



Inter Office Memo

To:	All Branch Managers/BAMLCOs The Head/In-charge of all Divisions/ Department/Units/OBU/CPC Shahjalal Islami Bank Limited	From:	Money Laundering & Terrorist Financing Prevention Division
CC:	PS to the Managing Director & CEO PS to the Deputy Managing Directors Shahjalal Islami Bank Limited	Ref:	SJIBL/ML&TFPD Circular/MLTF&PD/2020/01
Subject	Message of the MD & CEO	Date:	January 07, 2020


Muhtaram,

Assalamu Alaikum.

We enclose the annual message of the Managing Director & CEO of the Bank on Prevention of Money Laundering and Combating Financing of Terrorism.

All concerned are requested to bring the contents of the message to the notice of all officials of the Branches and Divisions/Departments/Units/OBU/CPC of Head Office and obtain their initials as a token of having understood the same for stringent implementation and preserve it.

Ma-assalam.


Md. Khalid Hussain
SVP & DCAMLCO


M Akhter Hossain
DMD & CAMLCO



**Message of the Managing Director on Prevention of Money Laundering,
Terrorism Financing & Proliferation Financing for the year-2020**

January 01, 2020

Dear Colleagues,

You are aware that money laundering has a major impact on a country's economy as a whole, impeding the social, economic, political and cultural development of a society. Both money laundering and terrorist financing can weaken individual financial institution and they are also threats to a country's overall financial sector reputation. Combating money laundering and terrorist financing is, therefore, a key element in promoting a strong, sound and stable financial sector.

Shahjalal Islami Bank Limited (SJIBL) is committed to prevent money laundering and combating financing of terrorism at all stages of our banking activities. Therefore, all officials of the Bank should remain updated with the latest rules and regulations, circulars, letters etc. relating to ML, TF & PF. They shall comply meticulously with the Money Laundering Prevention Act, 2012 (with amendment of 2015) and Anti Terrorism Act, 2009 (with amendment of 2012 & 2013) and follow BFIU Circular # 19 dated 17.09.2017 & Bank's '**Guidelines on Prevention of Money Laundering, Terrorist Financing & Proliferation Financing, December-2019**' to prevent money laundering, combat terrorism financing and proliferation financing.

I, therefore, advise you all to remain vigilant & aware on AML & CFT and perform the following functions meticulously:

- Make sure that Account Opening, KYC, Transaction Profile (TP) forms etc. are filled in properly and completely with due diligence;
- Complete accurately KYC and TP profile at account opening stage for proper identification of the customer, his/her/their business, source of fund, volume of transaction etc. Transaction in any account should not be allowed if the account holder fails to provide required information and documents relating to his/her/their identity;
- Ensure that customers' risk be assessed as per parameters of risk perception as clearly defined in KYC Profile Form of Account Opening Form.
- Ensure proper identification of High Risk Accounts, application of Enhanced Due Diligence (EDD) and monitoring of these accounts as per BFIU instructions;
- Ensure 'Customer Acceptance Policy' of the Bank is followed meticulously;
- Ensure identification of Beneficial Owner of the account and complete KYC of the Beneficial Owner, if any.
- Remain vigilant and alert in identifying abnormal and suspicious activities/transactions in any account and in the event of detection of such transactions, STR/SAR should be communicated in writing immediately to Money Laundering & Terrorist Financing Prevention Division (ML&TFPD);
- Ensure monitoring of TP, TP Exception Report, Cash Transaction Report (CTR), Structuring Report, Daily Transaction Activity Report etc. are being done properly;

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- Ensure obtaining information of the bearer/person who deposits and withdraws through Online Banking as per BFIU, Bangladesh Bank's directives;
- Ensure obtaining information of the floating/walk-in customer's identity, sources of fund as per BFIU, Bangladesh Bank directives;
- Ensure proper monitoring of inward and outward of foreign and local remittances;
- Exercise effectively Enhanced Due Diligence (EDD) at the time of opening accounts of Politically Exposed Persons (PEPs), Influential Persons (IPs), High Officials and Chief of International Organizations whether as customer or beneficial owner;
- Ensure that 'Automated Sanction Screening' process should be completed before opening of an account. No account should be opened and operated of the person or entity that are associated with terrorism as per list of United Nations Security Council (UNSC) and also the list provided by the Government of Bangladesh;
- Follow the ML and TF Risk Register of the Bank to mitigate the risk of money laundering and terrorist financing, which was circulated vide CCU Circular # 11/2017 dated 17.07.2017;
- BAMLCO must be very vigilant in performing his duties and maintenance of files of the Branch as per ML&TFPD Circular # 03/2019 dated 17.04.2019;
- Quarterly meeting should be arranged to review Branch's AML&CFT position and Branch will send the minutes to ML&TFPD immediately after meeting;
- Proper record keeping for the Branch is a must. The Branch should keep all necessary documents, like: account opening, customers' transactions and other documents of closed accounts should be preserved as per BFIU Circular in force and other rules & regulations;
- Follow the media report on terrorism, terrorist financing proliferation financing or other predicate offences and find out any relationship of the Branch with the involved person; if so, BAMLCO should make an STR/SAR and send it to ML&TFPD immediately;
- Ensure proper Due Diligence in International Trade Business as per directives of Bangladesh Bank and Bank's guidelines and also ensure necessary steps to take safeguard against Trade Based Money Laundering (TBML).

Please note that if any concerned official fails to comply with the AML/CFT measures as prescribed due to negligence, lack of due diligence and professional judgment, he/she will be held accountable for not carrying out their compliance responsibilities and in that case stringent disciplinary action shall be taken against the concerned officials.

At the end, I express my sincere gratitude to all for your constant vigilance on this compliance matter to keep our beloved Bank safe and secured from money laundering and terrorist financing.

M Shahidul Islam
Managing Director & CEO