

# AML/CFT CDD Questionnaire

The AML/CFT questionnaire provides an overview of Maybank and its subsidiaries Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT) policies and practices compliant with relevant laws and Bank Negara Malaysia (Central Bank of Malaysia) guidelines, as well as its due diligence requirements associated with the provision of correspondent banking services in conducting international business.

### INSTITUTIONAL INFORMATION

Name of Institution	Malayan Banking Berhad
Country of Incorporation	Malaysia
Registered Office	14TH FLOOR, MENARA MAYBANK 100, JALAN TUN PERAK 50050 KUALA LUMPUR MALAYSIA
Registration Number / Date of Incorporation	3813K / 31st May 1960
SWIFT Code	MBBEMYKL
Website Address	www.maybank2u.com.my
Regulator Authority's Name	CENTRAL BANK OF MALAYSIA (BNM) www.bnm.gov.my
Legal Status	Public Company, listed on the Bursa Malaysia Securities Berhad
	www.bursamalaysia.com
Ownership Structure	Please refer to our Annual Report at our website: www.maybank2u.com.my
Management Structure	Please refer to our Annual Report at our website: www.maybank2u.com.my
Principle Line of Business	Business of Banking & Finance

## ANTI-MONEY LAUNDERING/COUNTER FINANCING OF TERRORISM

Laws	and Regulations	Yes	No	
1	Is money laundering and terrorist financing considered a crime in your country?			
2	Has your country established laws designed to prevent money laundering and terrorist financing?	√		
3	Is your institution subject to such laws/ regulations?	√		
Polic	ies and Procedures	Yes	No	
4	Is your institution's AML/CFT policies and procedures according to local laws, rules and standards?	√		
5	Does your institution have written policies and procedures on AML/CFT for all domestic and foreign business units?			
6	Does your institution's AML/CFT policies and procedures apply to all your branches and subsidiaries both in the home country and in locations outside of your home country?			
7	Does your institution's AML/CFT policies and procedures require approval of your Board/Management/Senior Management?			
8	Is implementation of AML/CFT policies and procedures monitored on a permanent basis?			
9	Does your compliance program include establishing policies, procedures and processes for managing Economic & Trade Sanctions?  If 'Yes', please indicate the Sanctions program(s) incorporated in your compliance program:  OFAC  DFAT (Australia)  HM Treasury  DVZRBA	√		
	☐ HKMA ☐ Others (Please specify) ————————————————————————————————————			

KYC/CDD			No
10	Does your AML KYC/CDD policies and procedures require to:-		
	a) Identify and verify the identity of customers.	$\checkmark$	
	b) Identify and verify beneficial ownership and control of such transaction.	<b>√</b>	
	c) Obtain information on the purpose and intended nature of the business relationship/transaction.	√	
	d) Conduct on-going due diligence and scrutiny, to ensure the information provided is updated and relevant.	√	
	e) Monitor customers' activities to detect suspicious transactions.	$\checkmark$	
	f) Conduct enhanced due diligence for high risk customers such as PEPs, unregulated industries, etc.	√	
	g) Keep all the records pertinent to customers' identifications and transactions.	$\checkmark$	
	h) If 'Yes' to Question 10(g), for how long are records kept?	7 ye	ars
11	Does your AML KYC/CDD policies and procedures allow for:-		
	a) Opening or maintaining anonymous accounts.		√
	b) Conducting business with banks having no physical presence in any country i.e. Shell banks.		√
12	How frequent does your institution screen its existing customer database?	Quar	terly
13	Has your institution been subject to any investigation, indictment, conviction or civil enforcement action related to money laundering and terrorism financing in the past five years.		√
14	Does your institution follow FATF recommendations on money laundering and terrorist financing?	√	
15	Does your institution provide services to Offshore Banks, Internet Banking based institutions or banks located in high risk areas as highlighted by FATF?		√

KYC/	CDD			Yes	No
16	Does your institution identify the transactions related to persons/entities suspected of ML/TF, comprised in official lists of appropriate authorities?				
17	Does your institution ensure that effective anti-money laundering and counter-terrorism controls are in place on new technologies and when dealing in non-face to face interactions or through intermediaries?				
18	Do you search your customer against a pa	articul	ar Sanctions program?	<b>√</b>	
	If 'Yes', please indicate the Sanctions pro	gram(s	) used:		
	<ul><li>OFAC</li><li>DFAT (Australia)</li><li>HM Treasury</li><li>HKMA</li></ul>		United Nations European Union NZRBA Others (Please specify)		_
19	If 'Yes' to Question 18, please state how focustomer database?  Daily checking of OFAC/UNSC for new accounts (new and existing accounts).	·	,		
20	Do you include originator information with outgoing wire transfer? √				
21	If 'Yes' to Question 20, are you required by your local regulator to do so?				
22	Do you filter your international telegraphic transfers (e.g. international wire transfers) against a particular Sanctions program?  If 'Yes', please indicate the Sanctions program(s) used:				
	<ul><li>OFAC</li><li>DFAT (Australia)</li><li>HM Treasury</li><li>HKMA</li></ul>		United Nations European Union NZRBA Others (Please specify)		_

AML/	CFT Compliance Program	Yes	No
23	Does your institution have a senior officer or a designated Compliance Officer responsible for your institution's anti-money laundering program?	√	
24	Does your institution provide AML/CFT training to employees that include identification and reporting of transactions, different forms of money laundering involving the institution's products and services and internal policies to prevent money laundering?	√	
25	Does your institution retain records of its training sessions including attendance records and relevant training materials used?	√	
26	Does your institution communicate new AML/CFT related laws or changes to existing AML/CFT related policies or practices to employees?	√	
27	Does your institution employ third parties to carry out some of the functions of the institution?	√	
28	If 'Yes' to Question 27, does your institution provide AML/CFT training to relevant third parties that includes identification and reporting of transactions, different forms of money laundering involving the institution's products and services and internal controls to prevent money laundering?	√	
29	Does your institution have a policy of protecting the employees, if they, in good faith, report a suspicious transaction?	√	
30	Has your institution developed an Internal Audit function in order to test the system for prevention of money laundering and terrorism financing and reviews your institution's AML/CFT Compliance policy and program?	√	
31	If 'Yes' to Question 30, how frequent is the review conducted?	Ann	ually
32	Are the results of the review escalated to Senior Management?	<b>√</b>	
33	Are steps taken to close the compliance gaps identified by such reviews?	<b>√</b>	

### **CONTACT DETAILS**

1 Has your institution appointed a Compliance Officer for AML/CFT? √ **Yes** 

If so, please give the name and title of Compliance Officer in your institution, his/her email, address, phone number, fax number for future references.

Name Nik Nuun Asma Nik Sulaiman

Title **Head, AML/CFT & Compliance Strategy** 

E-mail <u>niknuun@maybank.com.my</u>

Address Group Compliance

10th Floor, East Wing, Menara Maybank, 100, Jalan Tun Perak, 50050 Kuala Lumpur

**MALAYSIA** 

Phone No. **(6) 03 - 20748237** Fax No. **(6) 03 - 27159403** 

Signature

Date **25th May 2012** 

## AML/CFT Policy

### Anti-Money Laundering/Counter Financing of Terrorism Policy

Maybank Group is at the forefront of the Government and Bank Negara Malaysia's continuous initiatives and efforts in the prevention of the use of the banking system for illicit, laundering and terrorism financing activities.

The Group demonstrates its full commitment and support to high standards of compliance with the Anti-Money Laundering/Counter Financing of Terrorism (AML/CFT) requirements by establishing robust and comprehensive policy, procedures, processes and systems for the prevention and detection of money laundering and terrorist financing activities.

The enterprise-wide AML/CFT programme is subject to periodic reviews to ensure that it remains robust and complies with the requirements of the Anti-Money Laundering and Anti-Terrorism Financing Act 2001 (AMLATFA 2001), the Financial Action Task Force (FATF) Recommendations as well as international best practices.

Key measures undertaken in Maybank Group include having in place the following:

- Policy and procedures which outline the roles and responsibilities as well as establish clear accountability of all employees within the Group;
- Customer Due Diligence measures which emphasise the importance of ascertaining customer's identity and establishing the ultimate economic beneficiary via documentary and/or non documentary mechanisms;
- Ongoing monitoring of customer transactions through management information systems that enables the detection and reporting of suspicious activities to the Financial Intelligence Unit, Bank Negara Malaysia on timely basis;
- Provision of full and timely disclosure of suspicious transactions/circumstances to the relevant authorities as provided under all applicable laws/respective jurisdictions;
- Record keeping of all identification/transaction details obtained for the purpose of customer identification as well as of all documents in accordance with statutory requirements; and
- Regular AML/CFT communication and training programs through various channels to raise staff awareness at all levels within the Group.
- The extensive infrastructure and resources invested reaffirms the Group's full commitment and strong support to international efforts in combating money laundering, the financing of terrorism and other criminal activities.

Entities within the Group, regardless of geographic locations, are strongly committed in ensuring compliance with the Group-wide AML/CFT Policy as well as applicable AML/CFT legislations within the jurisdiction they operate in adopting the most rigorous standards.

The Group fully co-operates with the enforcement agencies and competent authority in the investigation of money laundering and/or financial crime.

# Global USA Patriot Act Certification

Annex I		
ADDRESS	COUNTRY	LOCAL BANKING AUTHORIT
Head Office		
<b>Menara Maybank</b> 100,Jalan Tun Perak 50500 Kuala Lumpur Malaysia	Malaysia	Bank Negara Malaysia
Overseas Branches		
<b>Maybank London</b> 74, Coleman Street London EC2R 5BN England	United Kingdom	Financial Services Authority
<b>Maybank Hong Kong</b> 21st Floor, Man Yee Building 68 Des Voeux Road Central, Hong Kong	Hong Kong	Hong Kong Monetary Authority
<b>Maybank New York</b> 9th Floor, 400 Park Avenue New York N.Y. 10022	United States of America	Federal Reserve Bank/ New York State Bank
Authority Monetary Brunei Darussalam  i. Bandar Seri Begawan Branch No. 1, Jalan McArthur Bandar Seri Begawan BS8711	Negara Brunei Darussalam	Brunei's Ministry of Finance
ii. Seria Service Centre 8, Jalan Sultan Omar Ali Seria 7087, PO Box 524 Seria 7005		
iii. Gadong Service Centre Unit 1 & 2, Tingkat Bawah Bangunan Halimatul Saadiah Jalan Gadong Bandar Seri Begawan BE4119		

Annex I		
ADDRESS	COUNTRY	LOCAL BANKING AUTHORITY
Overseas Branches		
Maybank Cambodia No. 4B, Street 114 (Kramoun Sar) Sangkat Phsar Thmey 1 Khan Daun Penh Phnom Penh (11 sub-branches)	Cambodia	National Bank of Cambodia
Vietnam Operations	Vietnam	State Bank of Vietnam
i. Hanoi Branch Suite 608 63, Ly Thai To Hanoi		
ii. Ho Chi Minh City Branch 9th Floor, Sun Wah Tower 115, Nguyen Hue Boulevard District 1 Ho Chi Minh City		
Maybank Laos Lot 34, 45 & 47, Lane Xang Avenue Hatsady Village, Chanthabouly District P.O. Box 1663, Vientiane Lao PDR	Lao People's Democratic Republic	National Bank of Laos
China  i. Maybank Shanghai 15th Floor, Marine Tower No. 1, Pudong Avenue Shanghai 200120	China	China Banking Regulatory Commission and People's Bank of China
ii. Maybank Beijing Suite 1608 Level 16 China World Tower China World Tower Trade Centre No. 1, Jianguomenwai Avenue Beijing 100004		
Singapore Operations 2, Battery Road, Maybank Tower 049907 (22 branches)	Singapore	Monetary Authority of Singapore

Annex I		
ADDRESS	COUNTRY	LOCAL BANKING AUTHORITY
Overseas Branches		
Maybank Bahrain 8th Floor, Al Jasra Tower Diplomatic Area P.O. Box 10470 Manama	Kingdom of Bahrain	Central Bank of Bahrain
Overseas Subsidiaries		
Maybank International (L) Ltd Mayban International Trust (L) Bhd 16th Floor (B), Main Office Tower Financial Park Labuan Jalan Merdeka 87000 Federal Territory, Labuan	Malaysia	Labuan Financial Services Authority
<b>PT Bank Maybank Syariah Indonesia</b> 1st – 3rd Floor, Sona Topas Tower Jalan Jenderal Sudirman Kav. 26 12920 Jakarta	Indonesia	Bank Indonesia
Maybank (PNG) Limited  i. Port Moresby Corner Waigani Road/Islander Drive P.O.Box 882, Waigani, National Capital Drive	Malaysia	Labuan Financial Services Authority
ii. Lae Branch 4th Street, Ground Floor, Vele Rumana Building PO Box 874, Lae Morobe Province		
Maybank Philippines Incorporated Legaspi Towers 300 Roxas Boulevard Corner P.Ocampo Sr. Street Malate Manila 1004 Philippines (50 branches)	Philippines	Bangko Sentral ng Pilipinas

Annex I		
ADDRESS	COUNTRY	LOCAL BANKING AUTHORITY
Overseas Subsidiaries		
Bank Internasional Indonesia (BII) Plaza BII Tower 2, Jl. M. H. Thamrin No. 51, Jakarta 10350, Indonesia (236 branches)	Indonesia	Bank Indonesia
Associate Companies		
MCB Bank Limited MCB Building (E-6/G-6) Jinnah Avenue Islamabad Pakistan (1092 branches)	Pakistan	State Bank of Pakistan
An Binh Bank 78 – 80 Cach Mang Thang Tam Street, Ward 6, District 3, Ho Chi Minh City, Vietnam (96 branches)	Vietnam	State Bank of Vietnam

## Global USA Patriot Act Certification

### CERTIFICATION REGARDING CORRESPONDENT ACCOUNTS FOR FOREIGN BANKS

[OMB Control Number 1505-0184]

The information contained in this Certification is sought pursuant to Sections 5318(j) and 5318(k) of Title 31 of the United States Code, as added by sections 313 and 319(b) of the USA PATRIOT Act of 2001 (Public Law 107-56).

This Certification should be completed by any **foreign bank** that maintains a **correspondent account** with any U.S. bank or U.S. broker-dealer in securities (a **covered financial institution** as defined in 31 C.F.R. 103.175(f)). An entity that is not a foreign bank is not required to complete this Certification.

A **foreign bank** is a bank organized under foreign law and located outside of the United States (see definition at 31 C.F.R. 103.11(o)). A **bank** includes offices, branches, and agencies of commercial banks or trust companies, private banks, national banks, thrift institutions, credit unions, and other organizations chartered under banking laws and supervised by banking supervisors of any state (see definition at 31 C.F.R. 103.11(c)).\*

A **Correspondent Account** for a foreign bank is any account to receive deposits from, make payments or other disbursements on behalf of a foreign bank, or handle other financial transactions related to the foreign bank.

Special instruction for foreign branches of U.S. banks:

A branch or office of a U.S. bank outside the United States is a foreign bank. Such a branch or office is not required to complete this Certification with respect to Correspondent Accounts with U.S. branches and offices of the same U.S. bank.

Special instruction for covering multiple branches on a single Certification:

A foreign bank may complete one Certification for its branches and offices outside the United States. The Certification must list all of the branches and offices that are covered and must include the information required in Part C for each branch or office that maintains a Correspondent Account with a Covered Financial Institution. Use attachment sheets as necessary.

A. The undersigned financial institution, Malayan Banking Berhad ("Foreign Bank") hereby certifies as follows:

<sup>\*</sup> A "foreign bank" does not include any foreign central bank or monetary authority that functions as a central bank, or any international financial institution or regional development bank formed by treaty or international agreement.

B. Cor	respondent Accounts Covered by this Certification: Check one box.
■	This Certification applies to all accounts established for Foreign Bank by Covered Financial Institutions.
	This Certification applies to Correspondent Accounts established by [name of Covered Financial Institution(s)] for Foreign Bank.
•	rsical Presence/Regulated Affiliate Status: Check one box and complete the blanks. ase refer to Annex I.
	<ul> <li>Foreign Bank maintains a physical presence in any country. That means:</li> <li>Foreign Bank has a place of business at the following street address: 14th Floor, Menara Maybank, 100 Jalan Tun Perak, 50050 Kuala Lumpur, where Foreign Bank employs one or more individuals on a full-time basis and maintains operating records related to its banking activities.</li> <li>The above address is in Malaysia (insert country), where Foreign Bank is authorized to conduct banking activities.</li> <li>Foreign Bank is subject to inspection by Central Bank of Malaysia (insert Banking Authority), the banking authority that licensed Foreign Bank to conduct banking activities.</li> </ul>
	Foreign Bank does not have a physical presence in any country, but Foreign Bank is a regulated affiliate. That means:  • Foreign Bank is an affiliate of a depository institution, credit union, or a foreign bank that maintains a physical presence at the following street address:
	Foreign Bank does not have a physical presence in a country and is not a regulated affiliate.

D. <b>Ind</b> i	rect Use of Cori	respondent Accounts: Checl	k box to certify.
	indirectly prov that it does no indirectly prov	ide banking services to cer ot use any Correspondent Ad	r a Covered Financial Institution may be used to tain foreign banks. Foreign Bank hereby certifies ecount with a Covered Financial Institution to foreign bank that does not maintain a physical regulated affiliate.
E. <b>O</b> wı	nership Informa	tion: Check box 1 or 2 belo	w, if applicable.
		n FR Y-7 and has disclosed	as filed with the Federal Reserve Board a its ownership information on Item 4 of
	traded on a foreign secu	n exchange or an organized	ed. Publicly traded means that the shares are I over-the-counter market that is regulated by a in section 3(a)(50) of the Securities Exchange Act
lf <b>ne</b>	either box 1 or 2	2 of Part E is checked, comp	lete item 3 below, <b>if applicable</b>
	Certification, or has power interests of f directors (or of this Certification) limited liabilinterests measures select directors.	, <b>owner</b> means any person r to vote 25 percent or mor Foreign Bank; or (b) control individuals exercising simi fication, (i) <b>person</b> means ar lity company or any other leans securities or other inter	s set forth below. For purposes of this who, directly or indirectly, (a) owns, controls, e of any class of voting securities or other voting in any manner the election of a majority of the lar functions) of Foreign Bank. For purposes by individual, bank, corporation, partnership, egal entity; (ii) voting securities or other voting ests that entitle the holder to vote for or ag similar functions); and (iii) members of the person.
	Name	Address	

<sup>\*</sup> The same family means parents, spouses, children, siblings, uncles, aunts, grandparents, grandchildren, first cousins, stepchildren, stepsiblings, parents-in-law and spouses of any of the foregoing. In determining the ownership interests of the same family, any voting interest of any family member shall be taken into account.

### F. Process Agent: complete the following.

The following individual or entity:

<u>Malayan Banking Berhad</u> is a resident of the United States at the following street address: <u>9th Floor, 400 Park Avenue, New York NY 10022</u> and is authorized to accept service of legal process on behalf of Foreign Bank from the Secretary of the Treasury or the Attorney General of the United States pursuant to Section 5318(k) of title 31, United States Code.

### E. General

Foreign Bank hereby agrees to notify in writing each Covered Financial Institution at which it maintains any Correspondent Account of any change in facts or circumstances reported in this Certification. Notification shall be given within 30 calendar days of such change. Foreign Bank understands that each Covered Financial Institution at which it maintains a Correspondent Account may provide a copy of this Certification to the Secretary of the Treasury and the Attorney General of the United States. Foreign Bank further understands that the statements contained in this Certification may be transmitted to one or more departments or agencies of the United States of America for the purpose of fulfilling such departments' and agencies' governmental functions.

I, Mad Yusof Yazid., certify that I have read and understand this Certification, that the statements made in this Certification are complete and correct, and that I am authorized to execute this Certification on behalf of Foreign Bank.

### Malayan Banking Berhad

Mad Yusof Yazid Head, Group Compliance

Executed on this 26th day of January 2011