

# AMMLCPD



JERSEY

Have you ensured all your employees are aware of their responsibilities...?

**A key requirement is for:** all financial services business to provide ALL employees with relevant training on money laundering and the financing of terrorism. This requirement includes temporary and contract staff, and the staff of any 3rd parties fulfilling a function under an outsourcing agreement.

**As a maximum all employees (and/or third parties) must be told of developments and risk factors by having:**

- Induction training within 10 working days of beginning employment and, when necessary, where there is a change in an employee's role and
- Training at least once every two years OR less depending on the firms AML business risk assessment, an employee's status (front/middle or back office) and / or changes to the environment (Including; external Laws, Regulations and you own internal polices and procedures).

**This COMSURE workshop is designed for all relevant employees both CUSTOMER FACING AND NON-CUSTOMER FACING. In addition the workshop is ideal for your Board of Directors (including Non-Executives), Risk Manager, Marketing Manager, Operations Manager & HR Manager.**

## DURING THE WORKSHOP THE FOLLOWING MATTERS WILL BE ADDRESSED:

- The AML environment - laws and orders and JFSC rules
- AML Policies and procedures - what is the difference and why they are important
- Probability of an offence crystallising - using leading case studies
- Risk of not reporting - using real case studies
- Understanding what ML & TF is - demystifying the myths!!
- Government and other Sanction risk (e.g. HMT, EU, OFAC etc)
- Understanding the difference between KYC - ID&V - CDD
- Profiling customers - what does it mean, what you need to do
- Building and using trigger events
- Summary and key messages

**Workshop facilitator is Mathew Beale FCSI, AIFP** – Comsure has been helping its clients since 2005 and Mathew has considerable practical experience in regulatory matters following his 7 years at the Jersey Financial Services Commission. He was also a course lecturer for the International Compliance Association's (ICA) in the UK up to 2008. And between 2002 until May 2005, he was a senior lecturer on the ICA international programs; these include the Introductory Certificate in Compliance, Diploma in Compliance and Diploma in Anti-Money Laundering. He also co-authored some of the materials used by the ICA in their UK and International Diplomas in Compliance.

**COMSURE** has designed a cost effective employee friendly training package for firms who wish to ensure they meet and understand the new requirements from an early stage of implementation. Whether you are a small business or a large employer COMSURE can efficiently roll out a full employee training package in a timely manner. The training package costs from **£700.00** (discounts available for multiple bookings) and includes:

1. **Use of multi-media case study videos**
2. **the ability to tailor the workshops for your own circumstances**
3. **x 2 ½ hour workshop**
4. **presentation material**
5. **a summary handbook highlighting staff responsibilities**
6. **inclusion of simple and understandable case studies**
7. **follow up employee question and answer quiz**

For further information please email  
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**Comsure**  
Comsure Compliance Ltd

# Booking Form

[www.comsuregroup.com](http://www.comsuregroup.com)

Please return this form by email to [training@comsuregroup.com](mailto:training@comsuregroup.com) or by post to the address below.

<b>Workshop title:</b> AML IN-HOUSE = Jersey
<b>Workshop date(s):</b>
<b>Number of Workshops required:</b>
<b>Company name:</b>
<b>Company address:</b>
<b>Person booking this course/key contact name:</b>
<b>Key contacts telephone:</b>
<b>Key contacts email address:</b>

**FOR MULTIPLE IN-HOUSE BOOKINGS DISCOUNTS ARE OFFERED**

## Booking details

Please reference your payment with your name & course title.

**Confirmation:** You will receive confirmation from us within 4 working days of registering.

**Cancellations:** Payment is due once a booking has been made. A full refund, less 20% per person administrative charge, will be made for cancellations made by letter and received 10 working days before the event. Thereafter, we regret that no refunds can be made. This also applies to delegates who are unable to attend on the day. However, complete substitutions for any of the workshops are welcome.

**Other Information:** The organisers reserve the right to change the venue, speakers or programme. We also reserve the right to cancel the programme, in which case all fees will be refunded.

**This Form Represents an Invoice and Confirmation of Payment**

## Payment

**(All payments must be made prior to the conference date)**

**Please tick if paying by cheque.**  
Please make cheques payable to **COMSURE** and send to:  
Accounts Manager,  
**Comsure,**  
**1 Bond Street,**  
**St Helier,**  
**JE2 3NJ.**

**Please tick if you are making electronic payment.**  
Electronic payment can be made directly to **COMSURE** by transferring the full amount (include any charges) to:  
**Comsure Compliance Ltd**  
**NATWEST, Jersey Branch**  
**Sort: 60-12-03**  
**A/C: 26400669**

Please quote reference  
**'AML IN-HOUSE = Your Firm & Training Date'**

## Data Protection

If you wish to receive details from **COMSURE** regarding further training events, please tick here

**COMSURE** will process your data in accordance with the terms of the Data Protection (Jersey) Law 2005.