

ANTI-MONEY LAUNDERING POLICY AND PROCEDURES OF TYPING AND TASKS LIMITED

Last review date: 10th March 2020

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Policy Statement

These are the Anti-Money Laundering (ALM) Policy and Procedures adopted by TYPING AND TASKS LIMITED in compliance with The Money Laundering, Terrorist Financing, and Transfer of Funds (Information on the Payer) Regulations 2017 (MLR). The business will actively prevent and take measures to guard against being used as a medium for money laundering activities and terrorism financing activities and any other activity that facilitates money laundering or the funding of terrorist or criminal activities.

To these ends:

- The identities of all new and existing clients will be verified to a reasonable level of certainty
- A risk-based approach will be taken to the monitoring of client tax and accounting affairs
- Any suspicious activity will be reported, and all AML activities recorded
- AMY LESTER will act as the Money Laundering Reporting Officer (MLRO) to coordinate the AML policies and procedures of the business.
- All staff/Associates that meet or contact clients and potential clients of TYPING AND TASKS LIMITED are required to acknowledge that the policy and procedures have been read and understood before meeting or contacting clients.

The following form contains the names of members of the staff/Associates that have read the anti-Money Laundering policy and procedures of this practice

- Amy Lester

Anti-Money Laundering Procedures for TYPING AND TASKS LIMITED

1. Customer Due Diligence

During on-boarding process, establish if work to be done falls under AML.

If yes, continue.

If no review as and when any work changes so that they may need to fall into AML process.

See client's original and retain copy on file.

- Appropriate documents that may be presented by the individual include:
 - Original passport or photo ID (mandatory)
 - Government issued document featuring a matching photograph of the individual, a full name and date of birth matching those provided.
 - An original recent utility bill or government issued document with the same name and address matching those provided.
 - Any government issued document that provides the date of birth, NI or Tax number or other such government identifier
 - Other forms of identity confirmation, such as evidence of a long-standing relationship with the client, or a letter of assurance from independent and reliable persons or organisations, who have dealt with the client for some time, may also provide a reasonable level of certainty.
- Check Companies House for directors (if applicable). Screen shot and save
- Add to annual review document under Mid-Year Additions. Review risks and describe the nature of the business.

If the business fails to verify the identity of a client with reasonable certainty it will not establish a business relationship or proceed with the transaction. If a potential or existing client either refuses to provide the information described above when requested, or appears to have intentionally provided misleading information, the business shall refuse to commence a business relationship or proceed with the transaction requested.

2. Risk Assessment and Ongoing Monitoring

The business shall take a risk-based approach in monitoring the financial activities of its clients. This will be carried out annually. This review will include:

- Complete review on review document. Note any changes to nature of work and risk. Check HMRC website for any updates, changes that may impact the process or how clients are managed
- Double check no existing clients now fall into AML category since starting work with them

The business will actively not accept high-risk clients that are identified as follows:

- Clients with businesses that handle large amount of cash (i.e. involving €50,000 euros or more, or the sterling equivalent) or complex unusually large transactions.
- Clients with larger one-off transactions, or a number of transactions carried out by the same customer within a short space of time.

- Clients with complex business ownership structures with the potential to conceal underlying beneficiaries.
- Clients based in or conducting business in or through, a high-risk jurisdiction, or a jurisdiction with known higher levels of corruption, organised crime or drug production/distribution.
- Situations where the source of funds cannot be easily verified.
- Unusual patterns of transactions that have no apparent economic or visible lawful purpose.
- Money sent to or received from areas known to have high levels of criminality or terrorist activity

The business will conduct ongoing monitoring of business relationships with customers, to ensure that the documents, date or information held evidencing the customer's identity are kept up to date.

The following are examples of changes in a client's situation that may be considered suspicious:

- A sudden increase in business from an existing customer;
- Uncharacteristic transactions which are not in keeping with the customer's known activities;
- Peaks of activity at particular locations or at particular times; Unfamiliar or untypical types of customer or transaction.

Whenever there is cause for suspicion, the client will be asked to identify and verify the source or destination of the transactions, whether they be individuals or company beneficial owners. However, TYPING AND TASKS LIMITED is legally obliged to not alert the client of our suspicions, we only check the facts and then report as/if appropriate to HMRC.

No action need be taken if there is no cause for suspicion.

3. Internal Controls and Communication

Internal controls and Communication are not applicable as the business only has one employee involved in client compliance and they are also the MLRO.

4. Monitoring and Managing Compliance

The MLRO will regularly monitor the following procedures to ensure they are being carried out in accordance with the AML policies and procedures of the business:

- client identity verification;

- reporting suspicious transactions;
- record keeping.

The MLRO will also monitor any developments in the MLR and the requirements of the MLR supervisory body. Changes will be made to the AML policies and procedures of the business when appropriate to ensure compliance.

5. Suspicious Activity Reporting

A Suspicious Activity Report (SAR) will be made to the National Crime Agency (NCA) as soon as the knowledge or suspicion that criminal proceeds exist arises.

The MLRO will be responsible for deciding whether or not the suspicion of illegal activity is great enough to justify the submission of a SAR.

Further details on NCA and SARS can be found at

<http://www.nationalcrimeagency.gov.uk/about-us/what-we-do/economiccrime/ukfiu/how-to-report-sars>.

6. Record Keeping

Records of all identity checks will be maintained for up to 1 year after the termination of the business relationship or 1 year from the date when the transaction was completed. The business will ensure that all documents, data or information held in evidence of customer identity are kept up to date.

Copies of any SAR, together with any supporting documentation filed will be maintained for 2 years from the date of tiling the SAR.

All records will be handled in confidence, stored securely, and will be capable of being retrieved without undue delay.

7. Training

All affected employees/Associates are provided with training that explains The Money Laundering, Terrorist Financing, and Transfer of Funds (Information on the Payer) Regulations 2017, The Proceeds of Crime Act 2002 and section 18 and 21A Terrorism Act 2000, and that these affect the firm, its clients and its employees.

All affected employees/Associates are trained on their responsibilities in relation to money laundering legislation and are aware of how to identify and deal with transactions that may involve money laundering.