

1. Inspection requirements for all companies other than DNFBPs:

- A copy of the company's Board of Directors meeting minutes, if available.
- The annual financial report for the last year or the bank account statement for the last six months of the company's account
- Proof of residence for the licensed holder (e.g., electricity bill, landline phone bill, rental or housing contract).
- Agreements signed between the company and its clients or Invoices for services provided or goods sold.
- Shipping and customs clearance bills of lading.
- Any online existence

2. DNFBPs inspection requirements:

- Board Minutes of meetings.
- Copies of the shareholders, UBO and managers updated passports.
- Passport & contract of the compliance officer whether internally or externally appointed.
- AML Policy.
- Screenshot for goAML registration.
- Screenshot for the Executive Office for Control & Non-Proliferation (EO-IEC) window showing the date of screening.
- Sample of exist customer screening through any of screening systems its “World Check”.
- Sample KYC form for any existing customer.
- Sample of PEP declaration form for an existing customer. (in case it’s not included in KYC form)
- Invoices, Bill of landing, custom clearance and any signed contracts or agreements.
- Financial audit report for the past year.
- Any online existence
- Mention the company’s branches and its locations (if any)

You can find the guidance of DNFBPs in our website