



**CO-OPERATIVE
CREDIT UNION LEAGUE
OF TRINIDAD & TOBAGO LTD.**

6 - 8 De Verteuil Street, Montrose, Chaguanas, Trinidad W.I. Postal Code 500715
Tel.: (868) 671-4711/4704, 672-7145 Fax: (868) 672-0165
E-mail: creditunionleague@gmail.com

CIR# 23/16

TO : SECRETARY/MANAGER
ALL CREDIT UNIONS

FROM : OUR LEAGUE


SUBJECT : POSTPONEMENT OF WORKSHOP
SUSPICIOUS TRANSACTION/ACTIVITY REPORTING
(Internal/External)

DATE : WEDNESDAY 16TH MARCH, 2016

We wish to advise that the Workshop stated above has been postponed to Tuesday 26th April 2016 as credit unions have asked us to shift to a later date.

We look forward to full participation of all Compliance Officers.

Yours co-operatively


Dianne Joseph, MBA (AIB), Dip (PIM, UK), CaribDE
Chief Operating Officer

Affiliated to the Caribbean Confederation of Credit Unions (C.C.C.U.) And the
National Association of Co-operative Societies (N.A.C.S.)
Insurer: CUNA Caribbean Insurance Society Limited

"THE NATIONAL ORGANIZATION FOR CREDIT UNIONS"

SUSPICIOUS TRANSACTION/ACTIVITY REPORTING (Internal/External)

HOSTED BY
THE CO-OPERATIVE CREDIT UNION LEAGUE OF TRINIDAD & TOBAGO

Tuesday April 26, 2016

VENUE: BANQUET & CONFERENCE CENTRE AT THE CASCADIA HOTEL, ST ANNS
DURATION: ½ DAY 9:30AM – 12:00 NOON

BACKGROUND

Suspicious Activities appears to be increasing in various forms and credit unions must be kept abreast of the importance of detecting these activities and how to write accurate and concise Suspicious Activity Reports.

We have also been monitoring this trend along with other developments and are of the view that the Workshop as outlined is critically important. We therefore, invite all Compliance and Alternate Officers along with management personnel and other officers to be a part of this workshop which is aimed at helping you to acquire the knowledge and skills needed to competently perform compliance duties.

OBJECTIVES

This programme will provide a platform to achieve the following:

- ❖ An overview of Suspicious Activity Reporting (SAR)
- ❖ How to write an Accurate and Concise Suspicious Activity Report (SAR)
- ❖ FIU's Role in Suspicious Activity Report (SAR)
- ❖ AML/CFT Overview, among other areas.

BENEFITS

- ❖ Better understand the Suspicious Activity Reporting System.
- ❖ Be able to write an Accurate & Concise Suspicious Activity Report (SAR)
- ❖ Understand AML/CFT Laws and the role of the FIU.

WHO SHOULD ATTEND

Mandatory for Compliance Officers/Alternate Compliance Officers, Managers and Senior staff.
Elected officers should also attend.

CERTIFICATION

A certificate of participation will be awarded to each participant.



THE CO-OPERATIVE CREDIT UNION LEAGUE OF TRINIDAD & TOBAGO

SUSPICIOUS TRANSACTION/ACTIVITY REPORTING (Internal/External)

VENUE: BANQUET & CONFERENCE CENTRE AT THE CASCADIA HOTEL, ST ANNS

Tuesday April 26, 2016

Cost: \$775.00 +Vat per person

Group rate: \$675.00+ Vat per person for groups of three (3) or more persons
(Inclusive of Coffee Break, Lunch, & Writing materials)

DURATION: ½ DAY 9:30AM – 12:00 NOON

Please complete in block letters:

Name(s):

Job Title:

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Organization : _____

Address _____

Contact person _____ Email Address _____

Telephone: (868) _____ Ext _____ Fax No: _____

Kindly indicate if you need an invoice for processing your payment:

Please ensure that you complete your registration form by signing below:

1. Registration is only confirmed upon receipt of this form by The Co-operative Credit Union League of Trinidad and Tobago **accompanied by the appropriate payment before Friday April 15, 2016**
2. In cases where registrants neither cancel nor attend this function, please note that there is **NO** entitlement to a refund under any circumstances
3. Cheques should be made payable to The Co-operative Credit Union League of Trinidad and Tobago. Non-members are required to pay by **Certified Cheques**.

Signature

Date

Company Stamp

.....

.....

.....