

Guideline 1- appointment of AML/CFT Compliance Officer (AMLCO)

Each financial institution must designate an AML/CFT Compliance Officer (AMLCO) at its head office who has sufficient authority to implement and enforce corporate-wide AML/CFT policies, procedures and measures. The AMLCO will directly report to the Chief Executive Officer/Managing Director for his/her responsibility. The AMLCO Will also be responsible to coordinate and monitor day to day compliance with applicable AML/CFT related laws, rules and regulations as well as with its internal policies, practices, procedures and controls.

The designated AMLCO, should be a central point of contact for communicating with the regulatory and/or investigation agencies regarding issues related to financial institution's AML/CFT program. The position of the AMLCO should be at a managerial level. The AMLCO can be the existing Compliance officer to FRSD or the FIs may appoint a new officer depending on the Institutions position.

Qualification and experience:

The AMLCO should have a working knowledge of the diverse financial products offered by the financial institutions. The person could have obtained relevant financial institutional and compliance experience, with exposure to different financial institutional products and businesses. Product and financial institutional knowledge could be obtained from being a regular staff or internal auditor, or as an experienced operational staff. The AML/CFT Compliance Officer should have a minimum of three years of working experience, or working at a managerial/administrative level.

Responsibilities:

Each financial institution should prepare a detailed specification of the role and obligations of the AMLCO. Depending on the scale and nature of the financial institution the designated AML/CFT Compliance Officer may choose to delegate duties or rely on suitably qualified staff for their practical performance whilst remaining responsible and accountable for the operation of the designated functions.

The major responsibilities of AMLCO are as follows:

1. To monitor, review and coordinate application and enforcement of the financial institution's compliance policies including AML/CFT program. This will include -an AML/CFT risk assessment, practices, procedures and controls for account opening, KYC procedures and ongoing account/transaction monitoring for detecting suspicious transaction/account activity, and a written AML/CFT training plan.
2. To monitor changes of laws/regulations and directives of Royal Monetary Authority and revise its internal policies accordingly;
3. Monitoring and confirming from officer-in-charge of the respective division/departments/branches with regard to effective compliance of legislations, regulations, directives, guidelines and circulars on an on-going basis;

4. To respond to compliance questions and concerns of the staff and advise regional offices/branches/units and assist in providing solutions to potential issues involving compliance and risk;

5 . To ensure that the financial institution's AML/CFT Policy/Program is complete and up-to-date, to maintain ongoing awareness of new and changing business activities and products and to identify potential compliance issues that should be considered by the financial institution;(as per section 4 of the AML/CFT Regulations 2012);

6. Checking the correctness and promptness of the reports being submitted to the RMA;

7. Central point of contact for communicating with the regulatory and/or investigation agencies regarding issues related to financial institution's AML/CFT program;

8. Dealing with any queries or problems concerning the Cash Transaction Reports/ Suspicious Transaction Reports and compliance with the AML/CFT regulations, guidelines and legislation.

9. Any change in the appointment of the AMLCO shall be upon the prior approval of the Financial Intelligence Unit of the RMA.