



**ANTI-MONEY LAUNDERING AND COUNTER FINANCING OF TERRORISM (AML/CFT)
CUSTOMER IDENTIFICATION CHECKLIST**

Agent/Broker Name:
Agent/Broker Code:
Co. Stamp:

Prospective Certificate Owner: _____

Instruction: Please tick (✓) at the appropriate box

SECTION A, B AND C - TO BE COMPLETED BY RETAIL AGENT/CORPORATE AGENT/BROKER	
SECTION A – IF PROSPECTIVE CERTIFICATE OWNER IS INDIVIDUAL	
1. To identify and verify identity of individual customer and beneficial owner: (a) To request photocopies of the following documents with original sighted i) National Registration Identity Card (NRIC) for Malaysians; or ii) Passport for foreigners; or iii) Birth certificates for a child below 12 years old	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(b) To obtain and ensure that the following information is completed in the proposal form: i. Full name ii. National Registration Identity Card (NRIC) number or passport number iii. Residential and mailing address; iv. Date of birth; v. Nationality; vi. Occupation type; vii. Name of employer or nature of self-employment/nature of business; viii. Contact number (home, office or mobile); and ix. Purpose of transaction	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Note: The full name, NRIC/passport/birth certificate number, date of birth, nationality must tally with the details in the NRIC/passport/birth certificate	
SECTION B – IF PROSPECTIVE CERTIFICATE OWNER IS CORPORATE CUSTOMER (COMPANIES & OTHER INSTITUTIONS)	
1. To identify type of corporate customer (a) public listed companies or corporations listed in Bursa Malaysia; (b) foreign public listed companies: • listed in recognised exchanges; and • not listed in higher risk countries; (c) foreign financial institutions that are not from higher risk countries; (d) government-linked companies in Malaysia; (e) state-owned corporations and companies in Malaysia; (f) licensed/registered under the FSA and the IFSA; (g) licensed or registered under the Capital Markets and Services Act 2007; (h) licensed entities under the Labuan Financial Services and Securities Act 2010 and Labuan Islamic Financial Services and Securities Act 2010; (i) prescribed institutions under the Development Financial Institutions Act 2002 (j) other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. If answer for item 1 in Section B above is 'Others', to request certified true copy of the following documents: (a) Memorandum and Article of Association/ Form 9 (Certificate of Incorporation of Private Company)/ Certificate of Registration under Ordinan Nama-Nama Perniagaan for Sarawak/ Form B - Certificate of Registration under Commercial Licence Ordinance 1948 for Sabah ; (b) Form 24 (Shareholders list); (c) Form 49 (Directors list); and (d) Letter of authorisation and identification documents (NRIC/passport) for authorised representatives (e) Powers that regulate and bind customers i.e. Directors' Resolution/ names of Senior Management [Note: Documents are not required for corporate customers under types (a) to (i).]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. To obtain and ensure that the following information is completed in the proposal form: a) Name b) Address of registered office/ principal place of business (if different) c) Company Registration Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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d) Type of Organization e) Type of Business / Activities	<input type="checkbox"/> <input type="checkbox"/>
SECTION C – IF PROSPECTIVE CERTIFICATE OWNER IS CONSTITUTION (CLUBS, SOCIETIES, CHARITIES OR ORGANIZATIONS)	
1. To request for the photocopies of the following documents with original sighted: (a) Form 3 (Certificate of Incorporation)/Constitution; and (b) List of Office Bearers (name & NRIC/passport number) together with copy of NRIC/passport (f) Letter of authorisation and identification documents (NRIC/passport) for authorised representatives	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. To obtain and ensure that the following information is completed in the proposal form: a) Name b) Address of registered office/ principal place (if different) c) Clubs/ Societies/ Charity Bodies/ Organizations' Registration Number (if any) d) Type of Organization e) Type of Activities	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

SECTION C - FOR OFFICE USE ONLY		
Customer Due Diligence	To be completed by:	
	BE/BM	GFU/ASG/ General/ Family Underwriter
(a) Do you receive all the required information/document? If 'No', you should not commence any business relationship or perform any transaction.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) Are the information/details of the Individuals/Company/Entity/Organization provided in the BCA/proposal form the same as per the documents provided in Section A/ B/ C above?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Checked by: BE/BM	Verified by: GFU/ASG/ General Underwriter/Family Underwriter	
Signature:	Signature:	
Name: Branch Name: Date:	Name: Division/Department: Date:	