August 10, 2014

**RE: Preparing Your FINTRAC Examination Materials**

Greetings and salutations,

This package has been designed to help you prepare your FINTRAC examination materials. The file that you’ve just downloaded includes a folder structure to make it easy for your examiner to review and understand your materials, as well as some suggested wording to help you introduce your examiner to your business and processes. As you prepare your package, remember that although you know your business very well, your examiner does not. This means that it’s up to you to present information about your business in a way that is clear, concise and in the format that FINTRAC requires.

To start, you’ll need a copy of FINTRAC’s information request. We’ve set up folders to match the most commonly requested items, but you will need to change some of the folder names and you may need to add more folders. There should be one folder for each item that FINTRAC has requested. If you’re submitting your examination package on paper, each folder should be a clear cover page for that part of the request.

An introduction letter can help to provide a general overview of your business. This is also a good time to introduce anything about your business that isn’t typical for your sector or for the period being examined. It can also be used to briefly describe any changes to your organization. A sample introduction letter is included for you to edit and use with your submission.

Introductions can also be useful for the materials in each section. These should always be brief (less than one page in total) and focused on anything that is outside of the norm or requires explanation. If the materials that you’re providing aren’t something that someone outside of your company could easily read and understand, you should consider using an introduction for that section. We’ve provided some sample introductions for each section for you to edit and use with your submission.

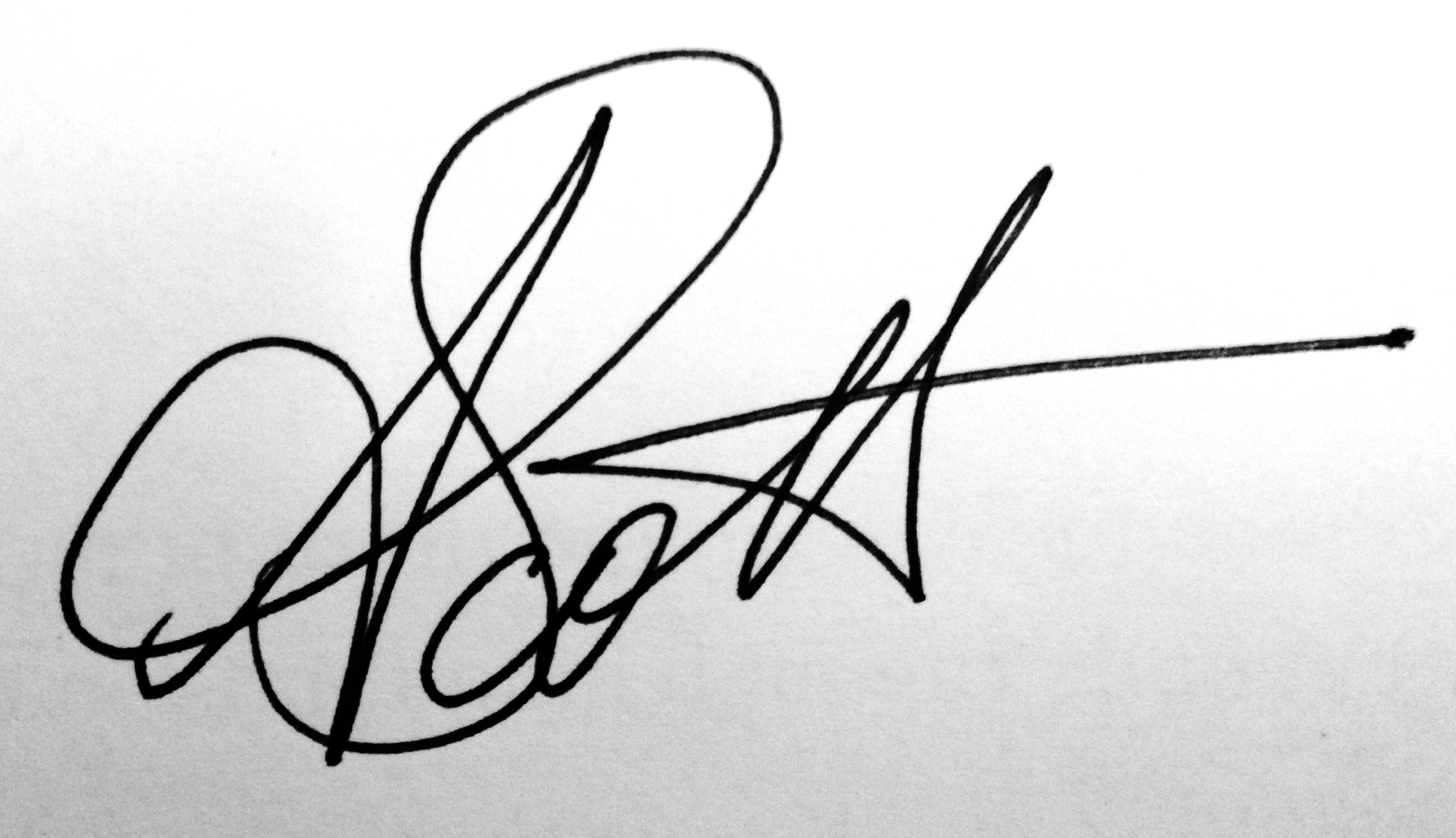
Before you submit your final package to FINTRAC, review all of the information to be certain that you’ve included everything that FINTRAC has requested in acceptable formats. It can be useful to go through your completed package, comparing each item against your FINTRAC information request letter.

If you are submitting your package electronically, you should use a CD or DVD type of media disk rather than a data key (data keys are generally considered vulnerable to malware and many institutions, including FINTRAC, will not accept data in this way). Never send confidential or personal information, including employee or client information, via email.

Finally, whether you are dropping off your submission in person or sending it by courier, you’ll want proof that FINTRAC has received your materials. This can be done by using a “signature required” courier or by using a simple form (a sample is included in this package in case you need it) that the person at the front desk stamps for you. This provides you with a record of when FINTRAC received your materials, in case the examiner hasn’t received them by the deadline.

If you need additional assistance preparing or reviewing your FINTRAC package submissions, please let us know. Outlier offers fixed-fee consulting projects, so you always know exactly what you’re paying (and what you’re paying for) before we start work.

Sincerely,



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