



Lao people's Democratic Republic
Peace Independence Democracy Unity Prosperity

Anti-Money Laundering Intelligence Office

No: 880 /AMLIO
Vientiane Capital, dated: 13 June 2019

Internal Instruction on
Information Supervision and Entry – Exit Server's Room

- 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
(AMLIO)
Issues These Policies:

I. Objectives

These policies were issued to ensure information supervision and monitoring of the Entry – Exit Server's room of Anti-Money Laundering Intelligence Office (AMLIO) for security, orderly and effective use of information.

II. Supervision and Entry-Exit of Server's Room

- 1. Server's Room Supervision** refers to accessing Server's room in order to use, install, modify, and uninstall software within the Server;
- 2. Entry-Exit Server's Room** refers to period of time entering to perform tasks and after completion in the Server's room, employee identification details and specific time records are required; the definitions of term to use in this context have specific meaning as below:
 - 2.1. Server's Room** means a centralize where all hardware, software, online-system, and information are installed;
 - 2.2. Electronic Devices within Server's Room** means all equipment such as servers, air-conditioner, electric circuit and etc;

- 2.3. Networking System** means network that being used to connect and share information within AMLIO.

III. Appointed Information Technology Division to take responsibility for Supervision and Monitoring Server's Room as follow:

1. Supervision

- 1.1 Supervise and take responsibility on information security within AMLIO, and as well as back-up information in timely manner;
- 1.2 Be centralized on system usage, control and coordinate both internal external sector on maintenance to ensure stability and effectiveness of the system.

2. Monitoring

- 2.1 Monitor, authorize and take record details on entry-exit Server's room in periodically;
- 2.2 Review, observe and check contract on software-licensing between AMLIO and vender in annual basis.

IV. Rights and duties of authorized employee who takes responsibilities in Server's Room are stated below:

- 1. Entry-exit Server's room in the working hours from 8:00-16:00 and in case of technical error unexpected occurs and need to be solved immediately weekend is also permitted;
- 2. Allow or disallow outsider to enter to Server's room by considering on necessity and connectivity of the work;
- 3. Use devices within the room;
- 4. Upgrade or fix equipment in the Server's room, when it is down or its performance not met with the standards;
- 5. Monitor effectiveness of device's performance, once detect the problems that cannot be solved by authorized employee, then they are required to file a report to AMLIO Director in seeking for adequate solution from time to time.

V. Obligations on Usage and Entry-Exit Server's Room should be implied as follow:

- 1. There should be a record that indicated details of visitor on each entry – exit during office hours 8:00-16:00;
- 2. For an outsider staff while entering Server's Room should accompany by authorized employee of AMLIO, once mission is done, they will not allow to stay longer in the Server's room;
- 3. In the event that, the mission takes longer than official working hours, it is required to get permission from AMLIO's Director;
- 4. Prior to set up or install new device in the Server's Room, it is required to get approval from AMLIO's director;
- 5. The supporting devices that being used during the installation such as: screwdriver, pliers, wires, etc... must take outside the room once process completed;
- 6. The installation team must ensure the door is properly closed before leaving or after work has been done;
- 7. It is required permission from AMLIO Director to turn On or Off the main server or other online system;

8. The device replacement, movement, connect alternated and bringing in or out should obtain approval from AMLIO's director.

VI. Prohibitions and measures against violator

1. The prohibitions on using Server's Room as following:

- 1.1 Taking individual laptop or computer into Server's room without permission from division chief or AMLIO's director;
- 1.2 Searching for user name or password of confidential data protection system such as: Suspicious Transaction Report Online System, Cash Transaction Report Management System, Cross Border Report Online system or other protected system;
- 1.3 Using other account or password without permission;
- 1.4 Unauthorized delete or uninstall software in the server;
- 1.5 Establishing unauthorized connection to transfer information to individual laptop or personal computer;
- 1.6 Installing anonymous software into server or networking system;
- 1.7 Taking information consisted in the database to outside or unconcerned third parties;
- 1.8 Dropping rubbish, smoking, having food or beverage inside the Server's room;
- 1.9 Taking weapons such as: knife, gun, bomb, nuclear and other materials that can cause in damage or harmful to Server's room.

2. Measures against violator

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

- 2.1 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 written;
- 2.2 A second violation of this policy shall be official warning and be punished in accordance with the severity of violation of the relevant regulations;
- 2.3 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.

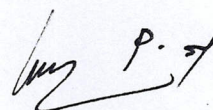
VII. Implementation

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

VIII. Effectiveness

This policy is effective from the date it is signed.

Director General of AMLIO



Phengsy PHENGMUONG