



Institute of Certified Bookkeepers
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ICB AML Procedures Annual Review checklist

All practices are required to annually review the policies and procedures they have put in place for anti-money laundering. Use this checklist when carrying out your annual review.

Name of Practice:

Practice Number:

Check	Comments	Checked by	Checked on
Are all file copies of money laundering regulations current?			
Have all relevant staff including consultants, sub-contractors and temporary staff seen and agreed to abide by the practice's policies and procedures statement?			
Do procedures for client due diligence, record-keeping, internal and external reporting, internal control, risk assessment and management, internal communication and training comply with POCA and the current MLR? Are they operating satisfactorily?			
If you have staff, have all training assessments and other training records been reviewed?			