



(Unofficial Translation)

LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Bank of Lao PDR
Financial Institutions Supervision
Department

No. 22/FISD
Vientiane Capital, dated: 26 Sep 2018

Instruction
On the Money Value Transfer Service Provider Transaction Report

-
- Pursuant to the decision on the implementation and movement of the financial institutions supervision department, No. 1041/BOL, dated 25 November 2016;
 - Pursuant to the decision on the management of the money value transfer service business, No. 1058/BOL, dated 05 December 2016.

To be the basic reference to the reporting on the business operation of the money value transfer service provider which the commercial bank, the micro-finance institution and other legal entities that obtain approval from the Bank of Lao PDR, aim to govern and monitoring the activities on money value transfer service to be effectively and efficiently.

The Head of the Financial Institutions Supervision Department issue the instruction:

1. Reporting, information collection and form of reporting of money transfer

1.1. Reporting of money transfer

Reporting of money transfer is a summary of amount and value of money transfer transaction that is a foreign currency and equivalent to Lao Kip (LAK) of the money value transfer service provider then report such summary to the Bank of Lao PDR regularly every month which not later than the 5th of the following month.

1.2. Collection information of the transfer

The money value transfer service providers shall collect information of business operation on the money transfer in-out of Lao PDR such as: Western Union, Money Gram, Speed Send and money transfer product according the defined of the Bank of Lao PDR, the information to be collected are as follows:

- 1) Name of the country;
- 2) Amount of transaction on remittance out;
- 3) Amount of money that remittance out;
 - Amount of money that remittance out of the Lao PDR as foreign currency and value equivalent to LAK according to exchange rate of that day;

- Total income of the money transfer fees as foreign currency and value equivalent to LAK according to exchange rate of that day;
 - Total remittance fees that have to send to the destination agency that make the express money transfer service.
- 4) Amount of transaction of the remittance in;
 - 5) Amount of money that remittance in:
 - Amount of money that remittance into the Lao PDR as foreign currency and value equivalent to LAK according to exchange rate of that day;
 - Total income of the money transfer fees that receive from the originator agent as foreign currency and evaluate equivalent to LAK according to exchange rate at that day.
 - 6) Summary amount and value of all remittance transaction in-out.

1.3. Form of Money Transfer Reporting

The reporting shall follow the format reporting form that the Bank of Lao PDR set out from time to time then submit inform of document or soft file which such format reporting form shall consist of the contact and reference of the legal entities that is the money transfer service provider by based on as follows:

- 1) Name in Lao and English including logo;
- 2) Contact information such as telephone, fax and email address;
- 3) Issue no. and date of reporting;
- 4) Authorized sign by the director, head of department and summary editor;
- 5) Other information that necessary or according to additional notice of the Bank of Lao PDR.

2. Management, Monitoring and Perform other Obligations

2.1. Management and Monitoring

The money value transfer service provider shall perform according to regulations on management and monitoring of the Bank of Lao PDR or branch of the Bank of Lao PDR at region set out from time to time.

2.2. Perform Fees Obligation of the Money Transfer Service Provider

The money value transfer service provider shall pay annual fee according to the defined in Article 18 of the decision on the money value transfer service management, issue no. 1058/BOL, dated 05 December 2016.

The money transfer service provider that is the commercial bank or the financial institutions shall pay fees including in its annual fees.

2.3. Reserve Deposit

The money value transfer service provider other than having stable financial position, they shall reserve deposit with any commercial bank according to the Bank of Lao PDR set out from time to time to ensure liquidity in providing service to its customers.

2.4. Perform obligation according to the internal regulations

The money value transfer service provider shall perform its obligation according to defined in Article 32 of the Law on Payment System, No. 32/NA, dated 7 November 2017 as follows:

- 1) Create the regulation on its operations and services;
- 2) Perform reporting regime and provide information the Bank of Lao PDR;
- 3) Perform other obligations according to defined in legislations and relevant decisions.

2.5. Being a member of the express money transfer system

The money value transfer service provider shall be a member of the express money transfer system according to the defined in the Decision, No. 531/BOL, dated 04 July 2016 and relevant legislation.

The money value transfer service provider that is legal entities is not the commercial bank and micro financial institution which approved from the Bank of Lao PDR shall be the member of the express money transfer system through the commercial (association member) that qualified appropriately.

2.6. Confidentiality of the reporting

The reporting according to defined in this instruction, the money value transfer service provider shall keep confidential and undisclosed to other non-relevant sector unless in case got approved from the Bank of Lao PDR.

3. Management, monitoring and perform obligations of the Anti-Money Laundering and Counter-Financing of Terrorism activities of the money value transfer service provider

3.1. Management and monitoring of the Anti-Money Laundering and Counter Financing of Terrorism activities

The Anti-Money Laundering Intelligence Office and monitoring of the obligation implementation of the money value transfer service provider in area throughout the country from time to time.

3.2. The obligation implementation on the Anti-Money Laundering and Counter-Financing of Terrorism

3.2.1. The money value transfer service providers shall implementation its obligation on the Anti-Money Laundering and Counter-Financing of Terrorism as defined in Article 18 of the Law on Anti-Money Laundering and Counter-Financing of Terrorism, No. 50/NA, dated 21 July 2014 as follows:

1. Develop plan according to Article 19 of the Law on Anti-Money Laundering and Counter-Financing of Terrorism;
2. Know Your Customer and Customer Due Diligence according to the Agreement, No. 01/AMLIO, dated 15 January 2016;
3. Reporting of suspicious transaction on money laundering or terrorist financing according to the Decision, No. 13/AMLIO, dated 19 October 2015;
4. Reporting of cash transaction which values exceed the threshold as defined in Regulation No. 417/BOL, dated 5 June 2015;
5. Record the transaction of money transfer information according to the Decision No. 963/BOL, dated 27 November 2015;
6. Other obligations as defined in the relevant legislations.

3.2.2. Reporting suspicious transaction according to Clause 4, sub-clause 3 above, the money value transfer service provider shall maintain confidential, it is prohibited to disclosed to its customers to acknowledge weather in any consequence as well as it is prohibited to disclosed or have behavior or any behavior or weather any method to make its customer know the use of measurement according to defined in clause 3 of this instruction.

4. Implementation and Effectiveness

The money value transfer service provider that approved from the Bank of Lao PDR shall perform according to this instruction strictly.

This instruction is effective from the date of signature.

Head of Department

[Sealed: Bank of Lao PDR – FISD;

Signed: Aloun Bounyong]