

**Lao people's Democratic Republic
Peace Independence Democracy Unity Prosperity**

Anti-Money Laundering Intelligence Office

No: 881 /AMLIO
Vientiane Capital, dated: 13 June 2019

**Internal policy on
Data Management and Entry – Exit Analysis Division**

- Pursuant to Law on Anti-Money Laundering and Counter-Financing of Terrorism No. 50/NA, dated 21 July 2014;
- Pursuant to Agreement On Organization and Operations of The Anti-Money Laundering Intelligence Office No. 15/NCC, dated 8 Nov 2016;

**The Director General of the Anti-Money Laundering Intelligence Office
Issues These Policies:**

Section 1 General Provisions

Article 1 Objectives

These policies were issued to Ensure data management and monitor of the Entry – Exit Analysis Division of Anti-Money Laundering Intelligence Office (AMLIO) for safe, orderly and effective use of information.

Article 2 Management and Dissemination of Information

Managing and disseminating information is to collect and compile information of suspicious transactions regarding (STR) money laundering or Terrorist Financing, Cash transaction more than a threshold (CTR), cash border transaction (CBR) and other information received from organizations, reporting entities and relevant agencies by modern technology systems for disseminating to the authorities on investigation and also to relevant the Ministries and agencies on approval of Director General of AMLIO.

Article 3 Entry – Exit Analysis Division

Entry – Exit Analysis Division of AMLIO, is regularly engaged in the work of analyst Staff during office hours 08:00 AM - 16:00 PM. Other staff must have the permission from Director General of AMLIO or Chief of Analysis Division, AMLIO.

Section 2

Management, Dissemination of Information and Entry – Exit Analysis Division

Article 4 Rights and duties of Analysis Division for the management and dissemination of information

In addition to the functions set forth in Article 8 of the Agreement On Organization and Operations of The Anti-Money Laundering Intelligence Office No. 15/NCC, dated 8 Nov 2016, Analysis Division is also responsible for managing and disseminating the information as following:

1. Manage STR, CTR, CBR online systems, data sharing and other systems as they are developed from time to time;
2. Compile, store information of STR, CTR, CBR, FIR, financial information and other information confidentially;
3. Review the adequacy of STR and other information received from reporting entities to be able to make the FIR and disseminate to relevant authorities;
4. the main role is domestic coordination with stakeholders to provide financial intelligence and other information;
5. Implement other duties as assigned by Director General of AMLIO.

Article 5 Rights and Obligations of Analysis Division Staff

Analysis Division Staff have Rights and Obligations as followings:

1. Should Entry – Exit Analysis Division during office hours. In case of Entry – Exit after work or in weekend, must have permission from the Chief or Deputy Chief of Analysis Division;
2. Other staff who are not in the Analysis Division, prior to entering Analysis Division must have the permission of the Chief or Deputy Chief of Analysis Division;
3. Use of STR , CTR, CBR online system, data sharing systems and other new relevant systems as they are developed from time to time;
4. Prior to using any STR, CTR, CBR, FIR or searching name lists of individuals, legal persons or organization must be authorized by the Chief or Deputy Chief of Analysis Division;
5. Implement other duties as assigned by Director General of AMLIO or the Divisions.

Article 6 Use of Analysis Division Room:

To Entry – Exit Analysis Division, should follow these steps:

1. Entry – Exit must be fingerprint scanned every time even on weekdays or after office hours or on holidays;
2. External persons who wish to fulfill their duties in Analysis Division shall be approved by the Chief or Deputy Chief of Analysis Division and must be closely followed by the Analysts until the completion of their duties;
3. In case, staffs of Analysis division or other staffs are required to work over time, they must be allowed by the Chief or Deputy Chief of Analysis Division;

4. Before leaving Analysis Division, everyone must check for security such as: lock the door, turn off the lights, shut down the computers, etc.
5. Prior to using or installing of devices in Analysis Division, must be approved by Director General of AMLIO.

Section 3

Prohibitions and measures against violators

Article 7 Prohibition

Staff who has right to Entry – Exit Analysis Division, must not of Disclose information or confidential document to other unrelated people, legal persons and organization Without Permission Director General of AMLIO.

Article 8 Violation measures

Officers of AMLIO and other relevant sectors which violate the prohibitions as set forth in this policy shall be subject to the following measures:

1. AMLIO staff or other people who violate this policy for the first time, but does not cause the serious harm, will be criticized, warned by the Director General of AMLIO and recorded in writing;
2. A second violation of this policy shall be official warning and be punished in accordance with the severity of violation of the relevant regulations;
3. In case of violating this policy and make any damage to the work or to the person, legal persons or organization shall be punished in accordance with applicable laws and regulations.

Section 4

Final Provision

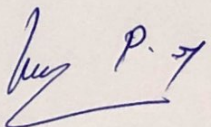
Article 9 Implementation

Board of AMLIO, divisions, all officers and relevant organizations shall be acknowledged and implement this policy strictly.

Article 10 Effectiveness

This policy is effective since the date of signature.

Director General of AMLIO


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