FINANCIAL CRIME AND ANTI-MONEY LAUNDERING STATEMENT

Forms Capital Limited recognises that money laundering and the financing of terrorism represent serious threats to the stability and integrity of the financial system. We are fully committed to ensuring that our business is not used, whether knowingly or otherwise, as a channel for any form of financial crime. This statement outlines the framework within which we operate and explains what our obligations mean in practice for the people and businesses we serve.

Applicable Laws and Regulatory Framework

Our financial crime compliance programme is built on the requirements of the Anti-Money Laundering Act, 2008 (Act 749), as amended by the Anti-Money Laundering (Amendment) Act, 2014 (Act 874) and the Anti-Money Laundering (Amendment) Act, 2020 (Act 1044). We operate under the supervision of the Bank of Ghana and the Financial Intelligence Centre (FIC), and we align our practices with the standards set by the Financial Action Task Force (FATF).

These are not procedural requirements that sit in the background. They shape how we onboard customers, how we review transactions, and how we respond when something does not look right. Compliance with them is non-negotiable, and the consequences of failing to do so are serious for any institution and for the individuals concerned.

Customer Identification and Due Diligence

Before we open an account or begin any form of business relationship, we are required by law to identify and verify who we are dealing with. This process is known as Customer Due Diligence, and it applies to every customer regardless of the size or nature of the relationship.

The information we request will vary depending on your circumstances. Personal customers are asked to provide a valid government-issued identity document together with evidence of their current residential address. Where we are dealing with a business or other legal entity, we need to understand how the entity is structured and identify those individuals who ultimately own or control it, particularly where any person holds an ownership interest of 25% or more. We may also seek information about the purpose of the relationship and the expected source of funds.

In situations where an assessment of the relationship indicates a higher degree of risk, we are required to gather more detailed information and to obtain approval from senior management before proceeding. This is referred to as Enhanced Due Diligence. We apply this process not as a commercial barrier but because the law requires it and because maintaining the integrity of our operations is a responsibility we take seriously.

Politically Exposed Persons

Both Ghanaian law and international regulations require us to apply additional scrutiny to individuals who are, or who have been entrusted with prominent public functions. This category includes members of parliament, government ministers, senior officials of the judiciary, senior executives of state-owned enterprises and individuals in equivalent positions. Family members and persons known to be close associates of such individuals are subject to the same requirements.

Where a customer falls within this category, we will inform them of the additional steps involved before the relationship proceeds. This does not mean the relationship cannot go forward. It means that more care is required in assessing it.

Sanctions Screening

We screen all customers, beneficial owners and related parties against the sanctions lists maintained by Ghanaian authorities and relevant international bodies. This screening takes place at the start of the relationship and continues throughout its duration. Where a confirmed sanctions match is identified, we are legally obliged to decline or block the relevant transaction and to report to the competent authority. There is no discretion in this regard.

In some instances, we may be unable to process a transaction or provide an explanation for a particular decision. When this occurs, it may be because of a legal restriction associated with the sanctions screening process. We will communicate as much as we are permitted to in those circumstances.

Ongoing Monitoring of Transactions

Our responsibilities do not end once a customer has been onboarded. We monitor transactions and account activity on a continuous basis to ensure that what we observe remains consistent with our understanding of the customer and the stated nature of the relationship. We also conduct periodic reviews of customer information and risk assessments, particularly where there has been a change in the customer's profile or activity.

All members of our team receive regular training to help them identify activity that may be inconsistent with a customer's profile or that displays characteristics associated with financial crime. This includes transactions that appear unusually large or structured in a way that suggests an attempt to avoid reporting obligations, payments connected to high-risk jurisdictions, and activity that has no clear commercial rationale. Where concerns arise, staff are required to report them through the appropriate internal channels promptly.

Reporting Obligations

Where we know or have reasonable grounds to suspect that a transaction or activity is connected to money laundering, terrorist financing or any other form of financial crime, we are required under the Anti-Money Laundering Act to file a suspicious activity report with the Financial Intelligence Centre. This obligation applies without exception, regardless of the value of the transaction or the profile of the customer.

There is an aspect of this process that customers should be aware of. Once a report has been made or is under consideration, we are legally prohibited from disclosing that fact to anyone, including the person or entity to whom the report relates. This restriction is known as the tipping-off prohibition and is itself a provision of the law. If we are unable to proceed with a transaction and cannot offer a full explanation, it is possible that this restriction is the reason.

Record Keeping

We are required to retain records relating to customer due diligence, account information and transactions for a minimum of five years from the date the relationship ends or from the date of the relevant transaction, whichever is the later. These records may be made available to the Financial Intelligence Centre, the Bank of Ghana, the Economic and Organised Crime Office or any other competent authority upon request.

All customer records are held securely and managed in accordance with the Data Protection Act, 2012 (Act 843).

Raising a Concern

If you have any reason to believe that financial crime is occurring, whether in connection with Forms Capital Limited or otherwise, we encourage you to bring that concern to the attention of our Compliance team. All disclosures are handled with strict confidentiality. You also have the option of reporting directly to the Financial Intelligence Centre or the Economic and Organised Crime Office. Persons who make disclosures in good faith are protected under Ghanaian law.