

**(Translation)****Ordinance of the Anti-Money Laundering Board Prescribing Rules and Procedures for Safe Keeping of Information from Customer Due Diligence  
B.E. 2559 (2016)**

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By virtue of the provisions of Section 22/1 Paragraph two and Section 25 (5) of the Anti-Money Laundering Act B.E. 2542 (1999) which was amended by the Anti-Money Laundering Act (No. 5) B.E. 2558 (2015), the Anti-Money Laundering Board hereby issues an Ordinance, as follows.

Article 1: This Ordinance shall be called “Ordinance of the Anti-Money Laundering Board Prescribing Rules and Procedures for Safe Keeping of Information from of Customer Due Diligence B.E. 2559 (2016).

Article 2: This Ordinance shall come into force on the day following the date of its publication in the Government Gazette.

Article 3: For the purposes of this Ordinance:

“Information from Customer Due Diligence” shall mean information, documents, or evidences regarding customer due diligence.

Article 4: A reporting entity under Section 13 and Section 16 shall keep information from customer due diligence for ten years from the date of account closure or relationship termination. Prior to the expiration of ten years, When it is necessary and appropriate for the purpose of implementing AMLA B.E. 2542 (1999) in relation to any customer Laundering Act, the Secretary-General shall send a letter instructing the reporting entity to keep the information from CDD on that customer for a period of no longer than five years following period of ten years.

Article 5: A reporting entity under Section 13 and Section 16 shall keep information from customer due diligence at least as follows:

- (1) Policies and procedures for assessment and management of anti-money laundering and combating the financing of terrorism risk.
- (2) Results of assessment and management of anti-money laundering and combating the financing of terrorism risk.
- (3) Rules within the organization and mitigating measures for anti-money laundering and combating the financing of terrorism risk which might occur prior to the launch of new products, new services, or new technologies.
- (4) Transactions conducted by customers and examination of customers’ transactions for the purpose of risk management for transactions suspected of anti-money laundering and combating-financing of terrorism involvement.

- (5) Updating of information used for customer and identification, verification and information used for management of anti-money laundering and combating-financing of terrorism risk.
- (6) Risk management and risk classification of customers.
- (7) CDD Procedures which include:
  - (A) Identifying and verifying customers, legal arrangements, and beneficial owner.
  - (B) Check the information on customers, legal arrangements and beneficial against the designated list under the Counter-Terrorism Financing law.
  - (C) Objectives of establishing the business relationship.
  - (D) Results of monitoring financial movement or transaction movement for the whole period of maintaining the relationship with customers.
- (8) Examining business authorization regarding business relationship establishment or conducting transaction on behalf of customers.
- (9) Results of CDD on current customers.
- (10) Results of examining suspicious transactions.
- (11) CDD on occasional customers.
- (12) CDD information on other customers prescribed by the Secretary-General.

Article 6: CDD information under Article 5 shall be stored as documents or electronic documents.

Article 7: CDD information kept as electronic documents under Article 6 shall be in compliance with the electronic transaction law. Rules and procedures shall be as follows:

- (1) Able to store, access, and retrieve without altering the information.
- (2) Able to maintain the information in the same format as when receiving it or in a format the information can be clearly presented.
- (3) Able to transfer the information onto appropriate storage devices or able to send it via other means to the office as requested by the office.
- (4) The Secretary-General may notify additional rules and procedures as necessary with the approval of the Board.

Article 8: A reposting entity under Section 13 and Section 16 shall keep CDD information in an accurate and complete manner by safe and reliable means and able to retrieve or submit the information as requested by the office.

Article 9: The Secretary-General shall have change of this Ordinance and have the power to issue notifications or orders for the implementation of the Ordinance.

Done on 19 February B.E. 2559 (2016)  
Mr. Visanu Krua-ngam  
Chairman of the Anti-Money Laundering Board