

# Anti-money laundering and combatting the financing of terrorism (AML/CFT)

## 2021 Annual Return - High Value Good Dealers (HVGDS)

### 1. Definitions

Defined terms shall have the same meaning as in the OFT's AML/CFT Guidance Notes for HVGDS (the "Guidance Notes"). The Guidance Notes can be downloaded from the 'AML/CFT' section of the OFT's website: [www.oft.gov.gi](http://www.oft.gov.gi).

"High Value Cash Payment" shall mean any payment received by the HVGDS:

1. for high value goods;
2. in cash; and
3. above the monetary threshold.

"Customer" shall mean a HVGDS's customers that has made a High Value Cash Payment.

### 2. Purpose for Annual Returns.

As set out in sections 8.7 to 8.9 of the Guidance Notes, HVGDSs are required to submit annual returns to the OFT providing information and data about High Value Cash Payments during the reporting period.

### 3. Why does the OFT collect this information and data?

The OFT collects and analyses the information and data submitted to assess the type and volume of cash transactions and High Value Cash Payments received by the HVGDS. This allows the OFT to monitor HVGDSs' compliance with their AML/CFT obligations under POCA and the Guidance Notes.

The OFT also collects and analyses the information and data submitted to assess the type and volume of High Value Cash Payments:

1. in the HVGDS's sector; and
2. generally in Gibraltar.

This data allows the OFT to identify ML/TF schemes and suspicious trends.

### 4. What data is required?

HVGDSs must submit data relating to:

1. cash transactions generally;
2. High Value Cash Payments; and





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3. rejected and/or reported transactions.

**5. What is the reporting period?**

It is the full year covering the term of the business licence which is due to or has expired. E.g. If a licence expired on 1 April 2021, the reporting period will be from 1 April 2020 to 31<sup>st</sup> March 2020.

**6. When are the Annual Returns due?**

Three months after the HVGD’s business licence renewal date. E.g. If a licence expired on 1 April 2021, the due date shall be 1 June 2021.

**7. Who should complete this report?**

The HVGD’s MLRO. The report should also be signed-off by the HVGD’s director/senior manager.

The OFT may carry out onsite visits and seek information from HVGDs in relation to the information contained

in annual returns to ensure that these are being completed accurately. The OFT may also request HVGDs records to examine and investigate any suspicious activity

**8. Data processing and sharing.**

All personal data submitted with this report shall be processed by the OFT in accordance with its privacy policy and in compliance with data protection and other relevant legislation.

The data submitted may be shared with other AML/CFT supervisory authorities and law enforcement agencies as permitted by law.

**9. Questions and queries.**

For any questions or queries please refer to the OFT’s AML/CFT Guidance Notes for HVGDs or contact the OFT directly: [aml.oft@gibraltar.gov.gi](mailto:aml.oft@gibraltar.gov.gi)

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**A. Reporting period**

From \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_

**B. Business details**

1	Business name:	
2	Trading names (if any):	
3	Business address:	
4	Nature of Business:	
5	Business License No.:	

### C. Cash payments received during reporting period

6	Total value of all cash payments received in the reporting period	GBP _____
7	Percentage of total annual income derived from cash payments	_____ %
8	Total value of High Value Cash Payments received	GBP _____
9	Number of High Value Cash Payments received	_____
10.	Total number of customers that have made High Value Cash Payments	_____
11.	Total number of foreign customers that have made High Value Cash Payments	_____
12.	Average number of High Value Cash Payments made by customers (number of High Value Cash Payments divided by number of customers).	_____
13.	Average value of High Value Cash Payments made by customers	_____
14	Percentage of cash payments received in each currency: If other, please specify currency.	GBP _____ % EUR _____ % USD _____ % Other _____ %

### D. Breakdown of High Value Cash Payments

15	Breakdown of High Value Cash Payments: a) payments from existing business relationships; b) payments from new customers; c) one-off High Value Cash Payments; and d) a series of connected payments which together are a High Value Cash Payment.	_____ _____ _____ _____
16	Breakdown of goods for which High Value Cash Payments were received: Goods 1: _____ Value: _____ Goods 2: _____ Value: _____ Goods 3: _____ Value: _____ Goods 4: _____ Value: _____ Goods 5: _____ Value: _____ If you require more space please provide the list in a separate sheet.	
17	Number of High Value Cash Payments made by Politically exposed Persons:	_____



In relation to the information provided in sections C and D above I hereby confirm that:

1. The above figures are true, accurate and not misleading and take into account all of the relevant cash payments received by the business during the reporting period;
2. An appropriate AML/CFT risk assessment has been carried out on the customer(s) making each high value cash payment and that the risk assessment did not reveal a risk of money laundering or terrorist financing;
3. Appropriate customer due diligence has been carried out on the customer (s) making each high value cash payment; and
4. Appropriate records are kept in relation to each of these payments as required by POCA and the Guidance Notes and that these are available for inspection by the OFT.

**E. Employee referrals and Suspicious Activity Reports during reporting period**

18	Total number of suspicious activity referrals by employees to MLRO	_____
19	Total Suspicious Activity Reports submitted to the GFU	_____

**F. Cash payments rejected during reporting period**

20	Number of cash payments rejected	_____
21	Reasons for rejected payments: a) Customers or transaction regarded as high risk; b) Customers did not provide customer due diligence; and c) other (please provide details below): _____	_____ _____ _____

In relation to the information provided in Sections E and F above I hereby confirm that:

1. The business’s employees have received appropriate training in relation to AML/CFT matters as required by POCA and the Guidance Notes;
2. The business’s employees are aware of the businesses obligations under the Proceeds of Crime Act 2015;
3. The business’s employees are acquainted with the business’s AML/CFT protocols and procedures regarding cash transactions and know who the Nominated Officer is; and
4. Appropriate records of all AML/CFT risk assessments in relation to each Suspicious Activity Report submitted to GFU are kept and are available for inspection by the OFT.

**Signature**

Money Laundering Reporting Officer

I hereby confirm that this Annual Report has been prepared to the best of my knowledge and ability and that the information contained herein is correct, accurate and not misleading.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



G I B R A L T A R

Business Director/Manager (delete as appropriate)

I hereby confirm that the information contained in this annual report is, to the best of my knowledge, correct, accurate and not misleading.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit the completed and signed Annual Return with any relevant accompanying information to the OFT:

1. by e-mail to: [aml.of@gibraltar.gov.gi](mailto:aml.of@gibraltar.gov.gi);
2. by post to:  
Office of Fair Trading  
Suites 975  
Europort; or
3. by hand at the OFT's public counter.