

# AML CPD



Have you ensured all your employees are aware of their responsibilities...?



The revised **Code on the Prevention of Money Laundering and Terrorist Financing** was approved by the Board of the FSC on 29 March 2012. A key requirement of these codes and associated AML/CFT laws concerning training apply to all relevant employees (including directors and senior managers) whose duties relate to actual financial services business.

3 CPD  
HOURS

As a maximum all relevant employees must be told of developments and risk factors by having:

- Induction training for all new relevant employees prior to them becoming actively involved in day-to-day operations.
- Training at least once a year OR more often depending on the firms AML business risk assessment, an employees status (front/middle or back office) and /or change to the environment (Including; external Laws, Regulations and you own internal polices and procedures).

## DURING THE WORKSHOP THE FOLLOWING MATTERS WILL BE ADDRESSED:

- The AML environment - laws and orders and FSC rules
- AML Policies and procedures - what is the difference and why they are important
- Probability of an offence crystallising - using leading case studies
- Risk of not reporting - using real case studies
- Understanding what ML & TF is - demystifying the myths!
- Government and other Sanction risk (e.g. HMT, EU, OFAC etc)
- Understanding the difference between KYC - ID&V - CDD
- Profiling customers - what does it mean, what you need to do
- Building and using trigger events
- Summary and key messages
- New developments including information on current money laundering and terrorist financing techniques, methods, trends and typologies
- information on the changing behaviour and practices amongst money launderers and those of financing terrorism.

**Workshop facilitator is Mathew Beale FCSI, AIFP** – Comsure has been helping its clients since 2005 and Mathew has considerable practical experience in regulatory matters following his 7 years at the Jersey Financial Services Commission. He was also a course lecturer for the International Compliance Association's (ICA) in the UK up to 2008. And between 2002 until May 2005, he was a senior lecturer on the ICA international programs; these include the Introductory Certificate in Compliance, Diploma in Compliance and Diploma in Anti-Money Laundering. He also co-authored some of the materials used by the ICA in their UK and International Diplomas in Compliance.

**COMSURE** has designed a cost effective employee friendly package for firms who wish to ensure they meet and understand the new requirements from an early stage of implementation. Whether you are a small business or a large employer COMSURE can efficiently roll out a full employee training package in a timely manner. The training package costs **\$1,350** (discounts available for multiple bookings) and includes:

1. Use of multi-media case study videos
2. the ability to tailor the workshops for your own circumstances
3. x 3 hour workshop
4. presentation material
5. a summary handbook highlighting staff responsibilities
6. inclusion of simple and understandable case studies
7. follow up employee question and answer quiz

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All enquiries about costs and timings of training should be made with CLBS – Furthermore all bookings and payments should be made with CLBS

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**DISCOUNTS APPLY - FOR MORE DETAILS PLEASE SEE WORKSHOP OUTLINE OR EMAIL  
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## BOOKING DETAILS (AND TERMS AND CONDITIONS)

**Booking form and payment instruction** - Please ensure the details provided in the booking form are clear and concise and ensure you reference your payment with your name & course title.

**Confirmation:** You will receive confirmation from Comsure within 4 working days of registering.

**Payment with discounts** - Payment associated to a discount offer (e.g. early bird) is due within 4 business days of the booking being received (whether electronically or by any other means) by Comsure. **LATE PAYMENTS & DISCOUNTS** - Where payment is not paid within 4 business days all discounts will be void and full payment will be applicable and must be paid in accordance to the usual payment terms below.

**Payment** - Outside of above discount terms payment is due within 10 business days OR before the day of the event whichever is the soonest of the booking being received (whether electronically or by any other means) by Comsure. **LATE PAYMENTS** - for all late payments Comsure retains the right to charge a minimum administration fee of £40. This minimum is dependent on the size of the delayed payment (debt) and the time to recover it. In addition interest will be charged on the unpaid amount at 8% plus the Bank of England base rate.

**Cancellation:** A full refund, less 20% per person administrative charge, will be made for cancellations made by letter and received 10 business days before the event. Thereafter, we regret that no refunds can be made. This also applies to delegates who are unable to attend on the day. However, complete substitutions for any of the workshops are welcome.

**Other Information:** The organisers reserve the right to change the venue, speakers or programme. We also reserve the right to cancel the programme, in which case all fees will be refunded.

## This Form Represents an Invoice and Confirmation of Payment Method

Payment: (All payments must be made in accordance with the above terms and conditions)

PLEASE NOTE: CREDIT CARD bookings can be made on-line

PAYMENT AMOUNT:

BOOKING DATE

**PLEASE TICK IF PAYING BY CHEQUE.**

Please make cheques payable to **COMSURE**

and send to:

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**Comsure**

**1 Bond Street,**

**St Helier, JE2 3NP**

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