



Rated by:



IFLR1000



COMPLIANCE SUPPORT SERVICE



REQUIRED CONTROL FUNCTIONS IN EMI/PI

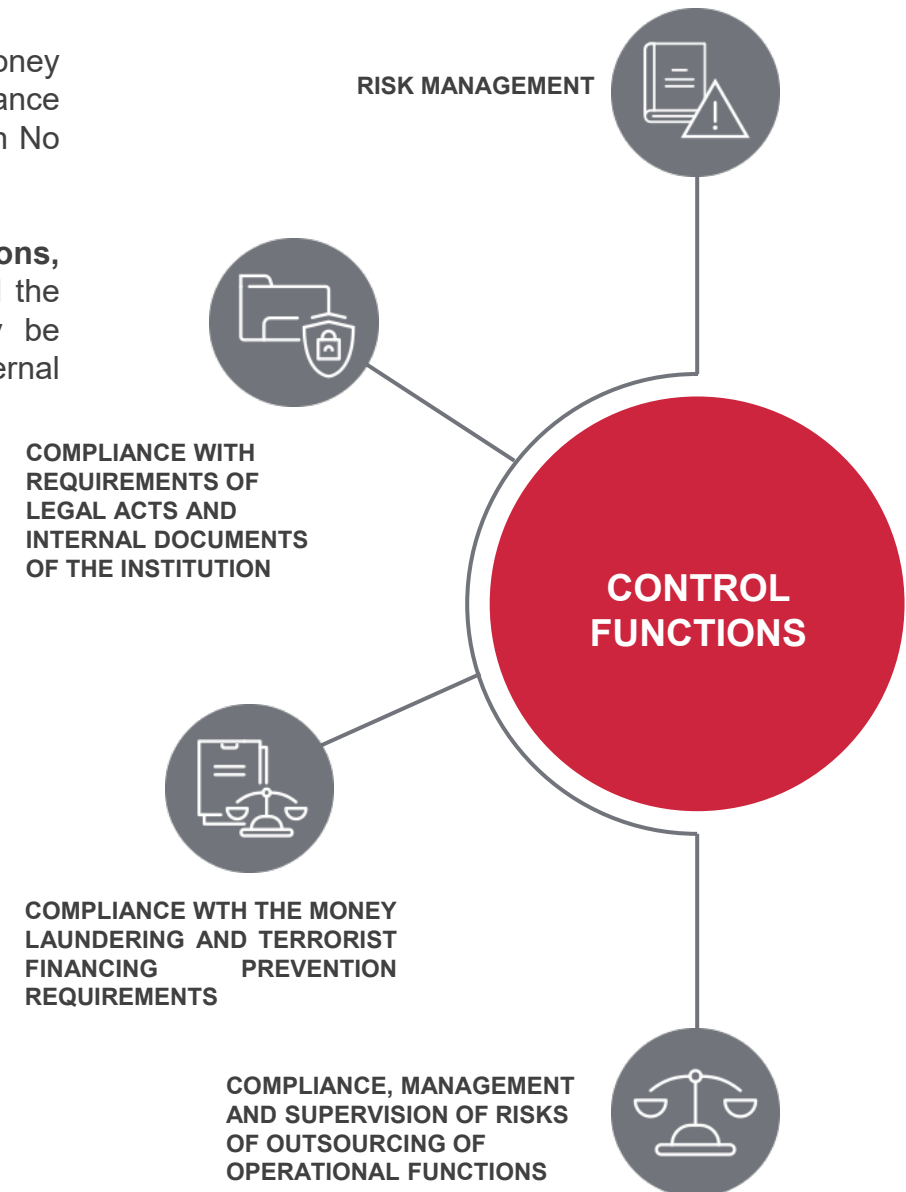
According to the point 9.4. of „Description of requirements for electronic money institutions (EMI) and payment institutions (PI) regarding the governance arrangements and safeguarding of received funds” approved by the resolution No 03-106 of the Board of the Bank of Lithuania:

The institution has to designate the **persons responsible for control functions**, who shall be appointed in observance of the requirements of legal acts and the profile, scale and complexity of the institution’s risks. One person may be responsible for several control functions, except for the organisation of internal audit.

We want to offer an outsourcing service to support managing control functions in your company.

Our tasks would include:

- Risk assessment;
- Preparation of Compliance policy;
- Preparation of action plan;
- Submission of quarterly report to the Management Body.



THE DESCRIPTION OF WHAT EACH FUNCTION HOLDS



Risk Management

Functions related to risk management include advising and assisting on:

- Framework
 - At least quarterly risk mapping reports are provided to the Board, including control of the risk limits utilisation.
 - This function should report annually on the company risks to the Board
 - Operational risk registers
 - Training on risk management to the Board, other key function holders, and all staff.
-



Compliance with requirements of legal acts and internal documents of the institution

Functions related to Compliance with requirements of legal acts and internal documents of the institution include advising and assisting on:

- Framework
- Compliance risk assessment
- Action plan according to the risk assessment, identifying priorities for review of the Compliance function
- Trainings
- Regulatory update identifying hot topics, changing of the priorities, if necessary
- Review the action plans after internal and external audits, inspections or risk assessments.

The Compliance risk assessment would evaluate these areas:

- Governance, internal control
- Risk governance
- Outsourcing
- IT Data management and Cyber security, business continuity plan
- Operational or security incident reporting
- Data protection and privacy
- Safeguarding of Client's Funds
- Customer service (terms and conditions and complaint handling)
- Capital adequacy
- Compliance with the license (products)
- New product development
- Reporting



THE DESCRIPTION OF WHAT EACH FUNCTION HOLDS



Compliance of AML

Functions related to AML/TF include advising and assisting on:

- Framework
 - Risk assessment
 - Action plan according to the risk assessment, identifying priorities for review of Compliance function – quality assurance
 - Review of the policies, and procedures after the first line of defence prepares them
 - Trainings
 - Regulatory update identifying hot topics, changing of the priority, if necessary.
 - Review of the action plans after internal and external audits, inspections or risk assessments.
-



Outsourcing of operational functions

Functions related to Outsourcing of operational functions include advising and assisting on:

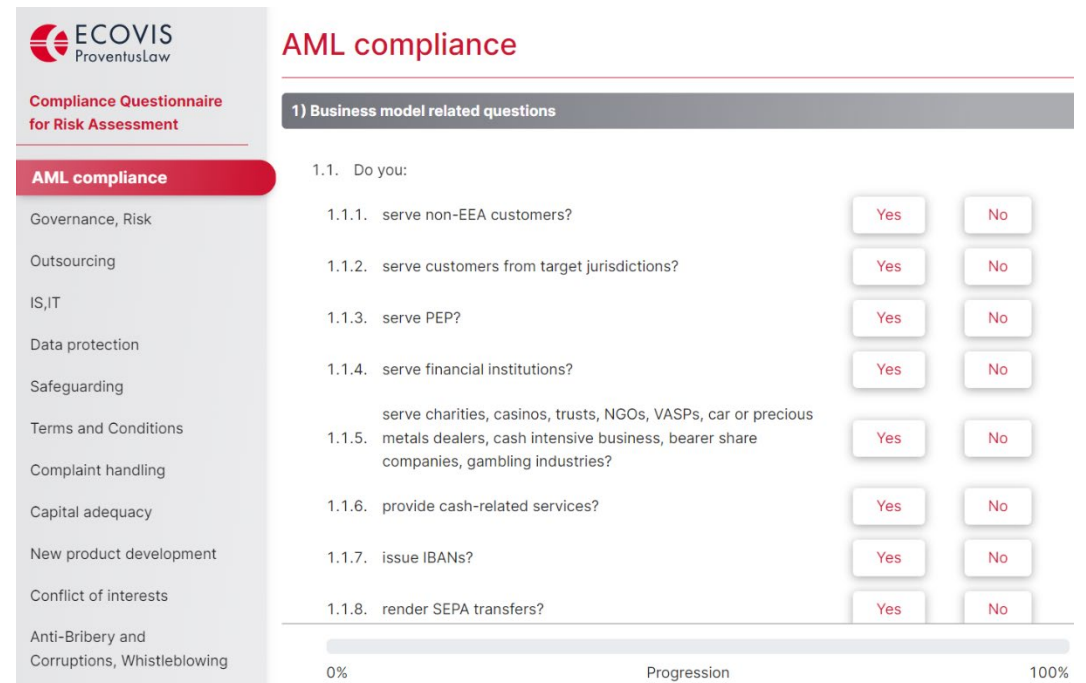
- Framework
- Outsourced functions register – important and not essential functions
- Assessment of the risks of outsourced function, approval from the Bank of Lithuania, when necessary
- Periodical re-assessment of the outsourced functions (due diligence).



THE IT TOOL TO PERFORM COMPLIANCE SUPPORT FUNCTION

For client's convenience and easier traceability of compliance function performance, we have developed an IT tool which enables:

- To complete questionnaires of all most critical financial market participant compliance-related topics;
- To share the link to IT tool internally with staff members;
- To carry out gap analysis;
- To complete legal compliance risk assessment;
- To prepare a compliance monitoring plan;
- To complete legal compliance risk re-assessment periodically.



The screenshot displays the 'AML compliance' section of the 'Compliance Questionnaire for Risk Assessment'. The interface includes a sidebar with a navigation menu, a main content area with a list of questions, and a progress bar at the bottom.

Compliance Questionnaire for Risk Assessment

AML compliance

Governance, Risk

Outsourcing

IS,IT

Data protection

Safeguarding

Terms and Conditions

Complaint handling

Capital adequacy

New product development

Conflict of interests

Anti-Bribery and Corruptions, Whistleblowing

1) Business model related questions

1.1. Do you:

1.1.1. serve non-EEA customers?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
1.1.2. serve customers from target jurisdictions?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
1.1.3. serve PEP?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
1.1.4. serve financial institutions?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
1.1.5. serve charities, casinos, trusts, NGOs, VASPs, car or precious metals dealers, cash intensive business, bearer share companies, gambling industries?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
1.1.6. provide cash-related services?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
1.1.7. issue IBANs?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
1.1.8. render SEPA transfers?	<input type="button" value="Yes"/>	<input type="button" value="No"/>

0% Progression 100%

PROCESS FLOW

- Agreement on the scope of outsourced functions with the client.
- Coordinate with the Bank of Lithuania as required (any of the listed outsource functions are subject to essential functions and must be coordinated with the Regulator).
- Signing the contract with a fixed monthly fee (inform and agree on extra if the agreed hours are exceeded).
- The law firm appoints a responsible person and external experts required to support the control functions.



RISK MANAGEMENT SERVICES



**Consultations on risk
management**



**Preparation of the risk
management framework for
EMI, PI**



**Risk management as a third-
party service - support for
the second line of defence**



RegRally Academy

Training



ECOVIS ProventusLaw experts deliver different formats of training according to the needs of your company



IN PERSON



LIVE ONLINE



HYBRID



ONLINE

-
- Governance
 - Capital adequacy
 - Conflict of interest

- GDPR
- AML/ CTF
- Sanctions

- Risk management
- Outsourcing
- Safeguarding of clients' funds

Our training sessions are practical and according to the latest trends so that you can get the best learning experience from our experts in a convenient online format for everyone in your company.

The introductory courses are recorded and stored [online](#) and apply to all company personnel (management board, operations, sales, compliance, customer service, etc.).

Upon successfully passing the knowledge test, every participant will receive a PDF certificate of completion.

We will also provide a report for the company.



With our professional experience and specific knowledge of business sectors

we offer tailor made solutions that best fit your business needs.

ADDRESS

Mesiniu str. 5, LT-01133
Vilnius, Lithuania

PH

+ 370 (5) 2124084

MAIL

vilnius@ecovis.lt

