

The MONEY LAUNDERING OFFICER'S PRACTICAL HANDBOOK

- **Verification of Identity and KYC**

Clear and specific suggestions for the documents you should accept and the information you should gather, according to the level of money laundering risk.

- **Transaction Monitoring**

How to choose between manual or computerised monitoring systems, and ensure that your system deals with your risks.

- **Internal Reporting and Official Disclosures**

Procedures for handling and evaluating internal suspicion reports, deciding on official disclosures, and managing requests for consent to continue.

- **Staff Training and Management Responsibilities**

Meeting your training obligations using the most appropriate media, assessing competence, and keeping senior management informed and on board.

- **Record Keeping and the Compliance Audit**

The records you need to keep, and how long you need to keep them; conducting and recording an audit to demonstrate your compliance.

- **The Regulatory Environment**

Succinct explanations of the practical ways in which the laws, regulations, and guidance affect you, plus reference sources should you need to find out more.

THE RISK-BASED REGIME

“DON'T TELL ME WHAT I NEED TO KNOW,
TELL ME WHAT I NEED TO DO!”

The MONEY LAUNDERING OFFICER'S PRACTICAL HANDBOOK

Enquiries: Money Laundering Resource
Burleigh House, 15 Newmarket Road, Cambridge CB5 8EG

Tel: +44 (0)1223 310222 Fax: +44 (0)1223 310200 mail@mlro.net

To Order: Regulated firms and institutions can order by telephone for immediate dispatch; call 01223 310222.

Alternatively you can order by mail or fax, or purchase online at www.mlro.net

Anti-Money Laundering Publications

Money Laundering Resource is the imprint of Compliance Training Products Limited, publishers of the widest range of anti-money laundering training and reference materials in the world. Products include booklets, videos, DVDs, and interactive e-learning programmes delivered via your own computer networks or the world wide web. See the full range at www.mlro.net

Copyright © 2006 Compliance Training Products Ltd, Cambridge UK

