

**Instructions No. (2) for the Year 2011**  
**Instructions on Forms and Mediums Relating to Notifications on the**  
**Transactions Suspected to be Related to Money Laundering or**  
**Terrorist Financing**  
**Issued by the Chief of the Anti Money Laundering and Counter**  
**Terrorist Financing Unit By Virtue of the Provisions of Paragraph (C)**  
**of Article (7) of the Anti Money Laundering and Counter Terrorist**  
**Financing Unit Regulation No. (40) For the Year 2009 and the**  
**amendments thereto**

**Article (1):**

These Instructions shall be called "Instructions on Forms and Mediums Relating to Notifications on the Transactions Suspected to be Related to Money Laundering or Terrorist Financing for the Year 2011" and shall come into force as of 1<sup>st</sup> November 2011.

**Article (2):**

The words and expressions stated in these Instructions shall have the meanings assigned thereto in the Anti Money Laundering and Counter Terrorist Financing Law in force and the Anti Money Laundering and Counter Terrorist Financing Unit Regulation in force unless the context provides otherwise.

**Article (3):**

The notification on the transactions suspected to be related to money laundering or terrorist financing received from the parties which are subject to the provisions of the law must cover the following:-

- A- Name of the party which sent the notification and all related information including the name of the person authorized to send the notification.
- B - Information on the suspected person / party.
- C- Description of the transaction suspected to be related to money laundering or terrorist financing and all related information in terms of the parties of the transaction, the actual beneficiary thereof, the circumstances of its discovery and its current status.
- D- Determine the amounts subject of the transaction.
- E- Determine the nature of the relationship between the suspected person and the informant party.

- F- Type and indicators of suspicion.
- G- The measures taken by the informant party to ascertain or negate the suspicion.

**Article (4):**

- A- The parties subject to the provisions of the law should notify the Unit of the transactions suspected to be related to money laundering or terrorist financing in accordance with each party's form which is attached to these Instructions.
- B- The Unit shall prepare a guidebook of the parties subject to the provisions of the law for the purposes of filling out the forms referred to under paragraph (A) of this article which are attached to these Instructions.

**Article (5):**

- A - The medium for receiving the incoming notifications from the parties which are subject to the provisions of the Unit's law shall be either by electronic systems or by paper correspondence approved by the Unit.
- B - If the medium of receiving the notifications is by the electronic systems, the persons authorized to send the notification on the transactions suspected to be related to money laundering or terrorist financing must be determined by the parties subject to the provisions of the Unit's law. These persons shall be vested with the authority to access the electronic system, be provided with a username and a password which shall be updated periodically.
- C- In case the medium of receiving the notifications is by paper correspondence, the persons authorized to send the notification on the transaction suspected to be related to money laundering or terrorist financing must be determined by the parties subject to the provisions of the Unit's law and the Unit should be provided with specimen of their signatures. The notifications should be sent to the Unit by hand or through courier companies. It shall be permissible to send the notification by fax for expediency purposes.

**Article (6):**

The Chief of the Unit, upon the recommendation of the Directorate of Investigation & Financial Analysis, may add, amend or cancel any items in the forms attached to these Instructions, including the addition of any forms for the purposes of notification on the transactions are suspected to be related to money laundering or terrorist financing.

**Article (7):**

The forms attached to these Instructions shall be considered an integral part thereof and be read therewith.

**Article (8):**

The Chief of the Unit shall issue the necessary decisions for implementing the provisions of these Instructions.

**Chief of the Unit  
Dana T. Junbulat**