



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

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National Coordination Committee for

Anti Money Laundering and Countering of Financing Terrorism

No: 08 /NCC

Vientiane Capital, Date 19 May 2015

Decision

On Organization and Operations of The Anti-Money Laundering Intelligence Office

- Pursuant to the Law on Anti-Money Laundering and Counter-Financing of Terrorism, No. 50/NA, dated 21 July 2014;
- Pursuant to Per the Decree on the Implementation and Function of the National Coordination Committee on Anti-Money Laundering and Counter-Financing of Terrorism, No. 364/PM, dated 13 October 2014.

**The president of National Coordination Committee for
Anti Money Laundering and Countering of Financing Terrorism issues the following
agreement:**

Section 1

General Provision

Article 1: Objective

This Agreement defines the mandate, duties, rights, organizational structure, personnel, and work procedures of The Anti- Money Laundering Intelligence Office for implementation on supervision, monitoring and inspection of Anti Money Laundering and Countering the Financing of Terrorism with effectiveness.

Article 2 Status and Mandate

Anti- Money Laundering Intelligence Office or “AMLIO” is an organization under direct supervision-leadership of National Coordination Committee for Anti Money Laundering and Countering of Financing Terrorism, and under ideological and political supervision-leadership of and receiving budget from Bank of Lao PDR.

AMLIO is mandated as machinery, assisting The National Coordination Committee for Anti Money Laundering and Countering of Financing Terrorism in implementation of Anti Money Laundering and Countering of Financing Terrorism to ensure the tasks are in order and smooth, in line with law and international standard.

Section 2

Right and Duties

Article 3 Duties

AMLIO has Duties the following rights:

1. To make the Strategy Plan, Policy and legislations of anti money laundering and countering of financing terrorism in order to propose NCC’s considering;
2. To collect extra information from Reporting Entities and related sector to inspect, analysis the information about money laundering and countering of financing terrorism, which notified of reported from individual, entity or organization and Reporting Entities in order to propose NCC;
3. To submit documents and make financial reporting, if it’s seem to be suspected information about money laundering and countering of financing terrorism in order to submit to the Investigation as required as NCC’s assignment;
4. To co-ordinate ministries and related other organization on anti money laundering and countering of financing terrorism in order to inspect of reporting entities;
5. To summarize information in eventually, information collect and statistic about anti money laundering and countering of financing terrorism and report own performance to NCC;
6. To co-ordinate related sectors for inform list of terror, group of terrorism, terrorism organization, money launder and terrorism supporter to Reporting Entities and report, follow and punish suitable;
7. To make staff training plan on anti money laundering and countering of financing terrorism in previously to enhance the implementation capacities;
8. To make a plan for seminar, meeting on anti money laundering and countering of financing terrorism and attend the meeting with other related to technical works as NCC’s assignment;
9. To advertise, promoted and study on anti money laundering and countering of financing terrorism to party, state enterprise and public as NCC’s assignment;
10. To release more the reporting entities on coordination with reporting entities supervision organization in order to propose NCC;
11. To cooperate and relative with international organization on anti money laundering and countering of financing terrorism;
12. To provide financial intelligence to other organization;

13. Fulfill other duties as assigned by the President of National Coordination Committee for Anti Money Laundering and Countering of Financing Terrorism.

Article 4 Right scope

AMLIO has right as following:

1. To agree and sign every documents related to own rights scope;
2. To release Agreement, Recommendation statement and Notification regarding to anti money laundering and countering of financing terrorism in order to propose NCC adopted;
3. To notify regarding to anti money laundering and countering of financing terrorism to Reporting Entities as NCC's assignment;
4. To require extra necessary information from Reporting Entities and related organization, Ministries, agencies, local authorities and other organization in jurisdiction include Reporting Entities regarding to their own works;
5. Fulfill other duties as assigned by the President of National Coordination Committee for Anti Money Laundering and Countering of Financing Terrorism.

Section 3

Personal Structure

Article 5 Organizational Structure

AMLIO consists of 4 divisions:

1. Administrative Division;
2. Analysis Division;
3. Inspection Division;
4. Technology and Communication Division.

Article 6 AMLIO consists of the personal as following:

1. Head of AMLIO is the secretarial to NCC, the position as Director General Department, which appoint, move and resignation by Prime Minister according to President of NCC proposed. Head of AMLIO may have own responsible directly to NCC about accomplished and pending any rights and duties that stipulated in Art. 3 and 4 of this agreement. Head of AMLIO may sign every documents related to AMLIO, in case of standing or absence in the office, Head of AMLIO may hand over to Deputy Head of AMLIO;
2. Some Deputy Head of AMLIO shall have position as Deputy Director General of Department, which appoint, move and resign by standing Vice President of NCC by Head of AMLIO's proposed;
3. Director and Deputy Director of Division, Staffs and contract's employee shall be appointed and resigned by standing Vice-President of NCC by Personal and Organization department of Bank of Lao PDR proposed.

Article 7 Administrative Division

Administrative and Cooperation division shall have own rights and duties in order to make activities and summarize implementation plan of AMLIO, responsible administration, financing, personal and international relationship both of domestic and foreign, which has as following:

1. To submit and make a plane for recruitment, seminar and enhance staff's experience in order to propose to AMLIO's committee consider;
2. To submit and make a plan for stationary and technical equipment of AMLIO in order to facilitate activities normally;
3. To response internal asset supervision of AMLIO including safety and clearly document keeping system;
4. To make a meeting minute, draft of document or reporting statement to AMLIO's committee's assignment;
5. To submit and summarize AMLIO's performance by weekly, monthly, quarterly and yearly;
6. To cooperate with related organization both domestic and foreign country in order to exchange information, learn from experience, find out the technical donation according to AMLIO's committee's assignment;
7. To study, make a international relationship on anti money laundering and countering of financing terrorism;
8. To feasibility study condition in order to have Memorandum of Understanding with other organizations related to anti money laundering and countering of financing terrorism both of domestic and foreign country;
9. To follow up the Lao PDR obligation as the member of Asian Pacific Group in order to anti money laundering;
10. To study other necessary documents about technical donation of international organization especially the anti money laundering and countering of financing terrorism in order to report high ranking level;
11. To release, drafting and amendment of legislation related to anti money laundering and countering of financing terrorism coordinate between AMLIO and other organization;
12. To advertise legislations which related to AMLIO's implementation for internal staff, Reporting entities including other organization and public;
13. To cooperate with supervise organization or relate sectors to supported for implementation monitoring and inspection of Reporting entities as regarding supervision of own work to effectiveness;
14. To commence and amendment a drafting of other legislations' sectors which related to AMLIO's implementation;
15. To coordinate with other organization to have a punishment measure for the offender of regulation of anti money laundering and countering of financing terrorism;
16. To summarize and make division's activities plan eventually;
17. Fulfill other duties and rights as head and deputy head AMLIO's assignment.

Article 8 Analysis Division

Analysis division shall have rights and duties to collect and submit suspected transaction on money laundering or countering of financing terrorism, then sent to related investigation agency as following:

1. To collect and require suspicious transaction reporting of money laundering and financing terrorism, cash transaction report, cash border report and other transactions including information from Reporting Entities by computer system and document to operation analysis;
2. To submit and report analysis result to AMLIO's committee normally;
3. To follow suspicious transaction reporting of money laundering or financing terrorism, cash transaction report, cash border report then propose to have inspection when it seems to be necessary;
4. To submit documents and make financial reporting statement in order to propose Head of AMLIO consider;
5. To collect evidence information, submit to investigation authorities to consider proceeding of money laundering;
6. To collect information related reporting statement as confidential in order to protect information provider, reporting is not damage or effect to AMILO implementation including other organization;
7. To provide information and document on money laundering or financing terrorism of individual, entity or other organization to the Law enforcement agency;
8. To improve and develop other reporting documents to AMLIO regarding real practice eventually;
9. To summarize and make a division's activities plan eventually;
10. Fulfill other duties and rights as head and deputy head AMLIO's assignment.

Article 9 Inspection Division

Inspection division shall have own rights and duties in order to make a plan and inspect the Reporting Entities regarding to legislations implementation of anti money laundering and countering of financing terrorism regulations as following:

1. To make a inspection plan for Reporting Entities eventually;
2. To have ordinary site inspection for Reporting Entities in order to implement legislations of anti money laundering and countering of financing terrorism regulations according to Head of AMLIO's assignment;
3. To have extra-ordinary site inspection for suspicious transaction report of money laundering or financing terrorism according to Head of AMLIO's assignment;
4. To report ordinary and extra-ordinary inspection result to Head of AMLIO;
5. To co-ordinate with Reporting Entities Supervision Organization or relevant agency in case of inspection for Reporting Entities together;
6. To summarize and make a division's activities plan eventually;
7. Fulfill other duties and rights as head and deputy head AMLIO's assignment.

Article 10 Information Technology and Communication Division

ITC division shall have rights and duties in order to make computer equipment and electronic equipments, research, making, develop and maintenance system internally as following:

1. To research, making, develop and maintenance ITC's system in order to serve the AMLIO's activities;
2. To supervise and manage data base, network, main work and internet system internally of AMLIO;
3. To collect computer's statistics and electronic equipments internally of AMLIO;
4. To make a plan of computer using and electronic equipments of AMLIO;
5. To advise and co-ordinate with Reporting Entities in order to use program in work regarding to anti money laundering and countering of financing terrorism especially information exchange through network system;
6. To research and co-ordinate with related organization in order to find out the equipment, Program and new technology systems including website development of AMLIO as work requirements eventually;
7. To maintenance and input information on AMLIO's website eventually;
8. To summarize and make a division's activities plan eventually;
9. Fulfill other duties and rights as assigned by management.

Section 4

Principle and Method of Work

Article 11. Principles

AMLIO shall conducts tasks according to the principles of centralized democracy, consultation and consensus, clear duty segregation, one-leader supervision based on promotion of creativity and responsibility of individual staff.

Article 12. Method

AMLIO shall follows programs, projects and detailed work plan with summary, inspection, evaluation and lessons learnt on a weekly, monthly, quarterly, six-monthly and annual basis; coordinate with concerned national and international parties to ensure operations of Anti-Money Laundering Intelligence Office is effectively in line with guidance of National Coordination Committee for AML/CFT, guidance and policy of the Party and government with effectiveness.

Section 5

Final Provision

Article 13 Budget

The budget of implementation, provide technique material, construction, maintenance and recruit staff of AMLO base on the Bank of the Lao PDR responsibility.

Article 14 Seal

Anti- Money Laundering Intelligence Office has its own seal to be used in its official operations.

Article 15 Implementation

AMLIO, Cabinet, Personal and Organization, every department of Bank of Lao PDR including related organizations shall be acknowledged and implement this agreement efficiently. Ministry of Finance and concerned parties must be aware off and effectively implement this Regulation.

Article 16 Effectiveness

This agreement replaces the Agreement on organization and operations of The Anti-Money Laundering Intelligence Unit No. 229/BOL, dated 14 May 2007. This Regulation is effective since the date of signature. All regulation which are in conflict with this agreement shall be removed it.

**Chairman of the National Coordination Committee on
Anti-Money Laundering and Counter-Financing of Terrorism**

[Seal and signature]

Dr. Bounpone BOUTTANAVONG