

Provisions of the Legislative and Regulatory Framework for the Prevention and Suppression of Money Laundering and Terrorist Financing

This informative bulletin is addressed both to existing Bank customers, as well as to those who apply for deposit account opening, loans, or other credit facilities.

The purpose of this informative bulletin is to inform customers regarding the information that they are required to provide to the Bank of Cyprus Public Company Ltd (the "Bank") for the purpose of customer identification and the establishment of their economic profile, in accordance with the provisions of [Law 188\(I\)/2007 on the Prevention and Combating of Money Laundering of Illegal Activities and Terrorism Financing](#) as amended from time to time and [the 5th Central Bank of Cyprus Directive for the Prevention of Money Laundering and Terrorist Financing \(the "Directive"\)](#) as amended from time to time.

1. Why it is mandatory to provide information to the Bank

As is the case internationally, in Cyprus, Law 188(I)/2007 and the Directive¹, **compels the Banks not to proceed with any account opening or execution of transactions unless they have determined, checked and verified their customers' identification data and economic profile.**

The Bank must keep records of this data and should update it, in accordance with the legislative and regulatory framework.

2. What is an update / review

The Bank must ensure that the customer identification data it maintains, as well as the data that compose the customers' economic profile, remain fully updated during their business relationship with the Bank.

Therefore, the Bank has an obligation to ensure that the data kept, is always valid and adequate. This is achieved by updating/reviewing on a regular basis the validity and adequacy of the customers' identification data and financial profile information.

In this respect, the Bank contacts its customers in order to confirm the information it possesses and to obtain additional/new information/data, where deemed necessary.

This procedure is called 'update/review'.

3. Methods for performing an update/review

The Bank, within the scope of Digital Transformation, provides its customers the ability to update/review their data through the BOC Mobile Banking App.

¹ The Law and the Directive aim at preventing the misuse of the financial-banking system for money-laundering activities and terrorism financing, but also at safeguarding the interests of all persons executing financial transactions.

In addition, a Bank Officer may communicate via phone with the customers for the update/review of their data.

Alternatively, the update/review of the customers' data could be performed during the customers' visit at any of the Bank's Branches.

4. What kind of documents and information are requested during the on-boarding or the updating of the customers' data

The following documents may be requested for the customers' identification and the creation of their financial profile.

Physical Persons	Legal Entities
Identification Card or/and Passport or/and Alien Registration Certificate (ARC) (valid).	Certification documents. For example: <ul style="list-style-type: none"> • The Corporate Certificates from the Registrar of Companies in Cyprus or, for non-Cypriot companies, from a corresponding authority or from other sources) • Memorandum and Articles of Association • Documents and data for the verification of the identity of the authorised signatories, the registered shareholders and ultimate beneficial owners
Proof of permanent residence address (up to 6months old) For example, a recent utility bill (e.g., electricity, water), or housing insurance document, or municipal taxes etc.	Proof of permanent address of the Head Office (up to 6 months old). For example, the presentation of a recent utility bill (e.g., electricity, water), or municipal taxes etc.
Contact details (phone number, email address, mailing address (if different from permanent residence address)	Contact details (phone number, email address, mailing address).
Clear and detailed description of the main economic/business/ professional activities/operations via supporting documentation	Clear and detailed description of the main economic/business/ professional activities/operations via supporting documentation
Proof of the source and amount of annual income (e.g., contract of employment, management accounts, etc.)	Proof of the source and amount of annual income including information relating to the number of staff of the company, the structure of the group and financial statements (recently audited financial statements, management accounts, etc)
Information relating to the purpose of the use of the accounts and services the customers are applying for to the Bank.	Information relating to the purpose of the use of the accounts and services you are applying for to the Bank.
More specifically, in relation to the financial nature of the account, such as anticipated account activity, nature of the transactions, the expected origin of funds (e.g., countries and names of principal counterparties) to be credited to the account and the expected destination (e.g., countries and names of principal counterparties) of outgoing transfers/Payments.	More specifically, in relation to the financial nature of the account, such as anticipated account activity, nature of the transactions, the expected origin of funds (e.g., countries and names of principal counterparties) to be credited to the account and

	the expected destination (e.g., countries and names of principal counterparties) of outgoing transfers/ payments
Proof relating to transactions, especially transactions which are not consistent with the customers' financial profile or not corresponding to the usual movement of the account	Proof relating to transactions, especially transactions which are not consistent with the customers' financial profile or not corresponding to the usual movement of the account
Information relating to the customers' tax residency.	Information relating to the customers' tax residency.
<p>The documents provided for proof of identity for physical persons and certification documents for companies should be the originals and, where required, duly certified; the bank is obliged to keep copies of these. Alternatively, the documents for proof of identity may be uploaded and authenticated digitally through the Bank's online platform with the use of a specialized system.</p> <p>The Bank must ensure that the customers transactions are not connected with money laundering or/and terrorism financing and are not connected with persons for whom sanctions/decrees/court orders have been imposed/issued.</p>	

The above list is non exhaustive and, depending on the circumstances, the Bank may, according to its own policy, request more information from customers.

5. Refusal of customers to provide all necessary documents

In case of refusal to submit all necessary information in accordance with the legislative and regulatory framework, the Bank may proceed with restrictions in the operation of the accounts, the termination of an existing business relationship, or may refuse to enter into a new business relationship.

6. What use is being made of the information provided and any personal data contained therein

The information the customers provide to the Bank, according to Law 125(I)/ 2018 on the Protection of Natural Persons regarding the Processing of Personal Data and for the Free Movement of such Data as amended from time to time, is kept securely and it is treated as confidential. The Bank takes all necessary measures to preserve banking secrecy according to Article 29 of the Business of Credit Institutions Law (66(I)/1997) and at the same time follow the provisions of Law 125(I)/2018.