is that identification measures have been applied by the obliged person in the course of an established business relationship or one-off transaction.*
20. *The **third condition** ([Article 16\(3\)\(b\)](#) of the Money Laundering Order) is that the relevant person obtains adequate assurance in writing that the obliged person:*

- has applied the identification measures specified in [Article 3\(2\)\(a\) to \(c\)](#) of the Money Laundering Order (or, in the case of an obliged person outside Jersey, similar identification measures that satisfy former FATF Recommendation 5);
 - has not itself relied upon another party to have applied any of those measures;
 - has not applied simplified identification measures; and
 - is required to keep, and does keep, evidence of identity for all of its customers.
21. The fourth condition ([Article 16\(3\)\(c\)](#) of the Money Laundering Order) is that, to the extent that reliance is placed on the obliged person to find out information on identity, the obliged person immediately provides in writing the information found out as a result of it having applied the identification measures specified in [Article 3\(2\)\(a\) to \(c\)](#) of the Money Laundering Order (or in the case of an obliged person outside Jersey, similar identification measures that satisfy former FATF Recommendation 5).
22. To the extent that reliance is placed on an obliged person to keep hold of the evidence obtained under identification measures, the fifth condition ([Article 16\(3\)\(d\)](#) of the Money Laundering Order) is that the relevant person obtains adequate assurance in writing that the obliged person will:
- Keep that evidence until agreed otherwise with the relevant person; and
 - Provide to the relevant person at its request, and without delay, the evidence.
23. The sixth condition ([Article 16\(4\)](#) of the Money Laundering Order) is that, immediately before placing reliance, the relevant person assesses the risk of placing reliance and makes a written record as to the reason why it is appropriate for it to place reliance on the obliged person, having regard to: (i) the risk of money laundering or financing of terrorism; and (ii) risk that an obliged person will fail to provide the relevant person with evidence without delay if requested to do so by the relevant person. See [Section 5.1.1](#) below.
24. To the extent that reliance is placed on an obliged person, [Article 16\(5\)](#) of the Money Laundering Order states that a relevant person must conduct tests in such manner and at such intervals as the relevant person deems appropriate in all the circumstances in order to establish whether the obliged person:
- has appropriate policies and procedures in place to apply the identification measures set out in [Article 13\(1\)](#) and [Article 15](#) of the Money Laundering Order (or, in the case of an obliged person who is outside Jersey, similar identification measures that satisfy the FATF Recommendations in respect of identification measures);
 - does keep the evidence of identity; and
 - will provide that evidence without delay if requested to do so.
25. Under [Article 16\(6\)\(b\)](#) of the Money Laundering Order, testing should take into consideration whether a customer may be prevented, by application of law, from providing information or evidence, e.g. secrecy legislation.
26. Where, as a result of a test carried out, a relevant person is not satisfied that the obliged person has appropriate policies and procedures in place, keeps evidence, or will provide it without delay if requested to do so, in that particular case, [Article 16\(7\)](#) of the Money Laundering Order requires identification measures to be applied in line with [Article 13\(1\)\(a\) or 13\(1\)\(c\)\(ii\)](#) of the Money Laundering Order.
27. [Article 16\(8\)\(a\)](#) of the Money Laundering Order provides that a written assurance will be adequate if it is reasonably capable of being regarded as reliable and a relevant person is satisfied that it is reliable.
28. [Article 16\(8\)\(b\)](#) of the Money Laundering Order provides that written assurances may be provided each time that reliance is placed or through a more general arrangement with an obliged person that has an element of duration, e.g. terms of business.

29. *Article 16(9) of the Money Laundering Order states that a relevant person may not rely on an obliged person where it suspects money laundering or financing of terrorism, considers that there is a higher risk of money laundering financing of terrorism on the basis of a risk assessment carried out under Article 16(4), or where the obliged person has a relevant connection to a country or territory that is subject to a FATF call to apply enhanced CDD measures.*
30. *Notwithstanding that reliance may be placed on an obliged person, Article 16(10) of the Money Laundering Order states that a relevant person will remain liable for any failure of the obliged person to apply identification measures.*

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31. To the extent that reliance is placed on an obliged person, a relevant person must be able to demonstrate that the conditions required by the Money Laundering Order are met.
32. All evidence of identity passed by the obliged person to a relevant person (on request) must be confirmed by the obliged person as being a true copy of either an original or copy document held on its file.

GUIDANCE NOTES

Assurance in writing about identification measures

33. A relevant person may demonstrate that it has obtained adequate assurance in writing from an obliged person under Article 16(3)(b)(i) of the Money Laundering Order that it has applied identification measures specified in Article 3(2)(a), (b) or (c), or measures that otherwise satisfy former FATF Recommendation 5, where the obliged person:
- provides information on identity that it has found out using an information template, such as that published in Appendix C; and
 - explains what evidence of identity it has obtained
34. An assurance that addresses the matters listed in paragraph 33 above will be considered to be reasonably capable of being regarded as reliable under Article 16(8)(a)(i) of the Money Laundering Order.
35. Where, as a result of Article 16(8)(b) of the Money Laundering Order, a relevant person has a more general arrangement with an obliged person, such as terms of business, that more general arrangement may be used to explain what evidence of identity will routinely be obtained by the obliged person.

Access to evidence of identity

36. A relevant person may demonstrate that an obliged person will provide evidence of identity without delay where it is made available within 5 working days of a request.

5.1.1 Assessment of risk

OVERVIEW

37. The risk factors that are set out in this section will also be relevant to a customer risk assessment that is conducted under Section 3.3.4.1 in the cases highlighted at Sections 4.4 (paragraph 66) and 4.5 (paragraph 105).

STATUTORY REQUIREMENTS

38. *Immediately before relying upon an obliged person, Article 16(4) of the Money Laundering Order requires a relevant person to conduct an assessment as to whether it is appropriate to do so, having regard to two risks*
39. *The first is the higher risk of money laundering or financing of terrorism should an obliged person fail to:*
- *Apply the necessary identification measures to its customer(s);*
 - *Provide adequate, accurate and current information to the relevant person; or*

- *Keep evidence of identity until such time as the obliged person has provided the relevant person with that evidence, or has been notified that the relevant person no longer requires that evidence to be kept.*
40. *The second is the risk that an obliged person will fail to provide the relevant person with evidence without delay if requested to do so by the relevant person.*
41. *Article 16(4) of the Money Laundering Order requires a relevant person to prepare a written record of the reason why it is appropriate to place reliance on an obliged person. Where, as a result of Article 16(8)(b) of the Money Laundering Order, a relevant person has a more general arrangement with an obliged person, such as terms of business, that more general arrangement may be used to explain what evidence of identity will routinely be obtained by the obliged person.*

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42. In a case where, for a particular business relationship, testing under [Article 16\(5\)](#) of the Money Laundering Order highlights that an obliged person: (i) has not applied the necessary identification measures; (ii) does not provide adequate, accurate and current information; (iii) does not keep evidence of identity for as long as is necessary; or (iv) will not provide that evidence without delay when requested to do so, a relevant person must review the basis upon which it has placed reliance on that obliged person for other relationships (if any) in order to determine whether it is still appropriate to do so.

GUIDANCE NOTES

43. Immediately before relying upon an obliged person, a relevant person may demonstrate that it has had regard for the higher risk of money laundering and financing of terrorism, and risk that an obliged person will fail to provide the relevant person with evidence of identity without delay if requested to do so where it considers the following factors:
- the stature and regulatory track record of the obliged person;
 - the adequacy of the framework to combat money laundering and financing of terrorism in place in the country or territory in which the obliged person is based and the period of time that the framework has been in place;
 - the adequacy of the supervisory regime to combat money laundering and financing of terrorism to which the obliged person is subject;
 - the adequacy of identification measures applied by the obliged person to combat money laundering and financing of terrorism;
44. A relevant person may demonstrate that it has considered the adequacy of identification measures applied by an obliged person where it takes one or more of the following steps:
- reviews previous experience (if any) with the obliged person, in particular the adequacy and accuracy of information on identity found out by the obliged person and whether that information is current;
 - makes specific enquiries, e.g. through use of a questionnaire or series of questions;
 - reviews relevant policies and procedures;
 - where the obliged person is a member of a financial group, makes enquiries concerning the extent to which group standards are applied to and assessed by the group's internal audit function.

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6 ON-GOING MONITORING: SCRUTINY OF TRANSACTIONS & ACTIVITY

6.1 OVERVIEW OF SECTION

1. This section outlines the statutory provisions concerning on-going monitoring. On-going monitoring consists of:
 - scrutinising transactions undertaken throughout the course of a business relationship; and
 - keeping documents, data or information up to date and relevant.
2. The obligation to monitor a business relationship finishes at the time that it is terminated. In a case where a relationship has been terminated where payment for a service remains outstanding, a relevant person will still need to consider reporting provisions summarised in Section 8, e.g. where there is a suspicion that payment for the service is made out of the proceeds of criminal conduct.
3. This section explains the measures required to demonstrate compliance with the requirement to scrutinise transactions and also sets a requirement to scrutinise customer activity.
4. The requirement to keep documents, data and information up to date and relevant is discussed at Section 3.4 of this Handbook.

6.2 OBLIGATION TO PERFORM ON-GOING MONITORING

STATUTORY REQUIREMENTS

5. [Article 3\(3\)](#) of the Money Laundering Order sets out what on-going monitoring is to involve:
 - *Scrutinising transactions undertaken throughout the course of a business relationship to ensure that the transactions being conducted are consistent with the relevant person's knowledge of the customer, including the customer's business and risk profile. See [Article 3\(3\)\(a\)](#) of the Money Laundering Order.*
 - *Keeping documents, data or information up to date and relevant by undertaking reviews. See [Article 3\(3\)\(b\)](#) of the Money Laundering Order.*
6. [Article 13](#) of the Money Laundering Order requires a relevant person to apply on-going monitoring throughout the course of a business relationship.
7. [Article 11\(1\)](#) of the Money Laundering Order requires a relevant person to establish and maintain appropriate and consistent policies and procedures for the application of CDD measures, having regard to the degree of risk of money laundering and the financing of terrorism. The policies and procedures referred to include those:
 - *which provide for the identification and scrutiny of:*
 - *complex or unusually large transactions;*
 - *unusual patterns of transactions, which have no apparent economic or lawful purpose; or*
 - *any other activity, the nature of which causes the relevant person to regard it as particularly likely to be related to the risk of money laundering or the financing of terrorism.*
 - *which determine whether:*
 - *business relationships or transactions are with a person connected with a country or territory in relation to which the FATF has called for the application of enhanced CDD measures; or*
 - *business relationships or transactions are with a person:*
 - *subject to measures under law applicable in Jersey for the prevention and detection of money laundering;*

- *connected with an organization that is subject to such measures; or*
 - *connected with a country or territory that is subject to such measures.*
8. [Article 11\(3A\)](#) of the Money Laundering Order explains that, for the purposes of [Article 11\(1\)](#), “scrutiny” includes scrutinising the background and purpose of transactions and activities.

6.2.1 Scrutiny of transactions and activity

OVERVIEW

9. **Scrutiny** may be considered as two separate, but complimentary processes:
10. Firstly, a relevant person **monitors** all customer transactions and activity in order to **recognise notable transactions or activity**, i.e. those that:
- are inconsistent with the relevant person’s knowledge of the customer (unusual transactions or activity);
 - are complex or unusually large;
 - form part of an unusual pattern; or
 - present a higher risk of money laundering or financing of terrorism.
11. Secondly, such notable transactions and activity are then **examined** by an appropriate person, including the background and purpose of such transactions and activity.
12. In addition to the scrutiny of transactions, as required by the Money Laundering Order, AML/CFT Codes of Practice set in this section requires a relevant person to also scrutinise customer activity (though this will already be the effect of policies and procedures required by [Article 11\(3\)\(a\)\(iii\)](#) of the Money Laundering Order).
13. A relevant person must therefore, as a part of its **scrutiny** of transactions and activity, establish appropriate procedures to **monitor** all of its customers’ transactions and activity and to **recognise** and **examine** notable transactions or activity.
14. Sections 3 and 4 of this Handbook address the capturing of sufficient information about a customer that will allow a relevant person to prepare and record a customer business and risk profile which will provide a basis for recognising notable transactions or activity.
15. **Unusual transactions or activity, unusually large transactions or activity, and unusual patterns of transactions or activity** may be recognised where transactions or activity are inconsistent with the expected pattern of transactions or expected activity for a particular customer, or with the normal business activities for the type of service that is being delivered.
16. Where a relevant person’s customer base is homogenous, and where the services provided to customers result in uniform patterns of transactions or activity, e.g. local property transactions passed before the Royal Court, it will be more straightforward to establish parameters to identify usual transactions and unusual activity. However, where each customer is unique, and where the service provided is bespoke, a relevant person will need to tailor monitoring systems to the nature of its business and facilitate the application of additional judgement and experience to the recognition of unusual transactions and activity.
17. **Higher risk transactions or activity** may be recognised by developing a set of “red flags” or indicators which may indicate money laundering or financing of terrorism, based on a relevant persons understanding of its business, its products and its customers (i.e. the outcome of its business risk assessment – Section 2.3.1).
18. **Complex transactions or activity** may be recognised by developing a set of indicators, based on a relevant person’s understanding of its business, its products and its customers (i.e. the outcome of its business risk assessment – Section 2.3.1).
19. External data sources and media reports will also assist with the identification of notable transactions and activity.

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20. Where notable transactions or activity are **recognised**, such transactions or activity will need to be **examined**. The purpose of this examination is to determine whether there is an **apparent** economic or **visible** lawful purpose for the transactions or activity recognised. It is not necessary (nor will it be possible) to conclude with certainty that a transaction or activity has an economic or lawful purpose. Sometimes, it may be possible to make such a determination on the basis of an existing customer business and risk profile, but on occasions this examination will involve requesting additional information from a customer.
 21. Notable transactions or activity may indicate money laundering or financing of terrorism where there is no apparent economic or visible lawful purpose for the transaction or activity, i.e. they are no longer just unusual but may also be suspicious. Reporting of knowledge, suspicion, or reasonable grounds for knowledge or suspicion of money laundering or financing of terrorism is addressed in Section 8 of this Handbook.
 22. Scrutiny may involve both **real time** and **post event** monitoring. Real time monitoring will focus on transactions and activity when information or instructions are received from a customer, before or as the instruction is processed. Post event monitoring may involve end of day, weekly, monthly or annual reviews of customer transactions and activity. Real time monitoring of transactions and activity will more effectively reduce a relevant person's exposure to money laundering and financing of terrorism. Post event monitoring may be more effective at identifying unusual patterns.
 23. Monitoring may involve **manual** and **automated** procedures. Automated monitoring procedures may add value to manual procedures by recognising transactions or activity that fall outside set parameters. However, automated monitoring procedures may not be appropriate in cases where there is close day to day overview of a business relationship which may be expected to highlight notable transactions or activity.
 24. The examination of notable transactions or activity may be conducted either by customer facing employees, or by an independent reviewer. In any case, the examiner must have access to all customer records.
 25. The results of an examination should be recorded and action taken as appropriate. Refer to Section 10 of this Handbook for record-keeping requirements in relation to the examination of some notable transactions and activity.
 26. In order to recognise money laundering and financing of terrorism, employees will need to have a good level of awareness of both and to have received training. Awareness raising and training are covered in Section 9 of this Handbook.

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27. In addition to the scrutiny of transactions, on-going monitoring must also involve scrutinising activity in respect of a business relationship to ensure that the activity is consistent with the relevant person's knowledge of the customer, including the customer's business and risk profile.
28. A relevant person must establish and maintain appropriate and consistent policies and procedures which provide for the identification and scrutiny of:
 - complex or unusually large activity;
 - unusual patterns of activity, which have no apparent economic or visible lawful purpose; and
 - any other activity the nature of which causes the relevant person to regard it as particularly likely to be related to money laundering or the financing of terrorism.
29. As part of its examination of the above transactions, a relevant person must examine, as far as possible, their background and purpose and set forth its findings in writing.

GUIDANCE NOTES

30. A relevant person may demonstrate that CDD policies and procedures are appropriate where **scrutiny** of transactions and activity has regard to the following factors:
 - its business risk assessment (including the size and complexity of its business);

- whether it is practicable to monitor transactions or activity in real time (i.e. before customer instructions are put into effect); and
 - whether it is possible to establish appropriate standardised parameters for automated monitoring.
31. A relevant person may demonstrate that CDD policies and procedures are appropriate where the following are used to **recognise** notable transactions or activity:
- **customer business and risk profile** – see Section 3.3.5 of this Handbook;
 - **“Red flags” or indicators of higher risk** – that reflect the risk that is present in the relevant person’s customer base – based on its business risk assessment (refer to Section 2.3.1 of this Handbook), information published from time to time by the Commission or the JFCU, e.g. findings of supervisory and themed examinations and typologies, and information published by reliable and independent third parties; and
 - **“Red flags” or indicators of complex transactions or activity** – based on business risk assessment (refer to Section 2.3.1 of this Handbook), information published from time to time by the Commission or the JFCU, e.g. findings of supervisory and themed examinations and typologies, and information published by reliable and independent third parties.
32. A relevant person may demonstrate that CDD policies and procedures are appropriate if **examination** of notable transactions or activity includes:
- reference to the customer’s business and risk profile;
 - as far as possible, a review of the background and purpose of a transaction or activity (set in the context of the business and risk profile); and
 - where necessary, the collection of further information needed to determine whether a transaction or activity has an apparent economic or visible lawful purpose.
33. A relevant person may demonstrate that CDD and reporting policies and procedures are effective if **post-examination** of notable transactions or activity it:
- revises, as necessary, its customer’s business and risk profile;
 - adjusts, as necessary, its monitoring system e.g. refines monitoring parameters, enhances controls for more vulnerable services; and
 - considers whether it knows, suspects or has reasonable grounds for suspecting that another person is engaged in money laundering or financing of terrorism, or that any property constitutes or represents the proceeds of criminal conduct.

6.2.2 Monitoring and recognition of business relationships – person connected with an enhanced risk state or sanctioned country or organization

OVERVIEW

34. The risk that a business relationship is tainted by funds that are the proceeds of criminal conduct or are used to finance terrorism is increased where the business relationship is with a person connected with a country or territory:
- in relation to which the FATF has called for the application of enhanced CDD measures – **an enhanced risk state**; or
 - that is subject to measures for purposes connected with the prevention and detection of money laundering or financing of terrorism, such measures being imposed by one or more countries or sanctioned by the EU or the UN – a **sanctioned country or territory**.
35. Similarly, the risk that a business relationship is tainted by funds that are the proceeds of criminal conduct or are used to finance terrorism is increased where the business relationship or transaction is with a person connected with an organization subject to such measures or who is themselves subject to such measures – a **sanctioned person or organization**.

36. As part of its on-going monitoring procedures, a relevant person will establish appropriate procedures to **monitor** all customer transactions and activity in order to **recognise** whether any business relationships or transactions are with such a person.
37. There is not a separate requirement to **examine**, or have policies and procedures in place to examine, business relationships with an **enhanced risk state** once they are recognised. This is because enhanced CDD measures must be applied in line with [Article 15\(3A\)](#) of the Money Laundering Order. See Section 7.5 of this Handbook.
38. There is not a statutory requirement to **examine**, or have policies and procedures in place to examine, business relationships with a **sanctioned person, organization, country or territory** once they are recognised. This is because provisions in financial sanctions legislation must be followed. Inter alia, such provisions may prohibit certain activities or require the property of listed persons to be frozen. Further guidance¹ is published on the Commission's website.

AML/CFT CODES OF PRACTICE

39. On-going monitoring must involve **examining** transactions and activity recognised as being with a person connected with an enhanced risk state.
40. A relevant person must establish and maintain appropriate and consistent policies and procedures which provide for the **examination** of transactions and activity recognised as being with a person connected with an enhanced risk state.
41. As part of its examination of the above transactions, a relevant person must examine, as far as possible, their background and purpose and set forth its findings in writing.

GUIDANCE NOTES

42. A relevant person may demonstrate that CDD policies and procedures are appropriate where **scrutiny** of transactions and activity has regard to the following factors:
 - its business risk assessment (including the size and complexity of its business);
 - whether it is practicable to monitor transactions or activity in real time (i.e. before customer instructions are put into effect); and
 - whether it is possible to establish appropriate standardised parameters for automated monitoring.
43. A relevant person may demonstrate that CDD policies and procedures are appropriate where the following are used to **recognise** connections with persons connected to enhanced risk states and sanctioned countries:
 - **All** - Customer business and risk profile in line with Section 3.3.5 of this Handbook.
 - **Enhanced risk states** - [Appendix D1](#) of the AML/CFT Handbook.
 - **Sanctioned countries** - [Appendix D2](#) of the AML/CFT Handbook (Source 6 only).
44. A relevant person may demonstrate that CDD policies and procedures are appropriate if **examination** of transactions or activity recognised as being with a person connected with an enhanced risk state includes:
 - reference to the customer's business and risk profile;
 - as far as possible, a review of the background and purpose of a transaction or activity (set in the context of the business and risk profile); and
 - where necessary, the collection of further information needed to determine whether a transaction or activity has an apparent economic or visible lawful purpose.

¹ http://www.jerseyfsc.org/the_commission/sanctions/index.asp

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45. A relevant person may demonstrate that CDD and reporting policies and procedures are appropriate if **post-examination** of transactions or activity recognised as being with a person connected with an enhanced risk state it:
- revises, as necessary, its customer's business and risk profile;
 - adjusts, as necessary, its monitoring system e.g. refines monitoring parameters, enhances controls for more vulnerable services; and
 - considers whether it knows, suspects or has reasonable grounds for suspecting that another person is engaged in money laundering or financing of terrorism, or that any property constitutes or represents the proceeds of criminal conduct.

6.3 AUTOMATED MONITORING METHODS

OVERVIEW

46. As noted in paragraph 23 above, automated monitoring methods may be effective in recognising notable transactions and activity, and business relationships and transactions with persons connected to enhanced risk states and sanctioned countries and territories.
47. **Exception reports** can provide a simple but effective means of monitoring all transactions to or from particular geographical locations or accounts and any activity that falls outside of pre-determined parameters - based on thresholds that reflect a customer's business and risk profile.
48. Large or more complex relevant persons may also use automated monitoring methods to facilitate the monitoring of significant volumes of transactions, or - in an e-commerce environment - where the opportunity for human scrutiny of individual transactions is limited.
49. What constitutes unusual behaviour by a customer is often defined by the system. It will be important that the system selected has an appropriate definition of 'unusual' and one that is in line with the nature of business conducted by the relevant person.
50. Where an automated monitoring method (group or otherwise) is used, a relevant person will need to understand:
- How the system works and when it is changed;
 - Its coverage (who or what is monitored and what external data sources are used);
 - How to use the system, e.g. making full use of guidance; and
 - The nature of its output (exceptions, alerts etc).
51. Use of automated monitoring methods does not remove the need for a relevant person to otherwise remain vigilant. Factors such as staff intuition, direct contact with a customer, and the ability, through experience, to recognise transactions and activity that do not seem to make sense, cannot be automated.
52. In the case of **screening** of a business relationship (before establishing that relationship and subsequently) and transactions, the use of electronic external data sources to screen customers may be particularly effective. However, where a relevant person uses group screening arrangements, it will need to be satisfied that it provides adequate mitigation of risks applicable to the Jersey business. In all cases, it is important that a relevant person:
- Understands which business relationships and transaction types are screened.
 - Understands the system's capacity for "fuzzy matching" (technique used to recognise names that do not precisely match a target name but which are still potentially relevant).
 - Sets clear procedures for dealing with potential matches, driven by risk considerations rather than resources.
 - Records the basis for "discounting" alerts (e.g. false positives) to provide an audit trail.
53. By way of example, fuzzy matching arrangements can be used to identify the following variations:

Variation	Example
Different spelling of names	“Jon” instead of “John” “Abdul” instead of “Abdel”
Name reversal	“Adam, John Smith” instead of “Smith, John Adam”
Shortened names	“Bill” instead of “William”
Insertion/removal of punctuation and spaces	“Global Industries Inc” instead of “Global-Industries, Inc.”
Name variations	“Chang” instead of “Jang”

54. Further information on screening practices may be found in a report published by the Commission in August 2014²

6.4 WARNING SIGNS FOR ESTATE AGENTS AND HIGH VALUE DEALERS

GUIDANCE NOTES

55. [Article 13](#) of the [Money Laundering Order](#) requires a relevant to apply on-going monitoring throughout the course of a business relationship and take steps to be aware of transactions with heightened money laundering and financing of terrorism risks. The [Proceeds of Crime Law](#) requires a relevant person to report suspicious transactions and activity (see Section 8 of this Handbook).
56. Estate agents and high value dealers should be alert in particular to alterations in instructions or who is instructing them where either instructions change or the customer changes. The obligation to re-conduct CDD may well arise.
57. In relation to on-going monitoring, estate agents and high value dealers should have regards to the warning signs contained in Sections 2.3.1.1 and 3.3.4 of this Handbook, where they may become vulnerable to money laundering or the financing of terrorism. These warning signs apply just as much to on-going relationships as to circumstances that may arise at the start of a business relationship.

² <http://www.jerseyfsc.org/pdf/Banking-AML-&-Sanctions-Summary-Findings-2014.pdf>

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7 ENHANCED AND SIMPLIFIED CDD MEASURES

7.1 OVERVIEW OF SECTION

1. This section explains the circumstances in which CDD measures must be enhanced under [Article 15](#) of the Money Laundering Order and identification measures may (but need not) be simplified under [Articles 17 and 18](#) of the Money Laundering Order.
2. In addition to any case where a relevant person determines that a customer presents a higher risk of money laundering or financing of terrorism, [Article 15](#) of the Money Laundering Order also requires enhanced CDD measures to be applied in the following specified scenarios:

Scenario	Section
Customer, or some other person, is not physically present for identification purposes	7.4
Customer has a “relevant connection” to an “enhanced risk state”	7.5
Customer, or some other prescribed person, is a PEP	7.6
Customer is a non-resident	7.7
Customer is a personal asset holding vehicle	7.8
Customer is a company with nominee shareholders or issues bearer shares.	7.9

3. It may be that CDD measures routinely applied under [Article 13](#) of the Money Laundering Order already address some of the risk characteristics of these customers (for instance identification of beneficial owner(s) and understanding the nature and purpose of the relationship) and significantly reduce the risk that criminals may hide behind “shell” companies or that the basis for the relationship is not considered or understood. Therefore any additional measure may be quite limited.
4. Nevertheless, the enhanced measures required under [Article 15](#) must be in addition to the measures to be taken in circumstances presenting a lower or standard risk, as set out in Sections 4 and 6 of this Handbook and must address the particular risk presented. This section provides some (non-exhaustive) examples for each category of customer.
5. A customer may be an individual (or group of individuals) or legal person. Section 4.3 deals with a customer who is an individual (or group of individuals), Section 4.4 deals with a customer (an individual or legal person) who is acting for a legal arrangement, and Section 4.5 deals with a customer who is a legal person.
6. Throughout this section, references to “customer” includes, where appropriate, a prospective customer (an applicant for business). A customer is a person with whom a business relationship has been formed or one-off transaction conducted.

7.2 REQUIREMENT TO APPLY ENHANCED CDD MEASURES

STATUTORY REQUIREMENTS

7. [Article 11\(3\)\(c\)](#) of the Money Laundering Order requires a relevant person to maintain appropriate and consistent policies and procedures to determine whether: (i) a customer; (ii) a beneficial owner or controller of a customer; (iii) a third party for whom a customer is acting; (iv) a beneficial owner or controller of a third party described in (iii); or (v) a person acting, or purporting to act, on behalf of a customer, is a PEP
8. [Article 11\(3\)\(d\)](#) of the Money Laundering Order requires a relevant person to maintain appropriate and consistent policies and procedures to determine whether a business relationship or one-off transaction is with a person connected with a country or territory that does not apply or insufficiently applies the FATF Recommendations.

9. [Article 15\(1\)\(b\)](#) of the Money Laundering Order requires a relevant person to apply enhanced CDD measures in any situation which by its nature can present a higher risk of money laundering.
10. [Article 15\(1\)\(a\)](#) of the Money Laundering Order requires that a relevant person apply enhanced CDD measures using a risk based approach where:
 - A customer is resident in another country or territory ([Article 15\(2A\)](#)).
 - A customer is not physically present for identification purposes ([Article 15\(3\)](#)).
 - The relevant person has or proposes to have a business relationship or proposes to carry out a one-off transaction with a customer (or other prescribed person) having a “relevant connection” with a country or territory in relation to which the FATF has called for the application of enhanced CDD measures ([Article 15\(3A\)](#)).
 - The relevant person holds a deposit-taking licence and has or proposes to have a correspondent banking relationship with a bank that is outside Jersey ([Article 15\(4\)](#)). See Section 12 of the AML/CFT Handbook.
 - The relevant person has or proposes to have a business relationship or proposes to carry out a one-off transaction with a customer who is a PEP or where any of the following is a PEP: (i) beneficial owner or controller of the customer; (ii) third party on whose behalf the customer acts; (iii) beneficial owner or controller of the third party described in (ii); or (iv) person acting, or purporting to act, on behalf of the customer ([Article 15\(5\)](#)).
 - A relevant person provides or proposes to provide a customer with private banking services ([Article 15\(8\)](#)).
 - A customer is a legal person established by an individual for the purpose of holding assets for investment purposes, or is acting on behalf of a legal arrangement established for the purpose of holding assets for an individual for investment purposes ([Article 15\(10\)](#)).
 - A customer is a company with nominee shareholders or that issues bearer shares ([Article 15\(11\)](#)).
11. [Article 15\(12\)](#) of the Money Laundering Order explains that enhanced CDD measures means measures that involve specific or adequate measures to compensate for the higher risk of money laundering and financing of terrorism.
12. [Article 15\(3B\)](#) of the Money Laundering Order explains what is meant by the term “relevant connection”. It states that a person has a relevant connection with an enhanced risk state if the person is:
 - The government or a public authority of the state;
 - In relation to the state, a PEP;
 - A person resident in the state;
 - A person having an address in the state; or
 - A customer, where the source of the customer’s funds is or derives from: (i) assets held in the state by the customer or by any person on behalf of the customer; or (ii) income arising in the state.
13. [Article 1\(3\)](#) of the Money Laundering Order states that a person is regarded as being resident in a country if:
 - In the case of an individual, he or she has provided an address in that country; or
 - In the case of a legal person, the person is registered, incorporated or otherwise established under the law of that country.

14. [Article 15\(5A\)](#) of the Money Laundering Order requires that a relevant person that has, or proposes to have, a business relationship or proposes to carry out a one-off transaction with a PEP (or relationship or transaction that has a prescribed connection to a PEP) must have specific and adequate measures that: (i) require any new business relationship or continuation of such a relationship or any new one-off transaction to be approved by the senior management of the relevant person; and (ii) establish the source of the wealth of the PEP and the source of the funds involved in the business relationship or one-off transaction.
15. [Article 15\(5B\)](#) explains that “source of wealth” means the source generating the total net worth of funds of the PEP, whether or not those funds are used in the business relationship or one-off transaction.
16. [Article 15\(6\)](#) explains that a “politically exposed person” means a person who is:
- an individual who is or has been entrusted with a prominent public function in a country or territory outside Jersey or by an international organization outside Jersey, e.g.:
 - heads of state, heads of government, and senior politicians;
 - senior government, judicial or military officials;
 - senior executives of state owned corporations; and
 - important political party officials;
 - an immediate family member of an individual entrusted with a prominent public function including any of the following: a spouse; a partner, that is someone considered by his or her national law as equivalent or broadly equivalent to a spouse; children and their spouses or partner; parents; grandparents and grandchildren; and siblings;
 - a close associate of an individual entrusted with a prominent public function, including any person who is known to maintain a close business relationship with such a person, including a person who is in a position to conduct substantial financial transactions on his or her behalf.
17. [Article 15\(7\)](#) states that, for the purposes of determining whether a person is a close associate of an individual entrusted with a prominent public function, a relevant person need only consider information that it holds or is publicly known.
18. [Article 15\(9\)](#) of the Money Laundering Order states that, for the purposes of [Article 15\(8\)](#), a service shall be regarded as a private banking service if:
- the service is offered, or it is proposed to offer the service, only to persons identified by the service provider as being eligible for the service, having regard to the person’s net worth; and
 - the service:
 - involves a high value investment;
 - is a non-standard banking or investment service tailored to the person’s needs, or uses corporate or trust investment structures, tailored to the person’s need; or
 - offers opportunities for investment in more than one country or territory.

7.3 HIGHER RISK CUSTOMER

OVERVIEW

19. Section 3.3 of this Handbook explains the risk based approach to identification measures. It explains that a relevant person must, on the basis of information collected, assess the risk that a business relationship or one-off transaction will involve money laundering or financing of terrorism.
20. Enhanced CDD measures must be applied where a relevant person’s assessment is that there is a higher risk of money laundering or financing of terrorism (i.e. a situation which by its nature can present a higher risk of money laundering or financing of terrorism).

21. There are a number of reasons why a business relationship or one-off transaction might be assessed as presenting a higher risk. For this reason, there are a number of possible measures listed in this section to address that risk.

GUIDANCE NOTES

22. A relevant person may demonstrate that it has applied enhanced identification measures to an individual who is a higher risk customer under [Article 15\(1\)\(b\)](#) of the Money Laundering Order, where it obtains evidence that verifies a:
- former name (such as maiden name); or
 - passport or national identity card number.
23. A relevant person may demonstrate that it has applied enhanced identification measures to a higher risk customer under [Article 15\(1\)\(b\)](#) of the Money Laundering Order where it takes reasonable measures to find out the source of funds and source of wealth at the time that a business relationship is established or one-off transaction carried out which are commensurate with risk and include one or more of the following:
- commissioning an independent and reliable report from a specialist security agency about the source of funds involved and/ or customer's source of wealth.
 - where a relevant person is part of a group, obtaining reliable information from the group's internal security department or business intelligence unit (or equivalent) about the source of funds involved and /or customer's source of wealth.
 - where a relevant person is part of a group, obtaining reliable information from a part of the group which has an office in the country or territory with which the customer has a connection about the source of funds involved and/ or customer's source of wealth.
 - obtaining reliable information directly from the customer concerned, for instance during (or subsequent to) a face to face meeting inside or outside Jersey, or via a telephone "welcome call" on a home or business number which has been verified or by obtaining certified copies of corroborating documentation such as contracts of sale, property deeds, salary slips, etc.
 - obtaining reliable information from an external party (for instance a solicitor, accountant or tax advisor) which has an office in the country or territory with which the customer has the relevant connection about the source of funds involved and/or customer's source of wealth.
 - obtaining reliable information from a person eligible to be an obliged person (for instance a solicitor, accountant or tax advisor) about the source of funds involved and/ or customer's source of wealth.
 - where information is publicly available or available through subscription databases, obtaining reliable information from a public or private source about the source of funds involved and/or customer's source of wealth.
 - obtaining reliable information through financial statements that have been prepared in accordance with generally accepted accounting principles and audited in accordance with generally accepted auditing standards.
24. Where a relevant connection is established during the course of an existing relationship, a relevant person may also demonstrate that it has taken reasonable measures to find out the source of funds and/or source of wealth where it reviews the relationship information that it already holds and concludes that it is reliable.
25. Where the measures set out in paragraph 22 to 24 above are not sufficient to mitigate the risk associated with the customer, a relevant person may demonstrate that it has applied enhanced identification measures where it does one or more of the following in a way that is commensurate with risk:
- In a case where a document that has been used to obtain evidence of identity for a higher risk customer, e.g. a passport, subsequently expires, a relevant person may demonstrate that documents, data or information obtained under identification measures are kept up to date and relevant where a copy of the document that replaces that originally used to obtain evidence of identity is requested and obtained.

- In a case where a relationship is to be established making use of a suitable certifier, it obtains confirmation that a photograph contained in the document certified bears a true likeness to the individual requesting certification (or words to that effect).
26. A relevant person may demonstrate that it has applied enhanced on-going monitoring to a higher risk customer under [Article 15\(1\)\(b\)](#) of the Money Laundering Order where it:
- reviews the business relationship on at least an annual basis, including all documents, data and information obtained under identification measures in order to ensure that they are kept up to date and relevant.
 - where monitoring thresholds are used, sets lower thresholds for transactions connected with the business relationship.

7.4 CUSTOMER NOT PHYSICALLY PRESENT FOR IDENTIFICATION MEASURES

OVERVIEW

27. On occasions, relationships will be established where there is no face to face contact with the customer to be identified or its beneficial owners or controllers, for example:
- relationships established by individuals through the post, by telephone or via the internet where external data sources are used to obtain evidence of identity; and
 - where identity is found out on persons who fall within [Article 3\(7\)](#) of the Money Laundering Order through a trustee or general partner, or on beneficial owners and controllers of a legal person through that legal person.
28. There may also be circumstances where there is face to face contact with a customer, but where documentary evidence is to be provided at a time when the customer is not present.
29. Such circumstances may increase the risk of money laundering or financing of terrorism as it may be easier for criminals to conceal their true identity when there is no face to face contact with the relevant person. They may also increase the risk of impersonation or identity fraud being used to establish a relationship or conduct a one-off transaction for illegitimate purposes.
30. For the avoidance of doubt, this section does not cover a person whose identity has been verified through a suitable certifier, **where the certifier has met the person at the time the documents are certified.**

AML/CFT CODE OF PRACTICE

31. A relevant person must apply enhanced CDD measures on a risk-sensitive basis where a person who falls within [Article 3\(7\)](#) of the Money Laundering Order, or who is the beneficial owner or controller of a customer, or is a person who must otherwise be identified under [Article 3](#) of the Money Laundering Order is not physically present for identification purposes.

GUIDANCE NOTES

32. A relevant person may demonstrate that it has applied enhanced identification measures: (i) under [Article 15\(3\)](#) of the Money Laundering Order; and (ii) under the AML/CFT Code of Practice set in paragraph 31 above, where it finds out further information on a person (A), obtains an additional form of evidence of identity for A, or carries out some other additional measure in respect of A.
33. Additional forms of evidence of identity may include use of a further source listed in Section 4 (including independent data sources).
34. Other additional measures may include:
- Where a relevant person is part of a group, confirmation from another part of that group that A has been met (face to face).
 - Confirmation from a relevant person that carries on a regulated business or a person who carries on an equivalent business that A has been met (face to face).
 - Confirmation from a relevant person that carries on trust company business or a person who carries on an equivalent business that A is known to the trust and company services

provider, and trust and company services provider is satisfied that the particular individual is the person whose identity is to be found out.

- A combination of other checks that adequately take into account the relevant person's risk assessment for A, including:
 - requiring payment of funds to be drawn on an account in the customer's name at a bank that is a regulated person or carries on an equivalent business (refer to Section 1.7 of this Handbook).
 - telephone contact with the customer prior to establishing a relationship on a home or business number which has been verified, or a "welcome call" to the customer before transactions are permitted, using the call to verify additional components of identity found out.

7.5 CUSTOMER WITH RELEVANT CONNECTION TO AN "ENHANCED RISK STATE"

OVERVIEW

35. The FATF has identified a number of countries and territories which have failed to address their own money laundering and financing of terrorism risks and/or have in place insufficient AML/CFT regimes, in relation to which it has called for the application of countermeasures. These countries or territories are referred to in the Money Laundering Order as "**enhanced risk states**". A person with a connection to these countries or territories presents a higher risk of being involved in money laundering or financing of terrorism and doing business with such a person also poses an increased risk.
36. For the purpose of applying [Article 15\(3A\)](#) of the Money Laundering Order, countries or territories in relation to which the FATF has called for the application of enhanced CDD measures are those listed in [Appendix D1](#).

7.5.1 Application of enhanced CDD measures to a customer with a relevant connection

AML/CFT CODES OF PRACTICE

37. The enhanced CDD measures applied to a customer with a relevant connection to an enhanced risk state must include:
- requiring any new business relationship (and continuation thereof) or one-off transaction to be approved by senior management; and
 - where there is a relevant connection because a customer's source of funds is, or derives, from: (i) assets held in the state by the customer or by any person on behalf of the customer; or (ii) income arising in the state, taking reasonable measures to find out the source of the wealth of the customer.

GUIDANCE NOTES

38. A relevant person may demonstrate that it has taken reasonable measures to find out the source of wealth at the time that a relationship is established or one-off transaction carried out, where measures taken are commensurate with risk and include one or more of the measures listed in paragraph 23 above.
39. Where a relevant connection is established during the course of an existing relationship, a relevant person may also demonstrate that it has taken reasonable measures to find out the source of wealth where it reviews the relationship information that it already holds and concludes that it is reliable.
40. A relevant person may demonstrate that it has otherwise applied enhanced CDD measures where it does all of the following:
- In a case where a document that has been used to obtain evidence of identity for a higher risk customer, e.g. a passport, subsequently expires, a relevant person may demonstrate that documents, data or information obtained under identification measures are kept up to date and relevant where a copy of the document that replaces that originally used to obtain evidence of identity is requested and obtained.

- In a case where a relationship is to be established making use of a suitable certifier, it obtains confirmation that a photograph contained in the document certified bears a true likeness to the individual requesting certification (or words to that effect).
- Reviews of the business relationship on at least an annual basis, including all documents, data and information obtained under identification measures in order to ensure that they are kept up to date and relevant.
- Where monitoring thresholds are used, sets lower thresholds for transactions connected with the business relationship.

7.6 CUSTOMER WHO IS A POLITICALLY EXPOSED PERSON (“PEP”)

OVERVIEW

41. Corruption inevitably involves serious crime, such as theft or fraud, and is of global concern. The proceeds of such corruption are often transferred to other countries and territories and concealed through private companies, trusts or foundations, frequently under the names of relatives or close associates of the perpetrator.
42. By their very nature, money laundering investigations involving the proceeds of “grand” corruption generally gain significant publicity and are therefore very damaging to the reputation of both businesses and jurisdictions concerned. This is in addition to the possibility of criminal charges.
43. Indications that a customer may be connected with corruption include excessive revenue from “commissions” or “consultancy fees” or involvement in contracts at inflated prices, where unexplained “commissions” or other charges are paid to external parties.
44. The risk of handling the proceeds of corruption, or becoming engaged in an arrangement that is designed to facilitate corruption, is greatly increased where the arrangement involves a PEP. Where the PEP also has connections to countries or business sectors where corruption is widespread, the risk is further increased.
45. The nature of enhanced CDD measures applied will be commensurate with the risk that is identified and nature of the PEP connection. In particular, the measures to be applied by a relevant person to a PEP:
 - Who is the Minister of Finance in a country that is prone to corruption may be very different to the measures to be applied to a senior politician with a limited portfolio in a country or territory that is not prone to corruption.
 - The measures to be applied to a company that is a collective investment scheme, the securities of which are traded on a recognised market, and which has an investor who is a PEP with a 1% holding in the scheme, may be very different to a private company established exclusively to hold investments for a PEP.
46. There is no “one-size fits all” approach to applying enhanced CDD measures for PEPs.
47. The nature and scope of a relevant person’s activities will generally determine whether the existence of PEPs in its customer base is a practical issue for the business.

7.6.1 Determining whether a customer is a politically exposed person (PEP)

AML/CFT CODE OF PRACTICE

48. Policies and procedures maintained in line with [Article 11](#) of the Money Laundering Order must recognise that customers may subsequently acquire PEP status.

GUIDANCE NOTES

49. Where the existence of PEPs is considered to be a practical issue, a relevant person may demonstrate that it has appropriate policies and procedures for determining whether a customer or prescribed person is a PEP where it:
 - assesses those countries and territories with which customers are connected, which pose the highest risk of corruption. See Section 3.3.4.1.

- finds out who are the current and former holders of prominent public functions within those higher risk countries and territories and determines, as far as is reasonably practicable, whether or not customers have any connections with such individuals (including through immediate family or close associates). In determining who are the current and former holders of prominent public functions, it may have regard to information already held by the relevant person and to external information sources such as the UN, the European Parliament, the UK Foreign and Commonwealth Office, the Group of States Against Corruption, and other external data sources. See Section 3.3.4.2.
 - exercises vigilance where customers are involved in business sectors that are vulnerable to corruption such as, but not limited to, oil or arms sales.
50. Where a relevant person runs the details of all its customers and prescribed persons through an external data source to determine whether any is a PEP, it should nevertheless assess those countries and territories which pose the highest risk of corruption and exercise particular vigilance where customers are involved in business sectors that are vulnerable to corruption such as, but not limited to, oil or arms sales.
51. In a case where a PEP is a director (or equivalent) of a customer, or person acting, or purporting to act for a customer, and where no property of that PEP is handled in the particular business relationship or one-off transaction, a relevant person may demonstrate that it applies specific and adequate measures under [Article 15\(5A\)\(b\)](#) of the Money Laundering Order where it considers the nature of the PEP's role and reason why the PEP has such a role.
52. Similarly, where a PEP is a trustee or a general partner that is a customer, or is a beneficiary or object of a power of a trust, and where no property of that PEP is handled in the particular business relationship or one-off transaction, a relevant person may demonstrate that it applies specific and adequate measures under [Article 15\(5A\)\(b\)](#) of the Money Laundering Order where it considers the nature of the PEP's connection and reason why the PEP has such a connection.

7.7 NON-RESIDENT CUSTOMER

OVERVIEW

53. Customers who are not resident in a country or territory but who nevertheless seek to form a business relationship or conduct a one-off transaction with a relevant person in that country or territory will typically have legitimate reasons for doing so. Some customers will, however, pose a risk of money laundering or financing of terrorism and may be attempting to move illicit funds away from their country or territory of residence or attempting to further conceal funds sourced from that country or territory.

GUIDANCE NOTES

54. A relevant person may demonstrate that it has applied enhanced CDD measures under [Article 15\(2A\)](#) of the Money Laundering Order, where it has applied additional measures that are commensurate with risk. Additional measures may include one or more of the following:
- Determining the reasons why the customer is looking to establish a business relationship or carry out a one-off transaction other than in their home country or territory;
 - The use of external data sources to collect information on the customer and the particular country risk in order to build a customer business and risk profile similar to that available for a resident customer.

7.8 CUSTOMER THAT IS A PERSONAL ASSET HOLDING VEHICLE

OVERVIEW

55. Personal asset holding vehicles are legal persons or legal arrangements established by individuals for the specific purpose of holding assets for investment. The use of such persons or arrangements may make identification of ultimate beneficial owners more difficult since layering of ownership may conceal the true source or controller of the investment.

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56. [Article 15\(10\)](#) of the Money Laundering Order is intended to apply in two specific scenarios. Firstly, where the personal asset holding vehicle is the customer. Secondly, where the personal asset holding vehicle is the third party for whom a trustee or general partner (the customer) is acting.

GUIDANCE NOTES

57. A relevant person may demonstrate that it has applied enhanced CDD measures under [Article 15\(10\)](#) of the Money Laundering Order, where it has applied additional measures that are commensurate with risk. Additional measures may include:
- Understanding the structure of the vehicle, determining the purpose and rationale for making use of such a vehicle, and being satisfied that the customer's use of such an investment vehicle has a genuine and legitimate purpose.
 - Taking reasonable measures to find out the source of funds and source of wealth in line with paragraphs 23 and 24 above.

7.9 CUSTOMER THAT IS A COMPANY WITH NOMINEE SHAREHOLDERS OR ISSUES BEARER SHARES**OVERVIEW**

58. Companies with nominee shareholders or bearer shares (or the ability to issue bearer shares in the future) may present a higher risk because such arrangements make it possible to hide the identity of the beneficial owner(s) and/or changes in beneficial ownership by separating legal and beneficial ownership, or because there is no trail of ownership, which introduces a degree of anonymity.
59. Notwithstanding this, nominee shareholders are often used for good and legitimate reasons, e.g. to ease administration and reduce customer costs by enabling a nominee to take necessary corporate actions, such as the passing of resolutions, in the day to day administration of a corporate structure.
60. Where one or more of the following circumstances apply, the customer should not be considered to be a customer that issues bearer shares for the purpose of [Article 15\(11\)](#) of the Money Laundering Order:
- The bearer shares are issued by a company in a country or territory that has fully enacted appropriate legislation to require bearer shares to be registered in a public registry and the bearer shares are so registered; or
 - The bearer shares are traded on an approved stock exchange; or
 - All issued bearer shares are held in the custody of the relevant person, the customer or trusted external party along with an undertaking from that trusted external party or customer to inform the relevant person of any transfer or change in ownership.

GUIDANCE NOTES

61. A relevant person may demonstrate that it has applied enhanced CDD measures under [Article 15\(11\)](#) of the Money Laundering Order, where it has applied additional measures that are commensurate with risk.
62. In the case of customers who are companies with nominee shareholders, additional measures may include:
- Determining and being satisfied with the reasons why the customer is making use of nominees; and
 - Using external data sources to collect information on the fitness and propriety of the nominee (such as its regulated status and reputation) and the particular country risk.
63. In the case of customers who are companies with bearer shares (or the ability to issue bearer shares in the future), additional measures may include:
- Determining and being satisfied with the reasons why the customer has issued bearer shares or retains the ability to do so;

- Ensuring that any new or continued relationship or any one-off transaction is approved by the senior management of the relevant person; and
- Reviewing the business relationship on at least an annual basis, including all documents, data and information obtained under identification measures in order to ensure that they are kept up to date and relevant.

7.10 ENHANCED CDD MEASURES - TRANSITIONAL ARRANGEMENTS

OVERVIEW

64. [Articles 15\(2A\), 15\(8\), 15\(10\) and 15\(11\)](#) of the Money Laundering Order introduce new CDD requirements applicable to customer relationships and one-off transactions. These requirements do not apply retrospectively and no remediation project is required.
65. However, [Article 13\(1\)\(c\)\(ii\)](#) of the Money Laundering Order requires a relevant person to apply identification measures where the relevant person has doubts about the veracity or adequacy of documents, data or information previously obtained.
66. This means that where, during the course of its regular review of a business relationship (pursuant to [Article 3\(3\)\(b\)](#) of the Money Laundering Order and discussed at Section 3.4 of this Handbook) a relevant person becomes aware that documents, data or information previously obtained do not satisfy the additional CDD requirements added to [Article 15](#) by the Money Laundering (Amendment No. 7) (Jersey) Order 2014, the relevant person will need to apply enhanced CDD measures to that customer at that time, in line with the requirement in [Article 13\(1\)\(c\)\(ii\)](#) of the Money Laundering Order.

7.11 APPLICATION OF SIMPLIFIED IDENTIFICATION MEASURES

OVERVIEW

67. [Articles 17 and 18](#) of the Money Laundering Order provide for the identification measures that must be applied under [Article 13](#) to be simplified in some strictly limited circumstances. Simplification is limited to some or all of the identification measures set out in [Article 3\(2\)\(a\) to \(c\)](#) of the Money Laundering Order. A combination of [Articles 17 and 18](#) and AML/CFT Codes do not permit simplified measures to be applied to the requirement to obtain information on the purpose and intended nature of a business relationship or one-off transaction ([Article 3\(2\)\(d\)](#) of the Money Laundering Order), nor to on-going monitoring ([Article 3\(3\)](#)).
68. Simplified identification measures cannot be applied in any case where a relevant person suspects money laundering or financing of terrorism, in any case where a relevant person considers that there is a higher risk of money laundering or financing of terrorism (see Section 7.12.1), where the customer has a relevant connection to a country or territory that is subject to a FATF call to apply enhanced CDD measures (see Section 7.5), or where the customer is resident in a country or territory that is not compliant with FATF Recommendations.
69. A country or territory is not compliant with the FATF Recommendations where it is listed in [Appendix D1](#) or sources 1 and 2 in Appendix D2.

7.12 SIMPLIFIED IDENTIFICATION MEASURES – ARTICLE 17

OVERVIEW

70. [Article 13](#) of the Money Laundering Order requires a relevant person to determine whether the customer is acting for any third party (or parties), and if so, requires the relevant person to find out the identity of, and obtain evidence for, the identity of the third party (or parties) and beneficial owners and controllers.
71. However, where a customer meets the criteria outlined in [Article 17\(1\)](#) of the Money Laundering Order, [Article 17](#) provides that a relevant person need not find out the identity of, or obtain evidence of identity for, a third party (or parties), so long as: (i) certain conditions are complied with (and, in some cases, assurances provided are tested by the relevant person); and (ii) the relevant person collects basic identity information concerning any significant third party (or parties).

72. In practice, a customer may be acting for one or more third parties. A relationship established by a customer on behalf of one third party, including a relationship involving sub-accounts for each third party, may be described as a **designated relationship**. A relationship established by a customer on behalf of more than one third party may be described as a **pooled relationship**.
73. Examples of pooled relationships include:
- Stock-brokers and investment management firms acting as nominees for underlying investors.
 - Trustees unit trusts, and general partners of limited partnerships that wish to establish banking facilities for a collective investment fund.
 - Customer accounts operated by trust companies, investment managers, lawyers and accountants.
74. A relationship may also be established by a customer with the intention that it be used to carry out transactions on behalf of one or more third parties, where no assets are held by the customer when acting for that third party. In this case, referred to as an **executionary relationship**, there may be no third parties to identify at the time that the relationship is established and simplified identification measures are applied.
75. In the case of a **designated relationship**, the relevant person must collect basic identity information concerning the third party immediately before applying simplified measures, i.e. before the establishment of a business relationship or before carrying out a one-off transaction or when [Article 13\(1\)\(c\)\(ii\)](#) applies (because there are doubts about the veracity or adequacy of documents, data or information previously obtained).
76. In the case of a **pooled relationship**, the determination of significant third parties and collection of basic identity information concerning all third parties with significant holdings must be carried out immediately before applying simplified identification measures, i.e. before the establishment of a business relationship or before carrying out a one-off transaction, or when [Article 13\(1\)\(c\)\(ii\)](#) applies (because there are doubts about the veracity or adequacy of documents, data or information previously obtained).
77. It will be for a relevant person to decide to what extent simplified identification measures may be applied. For example, following an assessment of risk, a relevant person may still wish to obtain information that is additional to basic information, and evidence of identity for a third party, or may rule out the use of pooling in certain cases.
78. Where CDD information or evidence of identity is passed by a customer to a relevant person in order to comply with requirements to counter money laundering and the financing of terrorism, the Data Protection (Jersey) Law 2005 restricts the use of the information to that purpose, except where another condition for processing personal data applies.

STATUTORY REQUIREMENTS

79. *In some strictly limited cases, [Article 17](#) of the Money Laundering Order provides that a relevant person need not apply the requirement in [Article 13](#) of the Money Laundering Order to find out the identity of, and obtain evidence of identity for, the third party (or parties) for which the customer acts before a relationship is established or one-off transaction is carried out, so long as it collects basic identity information concerning any significant third party (or parties).*
80. *[Article 17](#) of the Money Laundering Order permits a relevant person to apply simplified identification measures in **five cases** where it has reasonable grounds for believing that its customer is:*
- *A relevant person in respect of which the Commission discharges supervisory functions in respect of the financial services business that it carries on;*
 - *A person who carries on equivalent business (refer to Section 1.7); or*
 - *A person who is wholly-owned by a person listed above and: (i) is incorporated or registered in the same country or territory as its parent; (ii) has no customers who are not also customers of its parent; (iii) carries on activities that are ancillary to the business of its*

- parent; and (iv) in respect of that activity, it maintains the same policies and procedures as its parent.
81. Under **Case 1** ([Article 17\(3\)](#) of the Money Laundering Order), a relevant person need not, if that person thinks appropriate, comply with the obligation under [Articles 13 and 15](#) to apply the identification measures specified in [Article 3\(2\)\(b\)](#) to the third party (or parties) for which its customer is acting, where its customer (or the parent of its customer):
- carries on deposit-taking business, insurance business, funds services business, investment business, and is registered by the Commission to do so; or
 - holds a permit or certificate under the Collective Investment Funds (Jersey) Law 1988 (the “CIF(J) Law”); or
 - carries on equivalent business to any category described in this paragraph.
82. Under **Case 2** ([Article 17\(5\)](#) of the Money Laundering Order), a relevant person need not, if that person thinks appropriate and is satisfied by reason of the nature of the relationship that there is little risk of money laundering occurring, comply with the obligation under [Articles 13 and 15](#) to apply the identification measures specified in [Article 3\(2\)\(b\)](#) to the third party (or parties) for which its customer is acting, where its customer:
- is, or acts in respect of, an unregulated fund (as defined in the Collective Investment Funds (Unregulated Funds) (Jersey) Order 2008), or scheme or arrangement that would be a collective investment scheme (as defined in the CIF(J) Law) but for the fact that there is no offer to the public of units; or
 - carries on equivalent business to any category described in this paragraph.
83. Under **Case 3** ([Article 17\(6\)](#) of the Money Laundering Order), a relevant person who is carrying on deposit-taking business need not, if that person thinks appropriate and is satisfied by reason of the nature of the relationship that there is little risk of money laundering occurring, comply with the obligation under [Articles 13 and 15](#) to apply the identification measures specified in [Article 3\(2\)\(b\)](#) to the third party (or parties) for which its customer is acting where:
- its customer is carrying on trust company business, and is registered to do so by the Commission; or
 - its customer is carrying on equivalent business to the category described in this paragraph.
84. Under **Case 4** ([Article 17\(7\)](#) of the Money Laundering Order), a relevant person that is carrying on deposit-taking business need not, if that person thinks appropriate and is satisfied by reason of the nature of the relationship that there is little risk of money laundering occurring, comply with the obligation under [Articles 13 and 15](#) to apply the identification measures specified in [Article 3\(2\)\(b\)](#) to the third party (or parties) for which its customer is acting where:
- its customer is a lawyer carrying on business that is described in [paragraph 1 of Part B of Schedule 2](#) of the Proceeds of Crime Law, and is registered to do so by the Commission; or
 - its customer is carrying on equivalent business to the category described in this paragraph.
85. Under **Case 5** ([Article 17\(8\)](#) of the Money Laundering Order), a relevant person that is a lawyer or accountant carrying on business that is described in [paragraphs 1 or 2 \(respectively\) of Part B of Schedule 2](#) of the Proceeds of Crime Law need not, if that person thinks appropriate and is satisfied by reason of the nature of the relationship that there is little risk of money laundering occurring, comply with the obligation under [Articles 13 and 15](#) to apply the identification measures specified in [Article 3\(2\)\(b\)](#) to the third party (or parties) for which its customer is acting where:
- its customer is carrying on trust company business, and is registered to do so by the Commission; or
 - its customer is carrying on equivalent business to the category described in this paragraph.
86. The application of simplified identification measures is always subject to one or more conditions (depending on the particular case).

87. One condition ([Article 17\(4\) and \(9\)\(a\)](#) of the Money Laundering Order) must be satisfied for all of Cases 1 to 5 in order for simplified identification measures to be applied. The condition is that, immediately before applying simplified identification measures, the relevant person assesses and makes a written record as to the reason why it is appropriate to apply simplified measures having regard to the customer's business and the risk of money laundering. See Section 7.12.1 below.
88. Two further conditions must be satisfied for Cases 2 to 5 in order for simplified identification measures to be applied. These are explained in paragraphs 89 to 91 below.
89. The second condition ([Article 17\(9\)\(b\)](#) of the Money Laundering Order) for Cases 2 to 5 is that, immediately before applying simplified identification measures, the relevant person obtains adequate assurance in writing that, in furtherance of its obligations under [Article 13\(1\)\(a\) and 13\(1\)\(c\)\(ii\)](#) and [Article 15](#) of the Money Laundering Order, the customer has applied the identification measures specified in [Article 3\(2\)\(b\)](#) of the Money Laundering Order to the third party (or parties) for which it is acting.
90. Where a customer is a person who carries on equivalent business, the assurance should confirm instead that the customer has applied CDD measures that satisfy former FATF Recommendations 5 and 6.
91. The third condition ([Article 17\(9\)\(c\)](#) of the Money Laundering Order) for Cases 2 to 5 is that, immediately before applying simplified identification measures, the relevant person obtains adequate assurance in writing that the customer will:
- Provide in writing to the relevant person, at its request and without delay, the information found out by the customer as a result of it having applied the necessary identification measures;
 - Keep evidence obtained under those identification measures; and
 - Provide to the relevant person at its request, and without delay, that evidence.
92. For Cases 2 to 5, the application of simplified identification measures must also be subject to testing of assurances provided under [Article 17\(9\)\(b\) and \(c\)](#). Under [Article 17\(10\)\(a\)](#) of the Money Laundering Order, a relevant person must conduct tests in such manner and at such intervals as the relevant person deems appropriate in order to establish whether the customer:
- has appropriate policies and procedures in place to apply the identification measures set out in [Article 13\(1\)\(a\) and 13\(1\)\(c\)\(ii\)](#) and [Article 15](#) of the Money Laundering Order (or, in the case of a customer that is outside Jersey, similar identification measures that satisfy the FATF Recommendations);
 - finds out information about the third party (or parties);
 - keeps the information found out or evidence of identity obtained during the course of applying identification measures in respect of the third party (or parties); and
 - provides the information found out or evidence without delay when requested to do so.
93. Under [Article 17\(10\)\(b\)](#) of the Money Laundering Order, testing should take into consideration whether a customer may be prevented, by application of law, from providing the information or evidence, e.g. secrecy legislation.
94. Where, as a result of a test carried out, a relevant person is not satisfied that the customer has found out information in relation to the third party (or parties), keeps information or evidence, or will provide it without delay if requested to do so, [Article 17\(11\)](#) of the Money Laundering Order requires that it must apply identification measures in line with [Article 13\(1\)\(a\) and 13\(1\)\(c\)\(ii\)](#) of the Money Laundering Order.
95. [Article 17\(13\)](#) of the Money Laundering Order provides that written assurances may be provided each time that simplified identification measures are applied or through a more general arrangement with a customer that has an element of duration, e. g. terms of business.
96. When relying on this Article, [Article 17\(9A\)](#) of the Money Laundering Order provides that, before applying simplified identification measures, a relevant person must do the following:

- Consider the value and extent of each third party's financial interest in the product, arrangement, account or other investment vehicle offered to the customer by the relevant person; and
- Where the relevant person considers that the value or financial interest of the third party is significant, find out the identity of that person.

97. [Article 17\(14\)](#) of the Money Laundering Order states that a relevant person may not apply simplified identification measures where it suspects money laundering, in any situation which by its nature can present a higher risk of money laundering, where the customer has a relevant connection to a country or territory that is subject to a FATF call to apply enhanced CDD measures, or where the customer is resident in a country that is not compliant with FATF Recommendations.

AML/CFT CODE OF PRACTICE

98. A relevant person must be able to demonstrate that the conditions required by the Money Laundering Order are met.

GUIDANCE NOTES

99. A relevant person may demonstrate that it has found out the identity of a significant third party where:

- For lower risk relationships, it has found out the identity of each third party whose financial interest in the product or arrangement offered to the customer is over a general threshold of 25%.

100. For the purposes of [Article 17\(9A\)](#) of the Money Laundering Order, a relevant person may demonstrate that it has found out the identity of a third party where:

- For third parties who are natural persons - it finds out the name, address and date of birth of the third party.
- For third parties who are legal persons or legal arrangements – it finds out the name, date and country of incorporation (or equivalent) and registered office address (or equivalent) of the third party.

101. For **Case 2**, a relevant person may be satisfied that there is little risk of money laundering or finance of terrorism occurring where a particular fund is closed-ended, has no liquid market for its units, and permits subscriptions and redemptions to come from and be returned only to unitholders.

102. **Cases 3 to 5** cannot be applied by estate agents or high value dealers.

103. A relevant person may demonstrate that a customer will provide information or evidence of identity in relation to a third party without delay where it is made available within 5 working days of a request.

7.12.1 Assessment of risk

OVERVIEW

104. The risk factors that are set out in this section will also be relevant to a customer risk assessment that is conducted under Section 3.3.4.1 in the cases highlighted at Section 4.4 (paragraph 67) and Section 4.5 (paragraph 106).

STATUTORY REQUIREMENTS

105. Immediately before applying simplified identification measures, [Article 17\(4\) and 17\(9\)\(a\)](#) of the Money Laundering Order requires a relevant person to conduct an assessment as to whether it is appropriate to do so, having regard to the customer's business and the higher risk of money laundering should the customer fail to:

- Apply the necessary identification measures to its customer(s); or
- Keep records, or keep them for the period required to be kept.

106. [Article 17\(4\) and 17\(9\)\(a\)](#) requires a relevant person to prepare a written record of the reason why it is appropriate to apply simplified identification measures.

AML/CFT CODE OF PRACTICE

107. In a case where, for a particular business relationship, testing under [Article 17\(10\)](#) of the Money Laundering Order highlights that a customer has not found out information or obtained evidence of identity for a third party (or parties), does not keep that information or evidence of identity, or will not provide it on request and without delay when requested to do so, a relevant person must review the basis upon which it has applied simplified identification measures to other relationships with that particular customer (if any) in order to determine whether it is still appropriate to apply those measures.

GUIDANCE NOTES

108. Immediately before applying simplified identification measures, a relevant person may demonstrate that it has had regard to a customer's business where it considers the following factors:

- the general risk appetite of its customer;
- the geographic location of its customer's client base;
- the general nature of the customer's client base, e.g. whether institutional or private client;
- the nature of the services that the customer provides to its clients;
- the extent to which its customer carries on business with its own clients on a non-face to face basis or clients are otherwise subject to enhanced CDD measures; and
- the extent to which clients of its customer may be PEPs or present a higher risk of money laundering or financing of terrorism, and the sources of funds of such PEPs.

109. Immediately before applying simplified identification measures, a relevant person may demonstrate that it has had regard for the higher risk of money laundering and financing of terrorism should its customer fail to apply identification measures, keep records, or keep records for the required period where it considers the following factors:

- The stature and regulatory track record of its customer.
- The adequacy of the framework to combat money laundering and financing of terrorism (including, for the avoidance of doubt, financial sanctions) in place in the country or territory in which its customer is based and the period of time that the framework has been in place.
- The adequacy of the supervisory regime to combat money laundering and financing of terrorism to which its customer is subject.
- The adequacy of identification measures applied by its customer to combat money laundering and financing of terrorism.
- The extent to which the customer itself relies on obliged parties (however described) to identify its clients and to hold evidence of identity, and whether such obliged parties are relevant persons or carry on an equivalent business.

110. A relevant person may demonstrate that it has considered the adequacy of identification measures applied by its customer where it takes one or more of the following steps:

- Reviews previous experience (if any) with the customer.
- Makes specific enquiries, e.g. through use of a questionnaire or series of questions.
- Reviews relevant policies and procedures.
- Where the customer is a member of a financial group, makes enquiries concerning the extent to which group standards are applied to and assessed by the group's internal audit function.

- Conducts (or commissions from an external expert) sample testing of the adequacy of the customer’s policies and procedures to combat money laundering and financing of terrorism, whether through onsite visits, or through requesting specific CDD information and/or copy documentation to be provided.

7.13 SIMPLIFIED CDD MEASURES - TRANSITIONAL ARRANGEMENTS

OVERVIEW

- 111. [Article 17\(9A\)](#) of the Money Laundering Order introduces a new requirement to be fulfilled in order to apply simplified identification measures under [Article 17](#). This requirement does not apply retrospectively, so no remediation project is required.
- 112. However, [Article 13\(1\)\(c\)\(ii\)](#) of the Money Laundering Order requires a relevant person to apply identification measures where the relevant person has doubts about the veracity or adequacy of documents, data or information previously obtained.
- 113. This means that where, during the course of its regular review of a business relationship (pursuant to [Article 3\(3\)\(b\)](#) of the Money Laundering Order and discussed at Section 3.4 of this Handbook) a relevant person becomes aware that documents, data or information previously obtained (and relied upon to determine that the application of simplified identification measures was appropriate) are not accurate, adequate or current, the relevant person will need to apply identification measures in line with the requirement in [Article 13\(1\)\(c\)\(ii\)](#) of the Money Laundering Order. This will include collecting basic information on each significant third party at that time, i.e. immediately before formally resolving to continue to apply simplified identification measures.
- 114. In relation to a **designated relationship**, this means that a relevant person will need to collect basic information on the third party once (except where basic information held changes).
- 115. In relation to a **pooled or executionary relationship**, this means that a relevant person will need to determine which third parties are significant each time it formally resolves to continue to apply simplified identification measures and collect basic information on each.
- 116. Where a relevant person reviews a business relationship (pursuant to [Article 3\(3\)\(b\)](#) of the Money Laundering Order and discussed at Section 3.4 of this Handbook) and continues to be satisfied at that time about the veracity or adequacy of documents, data or information previously obtained (and relied upon to determine that the application of simplified identification measures was appropriate), there is no need to apply identification measures, so no need to collect basic identity information on significant third parties.

7.14 SIMPLIFIED IDENTIFICATION MEASURES – ARTICLE 18

OVERVIEW

- 117. [Article 18](#) of the Money Laundering Order provides for identification measures required under [Article 13](#) to be simplified in some prescribed cases.

STATUTORY REQUIREMENTS	
<u>Case B</u>	
118.	<i>Under Article 18(3) of the Money Laundering Order, a relevant person need not apply identification measures where the business relationship or one-off transaction relates to a pension, superannuation, employee benefit, share option or similar scheme:</i>
	<ul style="list-style-type: none"> • <i>where contributions are made by an employer or by way of a deduction from wages; and</i> • <i>the scheme rules do not permit the assignment of members’ interests under the scheme except after the death of the member.</i>
119.	<i>However, where it is proposed to assign the interest of a deceased member, the trustee of that scheme must first apply identification measures in respect of the proposed assignee.</i>
<u>Cases C to E</u>	
120.	<i>Under Article 18(4), (5) and (6) of the Money Laundering Order, a relevant person need not apply identification measures when the application is for an insurance business policy:</i>

- taken out in connection with a pension scheme relating to the customer's employment or occupation, if the policy contains no surrender clause and cannot be used as security for a loan; or
- where the premium is a single payment of no more than £1,750; or
- where the premium payments do not exceed £750 in any calendar year.

Other

121. Under [Article 18\(6A\)](#) of the Money Laundering Order, a relevant person need not find out the identity of, or obtain evidence of identity for, a customer, its beneficial owners and controllers, or any person purporting to act on its behalf, where the customer is a Jersey public authority acting in that capacity.
122. Under [Article 18\(6A\)](#) of the Money Laundering Order, a relevant person need not identify or obtain evidence for the identity of a customer, its beneficial owners and controllers, or any person purporting to act on its behalf, where the customer is a body corporate the securities of which are listed on:
- an IOSCO compliant market; or
 - a regulated market (as defined).
123. An IOSCO compliant market is a market which, in line with standards set by IOSCO, requires that:
- for traded securities, there must be full, accurate and timely disclosure of financial results, risk and other information which is material to investors' decisions; and
 - holders of traded securities should be treated in a fair and equitable manner.
124. [Article 18\(6A\)](#) applies also to a customer that is wholly owned by a body corporate with listed securities.
125. Under [Article 18\(7\)](#) of the Money Laundering Order, a relevant person need not find out the identity of, or obtain evidence of identity for, a customer, its beneficial owners and controllers, or any person purporting to act on its behalf (including authority to do so), where the customer is:
- a regulated person;
 - a person carrying out an equivalent business to any category of regulated business (refer to Section 1.7); or
 - wholly owned by a regulated person or person carrying on an equivalent business and: (i) is incorporated or registered in the same country or territory as its parent; (ii) has no customers who are not also customers of its parent; (iii) carries on activities that are ancillary to the regulated business or equivalent business of its parent; and (iv) in respect of that activity, it maintains the same policies and procedures as its parent.
126. Under [Article 18\(8\)](#) of the Money Laundering Order a relevant person need not find out the identity of, or obtain evidence of identity for, persons purporting to be authorised to act on behalf of a customer where the person who is so authorised acts in the course of employment by a business that is a regulated person, or carries on equivalent business to any category of regulated business.
127. Under [Article 18\(8A\)](#) of the Money Laundering Order a relevant person whose business falls within [paragraph 1 or 3 of Part B of Schedule 2](#) to the Proceeds of Crime Law and that person enters into a business relationship or carries on a one-off transaction for the purpose of enabling a customer directly or indirectly to enter into a registered contract within the meaning of the Control of Housing and Work (Jersey) Law 2012, the relevant person need not obtain evidence of identity of its customer.

128. [Article 18\(9\)](#) of the Money Laundering Order states that a relevant person may not apply simplified identification measures where it suspects money laundering, in any situation which by its nature can present a higher risk of money laundering, where the customer has a relevant connection to a country or territory that is subject to a FATF call to apply enhanced CDD measures, or where the customer is resident in a country that is not compliant with FATF Recommendations.

AML/CFT CODES OF PRACTICE

129. For Cases B to E described in [Article 18](#) of the Money Laundering Order, a relevant person must obtain information on the purpose and intended nature of the business relationship or one-off transaction.
130. A relevant person must obtain and retain documentation establishing that the customer is entitled to benefit from a concession in [Article 18](#) of the Money Laundering Order.

7.14.1 Pension, superannuation, employee benefit, share option or similar schemes

OVERVIEW

131. Where a relevant person enters into a business relationship or carries out a one-off transaction relating to a pension, superannuation, employee benefit, share option or similar scheme, in some limited circumstances there is no requirement to apply identification measures.
132. However, simplified measures cannot be applied if a relevant person considers that there is a higher risk of money laundering or financing of terrorism.

GUIDANCE NOTE

133. A relevant person may demonstrate that it considers whether there is a higher risk of money laundering or financing of terrorism when, inter alia, it considers the reputation of the sponsoring employer and adequacy of controls in place over membership.

7.14.2 Jersey public authority

OVERVIEW

134. Where a customer is a public authority in Jersey, then, in line with [Article 18\(6A\)](#) of the Money Laundering Order, there is no requirement to apply identification measures on that body authority, on the beneficial owners and controllers of the authority, or those purporting to act on behalf of the authority.
135. However, the obligation to apply identification measures to any third party for which the authority may be acting and obligation to verify the authority of persons acting on behalf of the authority continue.
136. The following may be considered to be public authorities in Jersey:
- A government department of the States of Jersey;
 - A majority States-owned company;
 - An agency established by a law of the States of Jersey; or
 - A parish authority.

7.14.3 Body corporate with listed securities

OVERVIEW

137. Where a customer is a body corporate the securities of which are listed on a market that conforms to international standards set by IOSCO or on a regulated market (defined in [Article 2\(5\)](#) of the Money Laundering Order), then, in line with [Article 18\(6A\)](#) of the Money Laundering Order, there is no requirement to apply identification measures on that body corporate (or any wholly owned subsidiary), on the beneficial owners and controllers of the body (or any wholly owned subsidiary), or those purporting to act on behalf of the body corporate (or any wholly owned subsidiary).

138. However, the obligation to apply identification measures to any third party for which the body corporate (or wholly owned subsidiary) may be acting and obligation to verify the authority of persons acting on behalf of the body corporate (or wholly owned subsidiary) continue.
139. A market may be considered to be IOSCO compliant if it is operated in a country or territory that has been assessed as having “fully implemented” or “broadly implemented” IOSCO Principles 16 and 17. In order to be assessed as having “fully implemented” or “broadly implemented” Principle 17, a country or territory must require:
- Information about the identity and holdings of persons who hold a substantial beneficial ownership interest to be disclosed on a timely basis.
 - Material changes in such ownership and other required information to be disclosed in a timely manner.
140. Whilst there is not a list of countries and territories that “fully implement” or “broadly implement” IOSCO Principles 16 and 17, reference may be made to IMF compliance assessments at: <http://www.imf.org/external/NP/fsap/fsap.aspx>.
141. Part III of Guidance published by the UK’s Joint Money Laundering Steering Group addresses what may be considered to be a regulated market.

7.14.4 Regulated person and those carrying on equivalent business

OVERVIEW

142. Where a customer is: (i) a regulated person (defined in [Article 1\(1\)](#) of the Money Laundering Order); (ii) a person who carries on equivalent business to any category of regulated business; or (iii) wholly owned by a person listed in (i) or (ii) and which fulfils certain conditions (see [Article 18\(7A\)](#) of the Money Laundering Order), then, in line with [Article 18\(7\)](#) of the Money Laundering Order, there is no requirement to apply identification measures in respect of the customer, the beneficial owners and controllers of the customer, or those purporting to act on behalf of the customer. Nor is there a requirement to verify the authority of any person purporting to act for the customer.
143. However, these provisions do not also provide an exemption in respect of any third party (or parties) for whom the customer is acting, or for the beneficial owners and controllers of such a third party (or parties).

7.14.5 Person authorised to act on behalf of a customer

GUIDANCE NOTES

144. Where a person authorised to act on behalf of a customer holds this role by virtue of his employment by (or position in) a business that is a regulated person (or equivalent), a relevant person may demonstrate that this exception applies where it obtains:
- the full name of the individual; and
 - an assurance from the employer that the individual is an officer or employee.

7.14.6 Jersey property transactions passed before the Royal Court

OVERVIEW

145. [Article 18\(8A\)](#) of the Money Laundering Order provides that an estate agent which enters into a business relationship or carries on a one-off transaction for the purpose of enabling a customer directly or indirectly to enter into a registered contract within the meaning of the Control of Housing and Work (Jersey) Law 2012 (i.e. where it is to be passed before the Royal Court and registered in the Public Registry of Contracts), need not obtain evidence of identity of its customer.

AML/CFT CODE OF PRACTICE

146. A relevant person that is an estate agent must obtain and retain documentation establishing that its customer is entitled to benefit from the concession in [Article 18\(8A\)](#) of the Money Laundering Order.

7.15 INTERPLAY BETWEEN ENHANCED AND SIMPLIFIED CDD MEASURES**OVERVIEW**

147. [Articles 17 and 18](#) of the Money Laundering Order provide for identification measures to be simplified in the circumstances that are summarised above.
148. Where a relevant person thinks it appropriate under [Article 17\(3\), \(5\) to \(8\)](#) of the Money Laundering Order, it need not find out the identity of, or obtain evidence of identity for the third parties on whose behalf its customer acts. However, [Article 17\(14\)](#) of the Money Laundering Order prohibits the application of simplified identification measures by a relevant person in any case: where there is suspicion of money laundering or financing of terrorism; which by its nature can present a higher risk of money laundering; where the customer has a relevant connection to a country or territory that is subject to a FATF call to apply enhanced CDD measures; where a correspondent banking service is provided; or where the customer is resident in a country or territory that is not compliant with the FATF Recommendations.
149. Except as provided for by [Article 17\(14\)](#), the effect of this may be to allow a relevant person to not find out the identity of, or obtain evidence of identity for a third party of a customer who:
- is a PEP; or
 - has not been physically present for identification purposes
150. so long as one or more enhanced CDD measures (identification measures and/or ongoing monitoring) are applied in line with [Article 15](#) to recognise the particular risk associated with PEPs or applying identification measures where a person is not physically present.
151. For example, it may be possible for a relevant person to not find out the identity of, or obtain evidence of identity for, one or more third parties of a customer who is a PEP (pursuant to [Article 17](#)) and also take the following action:
- determine whether any third parties are PEPs;
 - require the new business relationship, the continuation of such a relationship or the one-off transaction to be approved by senior management; and
 - obtain general information on the source of wealth of PEPs and the source of the funds involved, when assessing whether the application of simplified measures is appropriate (under [Article 17\(4\) or 17\(9\)\(a\)](#) of the Money Laundering Order),
- in which case these actions may be considered to be enhanced CDD measures pursuant to [Article 15\(5A\)](#) of the Money Laundering Order.
152. It may also be possible for a relevant person to not find out the identity of, or obtain evidence of identity for, a third party who has not been physically present for identification purposes (pursuant to [Article 17](#)) and also take the following action:
- consider the risk associated with third parties not being physically present for identification purposes, when assessing whether the application of simplified CDD measures is appropriate ([Article 17\(4\) or 17\(9\)\(a\)](#) of the Money Laundering Order),
- in which case this action may be considered to be an enhanced measure pursuant to [Article 15\(2\)](#) of the Money Laundering Order.
153. Where a relevant person has collected sufficient information and/or evidence in order to consider the risk that is presented by a business relationship or one-off transaction, it need not apply identification measures in the circumstances specified in [Article 18](#) of the Money Laundering Order. However, [Article 18\(9\)](#) of the Money Laundering Order prohibits the application of simplified identification measures by a relevant person in any case: where there is suspicion of money laundering or financing of terrorism; which by its nature can present a higher risk of money laundering; where the customer has a relevant connection to a country or territory that is subject to a FATF call to apply enhanced CDD measures; or where the customer is resident in a country or territory that is not compliant with the FATF Recommendations.

154. Except as provided for by [Article 18\(9\)](#), the effect of this is may be to allow a relevant person to not find out the identity of, or obtain evidence of identity for, a person normally subject to identification measures who:
- is a PEP; or
 - has not been physically present for identification purposes,
- so long as one or more enhanced CDD measures (identification measures and/or ongoing monitoring) are applied in line with [Article 15](#) to recognise the particular risk associated with PEPs or applying identification measures where the customer is not physically present.
155. Similarly, it may be possible to simplify identification measures (but not other CDD measures) in the way that is anticipated in [Articles 17 and 18](#) in the case of a customer who is non-resident, is a private banking customer, is a customer who invests their personal wealth through legal persons or legal arrangements, or which is a legal person with nominee shareholders or which has issued bearer shares, so long as enhanced CDD measures (identification measures and/or ongoing monitoring) are applied to address the particular risks inherent in such customer types. Sections 7.7 to 7.10 set out the enhanced measures that might be applied in order to address the applicable risk.
156. For example, it may be possible for a relevant person to not apply identification measures to a customer who is a non-resident body corporate, the securities of which are listed on an IOSCO-compliant market (pursuant to [Article 18\(6A\)](#)), and also take the following action:
- determine the reason(s) why the customer is obtaining a service in Jersey rather than in its home country or territory,
- in which case the action may be considered to be an enhanced measure pursuant to [Article 15\(2A\)](#).

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8 REPORTING MONEY LAUNDERING AND FINANCING OF TERRORISM

8.1 OVERVIEW OF SECTION

1. This Section outlines the statutory provisions concerning reporting that apply to: (i) an employee of a relevant person; and (ii) a relevant person, in the course of carrying on any trade, profession or business. It also sets AML/CFT Codes of Practice for and provides guidance to:
 - employees making a report to their MLRO (or deputy MLRO) (referred to as **internal SAR**); and
 - MLROs (and deputy MLROs) making a report to the JFCU (referred to as an **external SAR**).
2. This section also considers the consent that must be sought from the JFCU before proceeding with a transaction or continuing a business relationship, and application of tipping off provisions.
3. An important precondition for making a report is to know enough about a business relationship or one-off transaction to be able to recognise what is “unusual”. Such knowledge is dependent upon the application of identification measures and on-going monitoring.
4. A report may also be based on information from other sources, including law enforcement agencies, other government bodies, the media, or the customer.
5. Whilst this Section describes reports made to the JFCU under the Proceeds of Crime Law and Terrorism Law as SARs, depending on the circumstances such reports may involve knowledge of money laundering or financing of terrorism, rather than suspicion (or reasonable grounds for knowledge or suspicion).
6. Additional information on reporting is contained within Part 2 of the AML/CFT Handbook.

8.2 REPORTING KNOWLEDGE OR SUSPICION

OVERVIEW

7. Legislation deals with reporting by a relevant person and employee in the course of carrying on a financial services business (distinct from other business) in two ways:
 - There is a **reporting requirement** under [Article 34D](#) of the Proceeds of Crime Law and [Article 21](#) of the Terrorism Law - when a SAR must be made when there is knowledge, suspicion or reasonable grounds for suspecting that another person is engaged in money laundering or the financing of terrorism, or any property constitutes or represents proceeds of criminal conduct, or is or may be terrorist property.
 - There is **protection for reporting** under [Article 32](#) of the Proceeds of Crime Law and under [Article 18](#) of the Terrorism Law – when there is suspicion or belief that any property constitutes or represents the proceeds of criminal conduct, or that property is terrorist property. Where the person making the report does any act or deals with the property in any way which would otherwise amount to the commission of a money laundering or financing of terrorism offence, the person shall not be guilty of that offence (where certain conditions are fulfilled) where it makes a **protective report**.
8. In practice, a report made in accordance with the **reporting requirement** will also provide **protection**. Take the situation of a relevant person that knows or suspects, or has reasonable grounds for knowing or suspecting, that property constitutes or represents the proceeds of criminal conduct, and which has possession of that property. It must report its knowledge or suspicion under [Article 34D](#) of the Proceeds of Crime Law. Where it makes such a report this will also address its suspicion or belief that property constitutes or represents the proceeds of criminal conduct under [Article 32](#) of the Proceeds of Crime Law – the effect being that it does not commit a money laundering offence under [Article 30](#) (and perhaps also [Article 31](#)) of that law.

9. There is also a reporting requirement ([Article 34A](#)) and protection for reporting ([Article 32](#)) in a case where information or a matter comes to a relevant person's attention other than in the course of carrying on a financial services business (i.e. any **trade, profession, business or employment**). A similar reporting requirement (and protection) may also be found in [Articles 19](#) and [18](#) of the Terrorism Law.
10. Whilst the Proceeds of Crime Law and Terrorism Law anticipate that a report may be made by an employee directly to the JFCU, [Article 21](#) of the Money Laundering Order requires that such reporting is made in line with reporting procedures. Such procedures must provide for securing that a report by an employee is made to the MLRO (or deputy MLRO).
11. Where the MLRO (or deputy MLRO) resolves to make an external SAR as a result of an internal SAR made under the Proceeds of Crime Law or Terrorism Law, [Article 21](#) of the Money Laundering Order requires that SAR to be made using a prescribed form.
12. A SAR made in respect of a business relationship or one-off transaction does not remove the need to make further reports in respect of knowledge or suspicion that subsequently arises in respect of that relationship or one-off transaction (a series of linked transactions).

8.2.1 Requirement to report knowledge or suspicion

OVERVIEW

13. In the course of carrying on a financial services business, employees of a relevant person must raise an internal SAR as soon as practicable where they have knowledge or suspicion, or where there are reasonable grounds for having knowledge or suspicion, that:
 - Another person is engaged in money laundering or the financing of terrorism; or
 - Property constitutes or represents the proceeds of criminal conduct; or
 - Property is, or may be, terrorist property.
14. What may constitute reasonable grounds for knowledge or suspicion will be determined from facts or circumstances from which an honest and reasonable person working in a relevant person would have inferred knowledge or formed a suspicion (the so called "objective test"¹).
15. Something which appears unusual is not necessarily suspicious and will likely form the basis for examination. This may, in turn, require judgement to be exercised as to whether something is suspicious.
16. A relevant person's MLRO (or deputy MLRO) must consider all internal SARs as soon as practicable.
17. A relevant person's MLRO (or deputy MLRO) must make an external SAR as soon as is practicable if he or she knows, suspects or has reasonable grounds for knowing or suspecting, that:
 - Another person is engaged in money laundering or the financing of terrorism; or
 - Property constitutes or represents the proceeds of criminal conduct; or
 - Property is, or may be, terrorist property.
18. Once an employee has made an internal SAR, and provided any additional information that may be requested by the MLRO (or deputy MLRO), they will have fully satisfied their statutory obligation in respect of the particular information or matter reported.
19. Under the Proceeds of Crime Law, the requirement to report applies in relation to the proceeds of criminal conduct which constitutes an offence specified in [Schedule 1](#) of the Proceeds of Crime Law, or, if it occurs or has occurred outside Jersey, would have constituted such an offence if occurring in Jersey.

¹ See Part 2 of the AML/CFT Handbook.

20. Under the Terrorism Law, the requirement to report applies in relation to property which is intended to be used or likely to be used for the purposes of terrorism in Jersey or elsewhere or for the support of a terrorist entity in Jersey or elsewhere.
21. Other than in the course of carrying on a financial services business (i.e. any other trade, profession or business carried on by a relevant person), employees of a relevant person must also raise an internal SAR where they have knowledge or suspicion that another person is engaged in money laundering or the financing of terrorism - where information or other matter on which knowledge or suspicion is based comes to them in the course of their employment. This will be so irrespective of the underlying nature of the business that is carried on, and irrespective of whether or not the business is being carried out on behalf of another person, e.g. under an outsourcing arrangement.
22. Where an MLRO who is part of a group receives information relating to suspicious activities within that group but with no specific Jersey connection, such information is not considered to have come to the MLRO in the course of carrying on a financial services business. This means that such matters, in the absence of a specific Jersey connection, are not required to be reported.

STATUTORY REQUIREMENTS

23. Under [Article 34D\(4\)](#) of the Proceeds of Crime Law, a relevant person and employee of that relevant person are required to make a report where two conditions are fulfilled.
24. The first is that they know, suspect or have reasonable grounds for suspecting that:
 - Another person is engaged in money laundering or the financing of terrorism; or
 - Any property constitutes or represents the proceeds of criminal conduct.
25. The second is that the information or matter on which the knowledge or suspicion is based, or which gives reasonable grounds for suspicion, **comes to them in the course of the carrying on of a financial services business**.
26. Such a report must be made to a designated police officer or designated customs officer (or, in the case of an employee, to the relevant person's MLRO (or deputy MLRO)), delivered in **good faith**, and made as soon as is practicable after the information or other matter on which the knowledge or suspicion is based, or which gives reasonable grounds for suspicion, comes to their attention.
27. However, under [Article 34D\(5\)](#) of the Proceeds of Crime Law, a person does not commit an offence if they have a reasonable excuse for not disclosing the information or other matter, or the person is a professional legal adviser and the information or other matter comes to them in the circumstances of legal privilege (except items held with the intention of furthering a criminal purpose).
28. Under [Article 34D\(6\)](#) of the Proceeds of Crime Law, an employee of a relevant person does not commit an offence of failing to disclose if he or she has not been given material training and, as a result, did not know or suspect that the other person was engaged in money laundering or the financing of terrorism.
29. Under [Article 34D\(9\)](#) of the Proceeds of Crime Law, a report made to a designated police officer or designated customs officer (or to the relevant person's MLRO or deputy MLRO) shall not be treated as a breach of any restriction imposed by statute, contract or otherwise.
30. When considering a report made under the Proceeds of Crime Law or Terrorism Law, [Article 21\(2\)](#) and [\(3\)](#) of the Money Laundering Order states that, if the MLRO (or deputy MLRO) knows or suspects, or has reasonable grounds for knowing or suspecting, that another person is engaged in money laundering or financing of terrorism, he or she must report to a designated police officer or designated customs officer as soon as is practicable using the form that is published as a schedule to the Money Laundering Order. *Inter alia*, delivery of the form must comply with the requirements (including those in respect of delivery) indicated on the form.

31. Subsequent to making a report, [Article 21\(4\)](#) of the Money Laundering Order requires a MLRO (or deputy MLRO) to provide a designated police officer or designated customs officer (within a set period of time) with such additional information relating to that report as may reasonably be requested.
32. A person who fails to make a report under [Article 34D](#) of the Proceeds of Crime Law is liable to imprisonment for a term not exceeding 5 years or to a fine or to both. An individual who fails to make a report using the prescribed form under [Article 21\(2\)](#) of the Money Laundering Order is liable to imprisonment for a term not exceeding 2 years or to a fine or to both. A body corporate who fails to make a report using the prescribed form under [Article 21\(2\)](#) of the Money Laundering Order is liable to a fine.
33. [Article 34A](#) of the Proceeds of Crime Law contains a similar requirement to report. In a case where a relevant person, or employee, knows or suspects that another person is engaged in money laundering or financing of terrorism and the information or other matter on which that knowledge or suspicion is based comes to their attention in the course of **any trade, profession, business or employment** (other than carrying on of a financial services business), they must report that knowledge or suspicion and information or other matter to a police officer (or, in the case of an employee, to the relevant person's MLRO (or deputy MLRO)), in good faith and as soon as is practicable after the information or other matter comes to their attention.
34. Under [Article 34A\(3\)](#) of the Proceeds of Crime Law, a report made to a designated police officer or designated customs officer (or to the relevant person's MLRO or deputy MLRO) under Article 34A shall not be treated as a breach of any restriction imposed by statute, contract or otherwise.
35. [Article 8](#) of the Money Laundering Order requires a relevant person to ensure that the MLRO (or deputy MLRO) has timely access to all records that are necessary or expedient for the purpose of performing his or her functions as a reporting officer, including, in particular, the records that a relevant person must keep under [Article 19](#).
36. "Criminal conduct" is defined in [Article 1\(1\)](#) of the Proceeds of Crime Law as conduct that constitutes an offence specified in [Schedule 1](#), or, if it occurs outside Jersey, would have constituted such an offence if occurring in Jersey.
37. [Articles 19](#) to [22](#) of the Terrorism Law contain similar reporting requirements in respect of financing of terrorism.
38. In particular, [Article 21](#) of the Terrorism Law requires a relevant person and employee of that relevant person to make a report where two conditions are fulfilled.
39. The first is that they know, suspect or have reasonable grounds for suspecting that:
- Another person is engaged in the financing of terrorism; or
 - Any property is, or may be, terrorist property.
40. The second is that the information or matter on which the knowledge or suspicion is based, or which gives reasonable grounds for suspicion, **comes to them in the course of the carrying on of a financial services business**.
41. Terrorist property is defined in [Article 3](#) of the Terrorism Law to mean property which is intended to be used, or likely to be used, for the purposes of terrorism or support of a terrorist entity. A terrorist entity is an entity which commits, prepares or instigates an act of terrorism or facilitates the commission, preparation or instigation of an act of terrorism.
42. The meaning of "terrorism" is defined in [Article 2](#) of the Terrorism Law and the meaning of "terrorist entity" is defined in [Article 4](#).

8.2.2 Protective report

OVERVIEW

43. In the course of carrying on its business, employees of a relevant person will raise an internal SAR in order to be protected where they suspect or believe that:
- Property constitutes or represents the proceeds of criminal conduct;

- Property is terrorist property; or
 - They are providing a service for the purposes of terrorism or for the support of a terrorist entity.
44. This will be so **irrespective of the underlying nature of the business that is carried on**, and irrespective of whether or not the business is being carried out on behalf of another person, e.g. under an outsourcing arrangement.
45. A relevant person's MLRO (or deputy MLRO) must consider all internal SARs as soon as practicable.
46. Under the Proceeds of Crime Law, a relevant person's MLRO (or deputy MLRO) will make an external SAR before the relevant person does a particular act, or as soon as reasonably practicable after the person has done the act in order to be protected.
47. Under the Terrorism Law, a relevant person's MLRO (or deputy MLRO) will make an external SAR before the relevant person does a particular act or as soon as reasonably practicable after the person becomes involved in the transaction or arrangement.
48. In most cases, where the person making the report does any act or deals with the property in any way which would otherwise amount to the commission of a money laundering or financing of terrorism offence, the person shall not be guilty of that offence (where certain conditions are fulfilled) where it makes such a protective report.
49. Under the Proceeds of Crime Law, protection for reporting applies in relation to the proceeds of criminal conduct which constitutes an offence specified in [Schedule 1](#) of the Proceeds of Crime Law, or if it occurs, or has occurred, outside Jersey, would have constituted such an offence if occurring in Jersey.
50. Under the Terrorism Law, protection for reporting applies in relation to property which is intended to be used or likely to be used for the purposes of terrorism in Jersey or elsewhere or for the support of a terrorist entity in Jersey or elsewhere.

STATUTORY REQUIREMENTS

51. *Where a relevant person and employee of a relevant person suspect or believe that any property constitutes or represents the proceeds of criminal conduct and make a report to a police officer (or to the relevant person's MLRO or deputy MLRO) under [Article 32](#) of the Proceeds of Crime Law, they will not have committed a money laundering offence if the report is made in **good faith** and either:*
- *If the report is made before the person does the act in question, the act is done with the consent of a police officer; or*
 - *If the report is made after the person does the act in question, it is made on the person's own initiative and as soon as reasonably practicable after the person has done the act in question.*
52. *In proceedings against a person for an offence under [Article 30](#) of the Proceeds of Crime Law, it shall be a defence under [Article 32\(7\)](#) to provide that the alleged offender intended to make a report and there is a reasonable excuse for the failure to have made a report.*
53. *Under [Article 32\(2\)](#) of the Proceeds of Crime Law, a report made to a police officer (or to the relevant person's MLRO or deputy MLRO) under [Article 32](#) shall not be treated as a breach of any restriction imposed by statute, contract or otherwise, and shall not involve the person making it in liability of any kind.*
54. *When considering a report made under the Proceeds of Crime Law or Terrorism Law, [Article 21\(2\)](#) and [\(3\)](#) of the Money Laundering Order states that, if the MLRO (or deputy MLRO) knows or suspects that another person is engaged in money laundering or financing of terrorism, he or she must report to a designated police officer or designated customs officer as soon as is practicable using the form that is published as a schedule to the Money Laundering Order. *Inter alia*, delivery of the form must comply with the requirements (including those in respect of delivery) indicated on the form.*

55. Subsequent to making a report, [Article 21\(4\)](#) of the Money Laundering Order requires a MLRO (or deputy MLRO) to provide a designated police officer or designated customs officer (within a set period of time) with such additional information relating to that report as may reasonably be requested.
56. An individual who fails to make a report using the prescribed form under [Article 21\(2\)](#) of the Money Laundering Order is liable to imprisonment for a term not exceeding 2 years or to a fine or to both. A body corporate who fails to make a report using the prescribed form under [Article 21\(2\)](#) of the Money Laundering Order is liable to a fine.
57. [Article 8](#) of the Money Laundering Order requires a relevant person to ensure that the MLRO (or deputy MLRO) has timely access to all records that are necessary or expedient for the purpose of performing his or her functions as a reporting officer, including, in particular, the records that a relevant person must keep under [Article 19](#).
58. "Criminal conduct" is defined in [Article 1\(1\)](#) of the Proceeds of Crime Law as conduct that constitutes an offence specified in [Schedule 1](#), or, if it occurs outside Jersey, would have constituted such an offence if occurring in Jersey.
59. [Article 18](#) of the Terrorism Law contains similar provisions in circumstances where financing of terrorism offences would otherwise be committed. In particular:
- [Article 18\(1\)](#) provides that no financing of terrorism offence is committed if a person is acting with the express consent of a police officer or customs officer.
 - [Article 18\(2\)](#) provides that no financing of terrorism offence is committed if a person discloses a suspicion or belief that property is terrorist property after they have become involved in a transaction or arrangement to a police officer or customs officer in good faith and as soon as reasonably practicable.
 - [Article 18\(3\)](#) provides that no financing of terrorism offence is committed if a person discloses a suspicion or belief to a police officer or customs officer that a service is being, or is to be, provided for the purposes of terrorism or for the support of a terrorist entity, after they have become involved in a transaction or arrangement, in good faith and as soon as reasonably practicable.
60. However, unlike the Proceeds of Crime Law, an employee who makes a report to the relevant person's MLRO or deputy MLRO may still be charged with an offence. In such a case, it will be a defence under [Article 18\(8\)](#) for the employee to prove that a report was made in good faith and in accordance with the employer's procedures.

8.2.3 What constitutes knowledge or suspicion?

OVERVIEW

61. Generally speaking, knowledge is likely to include:
- actual knowledge;
 - shutting one's mind to the obvious;
 - deliberately refraining from making enquiries or asking questions, on the basis that one does not want to know the results of the enquiries or the answers to the questions;
 - deliberately deterring another person from making disclosures, the content of which one might not care to have;
 - knowledge of circumstances which would indicate the facts to an honest reasonable person; or
 - knowledge of circumstances which would put an honest and reasonable person on enquiries and failing to make the reasonable enquiries which such a person would have made.
62. In contrast, suspicion is more than speculation but it falls short of proof or knowledge. For a person to have knowledge or be suspicious that money laundering or financing of terrorism is taking place, they do not need to know the exact nature of the criminal activity that underlies the money laundering, or that the funds or assets themselves were definitely the proceeds of crime.

8.2.3.1 What is meant by reasonable grounds to know or suspect?

OVERVIEW

63. Reasonable grounds to suspect means that a person could commit an offence even if they did not know or suspect that money laundering or financing of terrorism was taking place, but should have known or suspected from the information available to them or the enquiries they should have made. In other words, if another person in the same position would have been suspicious and made a report, a person who does not make a report may have committed an offence.

8.2.3.2 Applying the “does it make” sense test

OVERVIEW

64. The requirements introduced by the need to report where there are reasonable grounds to suspect in effect constitute a “does it make sense” test.
65. The test applies to all customers and the following key steps should be applied to all transactions and instructions:
- **Look** at all the information you have gathered, not just for identification purposes in respect of a new customer, but also any other CDD information you may have about the customer e.g. recent instructions, relationship history, size of investment activity that enables you to look at the whole relationship/customer profile and ask yourself:
 - “Is this usual; is this what I would expect?” If it passes the “does it make sense” test then proceed, but if it does not then:
 - Ask **reasonable questions** that allow you to be sure that you understand the reasons for the unusual activity or circumstances to be sure that there are no reasonable grounds to suspect or question the relationship, the transaction or the customer’s intentions.
 - If there are reasonable grounds for suspicion, then you must report.
66. The overall approach will always be the same, but the procedure will differ depending upon different businesses and the types of products, services. The key to recognising where there are reasonable grounds for suspicion is based on having enough knowledge about the normal expected activity of customers to be able to recognise the abnormal/unusual, and from the abnormal, what might be suspicious.

8.3 PROCEDURES FOR REPORTING

OVERVIEW

67. Reporting procedures provide the interface between CDD measures carried out by a relevant person and the work of the JFCU’s intelligence wing. Like all policies and procedures, they should be drafted in a way that can be readily understood by employees, should be tailored to the relevant person’s risk assessment, and applied in every case where functions are outsourced (in line with Section 2.4.4 of this Handbook).

STATUTORY REQUIREMENTS

68. [Article 21](#) of the Money Laundering Order requires that a relevant person must establish and maintain reporting procedures which:
- *communicate to employees the identity of the MLRO (and any deputy MLROs) to whom an internal SAR is to be made;*
 - *provide for that report to be considered by the MLRO (or a deputy MLRO) in the light of all other relevant information for the purpose of determining whether or not the information or other matter contained in the report gives rise to knowledge, suspicion or reasonable grounds for knowledge or suspicion that another person is engaged in money laundering or the financing of terrorism;*
 - *allow the MLRO (or a deputy MLRO) to have access to all other information which may be of assistance in considering the report;*

- *provide for the information or other matter contained in an internal SAR to be disclosed as soon as is practicable by the MLRO (or deputy MLRO) to a designated police officer or designated customs officer using a prescribed form, where the MLRO (or deputy MLRO) knows, suspects or has reasonable grounds to know or suspect that another person is engaged in money laundering or financing of terrorism; and*
 - *provide for additional information relating to a report to be given by the MLRO (or deputy MLRO) to a designated police officer or designated customs officer.*
69. *Article 22 of the Money Laundering Order states that if a deputy MLRO, on considering an internal SAR, concludes that it does not give rise to knowledge, suspicion or reasonable grounds for knowledge or suspicion that another person is engaged in money laundering or financing of terrorism, the deputy MLRO need not forward it to the MLRO. If a deputy MLRO, on considering a report, has concluded that it does give rise to knowledge, suspicion or reasonable grounds for knowledge or suspicion that another person is engaged in money laundering or financing of terrorism, although the SAR must still be forwarded to the MLRO, the MLRO need not consider that question. The effect of this is to require a report to be considered by the MLRO only in a case where the deputy MLRO is not able to come to a conclusion.*

8.3.1 Internal SARs

AML/CFT CODES OF PRACTICE

70. In addition to the reporting procedures that must be maintained under Article 21 of the Money Laundering Order, a relevant person must maintain procedures that:
- highlight that reporting requirements extend to business relationships and one-off transactions that are declined (i.e. where no business relationship is established or transaction carried out);
 - highlight that internal SARs are to be made regardless of the amount involved in a transaction or relationship and regardless of whether, amongst other things, it is thought to involve tax matters;
 - highlight the importance attached to making an internal SAR as soon as practicable;
 - require internal SARs to be made in a set format and to include as full a statement as possible of the information or matter giving rise to knowledge, suspicion or reasonable grounds for knowledge or suspicion, date that the information or matter came to the employee's attention, and full details of the customer, transaction or activity that it has on its records;
 - require internal SARs to be acknowledged by the MLRO (or a deputy MLRO) as soon as is practicable;
 - require the MLRO (or deputy MLRO) to record all internal SARs in a register (including details of the date of the internal SAR, identity of the individual making the internal SAR, and information to allow supporting documentation to be retrieved on a timely basis).
71. A relevant person must not allow internal SARs to be filtered by line management such that they do not reach the MLRO (or deputy MLRO). Where procedures allow employees to discuss relationships and transactions with line managers before an internal SAR is made, they must emphasise that the decision on reporting remains with that employee.
72. A relevant person must establish and maintain arrangements for disciplining any employee who fails, without reasonable excuse, to make an internal SAR where he or she has knowledge, suspicion or reasonable grounds for knowledge or suspicion, or does not do so as soon as is practicable.

GUIDANCE NOTES

73. A relevant person may demonstrate that it has established and maintained arrangements for disciplining employees by ensuring that employment contracts and employment handbooks provide for the imposition of disciplinary sanctions for failing to report knowledge, suspicion or reasonable grounds for knowledge or suspicion without reasonable excuse, or as soon as it is practicable.

74. A relevant person may demonstrate that employees make internal SARs as soon as practicable where the MLRO (or deputy MLRO) periodically considers (by business area if appropriate):
- The period of time between information or a matter coming to an employee's attention and the date of the internal SAR and concludes that it is reasonable.
 - The number and content of internal SARs, and concludes that both are consistent with the relevant person's business risk assessment.

8.3.2 External SARs

OVERVIEW

75. The MLRO (or deputy MLRO) must consider each internal SAR. In order to do so, the Money Laundering Order requires that the MLRO (or deputy MLRO) has access to all necessary records. The MLRO (or deputy MLRO) may also require further information to be obtained from the customer. Any such approach will need to be made sensitively and probably by someone other than the MLRO (or deputy MLRO) to minimise the risk of alerting the customer that a report to the JFCU may be being considered (though this may not yet be tipping off).
76. When considering an internal SAR, the MLRO (or deputy MLRO), taking account of the risk posed by the transaction or activity being addressed, will need to strike the appropriate balance between the requirement to make a report to the JFCU as soon as practicable, especially if consent is required, and any delay that might arise in searching a number of unlinked systems and records that might hold relevant information.

AML/CFT CODES OF PRACTICE

77. In addition to reporting procedures that must be maintained under [Article 21](#) of the Money Laundering Order, a relevant person must maintain procedures that:
- Require the MLRO (or deputy MLRO) to document all enquiries made in relation to each internal SAR.
 - Require the MLRO (or deputy MLRO) to document the basis for reporting to the JFCU or deciding not to make such a report, which must be retained with the internal SAR.
 - Require the MLRO (or deputy MLRO) to record all external SARs in a register (including the date of the report and information to allow supporting documentation to be retrieved on a timely basis).
 - Require the MLRO (or deputy MLRO) to inform the JFCU where relevant information is subsequently discovered.

GUIDANCE NOTES

78. A relevant person may demonstrate that an internal SAR is considered in light of all other relevant information when it considers:
- The business and risk profile for the subject of the report.
 - The complexity and duration of the business relationship.
 - Transaction patterns and volumes, and previous patterns of instructions.
 - Any connected matters or relationships. Connectivity can arise through commercial connections, e.g. linked transactions or common referrals, or through individuals, e.g. third parties, beneficial owners and controllers or account signatories.
 - The risk that assets will dissipate.
79. A relevant person may demonstrate that the MLRO (or deputy MLRO) reports as soon as practicable where the Board considers:
- The typical period of time taken by the MLRO (or deputy MLRO) to process an internal SAR (being the period between the date of the internal SAR and date of the external SAR (or decision taken not to report)).

- The number of internal SARs not processed within a period of time set by the Board, together with an explanation.

8.4 JFCU CONSENT

OVERVIEW

80. Protective reports before or after doing an act are not equal options which a relevant person can choose between.
- A report should be made **before doing an act** where a customer instruction is received prior to an activity or transaction taking place, or arrangements being put in place. However, when an activity or transaction which gives rise to concern has already been actioned and where a delay would lead to a breach of a contractual obligation, the MLRO (or deputy MLRO) may need to let the activity or transaction proceed and report it later.
 - A report should be made **after doing an act** where something appears suspicious only with the benefit of hindsight or following the receipt of additional information.
81. The receipt of a protective report concerning an act (transaction or activity) that has already occurred in an established business relationship (the continuation of which is considered to be another future act) will be acknowledged by the JFCU, and in the absence of any instruction to the contrary from the JFCU, a relevant person will generally be provided with consent to maintain the customer relationship (the future act) under normal commercial circumstances (referred to as consent to operate normally). However, receipt of such consent from the JFCU in these circumstances does not indicate that the knowledge or suspicion is with or without foundation, and other future acts (transactions or activity) should continue to be monitored and reported, as appropriate.
82. In the vast majority of cases in which an external SAR is made, consent to continue an activity, process a transaction, or continue a business relationship is provided by the JFCU within seven working days of receipt of a report (indeed, the JFCU responds within two working days in the majority of cases). However, it should be noted that the JFCU is not obligated to provide consent within a particular time frame, or at all.
83. Consent may be delayed where information is required by the JFCU from an overseas financial intelligence unit. Consent may also be withheld where the report lacks sufficient detail to allow the JFCU to form a view on consent.
84. While waiting for the JFCU to provide consent to proceed with an activity or transaction (where it is necessary for consent to be provided), or in the event that the JFCU notifies a relevant person that consent will not be given, a relevant person should be aware of the risk of committing a tipping off offence where it fails to act on a customer's instruction.
85. Where a relevant person is refused consent it should contact the JFCU for guidance on what, if any, information can be provided to the customer (though the JFCU is not obligated to provide such guidance). In circumstances where consent is withheld, the JFCU may expressly allow the relevant person to notify the customer of the fact that they are the subject of a police investigation without the risk of committing a tipping off offence. Such notification will not be sanctioned by the JFCU where it might prejudice a domestic or overseas investigation.
86. Where a relevant person does not wish to act upon a customer's instruction, this may lead to civil proceedings being instituted by the customer for breach of contract. It may be necessary in circumstances where a customer has instigated civil proceedings for a relevant person to seek the directions of the court.
87. A relevant person may reduce the potential threat of civil proceedings by ensuring that customers' terms of business specifically:
- Allowing an instruction to be delayed or deferred, pending investigation.
 - Exclude breaches in circumstances where following a customer instruction may lead to the relevant person committing an offence.

8.5 TIPPING-OFF

OVERVIEW

88. Except where otherwise provided, where a person knows or suspects that a SAR has been or will be made, a person will commit a tipping off offence where they disclose to another person:
- The fact that they have made, or will make, an internal or external SAR; or
 - Any information relating to such a SAR.
89. Except where otherwise provided, where a person knows or suspects that the Attorney General or any police officer is acting or proposing to act in connection with a criminal investigation that is, or is about to be, conducted into money laundering or the financing of terrorism, a person will commit a tipping off offence where it:
- Discloses to another person any information relating to the investigation; or
 - Interferes with material which is likely to be relevant to such an investigation.
90. Inter alia, the effect of this is that a relevant person or employee of a relevant person:
- Cannot, at the time, tell a customer that a transaction or activity is being delayed because an internal SAR is about to be made or has been made to the MLRO (or deputy MLRO).
 - Cannot, at the time, tell a customer that a transaction or activity is being delayed because an external SAR is about to be made or awaiting consent from the JFCU.
 - Cannot later tell a customer that a transaction or activity was delayed because an internal or external SAR had been made.
 - Cannot tell the customer that law enforcement is conducting an investigation.
91. However, a tipping off offence is not committed when a relevant person discloses: that an internal SAR has been made; that it will make, or has made, an external SAR; information relating to such SARs; or information relating to a criminal investigation to its:
- **Lawyer** - in order to obtain legal advice or for the purpose of legal proceedings (except where the disclosure is made with a view to furthering a criminal purpose); or
 - **Accountant** – for the purpose of enabling the accountant to provide certain services, e.g. in order to provide information that will be relevant to the statutory audit of a relevant person's financial statements (except where the disclosure is made with a view to furthering a criminal purpose).
92. Nor is a tipping off offence committed when a **lawyer** discusses that disclosure with its customer where this is in connection with the provision of legal advice or for the purpose of actual or contemplated legal proceedings (except where the discussion is with a view to furthering a criminal purpose). **However, no similar provision is made for an accountant to discuss the disclosure with its customer.**
93. In addition, a tipping off offence will not be committed where a disclosure is permitted under the Proceeds of Crime and Terrorism (Tipping Off – Exceptions) (Jersey) Regulations 2014 (the "**Tipping Off Regulations**") – a **protected disclosure**. So long as a disclosure meets conditions that are set in the Tipping Off Regulations, a disclosure will be a protected disclosure where it is:
- Made as a result of a legal requirement;
 - Made with the permission of the JFCU;
 - Made by an employee of a person to another employee of the same person;
 - A disclosure within a financial group or network;
 - Made to another relevant person (but not an equivalent business); or
 - Made to the Commission.

94. Except where a disclosure is made pursuant to a legal requirement or with the permission of the JFCU, a disclosure will not be a protected disclosure under the Tipping Off Regulations unless it is made in good faith for the purpose of preventing or detecting money laundering or financing of terrorism.
95. Whereas the Tipping Off Regulations permit disclosure of the fact that a SAR has been or will be made and/or any information relating to the SAR, they do not permit the **SAR form** or copy of the **SAR form** to be disclosed (except where done pursuant to a legal requirement or by one employee of a person to another employee of that person within Jersey).
96. In a case where a relevant person:
- Is the customer of a financial institution or designated non-financial business or profession (A) that is not a relevant person; and
 - Is acting for one or more third parties; and
 - Has undertaken to make a disclosure to A when it makes a SAR in respect of any of those third parties,
- a tipping off offence is committed other than where such a disclosure is made with the permission of the JFCU.
97. Care should be exercised where a person is also subject to legislation in force outside Jersey. Notwithstanding that a disclosure may be a protected disclosure under the Tipping Off Regulations, this protection will not extend to an offence that is committed where a disclosure is not permitted under that other legislation.
98. In this section, a reference to a “disclosure” is to the disclosure of matters related to a SAR, or an investigation (and not the disclosure of suspicion or knowledge through a SAR).

STATUTORY REQUIREMENTS

99. *Article 35(4) of the Proceeds of Crime Law and Article 35(4) of the Terrorism Law make it an offence to disclose the fact that a SAR has been or will be made, or any information otherwise relating to such a SAR, if a person knows or suspects that a SAR has been, or will be, made - except if the disclosure is a **protected disclosure** under the Tipping Off Regulations.*
100. *Article 35(2) of the Proceeds of Crime Law and Article 35(2) of the Terrorism Law make it an offence to disclose any information relating to an investigation, or to interfere with material which is likely to be relevant to such an investigation, where a person knows or suspects that the Attorney General or any police officer is acting or proposing to act in connection with money laundering or financing of terrorism investigation - except if the disclosure is a **protected disclosure** under the Tipping Off Regulations.*
101. *It is a defence under Article 35(5) of both the Proceeds of Crime Law and Terrorism Law for a person charged with an offence to prove that they had a reasonable excuse for the disclosure or interference.*
102. *However, Articles 35(2) and (4) do not apply to the disclosure of an investigation or SAR which is made by a relevant person to:*
- *a professional legal adviser in connection with the provision of legal advice or for the purpose of actual or contemplated legal proceedings; or*
 - *an accountant for the purpose of enabling that person to provide external accounting services, tax advice, audit services or insolvency services,*
- so long as it is not made with a view to furthering a criminal purpose*
103. *A person who is guilty of an offence under Article 35 is liable to imprisonment for a term not exceeding 5 years or a fine, or to both.*
104. *Regulation 2 of the Tipping Off Regulations lists disclosures that are protected disclosures. A disclosure will be protected where:*
- *It is made in good faith for the purpose of preventing or detecting money laundering or financing of terrorism and it falls with any of the cases specified in Regulations 3 to 7.*

- *It is made in good faith for the purpose of preventing or detecting money laundering or financing of terrorism and it is made to a person's MLRO (or deputy MLRO).*
 - *It is required to be made by statute in Jersey or law elsewhere.*
 - *It is made with the permission of the JFCU.*
105. *A disclosure that is required to be made by statute or law may include transmission of **the form** used to make a SAR (or copy thereof).*
106. *[Regulation 3](#) permits an employee of a relevant person (“D”) to make a disclosure to another employee of the same person (“R”). Such a disclosure may include transmission of **the form** used to make a SAR (or copy thereof) so long as the recipient of the disclosure is a person within Jersey. Such a disclosure may also include the name of the individual who has made the internal SAR.*
107. *Where a further disclosure is made by R in accordance with the Tipping Off Regulations (other than under [Regulation 3](#)), it may **not** disclose the identity of D.*
108. *[Regulation 4](#) permits a relevant person and employee of such a person (“D”) to make a disclosure to a person in another part of its financial group or with whom D shares common ownership, management or compliance control (“R”). Such a disclosure may **not** include transmission of **the form** used to make a SAR (or copy thereof). **Nor** may it disclose the identity of the individual who has made the internal SAR.*
109. *Where a further disclosure is made by R in accordance with the Tipping Off Regulations, it may not disclose the identity of D, where D is an individual.*
110. *[Regulation 5](#) permits a relevant person and employee of such a person (“D”) to make a disclosure to another relevant person (“R”) where the disclosure relates to a person who is a customer (or former customer) of both D and R, or relates to a transaction, or provision of a service, including both D and R. Such a disclosure may **not** include transmission of **the form** used to make a SAR (or copy thereof). **Nor** may it disclose the identity of the individual who has made the internal SAR.*
111. *Where a further disclosure is made by R in accordance with the Tipping Off Regulations, it may not disclose the identity of D nor D's MLRO (or deputy MLRO).*
112. *[Regulation 6](#) permits a relevant person and employee of a relevant person to make a disclosure to any of the following:*
- *A customs officer, a police officer or any employee of the JFCU.*
 - *The Commission.*
113. *Where a further disclosure is made by any of the above in accordance with the Tipping Off Regulations (other than under [Regulation 6](#)), it may not disclose the identity of the relevant person, except where the recipient is a customs officer, a police officer, any employee of the JFCU, or the Commission.*

AML/CFT CODE OF PRACTICE

114. In addition to reporting procedures that must be maintained under [Article 21](#) of the Money Laundering Order, a relevant person must maintain procedures that remind employees making internal SARs of the risk of committing a tipping off offence.

8.5.1 CDD measures

OVERVIEW

115. [Article 13\(1\)](#) of the Money Laundering Order requires identity to be found out and evidence of identity obtained **before** the establishment of a business relationship or **before** carrying out a one-off transaction, except in some limited circumstances. [Article 13\(1\)\(c\)](#) of the Money Laundering Order further requires that identification measures be applied, where a relevant person suspects money laundering or financing of terrorism (at any time) or has doubts about the veracity or adequacy of documents, data or information previously obtained under CDD measures during the course of a business relationship.

116. Where a relevant person suspects money laundering or financing of terrorism, the application of identification measures could unintentionally lead to the customer being tipped off, where the process is managed without due care.
117. In circumstances where an external SAR has been made, and where there is a requirement to conduct identification measures, the risk of tipping off a customer (and its advisers) may be minimised by:
- Ensuring that employees applying identification measures are aware of tipping off provisions and are provided with adequate support, such as specific training or assistance.
 - Obtaining advice from the JFCU where a relevant person is concerned that applying identification measures will lead to the customer being tipped off.
118. Where there is a particular risk that the application of identification measures could lead to the customer being tipped off, then under [Article 14\(6\)](#) of the Money Laundering Order it is not necessary to apply such measures, where an external SAR has been made and the JFCU has agreed that the measures need not be applied.
119. Reasonable enquiries of a customer conducted in a tactful manner regarding the background to a transaction or activity that is inconsistent with the usual pattern of transactions of activity is prudent practice, forms an integral part of CDD measures, and should not give rise to the tipping off offence.

8.5.2 Terminating a business relationship

OVERVIEW

120. The giving of consent by the JFCU following an external SAR is not intended to override normal commercial judgement, and a relevant person is not committed to continuing a business relationship with a customer if such action would place them at commercial risk.
121. A decision to terminate a business relationship is essentially a commercial decision (except where there is a requirement to do so under [Article 14](#) of the Money Laundering Order), and a relevant person must be free to make such judgements. However, in certain circumstances, a relevant person should consider liaising with the JFCU to consider whether it is likely that termination would alert the customer or affect an investigation in any way. If there is continuing suspicion and there are funds which need to be returned to the customer, a relevant person should seek advice from the JFCU.

8.6 DISCLOSURE TO GROUP COMPANIES AND NETWORKS

OVERVIEW

122. Whereas the focus of the Money Laundering Order is on the role that a particular relevant person has in preventing and detecting money laundering and financing of terrorism, where a relevant person is part of a group or larger network, it is important that it should be able to play its part in the prevention and detection of money laundering and financing of terrorism at group or network level.
123. Accordingly, it is important that there should be no legal impediment to providing certain information to a group company or network.
124. Where a relevant person also wishes to disclose information to another relevant person (something that is anticipated under the Tipping Off Regulations), it will first be necessary to ensure that there is a proper basis for doing so, e.g. it has the consent of its customer to do so in certain circumstances.

STATUTORY REQUIREMENTS

125. [Article 22A](#) of the Money Laundering Order allows a relevant person to disclose the following to any person or institution with which the relevant person shares common ownership, management or compliance control, or (where different) any person within the same financial group, where such disclosure is appropriate for the purpose of preventing and detecting money laundering and financing of terrorism:
- Information contained in any report made to the MLRO (or deputy MLRO).

- *Information provided to the JFCU that is in addition to that contained in an external SAR.*
 - *Any other information that is kept under the Money Laundering Order.*
126. *Article 16A(2) of the Money Laundering Order states that a person is a member of the same financial group as another person if there is, in relation to the group, a parent company or the legal person that exercises control over every member of that group for the purposes of applying group supervision under:*
- *the Core Principles for Effective Banking Supervision published by the Basel Committee on Banking Supervision;*
 - *the Objectives and Principles of Securities Regulation issued by IOSCO; or*
 - *the Insurance Supervisory Principles issued by the International Association of Insurance Supervisors.*

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9 SCREENING, AWARENESS AND TRAINING OF EMPLOYEES

9.1 OVERVIEW OF THE SECTION

1. One of the most important controls over the prevention and detection of money laundering and the financing of terrorism is to have appropriately screened employees who are: (i) alert to money laundering and financing of terrorism risks; and (ii) well trained in the recognition of notable transactions or activity which may indicate money laundering or financing of terrorism activity (Section 6).
2. The effective application of even the best designed systems and controls (including policies and procedures) can be quickly compromised if employees lack competence or probity, are unaware of, or fail to apply, systems and controls (including policies and procedures), and are not adequately trained.
3. It is essential that a relevant person takes action to make sure that customer-facing and other employees are:
 - competent and have probity;
 - aware of policies and procedures and their obligations under the money laundering legislation and the Money Laundering Order and AML/CFT Codes of Practice issued under the Supervisory Bodies Law; and
 - trained in the recognition of notable transactions or activities (which may indicate money laundering or financing of terrorism) (Section 6).
4. In particular, customer facing employees and those who handle or are responsible for the handling of customers and transactions will provide a relevant person with its strongest defence, or its weakest link.
5. The term “employee” is to be understood to include officers of a relevant person and is not limited to individuals working under a contract of employment. It will include temporary and contract employees and the employee of any external party fulfilling a function in relation to a relevant person under an outsourcing agreement.
6. A relevant person should also encourage its customer facing employees and other employees to “think risk” as they carry out their duties within the legal and regulatory framework governing money laundering and the financing of terrorism.

9.2 SCREENING OF EMPLOYEES

STATUTORY REQUIREMENTS

7. *Article 11(1)(d) of the Money Laundering Order requires a relevant person to maintain appropriate and consistent policies and procedures relating to screening of employees.*

AML/CFT CODE OF PRACTICE

8. A relevant person must screen the competence and probity of the following employees at the time of recruitment and where there is a subsequent change in an employee’s role:
 - Customer-facing employees and other employees handling or responsible for the handling of business relationships or one-off transactions;
 - Employees directly supporting customer-facing employees or other employees handling or responsible for the handling of business relationships or one-off transactions, e.g. accounts and administration staff;
 - The MLRO (and any deputy MLRO) and MLCO; and
 - The Board and senior managers.

GUIDANCE NOTES

9. A relevant person may demonstrate that employees are screened where it does one or more of the following, as appropriate for the nature of the employee’s role and responsibilities:
- Obtains and confirms references.
 - Obtains and confirms employment history and qualifications disclosed.
 - Obtains details of any regulatory action taken against the individual (or absence of such action).
 - Obtains and confirms details of any criminal convictions¹ (or absence of such convictions).

9.3 OBLIGATIONS TO PROMOTE AWARENESS AND TO TRAIN

OVERVIEW

10. The [Money Laundering Order’s](#) requirements concerning both awareness training and training apply to employees whose duties relate to the provision of financial services business (hereafter referred to as “**relevant employees**”), and not to all employees of a relevant person. However, money laundering and financing of terrorism offences established in the Proceeds of Crime Law, Terrorism Law and other legislation are wider in scope, and so all employees will need to have a basic understanding of money laundering and the financing of terrorism, and an awareness of internal reporting procedures and the identity of the MLRO (and, if applicable, deputy MLRO).
11. Relevant employees will include customer-facing, accounts and administration staff.

STATUTORY REQUIREMENTS

12. *Articles 11(9) to (11) of the [Money Laundering Order](#) require that a relevant person must, in relation to employees whose duties related to the provision of a financial services business:*
- *take appropriate measures from time to time for the purposes of making them aware of:*
 - *the CDD, record-keeping, reporting and other policies and procedures for the purpose of preventing and detecting money laundering or financing of terrorism; and*
 - *the enactments in Jersey relating to money laundering and financing of terrorism and any relevant Code of Practice.*
 - *provide those employees from time to time with training in the recognition and handling of:*
 - *transactions carried out by, or on behalf of, any person who is, or appears to be, engaged in money laundering or financing of terrorism; and*
 - *other conduct that indicates that a person is or appears to be engaged in money laundering or the financing of terrorism*
- such training to include the provision of information on current money laundering techniques, methods and trends and on the financing of terrorism; and*
- *establish and maintain procedures that monitor and test the effectiveness of the financial services business’ policies and procedures, employees’ awareness and the training provided to employees.*

¹ Enquiries into an individual’s criminal past must be subject to the Rehabilitation of Offenders (Jersey) Law 2001, which prevents a relevant person requesting information from its directors, senior managers and other employees (and prospective directors, senior managers and other employees) about convictions that are “spent”, except where provided for by the Rehabilitation of Offenders (Exceptions) (Jersey) Regulations 2002.

AML/CFT CODE OF PRACTICE

13. A relevant person must:
 - provide employees who are not relevant employees with a written explanation of the relevant person's and employee's obligations and potential criminal liability under the money laundering legislation, including the implications of failing to make an internal SAR; and
 - require such employees to acknowledge that they understand the relevant person's written explanation and procedures for making internal SARs.
14. In the case of a relevant person that is a sole trader, that person must be aware of the enactments in Jersey relating to money laundering and the financing of terrorism and AML/CFT Codes of Practice.
15. In the case of a relevant person that is a sole trader, that person must be able to recognise and handle: (i) transactions carried out by or on behalf of a person who is or appears to be engaged in money laundering or the financing of terrorism; and (ii) other conduct that indicates a person is or appears to be engaged in money laundering or the financing of terrorism.

GUIDANCE NOTES

16. A relevant person may demonstrate that it has satisfied awareness raising and training obligations that apply to relevant employees where it includes:
 - customer-facing employees and other employees handling or responsible for the handling of business relationships or one-off transactions;
 - employees directly supporting customer-facing employees or other employees who handle or are responsible for the handling of business relationships or one-off transactions, e.g. accounts and administration staff;
 - the MLRO (and any deputy MLRO) and MLCO; and
 - the Board and senior managers.
17. A relevant person that is a sole trader may demonstrate that they are aware of relevant enactments (under paragraph 13) and able to recognise and handle transactions and other conduct (under paragraph 15) where they have received formal training or through self study.

9.4 AWARENESS OF RELEVANT EMPLOYEES

OVERVIEW

18. With the passage of time between training initiatives, the level of employee awareness of the risk of money laundering and financing of terrorism decreases. The utilisation of techniques to maintain a high level of awareness can greatly enhance the effectiveness of a relevant person's defences against money laundering and the financing of terrorism.

GUIDANCE NOTES

19. A relevant person may demonstrate that it has appropriate awareness measures in place to make relevant employees aware of policies and procedures where it:
 - provides them with a written explanation of its business risk assessment, in order to provide context for those policies and procedures.
 - provides them with case studies illustrating how products or services provided by the relevant person may be abused, in order to provide context for the application of policies and procedures.
 - provides ready access to its policies and procedures.
20. A relevant person may demonstrate that it takes appropriate measures to make relevant employees aware of enactments in Jersey relating to money laundering and the financing of terrorism where it:

- provides relevant employees with a written explanation of the relevant person's and employee's obligations and potential criminal liability under the money laundering legislation, including the implications of failing to make an internal SAR.
 - provides relevant employees with a written explanation of the disciplinary measures that may be applied for failing to report knowledge, suspicion or reasonable grounds for knowledge or suspicion without reasonable excuse, or as soon as it is practicable.
 - requires such employees to acknowledge that they understand the relevant person's written explanations and procedures for making internal SARs.
 - reminds employees of their obligations from time to time and the need to remain vigilant.
 - circulates relevant material, e.g. material that is published by the Commission or JFCU, FATF, or EU, in order to provide context for enactments in Jersey.
 - circulates relevant media reports, in order to provide context for enactments in Jersey.
21. A relevant person may demonstrate that it takes appropriate measures to make relevant employees who are officers (e.g. directors or equivalent) aware of enactments in Jersey relating to money laundering and the financing of terrorism, where it also explains how officers may be held personally liable for an offence committed by the relevant person.

9.4.1 Monitoring and testing effectiveness

GUIDANCE NOTES

22. A relevant person may demonstrate that it maintains procedures for monitoring and testing the effectiveness of awareness raising where it periodically tests employees' awareness of:
- risks and policies and procedures, and takes appropriate action where awareness is insufficient.
 - statutory obligations, and takes appropriate action where awareness is insufficient.

9.4.2 Technological developments

AML/CFT CODE OF PRACTICE

23. Where a relevant person has identified a risk that may arise in relation to new services, business practices and technology, including where developed at group level or by outside developers (in Jersey and elsewhere), a relevant person must take steps to ensure that those involved in their development have a basic awareness of money laundering and the financing of terrorism and of current money laundering techniques, methods and trends.

GUIDANCE NOTES

24. A relevant person may demonstrate that developers have a basic awareness of money laundering and the financing of terrorism and of current money laundering techniques, methods and trends where it:
- provides them with a written explanation of its business risk assessment, in order to provide context for development work.
 - provides case studies illustrating how new services, business practices and technology may be abused.
 - circulates any relevant material, e.g. material that is published by the Commission or JFCU, FATF, or EU.
 - circulates relevant media reports.
25. A relevant person may demonstrate that developers have a basic awareness of money laundering and the financing of terrorism and of current money laundering techniques, methods and trends where it obtains assurances that similar measures to those set out in paragraph 24 are taken by group or outside developers.

9.5 TRAINING OF EMPLOYEES

OVERVIEW

26. The guiding principle for all AML/CFT training should be to encourage employees, irrespective of their level of seniority, to understand and accept their responsibility to contribute to the protection of the relevant person against the threat of money laundering and financing of terrorism.
27. There is a tendency, in particular on the part of more junior employees, non-customer facing employees, and support employees to mistakenly believe that the role that they play is less crucial than, or secondary to, that of more senior colleagues or customer facing colleagues. Such an attitude can lead to failures to report important information because of mistaken assumptions that the information will have already been identified and dealt with by other colleagues.

AML/CFT CODES OF PRACTICE

28. A relevant person must provide employees with adequate training at appropriate frequencies.
29. Such training must:
 - be tailored to the relevant person and relevant to the employees to whom it is delivered;
 - highlight to employees the importance of the contribution that they can individually make to the prevention and detection of money laundering and the financing of terrorism; and
 - cover key aspects of legislation to prevent and detect money laundering and the financing of terrorism.

9.5.1 All relevant employees

GUIDANCE NOTES

30. A relevant person may demonstrate the provision of adequate training to relevant employees where it addresses:
 - the money laundering legislation, the Money Laundering Order and AML/CFT Codes of Practice issued under the Supervisory Bodies Law;
 - vulnerabilities of products and services offered by the relevant person (based on the relevant person's business risk assessment), and subsequent money laundering and financing of terrorism risk;
 - policies and procedures, and employees' responsibilities;
 - application of risk based CDD policies and procedures;
 - recognition and examination of notable transactions and activity, such as activity outside of expected patterns, unusual settlements, abnormal payment or delivery instructions and changes in the patterns of business relationships;
 - money laundering and financing of terrorism developments, including techniques, methods, trends and typologies (having regard for reports published by the insular authorities, FATF and FSRBs); and
 - management of business relationships or one-off transactions subject to an internal SAR, e.g. risk of committing the offence of tipping-off, and dealing with questions from such customers, and/or their advisers.

9.5.2 The Board

GUIDANCE NOTES

31. A relevant person may demonstrate the provision of adequate training to board members where (in addition to training for relevant employees) it addresses:
 - conducting and recording a business risk assessment;
 - establishing a formal strategy to counter money laundering and the financing of terrorism;

- assessing the effectiveness of, and compliance with, systems and controls (including policies and procedures).

9.5.3 The MLCO

GUIDANCE NOTES

32. A relevant person may demonstrate the provision of adequate training to the MLCO where (in addition to training for relevant employees) it addresses the monitoring and testing of compliance with systems and controls (including policies and procedures) to counter money laundering and the financing of terrorism.

9.5.4 The MLRO and deputy MLROs

GUIDANCE NOTES

33. A relevant person may demonstrate the provision of adequate training to the MLRO (and, if applicable, deputy MLROs) where (in addition to training for relevant employees) it addresses:
- the handling and validation of internal SARs;
 - liaising with the Commission, JFCU and law enforcement;
 - management of the risk of tipping-off; and
 - the handling of production and restraint orders.

9.5.5 Non-relevant employees

GUIDANCE NOTES

34. A relevant person may demonstrate the provision of adequate training to employees who are not relevant employees where it addresses:
- the threat of money laundering and the financing of terrorism; and
 - procedures for making internal SARs.

9.5.6 Timing and frequency of training

GUIDANCE NOTES

35. A relevant person may demonstrate the provision of training at appropriate frequencies by:
- providing all employees with induction training within 10 working days of the commencement of employment and, when necessary, where there is a subsequent change in an employee's role;
 - delivering training to all employees at least once every two years, and otherwise determining the frequency of training for relevant employees on the basis of risk, with more frequent training where appropriate.

9.5.7 Monitoring the effectiveness of screening, awareness and of training

OVERVIEW

36. Monitoring and testing the effectiveness of policies and procedures, awareness-raising measures and of training provided is a function of the MLCO, further detail of which is set out at Section 2.5 of this Handbook.
37. Such monitoring and testing should also be considered in the context of the Board's periodic check that systems and controls (including policies and procedures) are operating effectively, as set out at Section 2.4.1 of this Handbook.

10 RECORD-KEEPING

10.1 OVERVIEW OF SECTION

1. This section outlines the statutory provisions concerning record-keeping for the purposes of countering money laundering and the financing of terrorism. It also sets AML/CFT Codes of Practice and provides guidance on keeping records. More general obligations on relevant persons to maintain records in relation to their business are not addressed in this section: these may extend the period for which records must be kept.
2. Record-keeping is essential to facilitate effective investigation, prosecution and confiscation of criminal property. If law enforcement agencies, either in Jersey or elsewhere, are unable to trace criminal property due to inadequate record-keeping, then prosecution for money laundering or financing of terrorism and confiscation of criminal property may not be possible. Likewise if the funds used to finance terrorist activity cannot be traced back through the financial system, then the sources and the destination of terrorist financing will not be identified.
3. Record-keeping is also essential to facilitate effective supervision, allowing the Commission to supervise compliance by relevant persons with statutory requirements and AML/CFT Codes of Practice. Records provide evidence of the work that a relevant person has undertaken to comply with statutory requirements and AML/CFT Codes of Practice. Records also provide a necessary context for the opinion that may be prepared on the truth and fairness of a relevant person's financial statements by its external auditor.
4. Records may be kept:
 - by way of original documents;
 - by way of photocopies of original documents (certified where appropriate);
 - in scanned form; or
 - computerised or electronic form.

10.2 RECORDING EVIDENCE OF IDENTITY AND OTHER CDD MEASURES

OVERVIEW

5. In relation to evidence of a customer's identity, a relevant person must keep a copy, or references to the evidence of the customer's identity obtained during the application of CDD measures. In circumstances (such as where evidence is obtained at a customer's home and photocopying facilities are not available) where it would not be possible to take a copy of the evidence of identity, a record will be made of the type of document and its number, date and place of issue, so that, if necessary, the document may be obtained from its source of issue.
6. In addition, a relevant person must keep supporting documents, data and information in respect of a business relationship or one-off transaction including: documents, data and information obtained under identification measures; accounts files; and business correspondence.

STATUTORY REQUIREMENTS

7. *Article 19(2)(a) of the [Money Laundering Order](#) requires a relevant person to keep the following records:*
 - *copies of evidence of identity or information that enables a copy of such evidence to be obtained; and*
 - *all supporting documents, data and information in respect of a business relationship or one-off transaction which is the subject of CDD measures*
8. *Article 19(4) of the [Money Laundering Order](#) requires a relevant person to keep records in such a manner that they can be made available on a timely basis to the Commission, police officer or customs officer for the purpose of complying with a requirement under any enactment, e.g. a production order under Article 40 of the [Proceeds of Crime Law](#).*
9. *Article A19 of the [Money Laundering Order](#) defines 'relevant person' for the purpose of the record retention requirements as including a person who was formerly a relevant person.*

10. *Article 20(1) and (2) of the [Money Laundering Order](#) requires a relevant person to keep records for at least five years from: (i) the end of the business relationship with the customer; or (ii) the completion of the one-off transaction.*
11. *Article 20(5) of the [Money Laundering Order](#) allows the Commission to require a relevant person to keep records for a period that is more than five years.*

GUIDANCE NOTES

12. A relevant person may demonstrate that it keeps all supporting documents, data and information in respect of a business relationship or one-off transaction where it keeps accounts files and business correspondence.

10.3 RECORDING TRANSACTIONS

OVERVIEW

13. Details of all transactions carried out with or for a customer in the course of carrying on a financial services business must be recorded. Transactions records in support of such transactions, in whatever form they are used, e.g. credit/debit slips, cheques, will also be kept.

STATUTORY REQUIREMENTS

14. *Article 19(2)(b) of the [Money Laundering Order](#) requires a relevant person to keep a record containing details of every transaction carried out with or for the customer in the course of a financial services business. In every case, sufficient information must be recorded to enable the reconstruction of individual transactions.*
15. *Article 19(4) of the [Money Laundering Order](#) requires a relevant person to keep records in such a manner that they can be made available on a timely basis to the Commission, police officer or customs officer for the purpose of complying with a requirement under any enactment, e.g. a production order under Article 40 of the [Proceeds of Crime Law](#).*
16. *Article 20(3) of the [Money Laundering Order](#) requires a relevant person to keep records relating to transactions for at least five years from the date when all activities relating to the transaction was completed.*
17. *Article 20(5) of the [Money Laundering Order](#) allows the Commission to require a relevant person to keep records of transactions for a period that is more than five years.*

AML/CFT CODES OF PRACTICE

18. A record must be kept of the following for every transaction carried out with or for a customer in the course of a business relationship or one-off transaction:
 - name and address of the customer;
 - if a monetary transaction, the kind of currency and the amount;
 - if the transaction involves a customer's account, the number, name or other identifier for the account;
 - date of the transaction;
 - details of the counterparty, including account details;
 - nature of the transaction; and
 - details of the transaction.
19. Customer transaction records must provide a clear and complete transaction history of incoming and outgoing funds or assets.

GUIDANCE NOTES

20. A relevant person may demonstrate that it has kept details of a transaction where it records:
 - valuation(s) and price(s);
 - the form (e.g. cash, cheque, electronic transfer) in which funds are transferred;
 - memoranda of instruction(s) and authority(ies);

- memoranda of purchase and sale; and
 - custody of title documentation.
21. A relevant person may demonstrate that it has a clear and complete transaction history where it records all transactions undertaken on behalf of a customer within that customer's records

10.4 OTHER RECORD-KEEPING REQUIREMENTS

10.4.1 Corporate governance

AML/CFT CODES OF PRACTICE

22. A relevant person must keep for a period of five years after the end of the calendar year in which it is superseded the business risk assessment that it must conduct and record under Section 2.3 of this Handbook.
23. A relevant person must keep for at least five years after the end of the calendar year in which they are superseded, adequate and orderly records of its systems and controls (including policies and procedures) that it must document under Section 2.3 of this Handbook.
24. A relevant person must keep for a period of five years after the end of the calendar year in which a matter is considered, adequate and orderly records showing how the Board has assessed both the effectiveness of, and compliance with, systems and controls (including policies and procedures) in line with Section 2.3 of this Handbook, including reports presented by the MLCO on compliance matters and MLRO on reporting.
25. A relevant person must keep for a period of five years after the end of the calendar year in which a matter is considered, a record of what barriers (including cultural barriers) exist to prevent the operation of effective systems and controls (including policies and procedures) in line with Section 2.3 of this Handbook.
26. A relevant person must keep for a period of five years after the end of the calendar year in which a person ceases to be a MLCO or MLRO (or deputy MLRO), adequate and orderly records to demonstrate that officer's experience and skills, independence, access to resources, and technical awareness, in line with Sections 2.5 and 2.6 of this Handbook.
27. A relevant person must keep for a period of five years after the end of the calendar year in which a measure is applied, adequate and orderly records to demonstrate that in line with Section 2.3 of this Handbook:
- measures that are at least equivalent to AML/CFT Codes of Practice are applied to financial services business carried on by a relevant person through overseas branches; and
 - subsidiaries are required to apply measures that are at least equivalent to AML/CFT Codes of Practice.

10.4.2 Identification measures

AML/CFT CODES OF PRACTICE

28. Where a relevant person is required to apply an identification measure through an AML/CFT Code of Practice set in Sections 4, 5 and 7 of this Handbook, an adequate and orderly record of that measure must be kept in line with record-keeping requirements in Part 4 of the [Money Laundering Order](#).
29. A relevant person must keep for a period of five years after the end of the calendar year in which it is superseded, its risk assessment for each customer that has still to be remediated in line with Section 4.7.3 of this Handbook.

10.4.3 On-going monitoring

AML/CFT CODES OF PRACTICE

30. A relevant person must keep adequate and orderly records containing the findings of its examination of notable transactions and activity, i.e. those that:
- Are inconsistent with the relevant person's knowledge of the customer (unusual transactions or activity);

- Are complex or unusually large;
- Form part of an unusual pattern; and
- Present a higher risk of money laundering or the financing of terrorism,

for a period of five years from the end of the calendar year in which the examination is undertaken.

31. A relevant person must keep adequate and orderly records containing the findings of its examination of transactions and activity with a person connected with an enhanced risk state, for a period of five years from the end of the calendar year in which the examination is undertaken.

10.4.4 SARs

AML/CFT CODES OF PRACTICE

32. A relevant person must keep registers of internal and external SARs, maintained in line with procedures required under Sections 8.3.1 and 8.3.2 of this Handbook.
33. In line with procedures required under Sections 8.3.1 and 8.3.2 of this Handbook, a relevant person must keep, for a period of five years from the date that a business relationship ends, or, if in relation to a one-off transaction, for five years from the date that a transaction was completed, adequate and orderly records containing:
- a copy of the form used to make any internal SAR for that customer and supporting documentation;
 - enquiries made in relation to that internal SAR and decision of the MLRO (or deputy MLRO) to make or not make an external SAR;
 - where an external SAR has been made, a copy of the form used to make the external SAR and supporting documentation provided to the JFCU;
 - relevant information passed to the JFCU after making the external SAR.

10.4.5 Screening, awareness and training of employees

AML/CFT CODES OF PRACTICE

34. A relevant person must keep adequate and orderly records of training provided on the prevention and detection of money laundering and the financing of terrorism for five years after the end of the calendar year in which training was provided, including:
- the dates on which training was provided;
 - the nature of the training provided;
 - names of employees who received the training;
 - records of testing subsequently carried out to measure employees' understanding of the training provided, including pass rates and details of any action taken in cases of failure.

10.5 ACCESS TO AND RETRIEVAL OF RECORDS

OVERVIEW

35. The [Money Laundering Order](#) does not specify where records should be kept, but the overriding objective is for relevant persons to be able to access and retrieve relevant information without undue delay.

AML/CFT CODES OF PRACTICE

36. A relevant person must keep documents, data or information obtained under identification measures in a way that facilitates on-going monitoring of each business relationship.

37. For all other purposes, the records kept by a relevant person must be readily accessible and retrievable by it. Unless otherwise specified, records relating to evidence of identity, other CDD measures, and transactions must be accessible and retrievable within 5 working days (whether kept in Jersey or outside Jersey), or such longer period as agreed with the Commission. Other records must be accessible and retrievable within 10 working days (whether kept in Jersey or outside Jersey), or such longer period as agreed with the Commission.
38. A relevant person must periodically review the condition of paper and electronic records and consider the adequacy of its record-keeping arrangements.
39. A relevant person must periodically test procedures relating to access to, and retrieval of, its records.
40. Records must be maintained in a format that can be read. Where records are kept other than in legible form, they must be maintained so as to be readable at a computer terminal in Jersey - so that they may be produced in legible form.
41. When original documents that would ordinarily have been destroyed are requested for investigation purposes, a relevant person must ascertain whether the documents have in fact been destroyed.

10.5.1 External record keeping

OVERVIEW

42. Where records are kept by another person (group or otherwise) or kept outside Jersey, such as under outsourcing or storage arrangements, this will present additional factors for a financial services business to consider. Whatever the particular circumstances, a relevant person remains responsible for compliance with all record-keeping requirements.
43. Where an obliged person ceases to trade or have a relationship with a customer for whom it has provided an assurance to a relevant person, particular care needs to be taken to check that the assurance continues to have effect, or that evidence of identity is obtained from the obliged person. Section 5 deals with placing reliance on obliged persons.

AML/CFT CODE OF PRACTICE

44. A relevant person must not: (i) allow another person (group or otherwise) to keep records; or (ii) keep records outside Jersey, where access and retrieval of records (by that person, the Commission and/or law enforcement) is likely to be impeded by confidentiality or data protection restrictions.

10.5.2 Reorganisation or termination

OVERVIEW

45. Record-keeping requirements are unaffected where a relevant person merges with another person, continues as another person, is taken-over by another person, is subject to internal reorganisation, terminates its activities, or transfers a block of customers to another person.

AML/CFT CODES OF PRACTICE

46. A relevant person that undergoes mergers, continuance, take-overs, or internal reorganisations, must ensure that records remain readily accessible and retrievable for the required period, including when rationalising computer systems and storage arrangements.
47. Record-keeping arrangements must be agreed with the Commission where a relevant person terminates its activities, or transfers a block of customers to another person.

10.6 DISCLOSURE OF RECORDS

OVERVIEW

48. The FATF Recommendations identify a number of cases where a financial institution or designated non-financial business or profession may provide an assurance to another that it will provide documents, data or information:
 - Former FATF Recommendation 6 provides that a respondent institution (in the context of a correspondent banking relationship) should be able to provide relevant customer identification data upon request to the correspondent financial institution.

- Former FATF Recommendation 9 provides that a financial institution relying upon another party should be required to take adequate steps to be satisfied that relevant documentation relating to CDD requirements will be made available by that party upon request and without delay.
49. Accordingly, it is important that where the respondent institution or party relied on is a relevant person in Jersey, there should be no legal impediment to providing the data and information requested.

STATUTORY REQUIREMENTS

50. Article 19(5) states that, where a relevant person (A) has given an assurance under Article 16 of the [Money Laundering Order](#) (or under a provision that applies outside Jersey that is equivalent to Article 16) to **another relevant person** (B), A **must** make available to B, at B's request, evidence of identity that A has obtained under Article 3 of the [Money Laundering Order](#). A commits an offence under the Proceeds of Crime Law where it fails to do so.
51. Article 19(6) states that, where a relevant person (A) has given an assurance under a provision that applies outside Jersey that is equivalent to Article 16 to another person (B), A **may** make available to B, at B's request, evidence of identity that A has obtained under Article 3 of the [Money Laundering Order](#). However, A is not required by law to do so.
52. Article 19(6) states that, where an relevant person (A) has given an assurance under Article 17 of the [Money Laundering Order](#) (or under a provision that applies outside Jersey that is equivalent to Article 17) to another person (B), A **may** make available to B, at B's request, information and evidence of identity that A has obtained under Article 3 of the [Money Laundering Order](#). However, A is not required by law to do so.
53. Article 19(7) applies to a relevant person carrying on deposit-taking business (a respondent) who is in receipt of banking services provided by an institution whose address is outside Jersey (a correspondent). It allows the respondent to provide the correspondent with evidence, documents, data and information obtained under [Article 3](#) of the [Money Laundering Order](#) on request. However, the respondent is not required by law to provide information to the correspondent.