**INSTRUCTION GUIDE FOR COMPLETION OF RETURN ON MONEY LAUNDERING AND TERRORISM FINANCING**

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| 1. The purpose of this return is to assist the Securities and Exchange Commission (SEC) to understand the risks faced by Capital Market Operators (CMOs) in relation to money laundering and financing of terrorism arising from their products/services, customer base, delivery channels, and the geographic regions to which they are exposed.
2. This return should be completed using definitions used by the SEC in its other statistical and prudential returns, except where otherwise specified on the reporting form or in these instructions.
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| 1. Data availability and accuracy: All questions should be answered – do not leave any boxes blank. Insert N/A when item is not applicable. If requested data is not available, insert N/K. Indicate any estimates by adding ‘E’ to the data provided.
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| 1. Financial data should be reported in thousands of Ghana Cedis (Gh¢), unless otherwise specified on the return or in these Instructions.
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| 1. Data should relate to the reporting date specified by the SEC or, where appropriate (e.g., for transaction data) to the [XX] month period ending on the reporting date specified.
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| 1. Residency should be based on the place of residence of the customer. For transaction data, residency should be based on the location at which the transaction was conducted. Use the definition of residency applied by the SEC for purposes of other statistical and prudential returns.
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| 1. Legal person refers to any entities other than natural persons that can establish a customer relationship with the CMO or otherwise own property. This can include companies, bodies corporate, foundations, partnerships, or associations and other similar entities.
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| 1. Legal arrangement refers to express trusts or other similar legal arrangements.
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| **Definitions**Politically Exposed Persons *Foreign politically exposed person:* any person who occupies or previously occupied a prominent public function in a foreign country, including a position as head of state or government, senior politician, senior government, judicial, or military official, or senior executive of a state-owned corporation, and important political party officials. *Domestic politically exposed person:* any person who occupies or previously occupied a prominent public function in Ghana , including a position as head of state or government, senior government, judicial, or military official, or senior executive of a state-owned corporation, and important political party officials. *International organization politically exposed person:* any person who occupies or occupied a high-level management position in an international organization, including directors, deputy directors, and members of the board or equivalent functions. It should be noted that preventive measures apply to PEPs and family members close associates of such persons. Family members are individuals who are related to a PEP either directly (consanguinity) or through marriage or similar (civil) forms of partnership. Close associates are individuals who are closely connected to a PEP, either socially or professionally.Legal Persons Where Beneficial Owner is Uncertain This line item is intended to capture cases in which the CMO has not independently verified the identity of the beneficial owner of the customer. The beneficial owner is the (ultimate) natural person who owns or controls the customer. Examples may include cases where the ownership structure is complex or obscure; it may involve one or more foreign entities (company or trust) in the ownership structure; the recorded owner could be a professional (lawyer, accountant, company services business); or one or more entities in the ownership chain might be registered in an offshore or other jurisdiction in which ownership information is not publicly accessible and, therefore, cannot be verified reliably. Pooled Accounts This refers to accounts managed by professional intermediaries on behalf of entities such as mutual funds, pension funds and money funds as well as those accounts managed by accountants, lawyers or stockbrokers that represent funds held on deposit or in escrow for a range of clients. Investment Funds This refers to investment products offered by CMOs which enable customers to invest in a range of financial instruments/assets, for example securities. These products differ from deposit products as the customer is exposed to the potential to lose funds depending on the performance of the underlying asset in which funds have been invested. Economic Sectors Assessed as Higher ML/TF Risk Add additional lines as needed and analyze separately any other categories of customer that are recognized by the CMO's internal risk management system as potentially presenting a higher risk of ML/TF. Suspicious Transaction Reporting CMOs should provide information on suspicious transaction reports. Firstly, CMOs should provide information on the number of suspicious transactions reports submitted to the FIC during the reporting period. CMOs should also provide information on suspicious transaction reports that are still under review by the CMO's Compliance officer pending determining whether or not to submit the report to the FIC. Finally, CMOs should report the number of suspicious transaction reports that it has determined not to submit to the FIC. |