

## Suspicious Transaction Report for Reporting Entities \*

**Instructions:** Complete as much of this form as possible. All fields marked with an asterisk (\*) are mandatory. Please complete the form in black ink and CAPITAL LETTERS. Mark appropriate boxes with a cross (X). Forms should be returned to Anti-Money Laundering Intelligence Office (AMLIO) as soon as possible after the dealing/transaction (CONFIDENTIAL WHEN COMPLETED).

<b>Entity Type:</b>	<input type="checkbox"/> Commercial Bank	<input type="checkbox"/> Agents of real estate companies	<input type="checkbox"/> Loan-credit releasing companies of all types	
	<input type="checkbox"/> Micro-finance institutes	<input type="checkbox"/> Asset management companies or others		
	<input type="checkbox"/> Insurance companies	<input type="checkbox"/> Companies or distribution representatives and (services of) financial payment tools management		<input type="checkbox"/> Businesses of valuables goods and antiques
	<input type="checkbox"/> Currency exchange shops			<input type="checkbox"/> Notary agencies
	<input type="checkbox"/> Stock companies	<input type="checkbox"/> Bar association or law enterprises		<input type="checkbox"/> Audit companies
	<input type="checkbox"/> Pawnshops			<input type="checkbox"/> Casinos
	<input type="checkbox"/> Leasing companies			<input type="checkbox"/> Others
	<input type="checkbox"/> Money transfer service companies			

### 1: Data on the Reporting Entity:

<b>1. Entity's Name:</b>			
<b>2. Signature and Name of Authorising Officer:</b>		<b>3. ID Card Number</b>	
<b>4. Signature and Name of Officer Compliance:</b>		<b>5. ID Card Number</b>	
<b>6. Name of the Reporting Branch:</b>			
<b>7. Branch's Address:</b>			
<b>8. Branch's Fax and Telephone Numbers:</b>	<b>Tel.:</b> /	<b>Fax:</b>	
<b>9. Type of Activity:</b>			

### 2 Information on the natural person/legal person or organization conducting the suspicious transaction:

#### 2.1 In Case the Customer is a Natural Person:

<b>10. Name:</b>	<b>11. Nationality:</b>		
<b>12. Sex:</b>	<b>13. Institution:</b>		
<b>14. Profession:</b>			
<b>15. Date of Birth:</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>
	.....	.....	.....
<b>16. Place of Birth:</b>			
<b>17. Address According to Identification Documents:</b>	.....		
	<b>Village :</b> .....	<b>City:</b> .....	<b>Province:</b> .....
<b>18. Permanent Residential Address in Lao PDR:</b>			
<b>19. Permanent Residential Address Abroad If Any:</b>			

<b>20. Telephone Numbers:</b>	<b>Home :</b>	<b>Business:</b>	<b>Mobile:</b>
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<b>21. Type of Identification:</b>	
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<b>22. Personal Identification Data:</b>	
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<b>Date of Issuance</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Number</b>	
				<b>Place of Issuance</b>	

<b>Expiry Date</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Registration Number</b>	
				<b>Place of Registration</b>	
				<b>If Any</b>	

**2.2 In Case the Customer Is a Legal Person**

**2.2.1 Data on the Legal Person:**

<b>23. Name:</b>	
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<b>24. Legal Form:</b>	
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<b>25. Address of the Headquarter:</b>	.....		
	<b>Village :</b> .....	<b>City:</b> .....	<b>Province:</b> .....

<b>26. Date of Institutionalization:</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>27. Paid up Capital:</b>	<b>Amount</b>	<b>Currency</b>

<b>28. Type of Activity According to the Commercial Register :</b>	.....
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<b>29. Registration Number</b>		<b>30. Date &amp; Place of Registration</b>	
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<b>31. Taxation Card Number:</b>		<b>32. Type:</b>	
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<b>33. Standard Code (if any):</b>	
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<b>34. Telephone Number:</b>	<b>Home :</b>	<b>Business:</b>	<b>Mobile:</b>
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**2.2.2 Data on the Natural Person Authorized to Sign for the Legal Person:**

<b>35. Name:</b>		<b>36. Nationality:</b>	
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<b>37. Sex:</b>		<b>38. Institution:</b>	
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<b>39. Profession:</b>	
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<b>40. Nature of the Relation with the Legal Person:</b>	
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41. Date of Birth:	Day	Month	Year	42. Place of Birth:	

43. Address According to Identification Documents:	.....				
	Village : .....	City:.....		Province:.....	

44. Permanent Residential Address in Lao PDR:	
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45. Permanent Residential Address Abroad If Any:	
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46. Telephone Numbers:	Home :	Business:	Mobile:
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47. Type of Identification:	
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48. Personal Identification Data:					
Date of Issuance	Day	Month	Year	Number	
				Place of Issuance	
Expiry Date	Day	Month	Year	Registration Number	
				Place of Registration	
					If Any

**3 Data on the Beneficiary/Insured (if any):**

49 .Beneficiary/Insured Name:	
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50. Nationality:	
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51. Address According to Identification Documents:	.....				
	Village : .....	City:.....		Province:.....	

52. Telephone Number:	Home:	Business:	Mobile:
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**4 Data on the Suspected Transaction:**

53. Date of Transaction/ Policy Purchase/ Securities Dealing:	Day	Month	Year	54. Date of Suspicion:	Day	Month	Year

55. Account/Policy Number (if any):		56. Type of Account/ Policy/ Security (if any):	
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57. Date of Opening the Account (if any):	Day	Month	Year

58. Paid Amount (if any):		59. Type of Currency (if any):	
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60. Type of Transaction (if any):	
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**61. Description of the Transaction:**

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.....(Please add the additional paper if the space is not enough)

**62. Reasons of Suspicion:**

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.....(Please add the additional paper if the space is not enough)

**Some article of the Law on Anti-Money Laundering and Counter-Financing of Terrorism, No. 50/NA, issue 21 July 2014 on prevent and counter the money laundering:**

**Article 22: Customer Due Diligence measures**

The reporting entities must apply CDD measures to customers for the following cases:

1. Provide services or establishing business relations with new customers;
2. Carrying out occasional transactions, one time or several times that leads to suspicion;
3. The transactions are complex, of high value, and shows irregular character;
4. The transactions are suspected of money laundering or financing of terrorism;
5. The data/information about customers is not complete or suspected to be incorrect;

In addition, the reporting entities must pay continual attention to customers to ensure the data and information provided in the past is still true presently and ensure that the customers' business operations accord with the business operation records including efforts to learn about the source of funds or properties, if necessary.

The reporting entities must pay special attention to business relations or transactions with natural persons, legal persons or organisations in the country where the law on AML/CFT is not available. Or if available, the enforcement of the law is not strict yet.

The mechanism for the implementation of Customer Due Diligence measures is defined in a separate regulation.

**Article 23: Collection of detailed data on customers**

The reporting entities must collect, verify and confirm the data on customers who are natural persons such as names and surnames, date of birth, nationality, address and occupation of customers.

For customers who are legal entities, the reporting entities must collect, verify and confirm the data on name and address of companies, the identity paper of the director, information on stakeholders, operations and size of the business.

In case it is incapable of gathering detailed data on customers as defined in paragraphs one and two of this article, the reporting entities must cease service or business relations with that customer and must consider it is suspected and report it to the AMLIO as defined in article 30 and 31 of this Law.

**Article 24: Data Collection on customers' transactions**

The reporting entities must collect data on aims and objectives of customers in using the service or establishing business relations with their institutes.

The reporting entities must try to find if the customers' business ties are for their own behalf or for others. This is to find the real beneficial owner such as fund or property owners as well as funds used in the establishment of the enterprise.

**Article 31: Suspicious transaction report**

In the case of suspicion or act of customer lead to suspicion and may from predicate offence, related and connected to money laundering and financing of terrorism, reporting entities shall report the transaction to AMLIO within three days. This include off attempt to do the transaction successfully or unsuccessfully, with no limit of transaction **amount**.

**Article 32: Confidentiality**

The executives and staff of the reporting entities shall keep secret the reporting of the transactions suspected of being acts of money laundering or financing of terrorism, or information reported to the AMLIO.

Maintaining customers' confidentiality by the reporting entities as defined in their statute or agreement shall comply with this law.

The executives' officers and staff of the reporting entities will not be taken disciplinary or criminal actions against for disclosing customers' secret, if the reporting or the provision of information is done with sincerity, in compliance with this law, and not takes the legal consequences responsibility.

OFFICIAL USE ONLY AMLIO	
Date Report Received:	
Date Report Entered:	
AMLIO Unique Report Reference Number:	