**COMPLIANCE QUESTIONNAIRE**

**DEALERS IN PRECIOUS METALS AND STONES**

**A – General information**

1. Name of owner(s) (natural person)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name of the legal entity (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Type of legal entity (for example: sole proprietorship, partnership, private limited company, etc) (if applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Business license of legal entity (if applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Address of the headquarters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Address of branches (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Website address, if applicable:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Business telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Business e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Date that this questionnaire was completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. – Compliance Officer**

Compliance officer

1. Name and title of the compliance officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person that completed this questionnaire

2. Name and title of the person that completed this questionnaire (if different from compliance officer)
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C – Management and governance**

1. Please describe the management structure of your entity (including attaching an organizational chart), if applicable. Provide additional information in an annex if necessary. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Who is the beneficial owner[[1]](#footnote-1) of your entity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Is the owner:

a) A Mongolian resident? \_\_\_\_\_\_\_\_\_

b) A non-resident? \_\_\_\_\_\_\_\_\_

4. On what date did your entity start its operations in Mongolia? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. What reach does your entity have (select all that are applicable)

a) Provincial? \_\_\_\_\_\_\_\_\_\_\_

b) National? \_\_\_\_\_\_\_\_\_\_\_

c) International? \_\_\_\_\_\_\_\_\_\_\_

6. Is your entity controlled by a foreign entity?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Do you use the internet to sell precious metals and stones?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D – Structure and size of the entity**

1. Please provide information on your annual turnover (for the last financial year) from the sale of:

(1) precious metals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) precious stones; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) jewellery \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Number of employees? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Do you have branches or subsidiaries?

3.1 In Mongolia?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.2 Abroad?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| 4. Do you have an affiliation, other than branches, with other dealers in precious metals and stones?a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_5. If yes, who are these other dealers? (Name and address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**E. – Clientele**  |
|  |

1. What is the approximate number of clients annually? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Are some of your clients:

2.1 Residents of countries at higher risk of ML/FT[[2]](#footnote-2)?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of clients annually: \_\_\_\_\_\_

2.2 Mongolian expatriates?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of clients annually: \_\_\_\_\_\_

2.3 Non-residents from other countries

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of clients annually: \_\_\_\_\_\_

2.5 A Mongolian National

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of clients annually: \_\_\_\_\_\_

2.6 Politically exposed persons?[[3]](#footnote-3)

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of clients annually: \_\_\_\_\_\_

2.7 Individuals that act on behalf of another individual or entity?

 a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of clients annually: \_\_\_\_\_\_

2.8 Legal persons?

 a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of clients annually: \_\_\_\_\_\_

**F. Products/Services**

1. Do you accept cash from customers?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What payments methods do you accept from clients for precious metals and stones?

2.1 Cash

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, up to what amount? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.2 Wire transfers

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.3 Cheque

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Please indicate the number of cash transactions in excess of the reporting threshold specified in the FTRA you have received within the past 12 months:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What is the largest cash transaction for a purchase that you have received in the past 12 months?

a) Less than 5,000,000 MNT \_\_\_\_\_\_\_\_\_

b) 5,000,000 - 10,000,000 SLR \_\_\_\_\_\_\_\_\_

c) More than 10,000,000 SLR \_\_\_\_\_\_\_\_\_

**G. Distribution channels**

1. Do you conduct non face-to-face transactions where you never meet the client?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of transactions annually: \_\_\_\_\_\_\_\_

**H. Compliance officer**

1. Have you appointed a compliance officer?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_

2. Is your compliance officer part of management?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_

**I. Policies and procedures**1. Has your organization developed and implemented policies and procedures to comply with the AML/CFT Law, Preventive Measures Regulation and [Insert Laws on TF and PF] (for example requirements related to customer due diligence, record keeping and reporting)?

a) No \_\_\_\_\_\_\_\_\_ b) Partially\_\_\_\_\_\_\_\_\_ c) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. If yes, are your policies and procedures written?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_

 **J. Risk Assessment**

1. Have you identified and assessed the ML/FT risks related to your activities?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Have you implemented risk mitigation strategies?
a) No \_\_\_\_\_\_\_\_\_ b) Partially\_\_\_\_\_\_\_\_\_ c) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. How often do you undertake risk monitoring?

a) Less than quarterly \_\_\_\_\_\_\_
b) Quarterly \_\_\_\_\_\_\_
c) Monthly \_\_\_\_\_\_\_

**J. Internal Audit**

1. Has your organization conducted an internal audit of its AML/CFT policies and procedures?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. If yes, who conducted the internal audit?

a) Self audit \_\_\_\_\_\_\_

b) Internal audit unit \_\_\_\_\_\_\_

c) External auditor \_\_\_\_\_\_\_

3. If yes, what is the frequency of the AML/CFT audit?

 a) Every year \_\_\_\_\_\_

 b) Less than every two years \_\_\_\_\_\_

 c) More than every two years \_\_\_\_\_\_

**K. Staff Training and Screening**

1. Have you organized training for your employees related to AML/CFT risk and obligations?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. If yes, what is the frequency of the training?

 a) Once a year or more frequently \_\_\_\_\_
 b) When an employee is hired \_\_\_\_\_
 c) Less than once a year \_\_\_\_\_
 d) Never \_\_\_\_\_

3. If yes, what type of individuals participate in the training?

 a) All employees including management \_\_\_\_\_\_
 b) Only employees that interact with clients \_\_\_\_\_\_
 c) Only owners and managers \_\_\_\_\_\_
 d) No training \_\_\_\_\_\_

4. Do you screen employees to ensure that they are fit and proper?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**L. Identification/Client due diligence**

1. Do you identify and verify the identity of all your clients if they conduct cash transactions in excess of MNT 20 million or its equivalent in foreign currency?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Do you update client information when conducting a transaction?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**M. New technologies**

1. Have you completed an assessment of the risks related to new technologies?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N. Enhanced due diligence[[4]](#footnote-4)**

1. Is enhanced due diligence applied to high-risk situations or clients?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Do you apply enhanced customer due diligence measures for politically exposed persons?
a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Do you apply enhanced customer due diligence measures for high-risk jurisdictions?
a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**O. Record keeping**

1. Do you maintain records related to transactions, business relationships and STRs?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**P. Reporting and monitoring**

1. Have you sent a suspicious transaction report to FIU?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how many? \_\_\_\_\_\_\_\_\_\_\_\_\_

2. Have you sent a cash transaction report to the FIU?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how many? \_\_\_\_\_\_\_\_\_\_\_\_

3. Have you sent a report to the FIU in relation to United Nations Regulations?

a) No \_\_\_\_\_\_\_\_\_ b) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q. Information on Compliance**

1. Do you consider that you are compliant with AML/CFT obligations?

a) No \_\_\_\_\_\_\_\_\_ b) Partially\_\_\_\_\_\_\_\_\_ c) Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Beneficial owner refers to natural person(s) who ultimately owns or controls a customer and/or the natural person on whose behalf a transaction is being conducted. It also includes those persons who exercise ultimate effective control over a legal person or arrangement or hold 10% or more share of a company. [↑](#footnote-ref-1)
2. Countries at higher risk of ML/FT as identified by the Financial Action Task Force, the Asia Pacific Group on Money Laundering (APG) or the Government of Mongolia. Information on high risk countries can be found on the FIU’s website. [↑](#footnote-ref-2)
3. FIU to consider including a definition of PEP. [↑](#footnote-ref-3)
4. Enhanced due diligence refers to an increase in the degree and nature of monitoring of business relationships in order to determine whether those transactions or activities appear unusual or suspicious and can include obtaining additional information on the customer and the intended nature of the business relationship. [↑](#footnote-ref-4)