



**CERTIFICATION PROGRAMME:
ANTI MONEY LAUNDERING & COUNTER TERRORIST FINANCING
(AML & CTF)-FOUNDATION LEVEL**

ORGANISATION SHEET

Objective	<ul style="list-style-type: none"> ➤ To learn: <ul style="list-style-type: none"> ○ The key elements and aim of law and regulations ○ Money laundering strategies, methods and techniques ➤ To develop knowledge / create awareness of: <ul style="list-style-type: none"> ○ Money laundering practices ○ Implementing a dynamic AML system including KYC and the support of software ○ Important AML related parties ➤ To understand enhanced due diligence ➤ To get acquainted with AML best practices in leading Luxembourg banks (procedures and supporting tools)
Methodology	<p>Interactive seminar combining lectures, case studies and exchanges of views and experience</p>
Target group	<p>Commercial bankers and financial institutions employees:</p> <ul style="list-style-type: none"> ➤ Junior AML and compliance officers of banks and financial institutions; ➤ Relationship managers in contact with the customers, risk managers and internal auditors interested in learning more about AML; <p>Central bankers and supervision authorities employees:</p> <ul style="list-style-type: none"> ➤ Junior officers dealing with these matters at supervisory level
Examination	<p>The participants will have their newly acquired knowledge validated through a written exam and will be granted a certificate of success issued by the House of Training.</p>
Lecturers	<p>High-level training experts based in Luxembourg, members of the House of Training AML Quality Circle</p>
Language	<p>A sound level of English is required.</p>
Participants	<p>16 participants from the House of Training-ATTF partner countries</p>
Dates	<p>4,5 days seminar: 16 to 20 March 2020</p> <ul style="list-style-type: none"> ➤ Seminar sessions: 16 to 19 March ➤ Exam: Friday 20 March in the morning <p>Arrival date: Saturday, 14 March or Sunday 15 March 2020. Departure date: After 4pm on Friday 20 March or on Saturday 21 March</p>



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CONTENT**

1. Introduction and short presentation of the Financial Centre Luxembourg
2. Definition of Money Laundering & Terrorism Financing:
 - Money Laundering (ML) steps
 - Terrorist Financing (TF) funding
3. The fight against ML & TF at international level:
 - Financial Action Task Force (FATF)
 - Other international bodies
 - EU directives
4. The role of the financial institutions in the fight against ML & TF
5. The professional obligations of the financial institutions:
6. The obligation to customer due diligence measures
 - Identification of customer
 - Identification of beneficial owner
 - Identification of the relationship
 - Monitoring of the transaction
 - Enhanced & simplified due diligence
 - Reliance on third parties
7. The obligation to cooperate with the authorities
 - Cooperation on demand
 - Cooperation on own initiative
 - Transmission of information
 - Prohibition against informing the customer
 - Prohibition against carrying out a suspect transaction
8. AML recommendations for funds
9. The obligation to have an appropriate internal organisation: Implementation of AML Programs
10. Lecture on the risk based approach in the Luxembourg fund industry
11. Review & Examination

Case studies throughout the programme

Remark: By delivery date, any training documentation shall be subject to regular reviews and updates amending the table of content as described herein.

* One of the core values of the House of Training is pragmatism, the training it provides is therefore: practical, current, modular and targeted. Bank and finance professionals from all disciplines are facing one international challenge in particular, which is to work together to improve the quality of services while reducing costs, within a framework that is increasingly subject to strict regulations and the use of technology. In order to face the challenge of delivering fully-adapted training programmes, the House of Training uses a quality management method that it calls "Quality Circles", that bring together professionals and practitioners from the financial sector with shared goals, philosophy and passion for learning. Our quality circles have an intimate knowledge of the real needs in the industry and collaborate actively with the House of Training to integrate this understanding into our programmes.

