**ANNUAL ANTI-MONEY LAUNDERING REPORT**

This activity report relates to **2014**.

This report must be submitted to the FPS Economy, Licence Service (diamond), Italiëlei 124, PO box 71, 2018 Antwerp, or to the front desk at AWDC, Hoveniersstraat 22, 2018 Antwerp, no later than on 31 March 2015.

**SECTION I: IDENTIFICATION of the DIAMOND TRADER**

The undersigned declares to have taken knowledge of the regulations of 7 October 2013 implementing the law of 11 January 1993 for the prevention of the use of the financial system for money-laundering purposes and the financing of terrorism.

Report drawn up on: (insert date): …………………………………………………………………………………………………………

Name + Capacity (director/manager and/or anti-money laundering officer\*):

…………………………………………………………………………………………………………………………………………………………………

E-mail ……………………………………………………………………………………………………………………………………………………..

Company name: …………………………………………………………………………………………………………………………………….

Address: …………………………………………………………………………………………………………………………………………………

Company identification number *(the VAT number preceded by 0):* 0\_ \_ \_ - \_ \_ \_- \_ \_ \_

Registration number *(see website www.registereddiamondcompanies.be):\_* \_ \_ \_ \_ \_ \_

Signature: ………………………………………………

*(\*the anti-money laundering officer is the person responsible for the anti-money laundering policy within your company)*

**Indicate Yes or No below**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Have one or more of the director(s) and/or manager(s) within your company been replaced during the last year?  |  |  |

If yes, state the name/names of the new director(s)/manger(s) here and add a copy of the identity card or passport: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Have one or more of the shareholder(s) within your company been replaced during the last year?  |  |  |

If yes, state the name/names of the new shareholder(s) here and add a copy of the identity card or passport: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Are you a Belgian registered diamond company with activities in the last year? |  |  |
| If no YOU DO NOT HAVE TO COMPLETE THE FORM:- this means that you had no activities in the last year- or you were exclusively active last year as: broker, jeweller, cutter, seller of materials? (***also circle the activity that applies to you***) |  |  |

**SECTION II: IDENTIFICATION OF CLIENTS**

*When do you have to identify: (i) Identification of your clients or their agents for business relationships and all occasional transactions exceeding 10.000 EUR, (ii) For suppliers or their agents only if they are paid in any way other than by bank transfer, (iii) in other cases whenever there is any doubt regarding the reliability of identification data obtained earlier and in case of suspected money laundering or financing of terrorism*

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Your client(s) is/are (a) Belgian registered diamond company/companies |  |  |
| * If Yes: use the website [www.registereddiamondcompanies.be](http://www.registereddiamondcompanies.be) or the website of the Central Enterprise Databank (Kruispuntbank der Ondernemingen) (<http://economie.fgov.be>) and print/save the webpage of the identification data search
 |  |  |
| Your client(s) is/are (a) Belgian unregistered diamond company/companies |  |  |
| * If Yes and if your client is a NATURAL person: ask for a valid proof of identity/proof of entry into the registry of foreign nationals / other valid proofs of identity
 |  |  |
| * If Yes and if your client is a COMPANY: ask for a copy of the statutes/list of directors/managers of your client / copy of the identity card or passport of the representative and proof that he may represent the company e.g. proxy / names of the ultimate beneficiaries of your client (i.e. you gather information on who owns 25% or more of your client’s shares and ask information on names, birth dates, and place of residence)
 |  |  |
| Your client(s) is/are (a) foreign client(s) |  |  |
| * If Yes and if your client is a NATURAL person: ask for a valid passport / official proof of identity with photograph
 |  |  |
| * If Yes and if your client is a COMPANY: ask for a copy of the statutes of your client or equivalent foreign documents / list of directors of your client / a copy of the identity card or passport of the representative and proof that he may represent the company (e.g. proxy) / names of the ultimate beneficiaries of your client
 |   |  |
| You have paid a supplier in cash last year (or in any way other than by bank transfer) |   |  |
| * If Yes: You have collected the identification documents of your supplier as stated above
 |  |  |

**SECTION III: VERIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Yes**  | **No** |
| You copy, verify (control at least every 2 years) and save all identification data |  |  |
| During last year you have experienced difficulties in/regarding identifying/the identification of clients, suppliers or their agents |  |  |
| If you do not obtain all data, no transaction is concluded |  |  |
| If no transaction is concluded due to the risk of money laundering or the financing of terrorism, you notify the CFI  |  |  |
| You verify the identity of the ultimate beneficiaries, |  |  |
| You make use of a third party intermediary(if yes: specify: ……………………………………………………………………………………………….….) |  |  |
| You have an appropriate client acceptance policy whereby you divide your clients in risk categories on the basis of objective criteria |  |  |
| You make use of the tools provided by AWDC |  |  |
| You keep an overview of all atypical transactions and problematic transactions |  |  |
| During last year you have notified the CFI of (some of) the atypical transactions and problematic cases |  |  |
| You increase the client investigation measures when dealing with a client you have not personally met |  |  |
| You increase the client investigation measures when dealing with a Politically Exposed Person |  |  |

**Section IV: RECORD KEEPING AND TRAINING**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| You retain all evidence of the identification and all reports for 5 years and keep them available to the competent authorities |  |  |
| You keep a copy of this annual activity report |  |  |
| You have employees Number: |  |  |
| If Yes: You have implemented monitoring procedures and take appropriate measures to raise awareness among your employees AND/OR you regularly communicate information to / organise training for your employees regarding atypical transactions  |  |  |

Other remarks:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………