



## COMPLIANCE PROCESS

*Our ground in practice solution allows us to accompany our clients from beginning to end by synthetizing and simplifying the information received.*

### PHASE 01

#### DIAGNOSIS

##### Process

Set up of a decision matrix  
Set up of a function matrix  
Set up of a Compliance profile

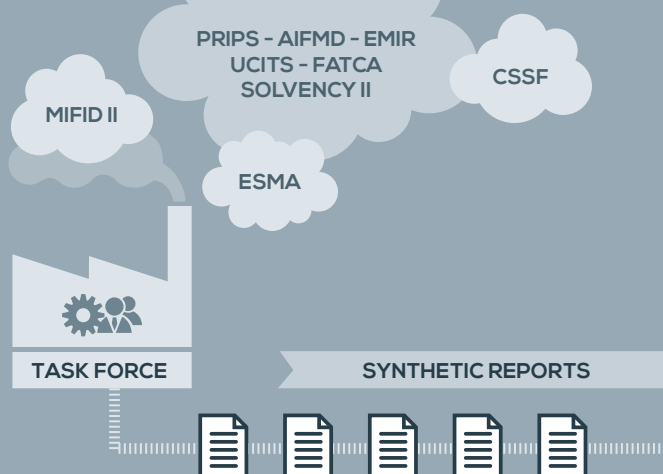


##### Timeframe

Annually or ad-hoc basis

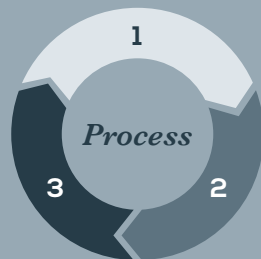
### PHASE 02

#### REGULATORY WATCH



### PHASE 03

#### ON-GOING PROCESS



- 1 Compliance Dashboard recapitulating the 3 main control types: (1) Legal (2) Operational (3) Organizational
- 2 Monitoring of all legal reporting
- 3 Regular reporting to CP and BOD (format and frequency TBD)

##### Deliverable



Compliance Dashboard  
Compliance reports

### PHASE 04

#### FILING WITH REGULATORS

##### Process

Compliance Reporting to the CSSF



##### Deliverable

Annual Compliance Report



##### Timeframe

Annually



**AR  
KUS**  
FINANCIAL  
SERVICES

Compliance



## COMPLIANCE

Over the past years, the industry faced huge regulatory changes that needed to be implemented in a short time frame. The regulatory environment has become more and more complex over the years and is bound to get even more complex in the years to come.

Aligning regulatory requirements and best practice can appear daunting. Too often compliance reports appear tedious or irrelevant. Our approach to a concrete and practical compliance function is based on two fundamental convictions:

- We believe that regulation follows best practice on a principle or on a prescriptive basis.
- We also believe that the focus of the compliance function has to be oriented with the criticality rankings resulting from the risk profiling exercise.

*As a result our compliance officers can help you comply not only with regulation, by assessing the impact and analysing risks specific to your operations, but also with best practice in order to anticipate upcoming changes.*

## SCOPE OF SERVICES

*Our service offering is articulated around a Compliance Charter adapted to our clients' specificities.*

### **Regulatory watch**

Your dedicated compliance officer will monitor any new regulation and provide you with a synthetic analysis which will pave the way for its implementation.

### **Compliance dashboard**

Your compliance officer will lay out an annual compliance plan and its calendar of controls. The compliance assessments will ensure statutory, best practices and legal/regulatory compliance.

#### • **Gap analysis regarding contractual framework**

Further to our preliminary analysis, a gap analysis report will be issued to list all agreements in place and make sure that every aspect is covered. An on-going follow up will also be done.

#### • **Respect of applicable circulars and policies**

On-going checks will be done in order to be sure that any applicable circulars and policies are implemented and respected.

#### • **Follow-up of regulatory reporting**

A dashboard will be established in order to make sure that all regulatory reporting is done and filed in time. This dashboard is coupled to an alert system.

## PERMANENT COMPLIANCE FUNCTION

*Arkus offers you the required degree of independence while remaining cost efficient:*

- Reporting on adequacy and efficiency of policies and procedures.
- Recommendations to the BoD in order to comply with applicable laws and circulars.
- Issuing annual compliance report to regulator.



**ARKUS**  
FINANCIAL  
SERVICES

Luxembourg - London - Dublin

**Société anonyme**  
6B route de Trèves L-2633 Senningerberg  
Luxembourg  
T +352 42 26 11 111 F +352 42 26 399  
info@arkus-fs.com

Central Point 45 Beech Street  
London EC2Y 8AD  
T +44 (0)20 7953 9877

[www.arkus-fs.com](http://www.arkus-fs.com)