

Financial Institution Name:
Location:

Anti-Money Laundering Questionnaire

If you answer "no" to any question, additional information can be supplied at the end of the questionnaire.

I. General AML Policies, Practices and Procedures:	<u>Yes</u>	<u>No</u>
1. Is the AML compliance program approved by the FI's board or a senior committee?	Y <input type="checkbox"/>	N <input type="checkbox"/>
2. Does the FI have a legal and regulatory compliance program that includes a designated officer that is responsible for coordinating and overseeing the AML framework?	Y <input type="checkbox"/>	N <input type="checkbox"/>
3. Has the FI developed written policies documenting the processes that they have in place to prevent, detect and report suspicious transactions?	Y <input type="checkbox"/>	N <input type="checkbox"/>
4. In addition to inspections by the government supervisors/regulators, does the FI client have an internal audit function or other independent third party that assesses AML policies and practices on a regular basis?	Y <input type="checkbox"/>	N <input type="checkbox"/>
5. Does the FI have a policy prohibiting accounts/relationships with shell banks? (<i>A shell bank is defined as a bank incorporated in a jurisdiction in which it has no physical presence and which is unaffiliated with a regulated financial group.</i>)	Y <input type="checkbox"/>	N <input type="checkbox"/>
6. Does the FI have policies to reasonably ensure that they will not conduct transactions with or on behalf of shell banks through any of its accounts or products?	Y <input type="checkbox"/>	N <input type="checkbox"/>
7. Does the FI have policies covering relationships with Politically Exposed Persons (PEP's), their family and close associates?	Y <input type="checkbox"/>	N <input type="checkbox"/>
8. Does the FI have record retention procedures that comply with applicable law?	Y <input type="checkbox"/>	N <input type="checkbox"/>
9. Are the FI's AML policies and practices being applied to all branches and subsidiaries of the FI both in the home country and in locations outside of that jurisdiction?	Y <input type="checkbox"/>	N <input type="checkbox"/>
II. Risk Assessment	<u>Yes</u>	<u>No</u>
10. Does the FI have a risk-based assessment of its customer base and their transactions?	Y <input type="checkbox"/>	N <input type="checkbox"/>
11. Does the FI determine the appropriate level of enhanced due diligence necessary for those categories of customers and transactions that the FI has reason to believe pose a heightened risk of illicit activities at or through the FI?	Y <input type="checkbox"/>	N <input type="checkbox"/>
III. Know Your Customer, Due Diligence and Enhanced Due Diligence	<u>Yes</u>	<u>No</u>
12. Has the FI implemented processes for the identification of those customers on whose behalf it maintains or operates accounts or conducts transactions?	Y <input type="checkbox"/>	N <input type="checkbox"/>

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13. Does the FI have a requirement to collect information regarding its customers' business activities?	Y <input type="checkbox"/>	N <input type="checkbox"/>
14. Does the FI assess its FI customers' AML policies or practices?	Y <input type="checkbox"/>	N <input type="checkbox"/>
15. Does the FI have a process to review and, where appropriate, update customer information relating to high risk client information?		
16. Does the FI have procedures to establish a record for each new customer noting their respective identification documents and 'Know Your Customer' information?	Y <input type="checkbox"/>	N <input type="checkbox"/>
17. Does the FI complete a risk-based assessment to understand the normal and expected transactions of its customers?	Y <input type="checkbox"/>	N <input type="checkbox"/>
IV. Reportable Transactions and Prevention and Detection of Transactions with Illegally Obtained Funds	<u>Yes</u>	<u>No</u>
18. Does the FI have policies or practices for the identification and reporting of transactions that are required to be reported to the authorities?	Y <input type="checkbox"/>	N <input type="checkbox"/>
19. Where cash transaction reporting is mandatory, does the FI have procedures to identify transactions structured to avoid such obligations?	Y <input type="checkbox"/>	N <input type="checkbox"/>
20. Does the FI screen customers and transactions against lists of persons, entities or countries issued by government/competent authorities?	Y <input type="checkbox"/>	N <input type="checkbox"/>
21. Does the FI have policies to reasonably ensure that it only operates with correspondent banks that possess licenses to operate in their countries of origin?	Y <input type="checkbox"/>	N <input type="checkbox"/>
V. Transaction Monitoring	<u>Yes</u>	<u>No</u>
22. Does the FI have a monitoring program for unusual and potentially suspicious activity that covers funds transfers and monetary instruments such as travelers checks, money orders, etc?	Y <input type="checkbox"/>	N <input type="checkbox"/>
VI. AML Training	<u>Yes</u>	<u>No</u>
23. Does the FI provide AML training to relevant employees that includes: <ul style="list-style-type: none"> ▪ Identification and reporting of transactions that must be reported to government authorities. ▪ Examples of different forms of money laundering involving the FI's products and services. ▪ Internal policies to prevent money laundering. 	Y <input type="checkbox"/>	N <input type="checkbox"/>
24. Does the FI retain records of its training sessions including attendance records and relevant training materials used?	Y <input type="checkbox"/>	N <input type="checkbox"/>
25. Does the FI communicate new AML related laws or changes to existing AML related policies or practices to relevant employees?	Y <input type="checkbox"/>	N <input type="checkbox"/>
26. Does the FI employ third parties to carry out some of the functions of the FI?	Y <input type="checkbox"/>	N <input type="checkbox"/>
27. If the answer to question 26 is yes, does the FI provide AML training to relevant third parties that includes: <ul style="list-style-type: none"> ▪ Identification and reporting of transactions that must be reported to government authorities. ▪ Examples of different forms of money laundering involving the FI's products and services. ▪ Internal policies to prevent money laundering. 	Y <input type="checkbox"/>	N <input type="checkbox"/>

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VII. MiFID II	<u>Yes</u>	<u>No</u>
<p>28. Does the FI act as a systematic internaliser in accordance with Art. 4 par 1 lit 20 Directive Nr. 2014/65/EU with respect to debt obligations or funds:</p> <ul style="list-style-type: none"> ▪ If yes, are there any restrictions regarding certain debt obligations or funds (please specify if yes)? ▪ If yes, please be aware that we will treat you as a systematic internaliser for all debt obligations mentioned above until you notify us of the opposite in writing. 	Y <input type="checkbox"/>	N <input type="checkbox"/>
<p>29. Does the FI use an Approved Publication Arrangement (APA) in accordance with Art. 4 par 1 lit 52 Directive Nr. 2014/65/EU to publish OTC trades?</p> <ul style="list-style-type: none"> ▪ If yes, please specify name and website of the APA: 	Y <input type="checkbox"/>	N <input type="checkbox"/>
<p>30. Metis Invest GmbH will submit orders to the FI on behalf of its clients only, in accordance with Art. 4 EU Reg. 2017/590. Do you agree to make the transaction reports according to Art. 26 MiFIR for such trades provided that Metis will submit all necessary information for such reports to you?</p> <p>Please be aware that Metis will not submit orders to you if you do not consent to make such transaction reports!</p>	Y <input type="checkbox"/>	N <input type="checkbox"/>

Space for additional information:

(Please indicate which question the information is referring to.)

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Name:
Title:
Signature:
Date:

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