



FINANCIAL INTELLIGENCE ANALYSIS UNIT

# Annual Compliance Report Notice

The documentation relating to this year's Annual Compliance Report ("ACR") has been finalised, and is available on the FIAU website ([www.fiumalta.org](http://www.fiumalta.org)).

## ACR Download

You could download the Annual Compliance Report 2014 template that is applicable to you or your firm by clicking on the **Submit Annual Compliance Report** tab situated on the top bar of the home page at any time, without the need to Login.

It is very important that you also download and read the related Guidance Notes 2014, which have been specifically prepared in order to assist you to complete the report. At this stage you should follow the detailed instructions outlined on both the web page and guidance notes.

## ACR Template

Regarding the template for the actual report, you should either complete the standard form or the abridged version that has been purposely designed to facilitate matters for sole practitioners. By way of clarification:

- **Sole practitioners** entitled to complete the abridged version instead of the standard form are those persons who undertake any relevant financial business and/or relevant activity in their own name or under a trade name and who do not employ or otherwise engage anyone else who also conducts any such business or activity.
- In all other circumstances the **standard form** needs to be completed.

## ACR Submission

Once completed, you should submit the ACR electronically by uploading it on the FIAU website. In this manner it will be filed directly on one of our designated servers in a secure manner. Kindly note that reports should not be submitted by email under any circumstance.

If you have already registered with our website you could immediately upload the completed report in the following manner:

1. Click on **Register or Login** on the side bar of the home page.
2. Then click on **Login to upload Documents**.
3. Now type in your 'Username' and 'Password' and click on the **Login** button.  
(If you have inadvertently forgotten your password click on **Forgot your password?** on the bottom of the page and follow the instructions).
4. Once you have logged in select the **Annual Compliance Report** option.
5. Then click on the **Add Files** button and select the completed report from your device in the same manner as you would select an email attachment.
6. Confirm that you have read and agree with the declaration by ticking the appropriate box.
7. Finally, click on the **Upload** button.
8. You will receive an email confirming your submission, which will also detail a unique number.

If you have not previously registered you will first need to do so in the following manner:

1. Click on **Register or Login** on the side bar of the home page.
2. Then click on **New Registration**.
3. Fill in the required details as necessary.
  - a) Please note that under 'Company Name' :
    - You should type in the name of your organisation if you are the MLRO of one subject person.
    - You should type in your own name and surname if you are either the MLRO of more than one subject person or a self-employed professional (like an advocate, notary, external accountant, individual TII, etc.).
  - b) You should select a 'Username' of your own choice.
  - c) You should also create your own 'Password', which should contain between 6 and 10 characters.
4. Click on the **Register** button once all fields have been duly completed.
5. You will automatically receive an e-mail confirming receipt of your registration application.

Your registration will be reviewed and approved by one of the FIAU Compliance Officers, who will contact you in case of any difficulties. It is advisable that you keep your 'Username' and 'Password' in a secure place.

Though registrations are usually processed on the same day, kindly note that this process could take up to two working days should there be any inordinately high number submitted on any particular day. Early registration is therefore advisable.

## **ACR Deadlines**

In terms of timing, the timeframes outlined in Section 6.11.2 of the Implementing Procedures apply. These are being outlined hereunder for your convenience:

### By not later than 28 February:

- Entities authorised under the Banking Act
- Entities authorised under the Financial Institutions Act
- Entities authorised under the Insurance Business Act, Insurance Intermediaries Act, Insurance Business (Companies Carrying on Business of Affiliated Insurance) Regulations, the Companies Act (Cell Companies Carrying on Business of Insurance) Regulations, and the Companies Act (Incorporated Cell Companies Carrying on Business of Insurance) Regulations

### By not later than 31 March:

- Entities licensed or recognised under the Investment Services Act, other than Collective Investment Schemes
- Entities registered under the Special Funds (Regulation) Act
- Central Securities Depository/ Financial Markets

### By not later than 30 April:

- Trustees and Fiduciaries
- Administrators of Private Foundations
- Trust and Company Service Providers
- Real Estate Agents
- Casinos

By not later than 31 May:

- Other categories of non-financial subject persons, including:
  - Auditors
  - External Accountants
  - Tax Advisors
  - Advocates
  - Notaries
  - Legal Procurators
  - Traders accepting cash payments of €15000 and over.

By not later than 30 June:

- Collective Investment Schemes licensed or recognised under the Investment Services Act.

It is important to ensure that you submit the completed report in a timely manner as no extensions will be considered.

**Professional Firms**

In line with the recent Interpretative Note issued by the FIAU, which can also be accessed on our website on [http://www.fiumalta.org/library/PDF/misc/Interpretative\\_Note.pdf](http://www.fiumalta.org/library/PDF/misc/Interpretative_Note.pdf), all auditing, accounting and law firms could submit a single report (the standard form) for their firm, without needing to submit any Declaration (as was required in last year's submission). Notaries are, however, required to submit their own individual reports (the sole practitioners form).

**Software**

In terms of software, you should ensure that you work with the Adobe Acrobat Reader program version 9 or above. This can be freely downloaded from the Adobe website on <http://get.adobe.com/uk/reader/>.

It should be noted that certain features that have been built in to assist subject persons complete the report will not function with Nitro PDF.

Similarly, Mac OS users should ensure that they open and complete the document with the Adobe Reader they download since the default "Preview" application disables virtually all tools.

## **Assistance**

In order to assist you with the completion of the ACR, guidance notes have been prepared. As indicated earlier on, these are available for download from our website. For easy reference, they have also been incorporated into the ACR template as screen tips, and may be accessed by simply hovering the mouse pointer over the fields where you require assistance.

We will also have a dedicated person handling any other enquiries, which should preferably be submitted by email on [compliance@fiumalta.org](mailto:compliance@fiumalta.org). Any emails passed on to individual officers will be automatically forwarded to this general email address, where they will be handled on a 'first in first out basis'.

Kindly note that persons will only be assisted at our offices if a prior appointment is set.

**Antonio Ghirlando**  
**Legal & Compliance Manager**

**28 January 2014**