



ANTI MONEY LAUNDERING (AML)/KYC - QUESTIONNAIRE
FOR CORRESPONDENT BANKS

1	INSTITUTION'S DETAILS	
A	Name of Bank	Lebanese Swiss Bank – SAL
B	Registered Name	Lebanese Swiss Bank – SAL
C	Registered Address	Emile Edde Street Hamra area – Hoss Building Beirut – Lebanon
D	Mailing Address	Lebanese Swiss Bank -SAL P.O.Box 11-9552 Beirut – Lebanon
E	Web address	www.lebaneseswissbank.com
F	Certificate of register & Banking license No: (copy of license)	 LSB license  Registration Certificate
G	Number of Branches (Local/Foreign)	Fifteen local Branches
H	Name of External Auditors	Price WaterHouseCoopers P.O.Box 11-3155 - SNA Building Tabaris / Beirut Ernst & Young Kantari PO BOX: 11-1639, Commerce & Finance bldg. Riad el Solh, Beirut - Lebanon
I	Name of the Central Bank/regulatory body	Central Bank of Lebanon "Banque du Liban"
J	Main banking activities	Retail Banking Commercial Banking Corporate Banking Private Banking
K	Name of Members of the Board of Directors	<ul style="list-style-type: none"> - Dr. Tanal Sabbah (Chairman) - Mr. Khalil Bou Habib (Vice Chairman) - Dr. Melhem Samara - Ms. Fadila Sabbah - Mr. Amer Kowatly - Mr. Issa Elias Sahyoun - Mr. Mohamad Hashem Tabbara - Mr. Mounir Seifedine Karam
L	The purpose of the account (If maintained)	Inter Banks Activities Money Market Deals
M	Are share publicly held or privately owned	We are not publicly traded. We are a private owned Company.
N	Is it traded on any Stock Exchange	We are not listed in any stock Exchange

2 ANTI MONEY LAUNDERING LEGISLATION, POLICIES & PROCEDURES	
Please complete the following questions by indicating Yes/No and comments thereon where appropriate:	
A	Is money laundering /the terrorism financing considered in your country as crime? YES
B	Has your country established laws/regulations concerning AML/CTF/KYC YES
C	Does your country's regulatory body (Central Bank) require all financial institutions to have anti money laundering (AML) & Know Your Customer (KYC) procedures? YES
D	Is your institution subject to such laws/regulations YES
E	Has your bank developed an Internal Audit function in order to test the system for prevention of money laundering and terrorism financing? YES
F	Are the AML/CTF/KYC policies and procedures applicable to your home entities also applied to your foreign branches? We don't have Foreign Branches.
G	Is implementation of AML/CTF/KYC policies and procedures monitored on a permanent basis? YES
H	Has your institution established employees training program for recognizing the transactions related to AML and identifying the measures that should be taken? YES
I	Does your institution have a policy of protecting employees who report any suspicious transactions YES

3	AML/KYC POLICIES & PROCEDURES	
A	Does your AML/CTF/KYC policies and procedures require: <ul style="list-style-type: none"> ▪ Recognizing the true identity of customers and checking their legitimacy before transacting any business with them? ▪ Identifying any third party that makes use of correspondent banking services? ▪ Monitoring client activity to detect suspicious activity and due diligence? ▪ Reporting suspicious activities and transactions to the appropriate AML/CTF/KYC authorities? ▪ Keeping all the records related to customer identification and their transactions? For how long? 	YES YES YES YES YES - For Five Years
B	Does your AML/CTF/KYC policies and procedures allow to : <ul style="list-style-type: none"> ▪ Open or maintain of anonymous accounts? ▪ Conduct business with the banks having no Physical presence in any country i.e SHELL BANKS ▪ Maintain currently accounts for SHELL BANKS? 	NO NO NO
C	Has your institution been subject to any investigation, indictment, conviction or civil enforcement action related to money laundering and terrorism financing in the past five years.	NO
D	Does your institution comply with FATF recommendations?	YES
E	Does your institution provide services to offshore Banks, Internet Banks type institutions or banks located in high risk area, as per FATF recommendations?	NO
F	Does your institution have monitoring programs for identifying the transactions related to persons/entities suspected of terrorism, comprised in official lists of appropriate authorities?	YES

4	CONTACT DETAILS	
A	Has your institution appointed a Compliance Officer for AML/CTF/KYC	YES
	If so, please give the name and title of Compliance Officer in your institution, his email, address, Phone number, Fax number for future references	
B	Authorized Signature:	Nada Fayad Jomaa ندى فياض جمعه
C	Name:	Mrs. Nada Fayad Jomaa
D	Title:	Head of AML & Compliance Dept
E	Phone: Fax: E-mail:	+9611240741/2/3/4 +9611240736 e-mail :aml@lebaneseswissbank.com

Abbreviations used in this questionnaire:

AML:	Anti-Money Laundering
KYC:	Know Your Customer
CTF:	Combating Terrorist Financing
FATF:	Financial Action Task Force