

AML Handbook

The firms Anti-Money Laundering (AML) handbook sets out our procedures for countering money laundering and terrorist funding activity.

The objective of this handbook is as follows:

- to outline the requirements of the money laundering legislation applicable to our business;
- to create good practice for implementing the legal requirements to prevent us from being used to facilitate money laundering and terrorist financing;
to provide direction on applying the risk-based approach effectively within our business;
- to provide practical guidance on customer due diligence, including identification and verification of identity;
- to provide an information resource for all employees in training and awareness of money laundering and terrorist financing; and
- to outline the responsibilities of all employees in adhering to the policy and procedures set for our business.

It is therefore important that every employee reads and understands the handbook, and what action, if any, it requires them to take.

Please confirm that you have read and understood the handbook, by signing and returning this form to the Head of People and Culture.

If any employee has questions regarding the policies, please direct them to the Money Laundering Compliance Officer (MLCO) or the Money Laundering Reporting Officer (MLRO).

DECLARATION

I confirm that I have received copies of the above handbook, and that I have read and understood the contents.

Name:

Signature: Date: