

Circular no. 1

Anti- Money Laundering (AML) Division

Subject: Operating instructions on how to report cash deposits of more than threshold **(CTR)**

Target:

In conformity with Anti-Money Laundering / Counter_ Terrorist financing (CTF) and for effective implementing of Regulations (Joint Circular no. 91 issued by Audit and Inspection Department & Legal Department) shall be advised as following:

Article 1- If the payment or deposit of cash over the threshold by the customer, It shall be necessary for the said customer to fill up closely and completely (form no. 2065) beside certifying and signing it, otherwise it shall be an obligation for the branch staff to fill up the form on behalf of the customer and certify it by the said one.

Clause:

In CTR cases inserting the national identification number of the customer for natural and legal persons ones is mandatory and the client declaration regarding the source of the said fund shall be included in enclosed form. It is necessary that the associated parties (Payer, Bill endorser and Account holder names) regarding the said transaction shall be claimed.

1- threshold: The amount of a hundred and fifty million (150,000,000 Rial cash fund or equivalent amount in the other currencies or precious coinage, the amount shall be modified according to economic condition by the board of ministry)

Article 2- After completing the attached form, the branch staffs shall comply the information contained in it with customer identification documents – according to the instructions mentioned in the customer identification Regulation - adapted and then proceed to the deposit and transfer of customer funds.

- If the customer does not complete the form or refuses to provide information to be completed by staff of the branch, branch personnel have an obligation to receive funds from the customer, but report the case to Anti-Money Laundering Division report on expedite. On these occasions, It is necessary to postpone the banking services to demystify without informing the customer.
- If there is uncertainty in the accuracy of the information or documents provided by the client, branch personnel have a duty to research through other systems and databases, as well as inquiries from the relevant legal authorities, to demystify the act. In this case of the provision of banking services shall be stopped without informing the customer. If the identification is not possible providing services to the client shall come to a stand. Branch personnel must complete the attached form providing reasons for cessation of service to the AML division.
- In case of inaccuracy of the customer declared identity then it shall be upon the branch duty to urgently report the case to Anti-Money Laundering Division. On these occasions it shall be a must to postpone the banking services for one working day prior to this time in case of presenting jurisdiction proof by Anti-Money Laundering Division it shall be taken necessary activities upon that otherwise the customer will be continued.

Article3-In case of the customer declaration regarding the source of the cash fund and the reason for its transaction (CTR) is not satisfying or for any reason there exist any doubt concerning Money Laundering or terrorist financing then it shall be upon the said agent duty to take necessary action in order to report the case according to Suspect Transaction Report (STR) Regulation, instructions and methods.

Article 4-Post filling up the report thereto agent shall provide the said report for the anti-money laundering (AML) executive until further studying and data acquisition herewith, sending all the completed reports at the end of every working day to anti-money laundering division beside an attested copy of the all completed reports maintain as a separate file in the branch.

Article 5- It shall be upon the branch duty to reserve and file the data and documents pursuant to what acquired and seized while providing customer service ended at least for five years duration. It is necessary to file backup documents in a manner, as upon request of competent authority the data shall be accessible in first instance priority.

Anti-money Laundering division