



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

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National Coordination Committee for

Anti-Money Laundering and Counter- Financing of Terrorism

No: 18 /NCC

Vientiane Capital, Dated 01 October 2024

Decision
on Organization and Operations of
The Anti-Money Laundering Intelligence Office
(Revised edition)

- Pursuant to the Law on Anti-Money Laundering and Counter Financing of Terrorism (Amended), No. 64/NA, dated 01 July 2024;
- Pursuant to Per the Decree on the Implementation and Function of the National Coordination Committee on Anti-Money Laundering and Counter Financing of Terrorism No. 350/PM, dated 14 October 2016;
- Pursuant to proposal of the Anti-Money Laundering Intelligence Office No. 1956/AMLIO, dated 25 September 2024.

The Chairman of National Coordination Committee for
Anti-Money Laundering and Counter Financing of Terrorism issues the following
Decision:

Section 1

General Provision

Article 1 Objective

This Decision defines the status, mandate, duties, rights, organizational structure, personnel, principle and work procedures of The Anti- Money Laundering Intelligence Office for implementation on supervision, monitoring and inspection of Anti-Money Laundering and Counter Financing of Terrorism with effectiveness.

Article 2 Status and Mandate

Anti-Money Laundering Intelligence Office (AMLIO) is an organization equivalent to Department which is mandated as secretariate, assisting The National Coordination Committee for Anti-Money Laundering and Counter Financing of Terrorism in implementation of Anti-Money Laundering and Counter Financing of Terrorism ensuring peace, social security, align with both national laws and international standards.

Section 2 Duties and Scope of Rights

Article 3 Duties

Anti-Money Laundering Intelligence Office has duties as below:

1. Studying requirements prior issuance of policies, laws, national strategies plan and regulations regarding anti-money laundering and counter financing of terrorism in order to propose to the NCC for consideration;
2. To transpose the policy, law, national strategies plan and regulations regarding anti-money laundering and counter financing of terrorism;
3. To disseminate the policy, law, national strategies plan and regulations regarding anti-money laundering and counter financing of terrorism;
4. To hold capacity building, improve staff knowledge who is responsible for anti-money laundering and counter financing of terrorism to enhance the implementation capacities;
5. To collect information, analysis and make financial intelligence report and providing information related to money laundering and countering of financing terrorism to relevant agencies as proposed;
6. To disseminate the financial intelligence report spontaneously and upon requested to relevant agencies directly both domestic and international, ensuring that the information provided is secure and safe;
7. To monitor and evaluate reporting entities under its responsibilities regarding the implementation of anti-money laundering and counter financing of terrorism;
8. To notify the list of terrorists, terrorist organizations or terrorist financier and list of suspicious persons involving in money laundering including list of high-risk jurisdictions designated by international organization to reporting entities in timely manner;
9. To conduct capacity building in various forms (seminar, training, meeting and etc.) to government organization, public-private sectors who implement the work of anti-money laundering and counter financing of terrorism;
10. To cooperate with sectors, organizations and local administrative units in implementing anti-money laundering and counter financing of terrorism;
11. To bilateral and multi-lateral cooperation with international counterparts and organizations to ensure the AML/CFT implementation in line with the international standard;
12. Set annually budget plan, employee requirement, capacity building, AMLIO's properties compilations;

13. To summarize and report its performance to the NCC and relevant sectors on a monthly, quarterly, semi-annual, or annual basis.
14. Perform other duties as assigned by the NCC.

Article 4 Scope of Rights

AMLIO has rights as following:

1. To make a decision and sign all document related to its own scope of rights;
2. To issue notification and legislations regarding to anti-money laundering and counter financing of terrorism to reporting entities;
3. To require or eligible to obtain necessary information from related organization of ministries, agencies, local authorities and other relevant organization in jurisdiction include reporting entities directly;
4. To apply sanction measures to natural person, legal person or organization and reporting entities who failed to comply with or violated the anti-money laundering and counter financing of terrorism law;
5. To notify the reporting entities regarding the use of provisional measure to suspend or withhold transaction to ensure freezing or holding of fund or asset in the event of detecting, found, has reasonable ground or suspect that it might be related to money laundering or financing of terrorism to customer;
6. To attend meeting, seminar or round table discussion to address pending issue related to its respective tasks;
7. Manage its budget (income and expenditure) as per the regulation;
8. Consideration in restructuring its organization structure, designate, movement, allocate, promoting or recruitment of staff, admiration or apply measure to its employees who violate the associated regulations respectively;
9. Fulfill other duties that aligned or assign by the NCC.

Section 3

Personnel Structure

Article 5 Organizational Structure

AMLIO consists of 4 divisions:

1. Administration and Finance Division;
2. Analysis Division;
3. Monitoring and Inspection Division;
4. Legal and International Cooperation Division.

Article 6 Structure

AMLIO consists of the personnel as following:

1. Director General of AMLIO appointed, move and resignation by Prime Minister according to Chairman of NCC proposal. Director General of AMLIO has equivalent status to Head of Department and responsible directly to NCC about accomplished and pending any rights and duties that stipulated in Art 3 and 4 of this decision. Director General of AMLIO empowers to sign all document related to AMLIO, in case of absence in the office or attending meeting domestic or

foreign country, Director General of AMLIO may temporarily hand over the rights and duties to Deputy Director General of AMLIO in written letter. Upon return then DDG will have to report all detail to DG during his/her absent;

2. Some Deputy Director General of AMLIO appointed, move and resignation by standing Vice-Chairman of NCC as per Director General of AMLIO's proposal.

Deputy Director General of AMLIO has equivalent status to Deputy Head of Department and responsible for assisting Director General in some work areas in dept as allocating by the Director General;

3. Head and Deputy Head of Division shall be appointed, move and resignation by standing Vice-Chairman of NCC as per Director General of AMLIO's proposal;
4. Employees and staffs as per the requirement of the work periodically.

Section 4

Duties of Each Division

Article 7 Administration and Finance Division

Administration and Finance division shall have duties as following:

1. Act as chief in consolidated administration works, human resources and responsible as secretariat works of AMLIO;
2. Determine consolidated and planning the personnel requirement, training and building staff knowledge to propose to the AMLIO directorial level to consider;
3. Determine and propose in restructuring its organization structure, designate, movement, allocate, promoting or recruitment of staff, admiration, or apply measure to its employees in AMLIO who violate the associated regulations respectively;
4. Considering the income-expenditure plan of the AMLIO such as expenses on staff (salary other expenses), infrastructure, office stationaries, technical devices and others to propose to the AMLIO directorial level to consider from time to time, including implement and monitoring the expenses as above-mentioned to be consistent with the budget plan and cash reserve administrative to be safe and release payment according to the approval from upper level;
5. Manage, monitoring-consolidate and protect properties to be safe, well organized and cleanliness according to the law and regulations;
6. Conduct pre and post of each payment, payment order and receive of fund into the budget administration of AMLIO shall be audited and certified through the accounting properly with signature of the internal audit;
7. Monitor and audit AMLIO's income and expenditure to be consistent with the regulation;
8. Summarize, evaluate work activity of the AMLIO and manage incoming-outgoing document systematically to ensure security, confidentiality and timely accessible in accordance with the law;

9. Consolidate all relevant work from each Working Group to report to the NCC meeting from time to time;
10. Consolidate, evaluate activities of AMLIO and in this division's responsibilities include setting future plan from time to time;
11. Perform other duties as Directorial level's assignment.

Article 8 Analysis Division

Analysis Division shall have duties as following:

1. Determine and analyze suspicious transaction to report AMLIO's Directorial level regularly;
2. Monitoring-consolidate the suspicious transaction report, cash transaction report, cross border report and other transactions including relevant information from reporting entities electronically and documents to conduct the analysis;
3. To monitor suspicious transaction reporting, cash transaction report, cash border report and then propose to have inspection when it seems to be necessary;
4. To provide response and feedback on the quality of suspicious transaction report and other transaction report to reporting entities including other forms of information exchange;
5. To analyze and disseminate information and document related to money laundering or terrorism financing of person, legal person or organization to investigative bodies;
6. To file the financial intelligence report to propose to AMLIO's Directorial level for consideration prior to disseminate to investigative bodies;
7. Disseminate UNSCR's consolidated list related to the terrorist, financing of terrorism or proliferation financing of the weapons of mass destruction, or the name list of persons related to money laundering to reporting entities for monitoring and apply measure appropriately in timely manner;
8. Implement information exchange according to the memorandum of understanding and other form of cooperation with partners both domestic and foreign country;
9. Develop database, consolidate and collect those report and information related to money laundering or financing of terrorism systematically and ensure maintain confidentiality of information, as well as create and maintenance the system, modern and secure including the information sharing platform with relevant sectors;
10. To create, develop software and use the new technology to serve in the intelligence analysis from time to time;
11. Summarize related works of Criminal Proceeding Working Group to Administration and Finance Division to include in the NCC meeting;
12. To summarize, estimate of the activities set forth in the division plan and make a division's activities future plan periodically;
13. Perform other duties as Directorial level's assignment.

Article 9 Monitoring and Inspection Division

Monitoring and Inspection Division shall have duties as following:

1. Monitoring and inspect documents of reporting entities to consider in prioritization the onsite inspection for reporting entities regularly;
2. Monitoring, encourage and consolidate the AML/CFT implementation of supervisors of other reporting entities, legal person and non-profit organization as per the plan set forth;
3. Conduct inspection according to set plan and urgent inspection to reporting entities according to the assignment of the AMLIO's directorial level as well as summarize the results and feedback of each inspection to reporting entities;
4. Applying risk-based approach to reporting entities under supervision of AMLIO;
5. Consider and propose to AMLIO's directorial level to apply sanction measure to natural person, legal person or organization and reporting entity that violated the AML/CFT law and regulations;
6. Summarize related works of Supervisory Working Group to include in the NCC meeting;
7. Summarize, evaluate work activity of the division and set future planning to report to AMLIO's Directorial level from time to time;
8. Perform other duties as AMLIO's Directorial level's assignment.

Article 10 Duties of Legal and International Cooperation Division

The Legal and International Cooperation Division has duties as follows:

1. Research, issuance and amend legislation on the anti-money laundering and counter financing of terrorism activity according to the international standard and consistency with domestic conditions;
2. Providing feedback on the issuance and amend of legislations of other sectors that associated to the AMLIO;
3. Encourage, monitoring and evaluate the implementation of relevant legislations to ensure the effectiveness from time to time;
4. Raising public awareness, conduct training, meeting and seminar on anti-money laundering and counter financing of terrorism including relevant legislations to AMLIO's employees, reporting entities, relevant sectors and public;
5. Consider and provide feedback or comment in principle prior to apply sanction measure to natural person, legal person or organization and reporting entity that violated the AML/CFT law and regulations to AMLIO's Directorial level for consideration;
6. Coordinate bilateral, multilateral, regional and international organization to reach out for aids on funding, technology and technical assistance to strengthen in implementing the anti-money laundering and counter financing of terrorism;
7. Act as secretariat to the AMLIO's directorial level in research content, principle and agreements with regional and international counterparts in the anti-money laundering and counter financing of terrorism, as well as support and monitoring progress in the implementation of those obligations;
8. Consider in issuing notification to reporting entities to apply appropriate measure in service or establish business relation or conducting transaction with customer from high-risk jurisdiction as per international organization listed from time to time.
9. Research conditions to sign the memorandum of understanding (MOU) with sectors related to the anti-money laundering and counter financing of terrorism both domestic and foreign country;
10. Monitoring and support the implementation obligations of the Pacific Group to anti-money laundering (APG) and other international organization from time to time;
11. Summarize related works of Strategic and Legal Working Group to include in the NCC meeting;
12. Summarize, evaluate work activity of the division and set future planning to report to AMLIO's Directorial level from time to time;
13. Perform other duties as AMLIO's Directorial level's assignment.

Section 5

Principle and Method of Work

Article 11 Principles

AMLIO shall conduct tasks according to the principles of centralized democracy, consultation and consensus, clear duty segregation, one-leader supervision based on promotion of creativity and responsibility of individual staff.

All work activity is based on the law and regulation, combine principles of the government, using direction of the government and bring the annual plan, 5 years strategy plan on the anti-money laundering and counter financing of terrorism to organize enhance effectively.

Article 12 Method of Work

The AMLIO work activity according to plans as follows:

1. Execute the project according to the plan, with clear goals and a strong focus on key areas. Maintain ongoing coordination with relevant organizations to ensure the effective implementation of anti-money laundering and counter terrorism financing;
2. Regularly review, evaluate, and share lessons learned. Conduct weekly, monthly, quarterly, semi-annual, and annual assessments to track progress and analyze outcomes, identifying both successes and areas for improvement;
3. Hold regular meetings and submit reports as required. Schedule meetings on a monthly, quarterly, semi-annual, or annual basis, and regularly report progress to senior management and government bodies.

Section 6

Final Provision, Logo and Seal

Article 13 Budget, Logo and Seal

The government allocates the budget for operational activities, including equipment, infrastructure, maintenance, and staff capacity development for the AMLIO.

AMLIO also has its own logo, uniform and official seal for use in all official operations.

Article 15 Implementation

AMLIO and related organizations are hereby required to acknowledge and efficiently implement the provisions of this decision.

Article 16 Effectiveness

This Decision shall take effect from the date of signature and replaced the Agreement on the Organization and Operations of the Anti-Money Laundering Intelligence Office No. 07/NCC, dated 25 July 2021. All provisions or regulations in conflict with this Decision are hereby repealed.

**Chairman of the National Coordination Committee on Anti-Money
Laundering and Counter-Financing of Terrorist**

[Seal and signature]