



## Anti - Money Laundry (A.M.L) & Know Your Customer (K.Y.C.)

### Guidelines

#### Purpose

The purpose of this guideline is to apply the appropriate anti-money laundering (AML) and KYC procedures in regard of opening an account and to support the on-going monitoring as per rules and regulations.

#### Guidelines

All customers are supposed to provide a signed statement indicating the legitimacy of his funds sources.

More over, automated monitoring reports in accordance with the Central Bank of Jordan and Jordan Securities Commission Anti Money Laundry (AML) Law and Regulation are in place.

For proper completion of the approved KYC Form, all clients sign off all account opening documents which contain full details about the clients including their permanent addresses and contact details. Agreements and applicable authorisations are also signed by them. The Company obtains authentic copies of required IDs as per the approved policies and procedures, which include the following:



### **For individuals**

1. Passports
2. National ID (valid for 12 months at least), (Two national IDs should be obtained, at least one should have photo of the applicant)
3. Copy of membership to labour unions or professional certificates for lawyers, doctors, accountants etc.
4. Driving license
5. Birth ID
6. Copy of utility bill obtained as a proof for the customers address

### **For institutions**

1. Registration certificate
2. Articles of memorandum and association
3. Latest copy of the company's authorized signatories
4. Latest audited financial statements
5. For non residents institutions, all the previous mentioned documents should be obtained with proper approval and authentication from governmental bodies in the country of incorporation
6. Anti-money laundering questionnaire for financial institutions
7. In all instances an approval must obtained from the compliance officer to proceed with the account opening, all account opening documents and AML forms should be presented to complete Know Your Customer ("KYC") checklist accordingly.