


<b>SOCIAL ACTIVITIES FOR RURAL DEVELOPMENT SOCIETY</b> <b>Jana Chaitanya Nilayam, Tangutur, Prakasam Dt., A.P. India</b>		
<b>Title: Anti-Money laundering (AML) Policy</b>	<b>Policy Number: AMLP –01</b>	
<b>Approved by: The Governing Body of SARDS</b>	<b>Date of Effective: 22.09.2021.</b>	
<b>Executed by: R. Suneel Kumar, Executive Secretary</b>	<b>To be circulated to all the Board members staff, consultants, Vendors, Volunteers, visitors, CBOs and other related personnel of SARDS for strict Adherence</b>	

### **Introduction:**

Non-Governmental Organizations (NGOs) play an important role in society, and their activities are often funded by donations from individuals and organizations. However, there is a risk that such donations could be used to launder money, which is why NGOs must have a strong Anti-Money Laundering (AML) policy in place.

### **Policy Statement:**

**SARDS** is committed to preventing money laundering and the financing of terrorism through its activities.

This policy outlines the steps that SARDS will take to prevent money laundering and the financing of terrorism.

### **Risk Assessment:**

**SARDS** will conduct a risk assessment of its activities to identify the risk of money laundering and the financing of terrorism. The risk assessment will take into account the nature of the activities, the sources of funding, and the countries or regions where the activities take place.

### **Know Your Customer (KYC):**

**SARDS** will implement a Know Your Customer (KYC) policy to verify the identity of donors and beneficiaries. This will include obtaining identification documents, verifying the source of funds, and conducting background checks where necessary.

**Reporting Suspicious Transactions:**

**SARDS** will report suspicious transactions to the relevant authorities in accordance with applicable laws and regulations.

**Compliance Monitoring:**

**SARDS** will Implement procedures for monitoring compliance with AML regulations and our internal policies. This should include regular reviews of donors and beneficiaries' files, transaction monitoring, and periodic risk assessments.

**Compliance Officer:**

**SARDS** will Appoint a compliance officer to oversee your AML program and ensure that it is effective and up to date.

**Training and Awareness:**

**SARDS** will provide training and awareness programs to its staff and volunteers to ensure that they are aware of the risks of money laundering and the financing of terrorism and know how to identify suspicious transactions.

**Record Keeping:**

**SARDS** will maintain records of all transactions and documentation related to KYC and suspicious transactions for a period of at least [insert time period] years.

**Ongoing Review and Update:**

**SARDS** will Regularly review and update your AML policy to ensure that it remains effective and relevant in the face of changing regulations and business risks.

**Conclusion:**

**SARDS** is committed to preventing money laundering and the financing of terrorism through its activities. This policy will be reviewed regularly to ensure that it remains up to date and effective in preventing money laundering and the financing of terrorism.

Place : Tangutur  
Date : 22.09.2021

Suneel kumar Ravi  
Executive Secretary, SARDS.

