**Appointment of Compliance Officer**

Date: xx xxx 2021

In accordance with Article (21) of Cabinet Decision No. (10) of 2019 CONCERNING THE IMPLEMENTING REGULATION OF DECREE LAW NO. (20) OF 2018 ON ANTI- MONEY LAUNDERING AND COMBATING THE FINANCING OF TERRORISM AND ILLEGAL ORGANISATIONS, we have appointed [Name of Appointed Compliance Officer] as the **Compliance Officer** of [Name of Your Company].

[Name of the Compliance Officer]’s responsibility shall include:

1. Detect Transactions relating to any Crime.
2. Review, scrutinize and study records, receive data concerning Suspicious Transactions, and take decisions to either notify the FIU or maintain the Transaction with the reasons for maintaining while maintaining complete confidentiality.
3. Review the internal rules and procedures relating to combating the Crime and their consistency with the Decretal-Law 20 of 2018 and the present Decision, assess the extent to which the institution is committed to the application of these rules and procedures, propose what is needed to update and develop these rules and procedures, prepare and submit semi-annual reports on these points to senior management, and send a copy of that report to the relevant Supervisory Authority enclosed with senior management remarks and decisions.
4. Prepare, execute and document ongoing training and development programs and plans for the institution’s employees on Money Laundering and the Financing of Terrorism and Financing of Illegal Organizations, and the means to combat them.
5. Collaborate with the Supervisory Authority and FIU, provide them with all requested data, and allow their authorized employees to view the necessary records and documents that will allow them to perform their duties.

This Memo is effective as of xx xxx 2021.

Authorized Signatory

General Manager/Shareholder

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