

Collecting ,analyzing and reporting process of the transactions over CTR ceiling ,suspicious transactions and KYC procedure in AML department of the Bank Tejarat

1- Reporting of the accounts cash funding over the CTR Ceiling

As per the formats designed according to the FIU (financial information unit) standards and requirements located in Ministry of Finance the reports concerning the cash funding of the accounts over the CTR defined ceiling after being completed by the branch and signed by the customer are collected in AML department and after being reviewed and rechecked, in the form of PDF files and utilizing a special software are being send to the FIU accordingly.

2. Reporting the transactions and operations suspicious to money laundering and terrorist financing

Considering the Anti Money Laundering training received by the staff and also creating an organizational culture in relation to the reporting of any suspicious transaction all staff in all branches confronting any suspicious transaction must complete STR form designed as per Central Bank of Islamic Republic of Iran's guide lines and send it confidentially to Anti Money Laundering Department immediately. Moreover by using the AML software within the 9 operational rules and the parameters which were introduced by The Central Bank of Islamic Republic of Iran, all the suspicious transactions are extracted and analyzed by the financial experts of this department on a daily basis. The suspicious transactions are sent to the financial information center (FIU) in order to be investigated and controlled within the banking network of Iran. Meantime , this process is being performed for all the suspicious individuals whose lists are being sent to the bank by the relevant authorities accordingly.

3- Customer identification or "Know Your Customer"

The process of Know Your Customer (KYC) is being performed in two different categories : A. local customers and B.foerign customers

This task is done by utilizing independent and trustworthy data sources in the forms of the primary KYC and full and complete KYC according to the services they (the customers) receive from the bank.