



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

<b>Objective</b>	<ul style="list-style-type: none"> <li>➤ To learn: <ul style="list-style-type: none"> <li>○ Overview of European standards and of Luxembourg AML/CTF laws and regulations</li> <li>○ Stages and methods of money laundering</li> </ul> </li> <li>➤ To develop knowledge / create awareness of: <ul style="list-style-type: none"> <li>○ Money laundering techniques</li> <li>○ Internal organisation to reduce the risk of laundering and terrorist financing</li> <li>○ Key roles and responsibilities of all actors involved</li> </ul> </li> <li>➤ To understand the concepts of simplified, normal, and enhanced due diligence</li> <li>➤ To get acquainted with AML best practices in Luxembourg</li> </ul>
<b>Methodology</b>	Interactive seminar combining lectures, case studies and exchanges of views and experience.
<b>Target group</b>	<p><b>Commercial bankers and financial institutions employees:</b></p> <ul style="list-style-type: none"> <li>➤ Junior AML and compliance officers of banks and financial institutions;</li> <li>➤ Relationship managers in contact with the customers, risk managers and internal auditors interested in learning more about AML;</li> </ul> <p><b>Central bankers and employees of supervision authorities:</b></p> <ul style="list-style-type: none"> <li>➤ Junior officers dealing with these matters at supervisory level</li> </ul>
<b>Examination</b>	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.
<b>Lecturer</b>	High-level training experts based in Luxembourg, members of the House of Training AML Quality Circle.
<b>Language</b>	A sound level of English is required.
<b>Participants</b>	16 participants from the House of Training-ATTF partner countries
<b>Duration, Dates &amp; Time</b>	<p>Time period: 30 March to 11 April 2022</p> <ul style="list-style-type: none"> <li>➤ <u>Seminar</u> (2 sessions of 4 hours + 4 sessions of 4.5 hours each): 30, 31 March from 10 AM to 2.00 PM (CET), and 1, 6, 7, 8 April from 10 AM to 2.30 PM (CET)</li> <li>➤ <u>Exam</u> (1 session of 2 hours): Monday 11 April from 10 AM to 12 PM (CET)</li> </ul>
<b>Platform &amp; Technical requirements</b>	<p>Webex</p> <p>In order to join the course attendees are requested to have:</p> <ul style="list-style-type: none"> <li>- a stable internet connection</li> <li>- a device (preferably a PC) with well-functioning microphone and webcam (mandatory in order to be able to interact with the trainer and their peers).</li> </ul>





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**CONTENT**

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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. Embargo & sanctions regulations in the world (UN, OFAC, EU, HMT, etc.)
9. How to handle sanctions
10. Best practices for managing detailed sectoral sanctions
11. Review & Examination

*Case studies throughout the programme*

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

