



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

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National Coordination Committee for

Anti-Money Laundering and Counter- Financing of Terrorism

No: 15 /NCC

Vientiane Capital, Date 08 NOV 2016

Agreement
On Organization and Operations of
The Anti-Money Laundering Intelligence Office
(Revised edition)

- 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. 350/PM, dated 14 October 2016.

The Chairman of National Coordination Committee for
Anti-Money Laundering and Counter-Financing of Terrorism issues the following
revised edition agreement:

Section 1

General Provision

Article 1 Objective

This Agreement defines the status, mandate, duties, rights, organizational structure, personnel, principle and work procedures of The Anti- Money Laundering Intelligence Office for implementation on supervision, monitoring and inspection of Anti-Money Laundering and Counter-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 Counter-Financing of Terrorism (NCC), and under ideological and political supervision-leadership of and receiving budget from the Bank of Lao PDR.

AMLIO is mandated as machinery, assisting The National Coordination Committee for Anti-Money Laundering and Counter-Financing of Terrorism in implementation of Anti-Money Laundering and Counter-Financing of 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 Counter-Financing of Terrorism in order to propose NCC’s considering;
2. To collect extra information that’s seem to be necessary from Reporting Entities and related organization to monitoring, 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 financing of terrorism in order to submit to the related Investigation organization, and provide money laundering and financing of terrorism information in order to submit to the related Investigation Organization as required as NCC’s assignment;
4. To co-ordinate ministries, Reporting Entities supervision organization and related other organization in order follow and inspect the implementation of Anti-Money Laundering and Counter-Financing of Terrorism;
5. To summarize information in eventually, information collect and statistic about Anti-Money Laundering and Counter-Financing of Terrorism and report the evaluation on implementation of inspection the Reporting Entities to NCC;
6. To co-ordinate related organization for inform list of terror, group of terrorism, terrorism organization, money launder and terrorism supporter and suspicious person to Reporting Entities and report, follow and punish suitable case;
7. To make staff training plan on Anti-Money Laundering and Counter-Financing of Terrorism in previously to enhance the implementation capacities;
8. To make a plan for seminar, meeting on Anti-Money Laundering and Counter-Financing of 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 Counter-Financing of 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 Counter-Financing of Terrorism as assigned by the Chairman of NCC;
12. To provide report of financial intelligence to other organization;
13. Fulfill other duties as assigned by the Chairman of NCC.

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 Counter-Financing of Terrorism in order to propose NCC adopted;
3. To notify regarding to Anti-Money Laundering and Counter-Financing of Terrorism to Reporting Entities as NCC's assignment;
4. To require extra necessary information from related organization of 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 Chairman of NCC.

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 Structure

AMLIO consists of the personal as following:

1. Director General of AMLIO is the secretarial to NCC, the position as Director General Department, which appoint, move and resignation by Prime Minister according to Chairman of NCC proposed. Director General 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. Director General of AMLIO may sign every documents related to AMLIO, in case of standing or absence in the office, Director General of AMLIO may hand over to Deputy Director General of AMLIO;

2. Some Deputy Director General of AMLIO shall have position as Deputy Director General of Department, which appoint, move and resign by standing Vice-Chairman of NCC by Director General of AMLIO's proposed;
3. Director and Deputy Director of Division, Staffs and contract's employee shall be appointed and resigned by standing Vice-Chairman of NCC by Personal and Organization department of Bank of Lao PDR proposed.

Article 7 Administrative Division

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

1. To submit and make a plan 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 co-operate 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 an international relationship on Anti-Money Laundering and Counter-Financing of Terrorism;
8. To feasibility study condition in order to have Memorandum of Understanding (MOU) with other organizations related to Anti-Money Laundering and Counter-Financing of Terrorism both of domestic and foreign country;
9. To follow up the Lao PDR obligation as the member of Asian Pacific Group on Money Laundering (APG) and other organization in order to anti money laundering and counter terrorist financing;
10. To study other necessary documents about technical donation of international organization especially the Anti-Money Laundering and Counter-Financing of Terrorism in order to report high ranking level;
11. To release, drafting and amendment of legislation related to Anti-Money Laundering and Counter-Financing of Terrorism coordinate between AMLIO and related other organization;
12. To advertise legislations which related to AMLIO's implementation for internal staff, Reporting entities including related other organization and public;
13. To cooperate with supervise organization or related other organization 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 co-ordinate with other organization to have a punishment measure for the offender of regulation of Anti-Money Laundering and Counter-Financing of Terrorism;
16. To summarize and make division's activities plan eventually;
17. Fulfill other duties and rights as Director General and deputy Director General AMLIO's assignment.

Article 8 Analysis Division

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

1. To collect and require suspicious transaction reporting of money laundering and financing of 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 of terrorism, cash transaction report, cash border report and then propose to have inspection when it seems to be necessary;
4. To submit documents and make financial reporting statement in order to propose Director General 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 of terrorism of individual, entity or other organization to the Law enforcement organization;
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 Director General and deputy Director General 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 Counter-Financing Terrorism regulations as following:

1. To make an 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 Counter-Financing of Terrorism regulations according to Director General of AMLIO's assignment;
3. To have extra-ordinary site inspection for suspicious transaction report of money laundering or financing terrorism according to Director General of AMLIO's assignment;
4. To report ordinary and extra-ordinary inspection result to Director General of AMLIO;
5. To co-ordinate with Reporting Entities Supervision Organization or related other organization in case of inspection for Reporting Entities together;
6. To summarize and make a division's activities plan eventually to reporting Director General AMLIO;
7. Fulfill other duties and rights as Director General and deputy Director General 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 equipment, 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 equipment internally of AMLIO;
4. To make a plan of computer using and electronic equipment of AMLIO;
5. To advise and co-ordinate with Reporting Entities in order to use program in work regarding to Anti-Money Laundering and Counter-Financing of 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 Director General and deputy Director General AMLIO's assignment.

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 of Work

AMLIO shall follow programs, projects and detailed work plan with summary, inspection, evaluation and lessons learnt on a weekly, monthly, quarterly, six-monthly and annual basis; to co-operate with related organizations both domestic and foreign countries to ensure operations of Anti-Money Laundering Intelligence Office are 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, Logo and Seal

Article 13 Budget

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

Article 14 Logo and Seal

Anti-Money Laundering Intelligence Office has its own logo and 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.

Article 16 Effectiveness

This agreement replaces the Decision on organization and operations of The Anti-Money Laundering Intelligence Office No. 08/NCC, dated 19 May 2015. This Regulation is effective since the date of signature. All regulations which are in conflict with this agreement shall be removed.

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

[Seal and signature]

H.E. Somdy DOUANGDY