

## تعميم

الموضوع: استبيان قياس مدى التزام  
المؤسسات المالية بمعيار تبادل  
المعلومات التلقائي

الرقم: ت.ع.م/202104/215  
التاريخ: 2021/04/11م

المحترم  
المحترم

سعادة الرئيس التنفيذي  
مسؤول الالتزام

السلام عليكم ورحمة الله وبركاته،

إشارة إلى الاتفاقية متعددة الأطراف بين السلطات المختصة بشأن التبادل التلقائي لمعلومات الحسابات المالية وملحق المعيار المشترك عن الإبلاغ والعناية الواجبة لمعلومات الحسابات المالية (CRS)، الموافق عليهما بموجب المرسوم الملكي رقم (م/125) وتاريخ 1438/12/01 هـ ولائحته بقرار مجلس الوزراء رقم (706) وتاريخ 1438/11/30 هـ، واستعداداً لتقييم مدى التزام المؤسسات المالية بالمملكة بالمعايير الخاصة بتبادل المعلومات التلقائي (CRS) المقرر هذا العام.

نرفق لكم الاستبيان المعد من الهيئة العامة للزكاة والدخل لقياس مستوى التزام المؤسسات المالية بالمملكة، ونود التأكيد على ضرورة الالتزام بتعبئة الاستبيان وإعادة إرساله إلى البريد الإلكتروني: [IC.Sup@SAMA.GOV.SA](mailto:IC.Sup@SAMA.GOV.SA) ، بموعد أقصاه 14 أبريل 2021م.

وفي حال وجود أي ملاحظات أو إشكاليات فنية نأمل التواصل مع هيئة الزكاة والدخل مباشرة عبر البريد

الإلكتروني التالي: [crs\\_q@gazt.gov.sa](mailto:crs_q@gazt.gov.sa)

للإحاطة والعمل بموجبه،،

وتقبلوا تحياتنا،

الإدارة العامة للرقابة على التأمين

البنك المركزي السعودي  
SAMA  
Saudi Central Bank



**The objective of this questionnaire is to check that Saudi Financial Institutions (FIs) have adequate policies and procedures in place to determine the reportable account holder/beneficial owner when reviewing their pre-existing accounts and new accounts.**

**All questions must be answered.**

This Questionnaire is based on application of, the Multilateral Competent Authority Agreement on Automatic Exchange of Financial Account Information ([AEOI Agreement](#) ), Common Standard on Reporting and Due Diligence for Financial Account Information ( [CRS Agreement Enclosure](#) ) and Rules and Administrative Procedures for the Implementation of the Multilateral Competent Authority Agreement on Automatic Exchange of Financial Account Information and the enclosure of the Common Standard on Reporting and Due Diligence for Financial Account Information(CRS Rules & Procedures ), ratified by Royal Decree n° M/125 of 1/12/1438 H., corresponding to 23/8/2017.

A more explanatory answer may be given as an attachment where necessary. Insert a reference to the question number and letter in any attachment.

## **SECTION 1 - GENERAL INFORMATION**

1. Name of FIs:	
2. The licensing agency:	
3. License number:	
4. TIN Number:	
5. Global Intermediary Identification Number (GIIN) for FATCA purpose:	
6. type of financial institution:	<input type="checkbox"/> Custodial <input type="checkbox"/> investment <input type="checkbox"/> Depository <input type="checkbox"/> Insurance

## SECTION 2 – GENERAL QUESTIONS

Questions (Yes/No)	Yes	No
<b>CRS and FATCA project organization</b>		
1. Do you periodically review your business operations to ensure it has a proper CRS and FATCA classification?		
2. Do you have proper change management policies in place to ensure that your compliance environment remains effective despite exposure to business changes internally or externally?		
3. Do you have a risk management framework that incorporates risks specific to CRS and FATCA?		
4. Do you have proper change management policies in place to ensure that your compliance environment remains effective despite exposure to business changes internally or externally?		
5. Can you clearly delineate between your centralized, decentralized and hybrid functions, and articulate which of your group entities perform which of your CRS and FATCA functions?		
6. Do you maintain a descriptive list of products and services offered to your clients, and an analysis of how accounts are impacted by CRS and FATCA?		
<b>Stakeholders collaboration</b>		
7. Have you identified your CRS and FATCA stakeholders?		
8. Is there active participation of your stakeholders to ensure ongoing compliance with CRS and FATCA?		
9. Do you have periodic established meetings to discuss CRS and FATCA compliance?		
10. Do you have an escalation process for raising ad-hoc internal or client matters pertaining to CRS and FATCA?		
11. Can you provide documentation of your collaboration with internal stakeholders for your initial and ongoing CRS and FATCA compliance obligations, such as internal meeting minutes, documentation indicating the assignment of responsibilities, including the Responsible Officer for FATCA purposes?		
<b>Roles, responsibilities and accountability</b>		
12. Do you have a clear and descriptive delineation of your functions and those responsible as they pertain to the CRS and FATCA?		
13. Do you document your use of external service providers and the context of such services?		
14. Do you have a process to monitor and assess updates pertaining to the CRS and FATCA?		
15. Do you have a process to communicate updates pertaining to the CRS and FATCA?		
16. Do you perform impact assessments based on updates to legislative guidance?		
<b>Training</b>		
17. Do you require mandatory training for stakeholders and employees who		

have responsibilities pertaining to the CRS and FATCA?		
18. Are you training updated on an annual basis to account for legislation or guidance changes?		
19. Do you have periodic evaluation of changes and accompanying communications on these changes, whether by training or other means?		
20. Do you have training specific to employees responsible for on-boarding and documentation validation, such as self-certifications?		
21. Do you inform your clients of their CRS and FATCA obligations?		
22. Do you update your intranet and public webpage to address CRS and FATCA?		
<b>Documentation and record-keeping</b>		
23. Did you establish policies and procedures for the implementation, compliance and maintenance of CRS and FATCA documentation?		
24. Do you routinely review and update your policies and procedures?		
25. Do you have an electronic repository where your policies and procedures are catalogued and stored?		
26. Do you inform or obtain assurance from your external service provider that legislative updates which impacts their functions have been taken into consideration?		
27. For risk or time sensitive matters, do you have a process to inform or escalate the matter to the external service provider?		
28. Is there an agreed upon timeframe for responses or resolutions?		
29. Does the external service provider handle potential inquiries from tax authorities?		
<b>Accounts are identified and monitored</b>		
30. How do your systems identify which accounts are High Value Accounts? Including any accounts that were previously Lower Value Accounts but have subsequently become High Value Accounts?		
Response:		
31. How do your systems and relationship managers knowledge permit, to determine whether the balance exceeded \$1,000,000 at 31 December 2017? And how do you take into account: a) The requirement to consider the differences in currencies for accounts; and b) The requirement to aggregate the balances across all Financial Accounts held by the account holder?		
Response:		
32. For any dormant accounts where you have not applied due diligence rules or reported the account; a) How do you identify circumstances, which would mean that the account should no longer be treated as dormant? b) What processes do you have in place to end the dormant account status and commence due diligence and reporting?		
Response:		

33. If an Account Holder notifies you of a change of circumstances which results in new indicia for a Reportable Jurisdiction or the US (such as a change in address), what procedures will be triggered for CRS and FATCA due diligence and reporting purposes?
Response:
34. What is the treatment and follow-up action, if any, where the Account Holder does not respond to any outreach made to cure indicia identified due to a change of circumstance?
Response:
<b>Compliance with rules on pre-existing individual accounts</b>
35. How do you make sure that where the residence address test has been applied, that you used a current address for account holders in every case?
Response:
36. Where you did not hold a current address, such as for accounts where mail was returned, did you apply the Electronic Record Search?
Response:
37. For all pre-existing accounts, did your procedures verify the addresses provided by account holders against Documentary Evidence?
Response:
38. How many systems do you maintain account holder details on? And what processes do you have in place to identify all such systems?
Response:
39. What process do you have in place in case of inconsistent information held across systems?
Response:

### SECTION 3 - DUE DILIGENCE OBLIGATIONS /PRE-EXISTING ACCOUNTS

Questions concerning the choice of review method	Yes	No
1. Do you opt to review pre-existing accounts according to the regulations for new accounts? [See Article 2(e) of CRS Agreement Enclosure and Article 4(a) of CRS Rules & Procedures].		

2. Do you opt to review accounts with a balance or value not Exceeding USD 1 million according to the rules/regulations for accounts with a balance or value that exceeds USD 1 million? [See Article 2(e) of CRS Agreement Enclosure and Article 4(a) of CRS Rules & Procedures].		
<b>Questions concerning the review of pre-existing accounts as of 7 September 2017 (pursuant to the provisions that implement CRS)</b>	<b>Yes</b>	<b>No</b>
3. Have you undertaken a review of all pre-existing accounts as of 7 September 2017 to identify account holders and beneficial owners who are resident for tax purposes in a state or Jurisdiction?		
4. Have you opted not to review pre-existing accounts owned or controlled by an entity when the balance or value does not exceed USD 250,000 as of 7 September 2017?		
<b>Questions concerning pre-existing accounts owned or controlled by a natural person</b>	<b>Yes</b>	<b>No</b>
5. If it has not been determined under the resident address test where the account holder is resident for tax purposes [see CRS Agreement Enclosure Article 3 (B) and Article 4 (c) of CRS Rules & Procedures], is a search then performed in electronically searchable information concerning the account holder?		
6. If the only circumstantial evidence that has been identified is an instruction to hold a post or a foreign c/o address, and no other address is registered for the account holder, do you then carry out one of the following measures?  <ul style="list-style-type: none"> <li>• Paper record search as required pursuant to CRS Agreement Enclosure Article 3 B (5).</li> <li>• Obtain from the account holder a self-certification or documentary evidence to establish the residence(s) for tax purposes.</li> </ul>		
7. If it cannot be established where the account holder is resident for tax purposes following such measures, is the account then marked as an undocumented account?		
8. If the account value exceeds USD 1 million, is a search then performed for information as referred to in CRS Agreement Enclosure Article 3 C(1), which is electronically searchable?		
9. If not all the information referred to in CRS Agreement Enclosure Article 3 C(1) is electronically searchable, is the customer's file then reviewed as required under CRS Agreement Enclosure Article 3 C(2)?		
10. Do you have policy and procedures in place, which ensure that relationship managers are made aware of relevant new information which affects pre-existing accounts as required under CRS Agreement Enclosure Article 3 C(9)?		
<b>Please provide a copy of your policies and procedures</b>		

11. Do you ensure that relationship managers aggregate the value of all accounts that the relationship manager understands or should understand to be directly owned, controlled or opened by the same person in order to determine whether the value exceeds USD 1 million as required under CRS Agreement Enclosure Article 7 C(3)?		
<b>Questions concerning pre-existing accounts owned or controlled by an entity</b>	<b>Yes</b>	<b>No</b>
12. Do you determine where the account holder is resident for tax purposes pursuant to CRS Agreement Enclosure Article 5 D (1a)?		
13. Do you determine whether an account holder is a financial institution or another entity pursuant to CRS Agreement Enclosure Article 8 (A)?		
14. Do you determine where beneficial owners are resident for tax purposes?		

#### SECTION 4 - DUE DILIGENCE OBLIGATIONS /NEW ACCOUNTS

<b>About the account holder/beneficial owner</b>	<b>Yes</b>	<b>No</b>
1. Are the account owners treated as account holders in accordance with CRS Agreement Enclosure Article 8 E (1)?		
2. Have all natural persons who are resident in one or more other countries been declared?		
3. Have all account holders that are companies, etc. and resident in one or more other countries been declared?		
4. When an account holder is a company, etc., do you exempt it from reporting in line with CRS Agreement Enclosure Article 8 D (2)?		
a) a company when the company's shares are regularly traded on an established securities market, or the company is an related entity to such a company		
b) a Governmental Entity		
c) an International Organization		
d) a Central Bank		
e) a Financial Institution		
5. Are your policies and procedures concerning the distinction between passive/active account holders (passive/active NFE/NFFE) in line with the Standard? [See CRS Agreement Enclosure Article 8 D (7) – (9)].		
<b>Determination of whether the account holder/beneficial owner is resident in a</b>		



<b>reportable jurisdiction</b>		
6. Are self-declarations routinely obtained concerning residence for tax purposes from a new account holder who is a natural person and who opens a financial account?		
7. Is an updated self-declaration or other information routinely obtained when a pre-existing account holder opens a new financial account?		
8. If the answer to question 7 above is "No", is such a self-declaration always obtained when new customer information is obtained in connection with the opening of the new account?		
9. Do cases arise where no self-declaration is obtained from the account holder/beneficial owner in other cases not covered by questions 6 & 7?		
10. Do you have policies and procedures or routines for assessing the reliability of the information given in the self-declaration?  <b>Please provide a copy of your policies and procedures</b>		
11. Do you have policies and procedures in place to close an account within 90 days if the account holder has provided inaccurate information or failed to provide information without correcting the situation?  <b>Please provide a copy of your policies and procedures</b>		

#### **SECTION 5 - OTHER QUESTIONS**

<b>Other questions</b>	<b>Yes</b>	<b>No</b>
1. Is documentation retained which shows how an account has been reviewed?		
2. Do you have policies and procedures in place for assessing the reliability of the information given in the self-certification, the new information or other information that have been obtained?  <b>Please provide a copy of your policies and procedures</b>		

**END**