

GUIDELINES CONCERNING FILLING SUSPICIOUS TRANSACTIONS REPORT FORM TO BE FILL BY MONEY EXCHANGE COMPANIES

The following instructions shall be undertaken when filling the attached form:

1. Filling out the form using the computer, shall be taken into account, the aforementioned form can be download from the website of the Unit (www.amlu.gov.jo). In the event that was not possible, the form shall be filled manually with a clear letters and a clear and readable line without ambiguity.
2. The form shall be sent to the Head of Anti-Money Laundering Unit signed by the reporting staff that is responsible for reporting suspicious transactions to the Unit.
3. Suspicious transactions report shall be delivered by hand to the Anti-Money Laundering Unit. In case of necessity which requires urgent notification to the Unit, the form shall be delivered to the Unit by fax to be followed in the same day with the original form.

Mr. Head of Anti-Money Laundering Unit – Central Bank of Jordan
Amman – King Hussein Street
Tel: 00962 6 4630301
Fax: 00962 6 4630303

4. The confidentiality of information contained in the form is of a high importance, and it is not allowed to be disclosed to any non-competent body, including the suspicious customer under the threat of legal liability.
5. Data about the natural person shall be obtained from the ID document and for the legal person from the registration certificate of the competent authority.
6. In case of dealing with another person on behalf of the customer, the data of this person shall be mentioned in the item (second / A). The original official documents or their certified copy that needed for authorizing this person shall be checked carefully. It is also essential to maintain a copy of those documents in addition to the necessity of verifying the identity of the original customer in

accordance to the data mentioned in the item (second / A) and attaching these data with the form.

7. In case there is more than one person authorized to sign on behalf the legal person, then, they all shall be mentioned in the item (second / B).
8. In the case of multiple choices, check the required choice with (√) sign.
9. A copy of all available and appropriate documentations needed to perform duties of the Unit shall be accompanied with the form.
10. If the notification act as an amendment to prior one, then the amended data only shall be filled in an empty form, and it is necessary to point out the date of the original report as well as the name of the notification, date of notification, and the name of the suspicious person.
11. Anti-Money Laundering Law No. (46) Of 2007 and any other information you wish to obtain are available at the website of the Unit (www.amlu.gov.jo).