

Professional  
Qualification in AML  
**CAMS® -  
Certified AML  
Specialist**

*Ever since the recommendations made in 1987 by the Basel Committee on Rules and Practices for the Verification of Banking Transactions, Luxembourg has been on the forefront of legislation in this field. Since 1993 training its staff in AML and TF is a legal obligation for all the institutions of the financial sector in Luxembourg. The IFBL has a long tradition of teaching training courses at different levels in this field and up to now the Institute is also the only one in Luxembourg to offer a complete preparation to the worldwide recognized CAMS (Certified Anti-Money Laundering Specialist®) examination.*

**ACAMS®** | Advancing Financial  
Crime Professionals  
Worldwide

IN COLLABORATION WITH



## IFBL

IFBL-L'Institut ([www.ifbl.lu](http://www.ifbl.lu)) was created in 1990 as the training institute of the Luxembourg Bankers' Association (ABBL) with the distinctive mission to «prepare, create, develop and promote any training means, programmes or actions, in the interest of the financial centre of Luxembourg». The Institute thus provides wide-ranging programmes from industry basics to state-of-the-art highly specialised courses. Today, the Institute is proud to welcome each year well over twelve thousand participants and to provide them with the training, support and guidance they need in the development of their professional careers. Since 2010, the Institute has been offering not only training courses but also a wide range of options in the field of career and personal development. As of 2015, IFBL-L'Institut will act as the “financial pillar” of the newly created House of Training.

[www.ifbl.lu](http://www.ifbl.lu)

## Worldwide Leader in AML Certification, Education and Training:

ACAMS is the largest international membership organization dedicated to enhancing the knowledge and expertise of AML/CTF and financial crime detection and prevention professionals, from a wide range of industries, in both the public and private sectors.

This training is endorsed by the Luxembourg Bankers' Association (ABBL) and promoted by the Financial Technology Transfer Agency (ATTF)

## TARGET AUDIENCE

The Specialist level course is designed for a target audience of commercial bankers and financial institutions employees:

- › Senior AML Officers of banks and financial institutions.
- › Senior Relationship Managers in contact with customers and interested in learning more about AML
- › Central bankers and supervision authorities employees
- › Senior Officers dealing with AML and TF at a supervisory level

## TRAINERS

For the CAMS examination preparation training programme the IFBL has selected high profile trainers. They are ACAMS approved and have a solid experience on the international scene of AML and FT.

## CERTIFICATION

CAMS®. Recognized worldwide by employers in both private industry and government and acknowledged by regulators and examiners, the Certified Anti-Money Laundering Specialist® (CAMS) credential denotes proven knowledge in the detection and prevention of money laundering.

# Training overview

## Preparation and Certification in collaboration with ACAMS

Participants applying for this training programme are required to possess a solid knowledge of the fundamentals of anti-money laundering and terrorism financing e.g. such as taught in the IFBL course “AML & TF: Foundation Level”, or equivalent.

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**Interactive seminar combining lectures, case studies and exchanges of views and experiences :**

### **ACAMS Laws and Regulations**

4 days

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### **ACAMS Exam Taking Techniques Seminar**

1 day

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### **ACAM Certification Examination**

4 hours

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**By the end of the courses participants will :**

- › have a good understanding of the key elements and aims of laws and regulations, money laundering strategies, methods and techniques;
- › have a sharp awareness of money laundering practices
- › be able to implement a dynamic AML system including KYC and to understand due diligence
- › be acquainted with AML best practices in leading international banks through procedures and supporting tools

- › Trade price manipulation, Black Market Peso Exchange (BMPE), Hawala
- › Other money laundering methods: MSBs, credit/debit cards, cash & prepaid
- › cards, corporate vehicles, gatekeepers, real estate, casinos, securities, insurance
- › Terrorism vs. other criminal acts

#### **International AML Standards**

- › FATF: goals, membership, revised 40 Recommendations, other FATF initiatives
- › Regional FATF bodies: APG, CFATF, GAFISUD, MENA
- › Basel Committee: Customer Due Diligence (CDD) & Consolidated KYC
- › Wolfsberg Group: correspondent & private banking principles, beneficial owner
- › 4<sup>th</sup> EU Directive
- › United States laws

#### **Anti-Money Laundering Programs**

- › Assessing risk: businesses, products
- › AML Programs: basic elements
- › Know Your Customer (KYC) program
- › Know Your Employee (KYE)
- › Suspicious activity red flags
- › Automated AML solutions

#### **Conducting and Supporting Investigations**

- › Cooperation between financial institutions and law enforcement agencies
- › Conducting internal investigations
- › Cooperation between countries: MLAT, FIU, FATF 40 Recommendations
- › Setting up a Financial Intelligence Unit (FIU)

#### **Wrap up, Exam Taking Techniques and Questions & Answers**

**Examination:** Official computer-based examination organized in a specialized IT examination centre in Luxembourg.

# Training Courses

*All the content will be detailed and studied in the context of the exam questions.*

#### **INTRODUCTION TO ACAMS AND THE CERTIFICATION EXAM**

##### **Money Laundering Risks and Methods**

- › What is money laundering: definition, knowledge criteria, three stages, effects
- › Money laundering methods through banks: electronic transfers, correspondent banking, payable through accounts, private banking, lending, credit unions



## DURATION AND PRICES

COURSE	DATES 2016	DURATION	PRICE + 3% VAT
Certified Anti-Money Laundering Specialist (CAMS®)	10-17 October	44 hours	€ 2.950,- (*)

(\*) This price includes the registration fees of the international CAMS certification exam as well as a one year professional ACAMS membership.

## SCHEDULES

Courses: morning sessions 9:00 am to 1:00 pm

Courses: afternoon sessions 2:00 to 6:00 pm

Examination: 9:00 am to 1:00 p.m

## LANGUAGE

All the training courses are held in English.

The documentation is in English as well.

## TRAINING LOCATION

**Centre de Formation IFBL/Chambre de Commerce**

7, rue Alcide de Gasperi | L-1615 Luxembourg

An underground parking (paying) is available in the building. Several buses stop nearby. Details are to be found on [www.mobiliteit.lu](http://www.mobiliteit.lu)

## REGISTRATIONS

Candidates are requested to introduce their application at least 20 days before the beginning of the course on our registration form which is to be downloaded from [www.ifbl.lu](http://www.ifbl.lu) ("outils-téléchargements" in the main menu). Completed forms should be sent to the IFBL either by fax (46 50 19) or by e-mail to [customer@ifbl.lu](mailto:customer@ifbl.lu)

Prerequisites : AML & TF : Foundation Level, or equivalent

## CONTACT

**IFBL - Customer Service**

[customer@ifbl.lu](mailto:customer@ifbl.lu) | Tel.: +352 46 50 16 – 1 | Fax: +352 46 50 19

[www.ifbl.lu](http://www.ifbl.lu)

Our general conditions as indicated on the registration form are applicable.

# Registration form

**REGISTRATION ON A PROFESSIONAL BASIS** (private registrations are only accepted through our website [www.ifbl.lu](http://www.ifbl.lu))

**For courses and/or examinations**

Name of the course \_\_\_\_\_ Date (start) \_\_\_\_\_ Date for chosen exam session (\*) (\*\*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(\*) The dates published on our website have to be selected with a range of minimum 10 working days before the dispatching date of the registration form.

(\*\*) The presentation of a valid ID is required on the examination day.

## PARTICIPANT

### Compulsory indications

F  M

Name \_\_\_\_\_

First name \_\_\_\_\_

Date of birth \_\_\_\_\_

E-mail \_\_\_\_\_

Member in the partner association  ACA  ACI  ADA  ALCO  ALRiM  ICMA  IIA  ILA

### Optional indications

Home address (street) \_\_\_\_\_

Home address (town) \_\_\_\_\_

Mobile \_\_\_\_\_

## EMPLOYER (company to be billed)

### Indications to be delivered with each registration

Name \_\_\_\_\_

The employer declares to have read and accepted the presently applicable general conditions of the IFBL.

Date and signature \_\_\_\_\_

Stamp of the company \_\_\_\_\_

### INDICATIONS TO BE DELIVERED ONLY WITH THE FIRST REGISTRATION MADE BY AN EMPLOYER\*

Name of the company \_\_\_\_\_

Street \_\_\_\_\_

P.O. Box \_\_\_\_\_

Postal code & town \_\_\_\_\_

Postal code & town \_\_\_\_\_

Member IFBL  Member ACA  Member ALFI  Member ICMA  Member ILA

**NOTIFICATIONS** to be sent to the following persons:

Include participant  YES  NO

Registrations \_\_\_\_\_

Phone/E-mail \_\_\_\_\_

Invoices \_\_\_\_\_

Phone/E-mail \_\_\_\_\_

Exams \_\_\_\_\_

Phone/E-mail \_\_\_\_\_

\*These indications will serve for all future registrations from the same employer. Any modification has to be sent in writing. The collected data is processed in accordance with the regulations set out by the law of 2 August 2002 on the protection of persons with regard to the processing of personal data.

# General conditions

## Registration procedure

In order to ensure maximum flexibility, unless otherwise indicated, the IFBL offers separate registration for training courses and examinations. In most cases, it is thus possible to register for a course, without taking the examination, or on the contrary, register for an examination in order to have your knowledge tested, without having attended the course. However, for advanced training courses, the IFBL reserves the right to require presentation of a dossier or some other evidence to ensure participants have the necessary basic knowledge.

### Registration on a professional basis (payable by the employer):

You can register in any of the following ways:

- complete and return the registration form
  - by e-mail (scanned form (PDF) to be returned to [customer@ifbl.lu](mailto:customer@ifbl.lu))
  - by fax (46 50 19)
  - by post (B.P. 13, L-2010 Luxembourg)

Each registration form must contain the following information: course and/or exam name, date of the session, participant's forename, surname and e-mail address, mobile number (optional), employer's name, billing address if different from default data, see under "Notifications").

For training courses offered in collaboration with the professional associations with which the IFBL has entered into a partnership, members of those associations can enjoy a discount off training courses organised in collaboration with that partner association. In order that these discounts can be granted, the employer's or participant's membership must be indicated on the registration form. The IFBL reserves the right to require proof.

Registrations must reach the IFBL at least five working days before the start of the course.

The IFBL reserves the right to rejection registration forms if the information is incomplete or supplied once the additional time allowed for providing full information has expired.

### Private registrations (payable by the private individual):

Private registrations are only accepted online and by electronic payment. They must be submitted, approved and paid for by electronic means at least five working days before the start of the course/exam.

## Notifications

On first contact, every employer registering employees for IFBL training courses must provide us with the following information:

- Complete name and address of the company.
- "Registrations": Name and one e-mail address of the person to whom the IFBL should send its notifications relating to registrations (confirmations, cancellations...). These e-mails may be sent to the employer or the participant, or both. Once the preference has been selected, it will apply to all registrations from that company until otherwise instructed in writing.
- "Examination": Name and one e-mail address of the person to whom the IFBL should send its notifications relating to examination results. These e-mails may be sent to the employer or the participant, or both.
- "Invoices": Name and one e-mail address of the person to whom the IFBL should send invoices. By default, the address of the initial registration contact will be used for all communications. Any change must be notified in writing to our Customer Service Department.

## Terms of payment

For registrations on a professional basis, our invoices will be e-mailed, separately from the course confirmation, to the billing address indicated on the registration form. They will not be signed.

If a specific billing address is not given to us, the invoice will be sent to the registrations address. Other than for an input error on our part, requests to correct the billing address received after the invoice has been raised will entail an extra administration charge of 25.00 EUR.

Applications for discounts on attendance fees for a course organised in partnership with an association of which the employer or participant are members will not be accepted unless that information was provided at the time of registration.

As a general rule, payment should be made on the basis of that invoice within 30 working days of receipt.

Any disputes will only be entertained within five working days of receipt of the invoice.

Private enrolments are only accepted by on-line enrolment and electronic payment.

## Cancellation conditions

### Cancellation of an enrolment for a course

All cancellations must be advised in writing. Unless a medical certificate is provided, for cancellations received less than five working days before the start of the course, we will be obliged to invoice the full amount. Any cancellation received before that time limit will be invoiced at 20% of the VAT exclusive price of the course, with a minimum of 50 EUR and a maximum of 1,200 EUR.

It is possible to defer an enrolment, free of charge, to another scheduled session of a training course on the programme provided a written request reaches us at least five working days before the start of the original course. It is possible to replace one participant with another at any time before the start of the course at no additional cost. This must be notified to us in writing.

The IFBL reserves the right to defer or cancel a course for organisational reasons or in the event of force majeure.

### Cancellation/deferrals of registration for an examination

Unless a medical certificate is provided, exam fees are due in full. Deferrals advised in writing 5 working days before the examination date are free of charge. It is not possible to replace one candidate with another.

## Course media and copyright

The documentation used in our courses represents course media. It will be distributed to course members only and may not be sold, copied or divulged in any other way.

## Data confidentiality

By signing the registration form, the company guarantees that it has obtained the participant's permission to communicate his personal data for data processing purposes. The company also guarantees that the participant has been informed of who that information will be given to: the employer, the tutor and, if appropriate, any training institutions collaborating with the IFBL.

Any subsequent amendments of these general terms and conditions will be published on our website. The last published version is applicable.

## CONTACT

IFBL - Customer Service  
B.P. 13, L-2010 Luxembourg  
T. 46 50 16-1 | F. 46 50 19 | [customer@ifbl.lu](mailto:customer@ifbl.lu)  
[www.ifbl.lu](http://www.ifbl.lu)