

‘BRANCH COMPLIANCE OFFICER (BCO)’ KEY ROLE TO GLOBAL BANKING COMPLIANCE AUTHORITY DELEGATED BY THE REGULATOR TO THE BCO EFFICIENT IMPLEMENTATION IN THE LEBANESE BANKING INDUSTRY

MONDAY APRIL 15, 2019 | 2.30 PM - 7.00 PM
SOFITEL BEIRUT LE GABRIEL

OBJECTIVES

This tailor-made training is designed to enable branches to comply with the AML / CFT law, policies, standards, procedures, and KYC proper administration. The attendees will attain further AML / CFT awareness in order to control branch operations of cash, checks, transfers, ATMs, electronic and non-face to face transactions. This training will also elaborate on the escalation of any unusual incompliance and the effective submission of periodic reports to the Compliance central department.

TRAINING OUTLINE

- Basics to accept a wire transfer (swift) – Inward/Outward.
- Whom to consider as PEP.
- Necessary screening before opening an account, issuing a draft check or processing a wire transfer.
- Necessary due diligence for the necessary supportive documents.
- The AML / CFT Monthly report escalated to the Compliance department to be deficiencies oriented.
- The appropriate use of the ‘Beneficial Right Owner’ form along with the availability of the respective register.
- Appropriate archiving for efficient extraction.
- How to deal with the accounts of cash shipment.
- Alerts:
 - Indicative for KYC Review.
 - To be justified with enough details.
 - To precisely specify the Source of Funds SOF and the Beneficial Right Owner BRO.
 - To be finalized shortly.
 - Necessary follow-up.
 - Others.
- The efficient AML / CFT visits to customers: report details, selection of customers, frequency, others.
- Accurate KYC: Name Screening, Financial Status, Total Income, Total Turnover, Profession, Activity, Economic Sector, Nationality (Tax), Residence (Tax), Legal Status, Years of Business Relationship, Total Cash, CHQs and Transfers, Purpose of opening the account, Others.
- KYC Review according to the RBA Work plan.
- How to deal with transactions over Phone, Fax, Email or Electronic Banking.
- How to detect and prevent Indirect Money Dealers and Indirect Comptoirs.
- Accurate classification and due diligence of proxies.
- Solid due diligence before the Opening of Account: RBA Onboarding.
- When and How to prevent the tip off to the customer.
- Cash Transaction Slip (CTS):
 - BRO to be precise and clear.
 - SOF to be precise and clear.
 - Necessary and authenticated supportive documents to be available.
 - To be submitted promptly without any delay.
- Avoidance of accepting commercial transactions on personal accounts.
- Performance Evaluation of the Branch Compliance Officer (BCO) by the Head of AML / CFT Compliance Unit.
- Necessary AML / CFT Due Diligence for the customers holding ‘Safe Box’ accounts.
- The necessity of the ‘Maker/Checker’ before changing any of the customer’s information on the core system.
- Can an ‘Assistant Branch Manager’ be a ‘Branch Compliance Officer’ (BCO).

THE TRAINER



Sarkis MAZRAANI, CAMS
Head of AML / CFT Compliance Unit at Creditbank s.a.l.
LLM Program – University of London
Certified Anti Money Laundering Specialist from ACAMS - CAMS
Certified Operational Risk Executive from Grant Thornton – CORE
Master’s in Banking Management from USJ
Computer Scientist, Trainer, Facilitator and University Lecturer
Banker since 1995.

WHO SHOULD ATTEND




- Heads of Compliance Units
- Compliance Officers & Branch Compliance Officers
- Branch Staff Members
- Risk Officers
- Operations Officers
- Internal & External Auditors

SCHEDULE

- 2:30 pm: Registration & Welcome Coffee
- 3:00 pm: Session 1
- 5:00 pm: Coffee Break & Snack
- 5:30 pm: Session 2
- 7:00 pm: End of the Training

‘BRANCH COMPLIANCE OFFICER (BCO)’ KEY ROLE TO GLOBAL BANKING COMPLIANCE

HOW TO REGISTER

 www.symposiapro.com
 registrations@symposiapro.com
 +961 81 21 41 50

VENUE

Date : MONDAY
APRIL 15, 2019
Time : 2.30 pm - 7.00 pm
Place : SOFITEL BEIRUT
LE GABRIEL
Avenue de l'Indépendance 1100
Achrafieh - Beirut, Lebanon

TERMS & CONDITIONS

Payments are due upon receipt of the invoice which will be sent by email. An original invoice will be delivered on the day of the training. If payment is not received prior to the training date, the participant (s) will be asked to pay in cash at the welcome desk. Banking costs and Transactions costs generated by a bank transfer must be supported by the client. The organizers reserve the right to change the program if, despite their best efforts, circumstances oblige them to do so.

SUBSTITUTION & CANCELTION POLICY

Cancellations requests must be received in writing by email up to the following dates end of business at:

registrations@symposiapro.com

Before April 8, 2019

Refund of 50%

After April 8, 2019

No refund will be made for cancelation

REGISTRATION & PAYMENT

I / WE, WISH TO REGISTER FOR THE TRAINING:

‘BRANCH COMPLIANCE OFFICER (BCO)’ - KEY ROLE TO GLOBAL BANKING COMPLIANCE - IN BEIRUT ON APRIL 15, 2019

1st PARTICIPANT

Full Name
 Position
 E-mail

Company:
 Address :

Postcode / PO Box :
 City / Country :

Phone : E-mail :

2nd PARTICIPANT (-30%)

Full Name
 Position
 E-mail

3rd PARTICIPANT (-30%)

Full Name
 Position
 E-mail

4th PARTICIPANT (-30%)

Full Name
 Position
 E-mail

PAYMENT BY

Credit Card online at www.symposiapro.com

Mastercard VISA

Bank Transfer

Cheque Cash

Date : Signature :

Please fill, scan and return this registration form to registrations@symposiapro.com