

**Guidelines for Filling the Reports Form of Transactions
Suspected to be Related to Money Laundering or Terrorist Financing
Filled by the Entities Subject to the Provisions of the Anti Money
Laundering and Countering Terrorist Financing Law in Force**

The following instructions shall be followed when filling the attached form:

- 1- The form should be filled using a computer; the SAR form can be downloaded from the website of the Unit (www.amlu.gov.jo), under item entities obliged to report, then click on Forms and in the event that such filling is difficult, the form may be filled in hand writing in clear and legible form .
- 2- The form shall be sent to the Chief of the Anti Money Laundering and Countering Terrorist Financing Unit, signed by the reporting officer nominated by the reporting entity.
- 3- The report shall be delivered by hand to the Anti Money Laundering and Countering Terrorist Financing Unit. In the cases that requires the necessity to notify the Unit urgently, the form shall be sent by fax; provided that, the original shall be sent to the Unit without delay, noting that the address of the Unit is as follows:

Anti Money Laundering and Countering Terrorist Financing Unit.
Amman- King Hussein Street
Building No. (63)-Central Bank of Jordan Building
Tel: 00 962 6 4630301
Fax 00 962 6 4630303

- 4- Subject to legal liability, the confidentiality of the information provided in the SAR form shall be maintained, and the same shall not be disclosed to any non competent entity including the suspected client.
- 5- The data concerning the natural person shall be collected from the ID document, and from the registration certificate issued by the competent authorities in the case of a legal person.
- 6- In the event that the suspect is a proxy for other person, then the data concerning the suspect shall be mentioned in item (Second/A) and the information concerning the (Principal- the beneficial owner) shall be mentioned in item (Forth).
- 7- In the event of the existence of more than one authorized signatory for the legal person, all of them shall be mentioned in item (Second/B/4).
- 8- The actions taken by the reporting entity for the verification of the suspicion shall be filled within item (Ninth) such as searching operations within the governmental and commercial databases and verifying operations for the purpose of transactions done by the suspect and their compatibility with the nature of his/her activity.
- 9- In the event of multiple options, the required option shall be marked with a (√) sign.
- 10- Photocopies of all documents available that are necessary to assist the Unit in doing its work shall be accompanied with the SAR.

- 11- In the event that the SAR is an amendment of a previous SAR, then only the information intended to be amended shall be filled in a blank form; provided that, the date of the original SAR and the name of the suspect shall be mentioned.
- 12- The Anti Money Laundering and Counter Terrorist Financing Law in force, and any other information required can be obtained through the website of the Unit (www.amlu.gov.jo).