



RURAL BANKERS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

2/F RBAP Building, Andres Soriano Jr. Avenue corner
Arzobispo St., Intramuros, Manila
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AMLA Seminar [Briefing on the New AMLC Reporting Procedures (Format 1.0)]

Date: January 14, 2015 (Wednesday)
Venue: Gov. Licaros Hall, RBAP Bldg,
Intramuros, Manila
Time: 8:30am to 5:30pm
Resource Persons from AMLC Secretariat
Atty. Arnold Kabanlit,
Mr. Alexander Villacorta
and Mr. Ronaldo Velasco

Seminar Fee:

- 1. Regular Rate – P2,600**
- 2. Non-Member/Delinquent – P3,120**

Mode of Payment

- ✓ A Non-Refundable commitment fee of P1,300.00 per participant.
- ✓ Bank account (**LBP – Intramuros Branch Savings Account Number 0012-1046-26**).
- ✓ Proof of payment fax to (02) 527-2980.
- ✓ **Check payments, should be payable to (RBRDFI).**

Training Policies:

Reserve first with RBAP-RBRDFI your training slot, and wait for RBAP-RBRDFI confirmation of your reservation. Thereafter, you may deposit the Registration Fees, book ticket (airline) and secure accommodations.

RBAP-RBRDFI will not be responsible for any damage caused by unconfirmed reservation (s).

Likewise, once training is FULL, RBAP-RBRDFI has the right to refuse participation or reimbursement on any damage brought by unconfirmed reservations.

Deadline for submission of registration is not later than **January 12, 2015**.

1. Reservation via telephone conversation is accepted. However, Registration Form and fee must be settled 10 days prior the seminar date or **January 05, 2015** Otherwise, reservation is considered cancelled.

2. Cancellation Policy: - This will apply to non-subsidized training fee.

a. 10 days prior the seminar date is entitled for a full refund. *Regular Rate only

b. 3 days prior to the seminar date is entitled for a half refund * Regular Rate only

c. Participants who have paid but failed to show up for the seminar will only be entitled to a rebate of 50% of the total registration fee. (Regular Rate only)

d. For special cases (health, accident etc.), kindly coordinate with RBRDFI staff for refund procedures and requirements.

Seminar Methodologies

Lecture and Discussions
*Participants are encourage to bring a Laptop.

Expected Participants

President, Directors, Compliance Officer, Internal Auditors, Managers

PART I

Anti-Money Laundering Act of 2001 (AMLA) and its revised implementing Rules and Regulations

PART II

- I. Introduction
- II. Hardware and Software Requirements
- III. Registration
- IV. Transaction Security Process/Protocol

- V. Exercise on the Transaction Security Process/Protocol
- VI. Covered Transaction/Suspicious Transaction Report (CTR/STR) Preparation
- VII. Exercise on CTR/STR Preparation (CSV File Preparation)
- VIII. Format Checking
- IX. Actual Checking of Covered Transaction Report (CSV File)
- X. Encryption of CSV File
- XI. Transferring/Uploading of Encrypted CSV Files
- XII. Summary



CONFIRMATION SHEET

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A. Soriano Ave. cor. Arzobispo St., Intramuros, Manila

*For your reservation, please coordinate to RBRDFI Training Officers Mr. Ace M. Calang /Ms. Grace Dimapilis / Ms. Jesica Cepeda Contact details: (02) 527-2969, 527-2980; 09178374604; 09178374603; 09178374599
Emails: training@rbap.org, grace@rbap.org cepedajesica_rbap@yahoo.com*

Name	Designation	Nick-name	Degree and Year Graduated
1.			
2.			
3.			

_____ (Printed Name and Signature)

Date: _____

Designation: _____
 Telephone: _____
 Mobilephone: _____
 Email address: _____

Rural Bank : _____
 Province : _____
 Address : _____