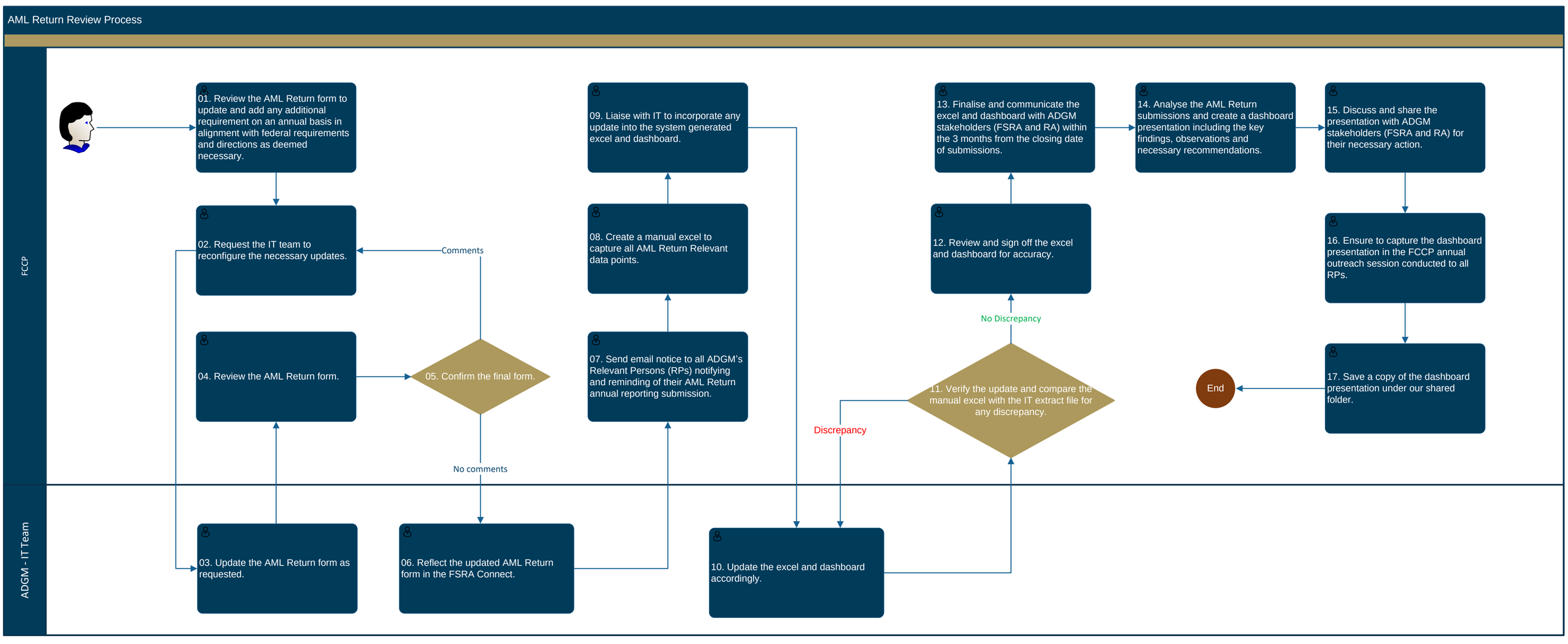
AML Return Review Process
FCCP
ADGM - IT Team
01. Review the AML Return form to update and add any additional requirement on an annual basis in alignment with federal requirements and directions as deemed necessary.
02. Request the IT team to reconfigure the necessary updates.
Comments
04. Review the AML Return form.
05. Confirm the final form.
No comments
03. Update the AML Return form as requested.
06. Reflect the updated AML Return form in the FSRA Connect.
09. Liaise with IT to incorporate any update into the system generated excel and dashboard.
08. Create a manual excel to capture all AML Return Relevant data points.
07. Send email notice to all ADGM's Relevant Persons (RPs) notifying and reminding of their AML Return annual reporting submission.
13. Finalise and communicate the excel and dashboard with ADGM stakeholders (FSRA and RA) within the 3 months from the closing date of submissions.
14. Analyse the AML Return submissions and create a dashboard presentation including the key findings, observations and necessary recommendations.
15. Discuss and share the presentation with ADGM stakeholders (FSRA and RA) for their necessary action.
12. Review and sign off the excel and dashboard for accuracy.
16. Ensure to capture the dashboard presentation in the FCCP annual outreach session conducted to all RPs.
No Discrepancy
11. Verify the update and compare the manual excel with the IT extract file for any discrepancy.
17. Save a copy of the dashboard presentation under our shared folder.
End
Discrepancy
10. Update the excel and dashboard accordingly.