



Certificate Examination in Anti-Money Laundering & Know Your Customer

Rules & Syllabus 2010

Banks have set up specialized departments to attend to functions like credit card business, housing loans, vehicle loans, trade finance, consumer loans, Bancassurance etc. Of late some of the banks have floated subsidiaries to take up these functions. Though banks offer some training to their staff to impart essential knowledge to handle these portfolios as per their requirements, there is a need for an educational programme considering the vast area of knowledge essential for such activities.

Compliance with 'Know Your Customer' guidelines and 'Anti-Money Laundering' standards has become necessary for healthy financial relationships both by the banks / financial institutions in India. The course aims to provide a comprehensive coverage of the various guidelines / standards / guidance notes issued by RBI / IBA / International bodies etc.

OBJECTIVE

To provide advanced knowledge and understanding in AML / KYC standards and to develop the professional competence of employees of banks and financial institutions.

ELIGIBILITY

Employees of Banks / NBFCs / Financial Institutions / Insurance Companies etc. are eligible to write the examination.

SUBJECT OF EXAMINATION

Anti-Money Laundering & Know Your Customer

EXAMINATION FEES / REGISTRATION FEE

	For Members	For Non-Members
First attempts	Rs. 1000/-	@Rs. 2000/-
Subsequent each attempts	Rs. 500/-	Rs. 1000/-

@Includes registration fee for Rs.500/-

MEDIUM OF EXAMINATION

Examination will be conducted in English only.

PATTERN OF EXAMINATION

- (i) Each Question Paper will contain approximately 120 objective type multiple choice questions.
- (ii) Information about mode of examination (**online / offline**) and list of examination centre will be provided along with examination application form.

DURATION OF EXAMINATION

The duration of the examination will be of two hours.

PERIODICITY AND EXAMINATION CENTRES

- (i) The examination will be conducted normally twice a year in May / June and November / December.
- (ii) Examination **will be conducted on a Sunday**.

PASSING CRITERIA

Candidate has to secure 60% or more marks in the examination to pass i.e. 60 marks out of 100.

PROCEDURE FOR APPLYING FOR EXAMINATION

Examination Application Forms will be available at the Institute's website **www.iibf.org.in** which could be downloaded and filled in. The application forms will be also available at the Institute's Zonal Offices, Corporate Office and also at such other centres / offices as may be notified from time to time. Examination Application Forms duly filled in (for the detailed instructions refer the Examination Application Form) along with requisite examination fee should be submitted to the respective Zonal Office at Mumbai, Chennai, New Delhi, Kolkata. The Institute accepts no responsibility for delay or inconvenience arising from the candidate's failure to reach the Examination Application Form in time or if the form is incomplete or failure to furnish all the essential information about himself / herself and the details of his / her examination.

STUDY MATERIAL

The Institute has published study books to facilitate study and they will be available at outlets / showrooms / distributors of M/s. Macmillan Publishers India Ltd. The price of each book and detailed list of outlets is mentioned below.

Candidates may purchase directly from outlets / showrooms / distributors of the above.

Candidates who purchase books directly from outlets of publishers will be offered a discount of 20% on the cost price of the book. Candidates desirous of purchasing books by post will not be offered any discount. However the postage will be borne by publishers. Candidates would be required to send their indent to publishers' outlet along with a Demand Draft for the cost of book/s. The Demand Draft should be drawn in favour of M/s. Macmillan Publishers India Ltd. **(No cheques will be accepted). Candidates are requested not to send any request for the purchase of books to the Institute's Zonal Offices / Corporate Office.**

Name of the Book	Price
Anti-Money Laundering & Know Your Customer (Know Your Banking - III), 2006	Rs.125/-

New Delhi

2/19 Ansari Road, Daryaganj,
New Delhi - 110002
Phone : (Oil) 23273624 / 23273814 /
23263969 / 23289442 / 23289443
E-mail : mildel@macmillan.co.in

Kolkata

Unit No 302, L&T Chambers, (3rd Floor),
16 Camac Street, Kolkata - 700017
Phone : (033) 22834480-85
E-mail : milcal@macmillan.co.in

Chennai

240 Lloyds Road, Chennai 600086
Phone : (044) 28353372 / 28353174
E-mail : rnillo@macmillan.co.in

Bangalore

12-12/A, Shrungar Shopping Centre,
M. G. Road, Bangalore - 560001
Phone : (080) 25583777
E-mail : milbgl@macmillan.co.in

Bhopal

76 Malviya Nagar, TT Nagar,
Bhopal - 462003
Phone : (0755) 2553895
E-mail : milbho@macmillan.co.in

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First Floor, SCO Number, 449-450,
Sector 35C, Chandigarh - 160022
Phone : (0172) 2611651 / 5088291
Email : milchd@macmillan.co.in

Coimbatore

136 Sarojini Street, Ram Nagar,
Coimbatore - 641009
Phone : (0422) 2230940 / 2237805
E-mail : milcbe@macmillan.co.in

Cuttack

Maitree Vihar, Link Road, Cuttack -753012
Phone : (0671) 2311979 / 2331979
E-mail : milcut@macmillan.co.in

Guwahati

S. C. Goswami Road, Pan Bazar,
Guwahati -781001
Phone : (0361) 2516564 / 2633529
E-mail : milguw@macmillan.co.in

Hubli

Suvidha Annexe, F-17 Block A,
389 Keshawapur, Hubli - 580023
Phone : (0836) 2361944
E-mail : milhub@macmillan.co.in

Hyderabad

104-105 Shakti Sai Complex,
1st Floor, Chapel Road, Abids,
Hyderabad - 500001
Phone : (040) 23212867 / 66633233
E-mail : milhyd@macmillan.co.in

Jaipur

B-48 Sankar Marg,
Opp. Imliwala Phatak,
Lai Kothi Scheme,
Jaipur - 302015
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Lucknow

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Madan Mohan Malviya Marg,
Lucknow-226001
Phone : (0522) 2209780 / 2208810
E-mail : milluc@macmillan.co.in

Madurai

6-A Sarojini Street, Chinna,
Chokkikulam, Madurai - 625002
Phone : (0452) 2530207 / 2527731
E-mail : milmdu@macmillan.co.in

Mumbai

Unit No. 404, Antariksh Makwana Road,
Andheri (E), Mumbai 400059
Phone : (022) 28526228 / 29 / 30

Mumbai

Mercantile House, Magazine Street,
Reay Road (East), Mumbai - 400010
Phone : (022) 23724401 / 23726017 /
23741423
E-mail : macray@bom3.vsnl.net.in

Nagpur

House No. 158, 1st Floor,
Near Kasturba Library,
Sadar Extension Area,
Nagpur - 440001
Phone : (0712) 2531241
E-mail : milnag@macmillan.co.in

Patna

Sinha Library Road, Patna - 800001
Phone : (0612) 2232550 / 22242348
E-mail : milpat@macmillan.co.in

Pune

8 Shreenad Apartments,
2030 Sadashiv Peth,
Tilak Road, Pune - 411030
Phone : (020) 24329872 / 3
E-mail : milpun@macmillan.co.in

Thiruvananthapuram

Narayana Towers, Vazhuthacaud,
Thiruvananthapuram - 695014
Phone : (0471) 2328314
E-mail : miltvm@macmillan.co.in

Visakhapatnam

30-15-138, 2nd Floor,
Binayaka Complex, Dabagardens,
Visakhapatnam - 530020
Phone : (0891) 2745384
E-mail : milviz@macmillan.co.in

SYLLABUS

The details of the prescribed syllabus which is indicative are furnished below. However, keeping in view the professional nature of examinations, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the Examination should particularly prepare themselves for answering questions that may be asked on the latest developments taking place under the various subjects of the said examination although those topics may not have been specifically included in the syllabus. The Institute also reserves to itself the right to vary the syllabus / rules / fee structure from time to time. Any alterations made will be notified from time to time. Further, questions based on current developments in banking and finance may be asked.

Candidates are advised to refer to financial news papers / periodicals more particularly "IIBF VISION" and "BANK QUEST" published by the Institute.

SYLLABUS

(i) Anti Money Laundering

Money Laundering - Origin - Definition - Techniques Impact on Banks - Structuring; Integration, Preventive Legislations - International Co-operation - UK; USA ; India - Basel Committee - PMLA Objectives - RBI Guidelines - System Adequacy to Combat Money Laundering - Antiterrorism finance - Financial Intelligence Unit (FIU)

The Financial Action Task Force (FATF) - IBA Working Group - Software for AML Screening :

Money Laundering and Correspondent Banking - Exchange Companies - Foreign Branches

(ii) Know Your Customer - Introduction and overview

Customer Profile - KYC Policies - Countries Deficient in KYC Policies, Initiatives by the RBI - Organised Financial Crimes.

Customer - Definition under the KYC Principles - Transaction Profile - Organisational Structure - Important KYC framework in RBI prescriptions - Operating Guidelines.

Introduction of new accounts - Guidelines for Opening Accounts of Companies, Trusts, Firms, Intermediaries etc., Client Accounts opened by Professional Intermediaries - Trust / Nominee or Fiduciary Accounts - Accounts of Politically Exposed Persons (PEPs) Residing Outside India, Accounts of 'non-face-to-face' Customers - Qualitative data - Joint accounts - Minor accounts - KYC for existing accounts - KYC for low income group customers.

MonitoringAccounts - Customer research - Suspicious transactions

COURSES OF IIBF

A. Flagship Courses

- ☞ JAIB
- ☞ CAIB
- ☞ Diploma in Banking & Finance

B. Specialised Post Graduate Diploma Courses (for Member* and Non-Members**)

- ☞ Diploma in Treasury, Investment and Risk Management
- ☞ Diploma in Banking Technology
- ☞ Diploma in International Banking and Finance
- ☞ Diploma in Urban Co-operative Bank
- ☞ Diploma in Commodity Derivatives for Bankers
- ☞ Diploma for Micro Finance Professionals in collaboration with Sa-Dhan
- ☞ Post Graduate Diploma in Financial Advising
- ☞ Diploma in Home Loan Advising

C. Specialised Certificate Courses (for Member* and Non-Members**)

- ☞ Certificate in Trade Finance
- ☞ Certified Information System Banker
- ☞ Certificate in Anti-Money Laundering / Know Your Customer
- ☞ Certificate in Quantitative Methods for Bankers
- ☞ Certificate in Credit Cards for Bankers
- ☞ Certificate Examination in Banking Oriented Paper in Hindi
- ☞ Certificate Examination for SME
- ☞ Certificate Examination in Basics of Banking / Credit Cards for employee of IT Companies

D. Management Courses

- ☞ Advanced Management Program in collaboration with SIES - Mumbai, Welingkar-Mumbai, IMI-Delhi.
- ☞ Project Management Blended Course with IFMR, Chennai
- ☞ Advanced Diploma in Banking Technology (with PNB-IT) - An entry point qualification
- ☞ CAIB linked MBA with IGNOU.

Educational support :

- ☞ Publishing specific courseware for each paper / examination and Workbooks etc.
- ☞ Tutorials through Accredited Institutions, Virtual Classes, e-learning through Portal, Contact Classes or Campus Training - Model Questions and subject updates on the net

Other activities :

- ☞ Research, Seminars, Conferences, Lectures, etc.
- ☞ Publications of books, Daily e-newsletter, monthly newsletter and quarterly journal
- ☞ Training & Consultancy & Financial Education

* Members are employees of Banks and Financial Institutions who have enrolled as members of IIBF.

** Non-Members are eligible candidates for each course / examination without IIBF Membership.

The Syllabi, Rules / Regulations, Examination Forms and other information pertaining to the examinations are available with Institute's Offices at Mumbai, Chennai, New Delhi, Kolkata and also at such other centers / offices as may be notified from time to time. The same is also available at our website www.iibf.org.in.

MEMBERS OF THE GOVERNING COUNCIL (As on 01/01/2010)

President

Shri O. P. Bhatt, Chairman, State Bank of India

Vice President

Shri M. V. Nair, Chairman & Managing Director, Union Bank of India

Shri M. D. Mallya, Chairman & Managing Director, Bank of Baroda

Representing Reserve Bank of India

Shri C. Krishnan, Executive Director

Representing State Bank of India and its Associate Banks

Shri Narayanan Raja, DMD & CDO, State Bank of India

Shri Arun Shandilya, Managing Director, State Bank of Bikaner & Jaipur

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Shri A. C. Mahajan, Chairman & Managing Director, Canara Bank

Shri Yogesh Agarwal, Chairman & Managing Director, IDBI Bank Ltd.

Shri M. S. Sundara Rajan, Chairman & Managing Director, Indian Bank

Shri K. R. Kamath, Chairman & Managing Director, Punjab National Bank

Shri A. K. Misra, Chairman & Managing Director, Bank of India

Shri J. M. Garg, Chairman & Managing Director, Corporation Bank

Shri S. Sridhar, Chairman & Managing Director, Central Bank of India

Representing Financial Institutions

Shri U. C. Sarangi, Chairman, NABARD

Representing Private Sector Banks

Shri M. V. Venugopalan, Chairman & CEO, The Federal Bank Ltd.

Shri Ananthakrishna, Chairman & CEO, Karnataka Bank Ltd.

Representing Foreign Banks

Shri Gunit Chadha, Chief Executive Officer - India, Deutsche Bank AG

Representing Co-operative Banks

Shri S. K. Banerji, Managing Director, The Saraswat Co-op Bank Ltd.

Representing other Bodies / Experts

Shri Y. H. Malegam, Former Managing Partner, SB. Billimoria & Co., Chartered Accountants

Prof. Y. K. Bhushan, Senior Adviser, ICFAI Business School

Dr. Asish Saha, Director, National Institute of Bank Management

Dr. K. Ramakrishnan, Chief Executive, Indian Bank's Association

From IIBF

Shri R. Bhaskaran, CEO, Indian Institute of Banking & Finance

ADDRESSES FOR CONTACT

Corporate Office :

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The "Arcade", World Trade Centre, 2nd Floor,
East Wing, Cuffe Parade, Mumbai - 400 005
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Northern Zonal Office :

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109-113, Vikrant Towers, 1st Floor,
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E-mail : iibnz@iibf.org.in

Southern Zonal Office :

Indian Institute of Banking & Finance
No.94, Jawaharlal Nehru Road,
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Empire, Vadapalani, Chennai - 600 026
Tel. : 044-2472 2990/2472 7961
Fax : 044-2472 6966
E-mail : iibsz@iibf.org.in

Western Zonal Office :

Indian Institute of Banking & Finance
191-F, Maker Towers, 19th Floor,
Cuffe Parade, Mumbai - 400 005
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E-mail : iibwz@iibf.org.in

Eastern Zonal Office :

Indian Institute of Banking & Finance
408, 'Anandlok', 'A' Block, 4th Floor,
227, Acharya J. C. Bose Road,
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