



Antigua and Barbuda Financial Services Regulatory Commission

The Money Services Business Act, 2011 [No. 7 of 2011] Section 16

SCHEDULE E(2): ANNUAL REQUIREMENTS FOR THE EXTERNAL AUDITOR OF THE MONEY SERVICES BUSINESS

Please forward completed form with any supporting information to:

**The Director
Financial Services Regulatory Commission**

P.O. Box 2674
Royal Palms Place
Friars Hill Road
St. John's, Antigua

Tel: (268) 481-1175 • Fax: (268) 463-0422
Email: MSBandGamingSupport@fsrc.gov.ag
Email: cheryl.george@fsrc.gov.ag
Website: <http://www.fsrc.gov.ag>

SECTION I. INSTRUCTIONS FOR COMPLETING SCHEDULE E(2): ANNUAL REQUIREMENTS FOR THE EXTERNAL AUDITOR OF THE MONEY SERVICES BUSINESS

1. This form must be submitted with all supporting documentation listed at the end of the form and can be downloaded from the Financial Services Regulatory Commission's website in Adobe Acrobat format, and completed online. Alternatively, the form may be printed and completed with the use of a typewriter, or **black ink** and **BLOCK CAPITALS** or typescript.
2. Any information provided on additional paper must be signed and dated.
3. Where there is a question which is not applicable, please write "N/A" beside the question.
4. All dates must be completed in the form: Day/Month/Year.
5. Questions left unanswered or which do not disclose all information will affect the Financial Services Regulatory Commission's assessment, and may result in significant delays in processing.
6. This form must be prepared upon completion of the auditor's annual audit of the licensee and must be submitted directly to the Financial Services Regulatory Commission by the licensee's external auditor.

1. Date Submitted:

In connection with the licensed money services business named below, I hereby make representation and supply the following information as hereafter set forth.

Money Services Business Name:

SECTION II. DETAILS OF THE EXTERNAL AUDITOR OF THE MONEY SERVICES BUSINESS

2. Name and address of the external auditor of the licensed money services business:

Business Name:

Address:

Licence No.:

Contact Person:

Telephone No.:

Fax No.:

Website address:

3. Indicate the date of appointment as the external auditor of the licensee:

SECTION III. AUDITOR'S REQUIREMENTS IN ACCORDANCE WITH THE ACT

4. Indicate the financial reporting year for the responses provided below.

5. Select all of the activities conducted within the financial year of the licensee below.

a) The licensee's books and records were examined and the annual financial statements were prepared reporting on the licensee's financial position.

Yes (Report Attached)

No

b) Additional information in relation to the audit of the licensee which was imposed on the auditor by the licensee at the request of the Commission was submitted to the Commission as was considered necessary by the Commission.

SCHEDULE E(2): ANNUAL REQUIREMENTS FOR THE EXTERNAL AUDITOR OF THE MONEY SERVICES BUSINESS

| | |
|--|--|
| <input type="checkbox"/> Yes (Report Attached) | <input type="checkbox"/> No Additional Information was Requested |
|--|--|

c) Other examinations or established procedures which were imposed on the auditor by the licensee at the request of the Commission were submitted to the Commission on a particular case.

| | |
|--|--|
| <input type="checkbox"/> Yes (Report Attached) | <input type="checkbox"/> No Examination or Procedure was Requested |
|--|--|

d) A report on the financial and accounting systems of the licensee was submitted to the Commission.

| | |
|--|-----------------------------|
| <input type="checkbox"/> Yes (Report Attached) | <input type="checkbox"/> No |
|--|-----------------------------|

e) A report on risk management controls of the licensee was submitted to the Commission.

| | |
|--|-----------------------------|
| <input type="checkbox"/> Yes (Report Attached) | <input type="checkbox"/> No |
|--|-----------------------------|

f) An opinion on whether suitable measures to counter money laundering and to combat the financing of terrorism have been adopted by the licensee which is implemented in accordance with the applicable laws was provided to the Commission.

| | |
|---|-----------------------------|
| <input type="checkbox"/> Yes (Opinion Attached) | <input type="checkbox"/> No |
|---|-----------------------------|

g) In the course of the performance of duties it was revealed that there is a serious breach of or non-compliance with the provisions of the Act or any regulation, notice, order, guidelines or directions issued under the Act and a report on the matter was immediately provided to the licensee and the Commission.

| | |
|--|--|
| <input type="checkbox"/> Yes (Report Attached) | <input type="checkbox"/> No Breach Noted |
|--|--|

h) In the course of the performance of duties it was revealed that there is evidence that a criminal offence involving fraud or other dishonesty may have been committed and a report on the matter was immediately provided to the Commission.

| | |
|--|--|
| <input type="checkbox"/> Yes (Report Attached) | <input type="checkbox"/> No Criminal Offence Noted |
|--|--|

i) In the course of the performance of duties it was revealed that there is evidence of suspicious transaction as defined in the Money Laundering Prevention Act, 1996 and the matter was immediately reported to the Office of National Drug and Money Laundering Control Policy (ONDCP).

| | |
|---|--|
| <input type="checkbox"/> Yes (Matter Reported to the ONDCP) | <input type="checkbox"/> No Evidence of Suspicious Transaction |
|---|--|

j) A report was submitted to the Commission on any matter that was reported to the licensee or any investigative, regulatory or other institution, simultaneously with the report to the institution, except in the case of a money laundering or money laundering related matter, in which case the report was submitted directly and only to the Office of National Drug and Money Laundering Policy.

| | | |
|--|---|--|
| <input type="checkbox"/> Yes (Report Attached) | <input type="checkbox"/> Yes (Matter Reported to the ONDCP) | <input type="checkbox"/> No Matter Noted |
|--|---|--|

SECTION IV. DECLARATION

This declaration must be signed by the external auditor of the licensed money services business.

I hereby certify that all the information provided in this schedule and any other document provided in support of said schedule is true and correct to the best of my knowledge and belief.

| | | | |
|--------------------|--|------------|--|
| Authorized Name 1: | | Signature: | |
| Title/Position: | | Date: | |
| Authorized Name 2: | | Signature: | |
| Title/Position: | | Date: | |

SECTION V. DOCUMENTATION WHICH FORMS PART OF THIS NOTICE

| Documents | Notes | Attached |
|--|--|--------------------------|
| 1. Audited Financial Statements | The auditor must submit annual financial statements detailing the auditor's findings on the licensee's books and records and financial position. | <input type="checkbox"/> |
| 2. Additional Information of the Audit of the Licensee | The auditor must submit documentation on additional information in relation to the audit of the licensee as the Commission considers necessary or if applicable . | <input type="checkbox"/> |
| 3. Any Other Examination or Procedure | The auditor must submit documentation on any other examination or procedure established as requested by the licensee or the Commission, if applicable . | <input type="checkbox"/> |
| Documents | Notes | Attached |

SCHEDULE E(2): ANNUAL REQUIREMENTS FOR THE EXTERNAL AUDITOR OF THE MONEY SERVICES BUSINESS

| | | |
|--|---|--------------------------|
| 4. A Report on the Financial and Accounting Systems | The auditor must submit a report on the financial and accounting systems of the licensee. | <input type="checkbox"/> |
| 5. A Report on Risk Management Controls | The auditor must submit a report on risk management controls of the licensee. | <input type="checkbox"/> |
| 6. An Opinion on Measures To Counter Money Laundering and to Combat the Financing of Terrorism | The auditor must provide an opinion on whether suitable measures to counter money laundering and to combat the financing of terrorism have been adopted by the licensee. | <input type="checkbox"/> |
| 7. Report on Breach | The auditor must submit a report on a serious breach of or non-compliance with the provisions of the Act or any regulation, notice, order, guidelines or directions issued under the Act, if applicable . | <input type="checkbox"/> |
| 8. Report of Criminal Offence | The auditor must submit a report of evidence that a criminal offence may have been committed, if applicable. | <input type="checkbox"/> |
| 9. Report on any Matter to any Investigative, Regulatory or Other Institution Other Than ONDCP | The auditor must submit a report on any matter requested on the licensee to any investigative, regulatory or other institution, except in the case of a money laundering or money laundering related matter, if applicable . | <input type="checkbox"/> |

SECTION VI. ADMINISTRATION – FOR FSRC USE ONLY

| | | | |
|--------------------------------|--|------------|--|
| Received by (employee's name): | | Date: | |
| Authorized Name: | | Signature: | |
| Title/Position: | | Date: | |