

AML/CFT COMPLIANCE

AML/CFT Documentation

Checklist — Guyana

The five required documents for insurance compliance under Guyana's Anti-Money Laundering legislation.

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SECTION 00

What Is AML/CFT?

Under Guyana's AML/CFT legislation, all insurance companies and brokers must verify the identity of every client before placing any coverage. No policy can be bound without compliance.

■ No insurance coverage can be bound in Guyana until all five documents below are received and verified. This applies to all clients — local and international.

■ We can begin quoting in parallel while you gather documents. Contact us and we will send the documentation checklist and Customer Verification Form immediately.

Document 01 Identity Documentation

Required from: All Directors, Beneficial Owners, Trustees, and 10%+ Shareholders

- National Identification Card (Guyanese NID)
- Valid Passport — any country of issue
- Must be current and valid — expired documents not accepted
- Clear legible copy — all four corners visible
- One document required per relevant individual

■ Most common delay: missing ID for one director or shareholder. Prepare for everyone first.

Document 02 Proof of Address

Required from: The individual or entity being verified

- GPL — Guyana Power and Light bill
- GWI — Guyana Water Inc. bill
- GTT — Guyana Telephone & Telegraph bill
- Issued within the LAST 3 MONTHS
- Must be in the name of the person/entity being verified

■ International clients: overseas utility bills or bank statements generally accepted. Confirm before submitting.

Document 03 Certificate of Incorporation

Required from: The entity being insured

- Certificate of Incorporation — for incorporated companies
- Certificate of Continuance — where applicable
- Business Registration Certificate — sole traders and partnerships
- Articles of Incorporation — where applicable

- Certified copy required — all pages

■ Foreign companies: overseas incorporation documents accepted. Contact us with your jurisdiction to confirm requirements.

Document 04 Tax Identification Certificate

Required from: The entity being insured

- TIC issued by the Guyana Revenue Authority (GRA)
- Copy of original certificate sufficient
- Must be for the entity being insured
- Foreign equivalent generally accepted — confirm with us

■ New businesses: GRA registration typically takes 1-3 business days. Contact us for options if registration is pending.

Document 05 Customer Verification Form

Required from: Signed by an authorised director or officer

- Completed CVF — provided by Abdool & Abdool at no charge
- Business nature and purpose
- Source of funds declaration
- Beneficial ownership structure
- Politically Exposed Person (PEP) declaration
- Authorised signature required

■ We provide this form and guide every client through completion. Contact us to receive it immediately.

Need the Customer Verification Form?

Contact us and we will send the form and documentation checklist immediately.

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