

# **ANTI-MONEY LAUNDERING**

## **Certification Program**



**This highly specialized and concentrated Program is ideally suited to following individuals who:**

- **Are fresh University Graduates and like to pursue a career in Banking**
- **Are already working and interested to switch over to Banking career**
- **Are already working in a Bank and like to excel in terms of better position and compensation**
- **Are already working in a Bank and want to qualify banking examination arranged by Institute of Bankers Pakistan**

**Program is offered by: 3D Educators – Trainers & Consultants**

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## Program Details

### ***Inauguration***

The Training Program will be inaugurated by a senior member of 3DEducators

### ***Program Structure***

|                             |                    |
|-----------------------------|--------------------|
| Number of classes in a week | One Class Per Week |
| Duration of each class      | 4-Hour with Break  |
| Total Duration              | 16                 |

### ***Other Learning Activities***

|                           |   |
|---------------------------|---|
| Classroom Assignments     | 4 |
| Presentations by Trainees | 1 |

### ***Program Topics and Time Allocation***

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The participants will cover the following syllabus:

#### **ANTI MONEY LAUNDERING**

The comprehensive program related to Anti-money Laundering, the main backbone of any bank. The participant will cover the following detailed course content on Course Content Page.

### ***About the Program Instructor***

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The “**ANTI MONEY LAUNDERING**” Program will be conducted by Senior most Bankers who having the huge experience of teaching The Banking. They have worked with various large commercial banks worked from credit, treasury, Foreign Trade, Retail Operations, Training & Development departments. They also served foreign, International and Local Banks too.

The Trainers who are conducting this program are have on the position of the following:

- ✓ Head of Trainings and HR
- ✓ Senior Executive Vise President
- ✓ Vice President
- ✓ Head of Foreign Trade
- ✓ Head of Retail and Operations

Some Bankers having the Banking experience where some were worked with Airlines, Chartered Accountants firms & public sector organization also.

They trainers are foreign qualified and having the degrees of PhD, M.Phill, MBA, MSc and research back ground.

As Consultant & Senior Trainers, the team of trainers from banking side we at **3D Educators – Trainers & Consultants** would not compromise on the faculty quality, where the trainers who are also provide training at Institute of Bankers Pakistan.

## **Program Syllabus**

### **ANTI-MONEY LAUNDERING MEASURES AND BUSINESS ETHICS**

#### **COURSE CONTENTS:**

##### **1. Definitions**

- Money Laundering
- Terrorism Financing
- Relationship with other crimes and world economy

##### **2. Money Laundering**

###### **A. Methodology**

- 2.A.1 Placement
- 2.A.2 Layering
- 2.A.3 Integration
- 2.A.4 Issuance of Cheque

###### **B. Sources and Techniques**

###### **2.B.1 Crimes and Civil wrongs**

###### **Nature of crimes**

2.B.2 Corruption, Drug Trafficking, Ransom, Counterfeiting, Copy Rights violations, Arms Smuggling, Stock Exchange Frauds Learning from 79 Federal Violations in USA

###### **Nature of Civil Wrongs**

2.B.3 Structured Insurance Policies, Letter of Credit, Abuse of Credit Cards, Structured Loans, Under or Over Invoicing, Transit Trade, Free Zone Concessions, Correspondent Banking, Negotiable instruments, Telegraphic Transfers, Off shore transactions.

###### **Formal Institutions**

2.B.4 Off shore or shell Banks, Insurance and Investments Companies, Bureau De Change, Pension Funds, Shell Corporations, Venture Capital, Casinos, Travel Agencies, Real Estate Agents.

###### **Informal Institutions**

2.B.5 Cash Business and Transactions, Hundi, Hawala, Fin Chin, Peso Exchange System, Antique Dealers, Precious Commodities dealers. Lotteries.

**3. How the banks are abused?**

- Review of the accounts with case Studies
- Review of the customers with case studies
- Review of the transactions with case studies
- Case studies of BCCI , Bank of America etc
- Walking Accounts and Numbered Accounts

**4. International Initiatives and relevance with KYC**

**A. Initiatives**

- 4.A.1 Concepts and Objectives
- 4.A.2 Bank of International Settlement and Basel Committee
- 4.A.3 UN Convention on Financing of Terrorism 1999
- 4.A.4 UN Convention on Narcotic Drugs 1988
- 4.A.5 OECD Conventions on Corruption and Bribery 1997
- 4.A.6 UN Convention Against Transnational Organized Crimes 2000
- 4.A.7 Financial Action Task Force's Recommendations (1990 and 2001) 40 + 8

**B. Implications**

- 4.B.1 National and International Implications
- 4.B.2 Initiatives by national agencies like State Bank, SECP and National Accountability Bureau.
- 4.B.3 Identification, Monitoring, Training, Auditing And Anti Money Laundering Units
- 4.B.4 Reporting to AML units and to Authorities.
- 4.B.5 Global co-operation and KYC.

**5. How to exercise KYC in Pakistan**

- Procedure laid down by Financial Action Task Force

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- Procedure laid down by State Bank
- Recommended steps
- Step One Policy
- Step Two Identification and Record Keeping
- Step Three Monitoring
- Step Four Reporting
- Evaluation of: Customer related risks, Transaction related risks, Jurisdiction related risks
- Role of AML units and Compliance Officers

***Business Ethics***

1. **Ethics and approaches in Ethics**
2. **Ethical Power: Purpose, Perspectives, Patience, Persistence, Pride**
3. **Work Ethics:**
  - Mission and Goal related
  - Work related
  - Style related
  - Belief related
4. **Building Ethical Organization:**
  - Organizational Tools to Cultivate ethics
  - Ethical Decision making
5. **Factors responsible for Ethical & moral erosion**
6. **Promoting ethics at work place.**

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**CORE READINGS**

|   |                                |  |
|---|--------------------------------|--|
| 1 | Pakistan, Institute of Bankers | Anti-Money Laundering Measures – A Guide for Bankers   |
| 2 | Pakistan, Institute of Bankers | Business Ethics in the Banking Sector  |
| 3 | Munir A. Malik                 | Banker’s Guide on Anti-Money Laundering Initiatives & Legislation  |
| 4 |                                | International Monetary Fund, Financial System Abuse, Financial Crimes And Money Laundering, Background Paper Washington D.C.IMF 2001 |

**CREDIT HOUR** : **Three**

**Total Duration** : **24 Hours**

**Final Examination** : **Three hours**



## **TERMS & CONDITIONS**

### **WITHDRAWAL FROM THE CERTIFICATION**

Students are not allowed to withdraw from the CERTIFICATION. If a student cannot continue the CERTIFICATION his/her fee will be forfeited.

### **CONDUCT AND DISCIPLINE**

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

### **EVALUATION AND GRADING**

The performance of students is evaluated through continuous observation of a student's performance in the CERTIFICATION – class participation, submission of assignments, quizzes and exercises.

The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the CERTIFICATION will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the CERTIFICATION:

|           |                 |
|-----------|-----------------|
| <b>A</b>  | <b>87 - 100</b> |
| <b>B+</b> | <b>81 - 86</b>  |
| <b>B</b>  | <b>72 - 80</b>  |
| <b>C+</b> | <b>66 - 71</b>  |
| <b>C</b>  | <b>60 - 65</b>  |
| <b>F</b>  | <b>below 60</b> |

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Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.



3D EDUCATORS



## **ONLINE LIVE CLASSES FACILITY AVAILABLE**

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to [info@3deducators.com](mailto:info@3deducators.com) with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it [info@3deducators.com](mailto:info@3deducators.com). Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.
- If you are outside country or city then extra courier charges shall be incurred for Certificate.

## **PRECAUTIONARY MEASURES**

- ✓ During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- ✓ Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- ✓ If you have taken the admission in the course online, ethically it is recommended and suggested that you only avail this facility.
- ✓ Recording of Lectures are not allowed at your end.

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This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions.

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.



**DISTANCE NOT MATTER**

You can join in the live classes Sessions of **3D EDUCATORS – TRAINERS & CONSULTANTS** from anywhere of the world.

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**(Get the Admission Form)**

[Admission Form](#)

**MANAGEMENT**

**3D EDUCATORS – TRAINERS & CONSULTANTS**



FINAL CERTIFICATION AWARDED BY IMRTC – USA

SAMPLE CERTIFICATE

**CERTIFICATE  
OF EXCELLENCE**

IMRTC USA Recognized

**CERTIFICATION**



*This is to Certify That*  
**Mr. Danny Jones Wales**  
*has successfully met the certification requirements as outlined in  
IMRTC content and the policies adopted thereunder; hereby grants the certification of*

**Certified OHSAS 18001 Lead Implementation**

Student ID: IM864532201

Date of Commencement: May 4, 2014

Date of Ending: July 4, 2014



*Cheryzel Rhodes*

Principal of Institute

Director Affiliations and Official Affairs

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Partnership ID: AS5588322\_Pakistan

*Verification@imrtc.org*

**CERTIFICATE OF AUTHORIZATION**



**CERTIFICATE  
OF AUTHORIZATION**

IMRTC USA Recognized

**CERTIFICATE OF AUTHORIZATION**



*This is to Certify That IMRTC Authorized*

**3D EDUCATORS - TRAINERS & CONSULTANTS**

*to work as Training & Research Partner in capacity of  
PARTNER THROUGH PAKISTAN CHAPTER  
for the scope of activity shown below in accordance with the applicable rules of  
the IMRTC. The use of this certification and the authority granted by this  
Certificate of Authorization are subject to the provision of agreement set  
forth in the application.*

*The validity of this certificate is for Two Years from the date of Issuance  
and will increase according to the performance  
Issuance Date: 16 Aug 2015*

*Cheryyel Rhodes*

Director Affiliations and Official Affairs



Chapter ID: AS2933770

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