



## Costa Rica - AML KYC Regulations

### Document History

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**Disclaimer:** Neither Shufti Pro nor the authors of this document shall be held responsible, liable or accountable for the contents of this document. The responsibility to comply with AML - KYC regulations lies with the Client. Achieving full compliance with legal obligations requires a thorough analysis of the specific situation, organizational requirements, and regulatory practices. The information provided in this document should be seen as an overview of requirements and measures towards conducting proper and satisfactory Identity Verification procedures. This document suggests general measures in line with recommendations, resources, or procedures provided by relevant laws and authorities to support identity verification requirements. The mere reference to or reliance placed on this document alone does not constitute a warranty of any system nor does it guarantee legal compliance. It remains the sole responsibility of the Client to comply with its legal obligations.

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## 1. Introduction

Superintendencia General de Entidades Financieras (SUGEF) introduced its framework on anti-money laundering and countering the financing of terrorism to criminalize anti-money laundering and lay down appropriate safeguards and guidelines. These regulations regulate the rights and obligations of legal persons and natural persons in preventing and detecting money laundering and terrorist financing. These regulations also contain provisions regarding customer screening, identification and verification of customers.

## 2. Scope

The 'Costa Rica - AML KYC Regulations' report may be used as a reference to highlight information from Costa Rica '*Law No. 8204 (Costa Rica's anti money-laundering law)*'.

Under the guidelines from the Central Bank of Costa Rica, Superintendencia General de Entidades Financieras (SUGEF), and the aforementioned acts, this document highlights the necessary requirements for AML and KYC procedures, in particular, Identity Verification required in Costa Rica. These requirements are approximated from relevant information/laws/directives from the aforementioned document.

## 3. Definitions

- **Client**: Shufti Pro's customer is referred to as the Client.
- **Customer**: The client's customer whose subject to the KYC - AML checks.
- **End-user**: The client's customer is referred to as end-user but from Shufti Pro's perspective.
- **Document Verification**: The process of verifying the authenticity of a government-issued identity document.
- **Identity Verification**: The process of verifying the identity of the client's customers.
- **Proof of Identity**: Any government-issued identity document that can be used to identify an individual (natural person).
- **EDD**: Enhanced Due Diligence (EDD) is a process that executes a greater level of scrutiny related to potential business relationships.
- **Third-Party Diligence**: Outsourcing of the due diligence process to an external party by the Client who is originally responsible for carrying out due diligence activities.
- **PEP**: Politically Exposed Person (PEP) is a person with a higher risk for potential involvement in bribery/corruption.
- **Due Diligence**: Refers to the measures taken to mitigate risk before entering into an agreement or carrying out a financial transaction with another party.

## 4. References

- [Ley sobre estupefacientes, sustancias psicotrópicas, drogas de uso no autorizado, actividades conexas, legitimación de capitales y financiamiento al terrorismo](#)
- [Normativa Para El Cumplimiento De La Ley N° 8204a](#)
- [Reglamento Para La Prevención Del Riesgo De Legitimación De Capitales, Financiamiento Al Terrorismo Y Financiamiento De La Proliferación De Armas De Destrucción Masiva, Aplicable A Los Sujetos Obligados Por Los Artículos 15 Y 15 Bis De La Ley 7786](#)

## 5. Due Diligence Requirements

### 5.1. Identity Verification Requirements

As per the requirements of the Costa Rica regulations, these are the following ID attributes required for the purpose of identifying a natural person (Individual) from official documents.

- Full Name;
- Nationality;
- Date and place of birth;
- Identification Number;
- Address.

### 5.2. Compliant CDD Methods

We (Shufti Pro) may apply one or more of the following measures at the request of the Client to perform Identity Verification on its behalf. Where an End-user is an individual, who does not present himself to the Client for verification in physical presence.

- 5.2.1. Shufti Pro shall perform verification of the End-user's identity on the basis of independent sourced documents that are highlighted in 5.3. These documents provide reasonable reliability to the confirmation of the identity in Costa Rica. Shufti Pro shall ensure that documents being utilized are photo-based biometric identification documents that suffice requirements for Identity Verification.
- 5.2.2. For the purpose of verifying the End-user's identity, Shufti Pro shall also verify the documents that are submitted. We utilize our specialized Document Verification service to perform checks on the authenticity of the document. This includes checks on security features such as holograms, tapered/crumpled edges, doctored elements, form inconsistencies, document expiration, MRZ, reflected colors and microprinting.

### 5.3. Documents Required for Verification

The following documents are considered in Costa Rica as Proof of Identity:

### **Identity Verification**

- Identity Card;
- Passport;
- Driving License.

### **Address Verification**

The following documents are considered in Costa Rica as proof of address:

- A current utility bill (such as gas, electricity, telephone or mobile phone bill); (issued no more than three months ago that shows the End-user's address and name);
- Government department Issued document (containing End-users address and name);
- Bank statement (not older than 3 months, containing End-users address and name).

#### **5.4. Timing of Verification**

Identity Verification is not limited to a one-time, one instance process. In fact, it is required in multiple instances as per recommendations. The application and choice of when to deploy Identity Verification procedures depend on your requirements and it's conveyance to Shufti Pro.

You are to pursue Identity Verification when you onboard a new Customer. If you are dealing with transaction data, you should apply Identity Verification as per the monetary thresholds defined in Costa Rica's regulation. In other instances, Identity Verification becomes more important to employ if you face higher risks from your Customers. A high-risk situation would be any instance where an Individual might represent above normal exposure of money laundering related threats to you.

#### **6. Politically Exposed Persons and EDD Measures**

As per the Enhanced Due Diligence requirements under Costa Rica regulations, you are required to determine if your Customer is a Politically Exposed Person, holds a public office, or exhibits a higher risk profile. In order to fulfill your obligations, Shufti Pro provides you it's AML Screening service. The service screens an individual's selected ID attributes of Name and DOB against watchlists of global regulatory authorities, foreign and domestic databases, compromised PEPs and sanctioned individuals.

The service highlights the category of the PEP based on the degree of risks they pose and also any immediate family member, or a close associate of the PEP.

You may utilize such services as per your requirements. This includes before or after establishing a relationship with your Customer.

## **7. Reliance on External Services**

In the absence of explicit regulations, clients on their discretion, may seek the services of a third party for fulfilling AML/KYC obligations. Regardless of reliance on a third party, the client will remain liable for maintaining regulatory compliance as well as fulfilling AML and KYC obligations.

## **8. Record Retention**

As per Costa Rica's regulation, you are required to retain data for not less than five (5) years. These are a part of your AML and KYC obligations for due diligence. In the case where this information is processed, collected and managed by a relevant third-party. You are liable to collect all such necessary information (Due Diligence Data) from the third party without undue delay.