**Appendix A: Short Form Financial Institution Onboarding Questionnaire B**

| **Ref** | **Required Information**  | **Responses** |
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| 1 | **Basic Information**  |  |
| 1.1 | Legal Name of Institution |  |
| 1.2 | Incorporation Number and Place of Incorporation  |  |
| 1.3 | Date of Incorporation  |  |
| 1.4  | License Number (e.g. Money Services license number)  |  |
| 1.5 | Address of Registration & Postcode  |  |
| 1.6 | Business Address & Postcode  |  |
| 1.7 | Main Business (or Nature of Business) & Industry  |  |
| 1.8 | Registered Capital  |  |
| 1.9 | Office Tel  |  |
| 1.10 | Website address  |  |
| 1.11 | Are you Publicly Listed? If yes, please provide the name of the exchange where the institution is listed?  |  |
| 1.12 | Do you issue Bearer Shares?  |  |
| 2 | **Business relationship with Airwallex and Business model**  |  |
| 2.1 | **What is the intended relationship with Airwallex? Please describe in detail the products and services will be engaging with Airwallex**  |  |
| 2.2 | **Please provide reason(s) for intended or performed transactions**  |  |
| 2.3 | **Please provide details of your company’s business model and source of fund**  |  |
| 3 | **Understanding Your Business**  |  |
| 3.1 | What year and where was your business first established?  |  |
| 3.2 | How many office locations do your company have? *(Please provide the address for each location)*  |  |
| 3.3 | Does your company have subsidiaries or branches in a country/countries other than where your institution is primarily registered and regulated? If yes, please specify the location of the subsidiaries or branches.  |  |
| 3.4 | How many employees do your company have?(Please break this number down by location if relevant)  |  |
| 3.5 | Does your company have any subsidiaries or branches operating in countries that are sanctioned by the United Nations (UN), United States Office of Foreign Assets Control (US OFAC) or European Union (EU) or own any assets or make any investments into the relevant countries?  |  |
| 3.6 | If yes, please specify the country, business information, percentage of revenue generated from the aforesaid relevant countries when compared to your company’s overall revenue.  |  |
| 3.7 | Does your company have any subsidiaries or branches operating in countries that are classified as high risk and non-cooperative jurisdiction by Financial Actions Task Force (FATF)?  |  |
| 3.8 | If yes, please specify the country, business information, percentage of revenue generated from the aforesaid relevant countries when compared to the company’s overall revenue?  |  |
| 3.9 | What type of products and services does your company provide to your customers?  |  |
| 3.10 | Does your company use one or more third parties to provide licensed or regulated services on behalf of you (“third party representatives”)? |  |
| 3.11 | If yes to 3.10, please describe the function and nature of the third parties. What type of roles are they acting on behalf of you?  |  |
| 3.12 | Please provide the consumer base that your third party representatives referred to in 3.10 serve on behalf of you (Who are their consumers and where are they based?） |  |
| 3.13 | How many customers does your company have currently ?  |  |
| 3.14  | Please provide the breakdown of customers by percentages base on your answer in 3.13:* by risk rating e.g. high, medium or low
* by description of merchant industry type/ category
* by trade volumes, e.g. which merchant categories are your biggest traders and smallest traders?
* delivery method (e.g. physical branch, online)
 |  |
| 3.15  | Please provide the top 10 countries your customer(s) domiciled in?  |  |
| 3.16  | Can you provide the average size and number of transactions of your customers in a month?  |  |
| 3.17  | Please provide the anticipated monthly turnover and number of transactions conducted via Airwallex.

|  | Anticipated Monthly Turnover |
| --- | --- |
| Currency | Number of Transactions  | Total Amount of Transactions  |
| CNY  |  |  |
| USD |  |  |
| HKD |  |  |
| Others (Please specify) |  |  |

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| 3.18  | Does your company on-board customers non face-to-face (i.e over the internet, phone, etc.)? If yes, under what scenarios will onboarding of non face to face customers be allowed?(Please also provide the approximate % of customers onboarded face to face vs non face to face)  |  |
| 3.19  | Does your company have any customers who are financial institutions including but not limited to banks, money service businesses and payment services providers(If yes, please provide the details of these customers)  |  |
| 3.20  | Do you accept physical cash from your customers?(If yes, please describe the process)  |  |
| 4 | **Anti-Money Laundering (“AML”) and Countering the Financing of Terrorism (“CFT”) Policies, Practices and Procedures and other Regulatory Matters** |  |  |
| 4.1 | Do you believe your business is compliant with all aspects of the AML/CFT rules that are relevant to your business?  |  |  |
| 4.2 | Does your company have written AML/CFT program policies and procedures and when was your AML/CFT policies and procedures last updated?  |  |  |
| 4.3 | Are the above policies and procedures applicable to head office, all subsidiaries and branches? If no, please provide a list of the subsidiaries and/or branches to which such policies and procedures are not applicable, including the name and the location of the institutions.  |  |  |
| 4.4 | Are there any designated officers in your company to oversee the activities relating to the prevention and detection of AML/CFT? If yes, please provide the name, title, contact number of the AML/CFT officer?  |  |  |
| 4.5 | Does your company complete identification and verification of all customers prior to commencing business relationships?(If the answer is no, please explain in what circumstances and when your company commenced business relationship before completion of identification or verification. )  |  |  |
| 4.6 | Does your company permit the opening of anonymous accounts for customers or permit the opening of accounts by customers whose identity could not be identified or verified? If yes, please explain under what circumstances and when. If not, please specify the procedures of customer identification and verification.  |  |
| 4.7 | Does your company allow direct use of your account maintained with Airwallex by your customers to transact business on their own behalf? (i.e. payable-through accounts)?  |  |
| 4.8 | Do you have any customers from certain industries that you would consider high risk in AML/CFT? Please state these industries.  |  |
| 4.9 | How do you monitor and identify suspicious activity and how many “Suspicious Activity Reports” have you filed to your regulator over the past 12 months?  |  |
| 4.10 | Do you on-board customers that are Politically Exposed Persons (“PEPs”; who are relatives or close associates of PEPs or former PEPs)? |  |
| 4.11 | If yes to 4.10, please explain the procedures you adopt for on-boarding PEPs. Examples of PEPs include but not limited to heads of state or government, senior politicians, senior officials in the government, judiciary, or military, senior executives of state owned corporations, and important political party officials |  |
| 4.12  | Did your company perform Enhanced Customer Due Diligence on your high-risk customers over the past 12 months?Please describe your Enhanced Customer Due Diligence process and procedures.  |  |
| 4.13 | Does your company maintain a suspicious transaction monitoring system? Is the transaction monitoring done through manually or automatically? |  |
| 4.14 | If using an automated system for suspicious transaction monitoring, please provide the name of the vendor (If the system is purchased from an external vendor). If it is manual, please describe the monitoring method.  |  |
| 4.15  | Do you perform sanctions screenings on your customers, transactions including the counterparties? |  |
| 4.16 | Does your company conduct retrospective sanction reviews?  |  |
| 4.17  | Did your company receive any regulatory examinations or inspections over the last three years?(If so, please summarise the outcome of the examinations or inspections)  |  |
| 4.18 | Has your company had any regulatory or criminal enforcement actions resulting from violations of AML/CFTlaws or regulations in the past five years? |  |
| 4.19  | Have you ever had an existing bank account for your company cancelled or suspended due to AML/CFT concerns?(If yes, please provide details of the bank and also why it was cancelled or suspended)  |  |
| 4.20  | Does your company have policies for retaining the customer identity records and transaction records? How long is the retention period?  |  |
| 4.21 | Are any of your beneficial owners or ultimate beneficial owners PEPs (e.g. heads of state or government, senior politicians, senior officials in the government, judiciary, or military, senior executives of state owned corporations, and important political party officials)?  |  |
| 4.22 | Does your company have any business dealings with PEPs ?  |  |
| **5.** | **Data Security**  |  |
| 5.1 | Have there been any significant data incidents in the last three years?(If yes, please provide details on them)  |  |
| 6. | **Please provide the below documents (if not available, please provide reason)** |  |
| 6.1 | Company Information * Certificate of good standing
* Certificate of incorporation
* Article of association

Ownership and control structure* Company report/Statement of Information
* Declaration of ownership chart certified by the Company’s chop or other declarations when necessary

Ultimate Beneficial Owner * National identity card or valid travel document or other relevant documents, data or information provided by a reliable and independent source (e.g. shareholder register, audited annual report, etc.)

Legal Representative or Person Purporting to Act* National identity card or valid travel document or other relevant documents, data or information provided by a reliable and independent source (e.g. shareholder register, audited annual report, etc.)

Others* Audited Financial Statements (Last 3 years)
* Internal Audit Reports (Last 3 years)
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| 7. | **Please also provide the below for our assessment (if not available, please provide reason)** |  |
| 7.1 | * AML/CFT Program
* AML/CFT Policy and procedures including KYC, EDD, KYC refresh, Employee due diligence and training, Transaction monitoring, SAR/STR, Sanctions, PEP handling.
* Structure, position title and location of all personnel in Risk and Compliance functions (including CV of key staff of Risk and Compliance)
* Details of any material outsourcing (particularly with respect to Risk or Compliance functions)
* Anti-Bribery & Corruption Policy and Procedures
* FATCA & CRS related Policy and Procedures
* Risk Register
* Information Security Policy, including PCI-DSS Certificate (where applicable)
* Fraud Risk Policy and Procedures (including any Investigations Policy and Procedures)
* Privacy Policy & name of Privacy Officer (or equivalent)
* Data Security and Retention Policy and Procedures
* Information of any internal Quality Control / Quality Assurance or audit functions
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