



Ministry of Finance  
Office of the Superintendent of Real Estate

**NOTICE OF REQUEST FOR INFORMATION**

Under Section 16 of the Proceeds of Crime (Supervision and Enforcement) Act 2008

| <b>AML/ATF SUPERVISORY STATISTICAL RETURN<br/>FOR REAL ESTATE BROKERS</b> |   |  |
|---|---|--|
| <b>A. GENERAL INFORMATION</b>   |   |  |
| <b>1</b>  | Name of real estate broker (individual or legal entity, including “trading as” if applicable) |  |
|   |   |  |
| <b>2</b>  | Address of main office  |  |
|   |   |  |
| <b>3</b>  | Broker contact details  |  |
|   | Name of contact person:   |  |
|   | Phone No:   |  |
|   | Email:  |  |
|   | Fax:  |  |
|   | Website:  |  |
| <b>4</b>  | Legal form of business (mark with X) and ROC Registration #                                   | Sole Proprietorship [ ] Partnership [ ] Company [ ]<br>ROC Registration number _____ |
| <b>5</b>  | List the names of the beneficial owners of your real estate firm <sup>1</sup>                 |  |
| <b>5a</b>   | Ownership percentage is Bermudian (%)   |  |
| <b>5b</b>   | Foreign (%)   |  |

<sup>1</sup> Refer Section 3 of the *Proceeds of Crime (Anti-Money Laundering and Anti-Terrorist Financing) Regulations 2008*.  
[http://www.bermudalaws.bm/Laws/Consolidated%20Laws/Proceeds%20of%20Crime%20\(Anti-Money%20Laundering%20and%20Anti-Terrorist%20Financing\)%20Regulations%202008.pdf](http://www.bermudalaws.bm/Laws/Consolidated%20Laws/Proceeds%20of%20Crime%20(Anti-Money%20Laundering%20and%20Anti-Terrorist%20Financing)%20Regulations%202008.pdf)

|    |  |   |  |
|----|--|---|--|
|    |  |   |  |
| 6  | Year first registered to conduct real estate activities (mm/dd/yy)   |   |  |
| 7  | Number of local offices or branches in Bermuda, and address of the same  |   |  |
| 8  | Name of any subsidiaries, affiliates or franchises   |   |  |
| 9  | Overall business structure   | Please provide an organizational chart which details the ownership structure, board of directors (if applicable), management, compliance officer and reporting officer.<br><b>Organizational Chart Attached: YES NO</b> |  |
| 10 | Personnel matters  | Total # of all employees (full and/or part time):<br><br>Total # of contractors for which the Broker holds real estate agent licences:<br><br>Total # of real estate licenses held by Broker:                           |  |
| 11 | Total revenue from all sources (BMD) <sup>2</sup> broken out as follows:<br><br>See Instructions for more reporting information. | Sales commissions:<br><br>Co-broke arrangements:<br><br>Rental commissions:<br><br>Property management services:<br><br>Appraisal/valuation services:<br><br>Other (specify):<br><br>TOTAL:                             |  |



<sup>2</sup> Total revenue for the calendar year ending December 31, 2018.

| <b>B. INHERENT RISK FACTORS</b> |  |                               |              |  |              |
|---------------------------------|--|-------------------------------|--------------|--|--------------|
|                                 |  |                               |              | For calendar year ending December 31, 2018                                   |              |
| <b>1</b>                        | <b>Client</b>  | <b>Number of Transactions</b> |              | <b>Sales price of property subject to sale or purchase transaction (BMD)</b> |              |
|                                 | See Instructions for more reporting information.   | <b>Seller</b>                 | <b>Buyer</b> | <b>Seller</b>  | <b>Buyer</b> |
| <b>1a</b>                       | <b>Type of client – Person or entity that purchases or sells the real estate</b>   |                               |              |  |              |
|                                 | i) Individuals   |                               |              |  |              |
|                                 | ii) Limited companies (Ltds., excluding Private Trust Companies)   |                               |              |  |              |
|                                 | iii) Bank owned properties   |                               |              |  |              |
|                                 | iv) Private Trust Companies (PTCs or PVTs)   |                               |              |  |              |
|                                 | v) Limited Liability Companies (LLCs) and/or Partnerships  |                               |              |  |              |
|                                 | vi) BMA-licensed trustees on behalf of trusts they manage  |                               |              |  |              |
|                                 | vii) Trusts with individual/unlicensed trustees  |                               |              |  |              |
|                                 | <b>SUBTOTAL 1a(i) – (vii)</b>  |                               |              |  |              |
| <b>1b</b>                       | <b>Transactions with Intermediaries</b><br>(persons acting on behalf of clients, e.g. lawyers, executors, receiver/liquidator, accountants, power of attorney, etc.) |                               |              |  |              |
|                                 | <b>TOTAL of 1a and 1b</b>  |                               |              |  |              |
| <b>1c</b>                       | <b>Residency of client</b>   |                               |              |  |              |
|                                 | i) Bermuda   |                               |              |  |              |
|                                 | ii) United States  |                               |              |  |              |
|                                 | iii) Canada  |                               |              |  |              |
|                                 | iv) United Kingdom   |                               |              |  |              |
|                                 | v) All other countries   |                               |              |  |              |
| <b>1d</b>                       | <b>Politically Exposed Persons (PEPs)<sup>3</sup></b>  |                               |              |  |              |
|                                 | i) Domestic PEPs   |                               |              |  |              |
|                                 | ii) International PEPs   |                               |              |  |              |

<sup>3</sup> See definition of Politically Exposed Persons (PEPs) in the Schedule of the Proceeds of Crime (Anti-Money Laundering Anti-Terrorist Financing) Regulations 2008.

| 2 | Products and Services  | Number of Transactions |       | Sales price of property subject to sale or purchase transaction (BMD) |       |
|---|--|------------------------|-------|---|-------|
|   |  | Seller                 | Buyer | Seller  | Buyer |
|   | <b>a. – d. are to report co-broke arrangements.</b><br>See Instructions for more reporting information.  |                        |       |   |       |
|   | a. Purchase or sale of residential real estate   |                        |       |   |       |
|   | b. Purchase or sale of fractional interests in property  |                        |       |   |       |
|   | c. Purchase or sale of commercial property   |                        |       |   |       |
|   | d. Purchase or sale of land  |                        |       |   |       |
|   | <b>SUBTOTAL 2(a) – (d)</b>   |                        |       |   |       |
|   | <b>e. – h. are to report transactions where the Broker represented both sides, or where you were the only Broker on the transaction.</b><br>See Instructions for more reporting information. |                        |       |   |       |
|   | e. Purchase and sale of residential real estate  |                        |       |   |       |
|   | f. Purchase and sale of fractional interests in property   |                        |       |   |       |
|   | g. Purchase and sale of commercial property  |                        |       |   |       |
|   | h. Purchase and sale of land   |                        |       |   |       |
|   | <b>SUBTOTAL 2(e) – (h)</b>   |                        |       |   |       |
|   | <b>TOTAL 2(a) – (h)</b>  |                        |       |   |       |
| 3 | Method of Payment  | Number of Transactions |       | Amount (BMD)  |       |
|   | See Instructions for more reporting information.   |                        |       |   |       |
|   | a. Cash (notes and coins)  |                        |       |   |       |
|   | b. Cheque  |                        |       |   |       |
|   | c. Bank Transfer (direct) or wire transfer   |                        |       |   |       |
|   | d. Payment by any other means  |                        |       |   |       |
|   | <b>TOTAL 3(a) – (d)</b>  |                        |       |   |       |

| 4 | Geographic Exposure  | Number of Transactions |       | Amount (BMD) |       |
|---|--|------------------------|-------|--------------|-------|
|   |  | Seller                 | Buyer | Seller       | Buyer |
|   | Purchase or sale transactions where funds originated from outside of Bermuda<br>(list all countries) |                        |       |              |       |
|   | a.   |                        |       |              |       |
|   | b.   |                        |       |              |       |
|   | c.   |                        |       |              |       |
|   | d.   |                        |       |              |       |
| 5 | Delivery Channel   |                        |       |              |       |
|   | Non-face-to-face transactions  |                        |       |              |       |

|  |   |  |   |  |
|--|---|--|---|--|
| <b>6</b>   | <b>Rentals and Property Management</b><br>See Instructions for more reporting information.<br>Indicate whether the Broker is reporting in number of:<br>Buildings <input type="radio"/> Units <input type="radio"/> | <b>Number of Properties<br/>(reported as # of<br/>buildings or # of units)</b> | <b>Value of one year<br/>(2018) rents paid<br/>under leases or<br/>agreements<br/>for 2018 only</b> |  |
|  | a. Number of COMMERCIAL properties rented to tenants in 2018 (new leases or agreements signed in 2018; do not count multi-year rentals for which leases/agreements were not signed in 2018)                         |  |   |  |
|  | b. Number of RESIDENTIAL properties rented to tenants in 2018 (new leases or agreements signed in 2018; do not count multi-year rentals for which leases/agreements were not signed in 2018)                        |  |   |  |
|  | c. Number of SHORT TERM or VACATION RENTAL properties rented to tenants in 2018 (new leases or agreements signed in 2018)   |  |   |  |
|  | d. Current number of COMMERCIAL properties managed, including those owned directly by the Broker  |  |   |  |
|  | e. Current number of RESIDENTIAL properties managed, including those owned directly by the Broker   |  |   |  |
| <b>C. IMPLEMENTATION OF YOUR AML/ATF OBLIGATIONS</b> |   |  |   |  |
|  | <b>AML/ATF Obligations</b> (mark with an X)   | <b>YES</b>   | <b>NO</b>   |  |
| <b>1</b>   | Have you appointed a compliance officer?  |  |   |  |
| <b>2</b>   | Have you developed AML/ATF policies and procedures?   |  |   |  |
| <b>3</b>   | Have you identified and assessed the ML/TF risks specifically related to your business activities?  |  |   |  |
| <b>4</b>   | Have you implemented adequate customer due diligence measures?  |  |   |  |
| <b>5</b>   | Have you organized initial and on-going training for your employees related to AML/ATF risks and obligations?   |  |   |  |
| <b>6</b>   | Do you apply enhanced due diligence measures to high risk situations or clients?  |  |   |  |
| <b>7</b>   | Do you maintain accurate records related to transactions, business relationships and SARs for the recordkeeping period required under the POCA (AML/ATF) Regulations?   |  |   |  |
| <b>8</b>   | Are the Broker's staff adequately trained on how to report suspicious activities?   |  |   |  |
| <b>9</b>   | Have you conducted a review of your policies and procedures?  |  |   |  |

|  |  |  |  |  |
|--|--|--|--|--|
| 10   | Does the Broker have adequate policies and procedures in place which address sanctions screening?  |  |  |  |
| <b>D. REAL ESTATE BROKER OBSERVATIONS:</b> |  |  |  |  |
|  | Please provide any additional information or comments to assist the Superintendent of Real Estate to better understand the content of this Return. |  |  |  |
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|  |  |  |  |  |
| <b>E. STATEMENT</b>                        |  |  |  |  |
|  | I hereby certify that the statements and information contained in this return are true and correct to the best of my knowledge and belief.         |  |  |  |
|  | Name:  |  |  |  |
|  | Title  |  |  |  |
|  | Date (mm/dd/yyyy):   |  |  |  |