



Anti-Money Laundering Office Notification
Rules and Procedures for Training Provision under the Anti-Money Laundering Board Ordinance on the Provision of Training to the Reporting Entities under Section 13 and Section 16, B.E. 2563 (2020) by a Juristic Person

In accordance with the Anti-Money Laundering Board Ordinance on the Provision of Training to the Reporting Entities under Section 13 and Section 16 B.E. 2563 (2020) (the Ordinance), prescribing that the Anti-Money Laundering Office (AMLO) may approve other juristic person to provide trainings to the reporting entities under Section 13 and Section 16, where the juristic person who intends to provide training shall submit a request to the Secretary-General of the Anti-Money Laundering Board for consideration and approval. Once approved, the juristic person shall submit a training plan with AMLO within the prescribed time and it then be publicized through AMLO's information system. In addition, the Ordinance also requires that such juristic person who was approved shall organize for knowledge assessment tests in compliance with the standards prescribed by AMLO, as well as to issue training certificates to persons who completed the training and to submit the list of such persons to AMLO.

Therefore, to ensure that trainings provided by other juristic persons are in order, consistent and in line with the Ordinance, AMLO hereby notify as follows;

Article 1 In providing a training, a juristic person may choose one of the following methods;

- (1) Classroom lecturing
- (2) E-learning
- (3) Virtual class, such as video conference, web conference, or other software designed for long-distance meetings or training over a network system.

A mixture of methods under paragraph one may be chosen as appropriate.

Article 2 A juristic person who intends to provide trainings in accordance with the Ordinance shall submit a letter of intent to the Secretary-General of the Anti-Money Laundering Board before the 15th day of each month, attached with documents or relevant evidence, as follows;

- (1) A letter showing intention to provide a training course, which purposes, course title, and the target audience for such training are clearly identified.
- (2) Certificate of juristic person registration

(3) The document...

(3) The document showing subject title, required training time, which shall at least include contents, each subject with knowledge assessment tests as follows: -

(3.1) Introduction to the laws on anti-money laundering; and the laws on counter terrorism and proliferation of weapon of mass destruction financing.

(3.2) Assessment, management, mitigation of risks of money laundering, and financing of terrorism and proliferation of weapon of mass destruction.

(3.3) Transaction reporting, and related guidelines.

(3.4) Customer identification, and related guidelines.

(3.5) Customer due diligence, record keeping, and related guidelines.

(3.6) Identification of persons and entities under the list of designated persons, assets freezing and transaction reporting, and related guidelines.

Required training time for each subject and knowledge assessment tests can be set by the juristic person as appropriate to sectoral risk, size, and type of products offered but the total duration throughout the course of 6 core subjects shall be at least 6 hours. In this case, the juristic person who intends to provide trainings may utilize the content and knowledge assessment tests provided by the AMLO.

(4) Documents or evidence showing the qualifications of the course's lecturers, each shall at least complete a bachelor's degree and has expertise in the subjects to be lectured and shall have at least 3 years of experience in such subjects.

(5) Methods for training provision, along with course materials to be used in the training.

Article 3 AMLO, when received a letter along with all documents or evidence under Article 2, the training course will be considered under the criteria for considering the training course attached to this Notification (the form AMLO Kor Sor 01), and the results of the consideration will be notified within 60 days, from the date of receiving the correct and complete documents and evidences.

Article 4 The juristic person who was approved to provide a training shall submit the training plan to the AMLO within 30 days from the date that the approval being notified by AMLO pursuant to Article 3.

In the case where the juristic person cannot comply with the time allowed under paragraph one, a letter requesting for extension shall be submitted prior to end of such period for AMLO's consideration. The reasons and necessity for extension shall also be included with the letter. In the case where no extension request within the time specified under paragraph one, the AMLO shall consider that the approval was never been done, and the juristic person shall proceed again from procedures under Article 2.

Article 5 Once juristic...

Article 5 The juristic persons approved to provide a training shall organize for knowledge assessment tests in multiple-choice format, each question have at least 4 choices, for all 6 training courses. Each subject must have at least 4 questions, and at least 30 questions for each course. A trainee who passes the test with a score of not less than 60% for each subject and the average of not less than 70% for all 6 subjects is considered completion of the course. The training certificate shall be in accordance with the form attached with this Notification (Form AMLO Kor Sor 02), and the issuance of the certificate should have appropriate measures to prevent counterfeiting.

Article 6 At the end of each training, juristic persons approved to provide the training shall submit a list of trainees who complete the course in the form attached to this Notification (Form AMLO Kor Sor 03) to AMLO within 30 days from the date of completion of the training course. The submission of the list can be done through AMLO Financial Information Cooperation System (AMFICS) or the AMLO Training System (ATS) or by submitting a written form to AMLO.

Given on 4th June 2020

Police Major General (sign))

(Preecha Jaroensahayanon)

Deputy Secretary-General

Acting Secretary-General of the Anti-Money Laundering Board

**The Criteria for Consideration of the Training Course
under the Anti-Money Laundering Board Ordinance on the Provision of Training
to the Reporting Entities under Section 13 and Section 16, B.E. 2563 (2020)**

No.	Descriptions	Completeness		Note
		Completed	Incomplete	
1	Course Title			Ordinance Article 8 (1)
2	Principles and Purposes			Ordinance Article 8 (1)
	2.1 Purposes of the training			
	2.2 Target audience of the training			
3	Juristic person's name and the Certificate of juristic person registration			Ordinance Article 8 (2)
4	The number of training hours, not less than 6 hours, consist of 6 core subjects with content and knowledge assessment tests as follows,			Ordinance Article 8 (3) in conjunction with Article 6
	4.1 Introduction to the laws on anti-money laundering; and the laws on counter terrorism and proliferation of weapon of mass destruction financing.			
	4.2 Assessment, management, mitigation of risks of money laundering, and financing of terrorism and proliferation of weapon of mass destruction.			
	4.3 Transaction reporting, and related guidelines.			
	4.4 Customer identification, and related guidelines..			
	4.5 Customer due diligence, record keeping, and related guidelines.			
	4.6 Identification of persons and entities under the list of designated persons, assets freezing and transaction reporting, and related guidelines.			
	4.7 Other			
5	The lecturer's background, qualification (CV) and experience in topics to be lectured			Ordinance Article 8 (4) in conjunction with Article 7
	5.1 Holding at least a bachelor's degree.			
	5.2 Have knowledge and at least 3 years of experience in a subject to be lectured			
6	Training methods			Ordinance Article 8 (5)
	- Classroom lecturing			
	- E-learning			
	- Virtual class			
	Training materials (such as, video or PowerPoint)			

No.	Descriptions	Completeness		Note
		Completed	Incomplete	
7	Training time and countable hours (The total course not less than six hours)			Ordinance Article 6
8	Measures to supervise the training (Explanation)			Ordinance Article 10
9	Knowledge assessment test (Training completion criteria) Trainees will passed and completed the training and receive a Training Certificate in accordance with the standards set by the AMLO when fulfilling the following criteria			Ordinance Article 11
	9.1 Trainees must attend 100% of the training time of 6 subjects/ 6 hours			
	9.2 Knowledge assessment tests			
	9.2.1 knowledge assessment tests in multiple-choice format with at least 4 choices for each question, for all 6 training subjects. Each subject has at least 4 questions, with total of at least 30 questions for the course.			
	9.2.2 a pass mark of 60% for each subjects and average of 70% for the course of 6 six subjects			
10	Training Certificate and details are in the form specified by AMLO			Ordinance Article 11 paragraph 2 and Article 12
	10.1 Evidence of training completion: certificate of completion in accordance with Anti-Money Laundering Board Ordinance on the Provision of Training to the Reporting Entities under Section 13 and Section 16, B.E. 2563 (2020) (Form AMLO Kor Sor 02)			
	10.2 List of persons who completed the training submit to AMLO under Anti-Money Laundering Board Ordinance on the Provision of Training to the Reporting Entities under Section 13 and Section 16, B.E. 2563 (2020) (Form AMLO Kor Sor 03)			

Additional comments

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Result of the consideration

- Approved
- Disapproved: reasons

**Training Certificate Form under the Anti-Money Laundering Board Ordinance
on the Provision of Training to the Reporting Entities under Section 13 and Section 16,
B.E. 2563 (2020)**

Logo

Juristic person's name

This certificate is awarded to

(Name of trainee)

On the completion of (Name of training course)

under the Anti-Money Laundering Board Ordinance on the Provision of Training
to the Reporting Entities under Section 13 and Section 16, B.E. 2563 (2020)

Given on Date / Month / Year

(Signature)
(.....)
Training Manager

- * The training certificate may be done in electronic form by using digital signature to sign on the certificate.
- * The date to be printed in the certificate shall be the date of completion.
- * The signatory must be a managing director authorized to act on behalf of the juristic person or a person authorized by a managing director authorized to act on their behalf, such as the director of training and personnel development of the juristic person, or the course speaker etc.

**List of Persons Completed the Training
in accordance with the Anti-Money Laundering Board Ordinance
on the Provision of Training to the Reporting Entities under Section 13 and Section 16,
B.E. 2563 (2020)**

Training Manager

Date and time

Place

List of persons completed the training to total of ...(number of persons)...persons

No.	Name and Last Name	Position	Agencies

(Signature) Reporter

.....)

Training Manager *

Reported Date / Month / Year

* The signatory must be a managing director authorized to act on behalf of the juristic person or a person authorized by a managing director authorized to act on their behalf, such as the director of training and personnel development of the juristic person, or the course speaker etc.