



AGENT AML MANUAL CHANGE

Effective April 1, 2019, MEMO Financial Services Inc., will no longer mail out the Anti-Money Laundering Agent Manuals; they will be sent electronically by email. Agents can print out a blank Agent AML Manual at MEMO's website located at www.memoco.com/agents.html under Compliance. The Agent AML Manual contains all the anti-money laundering policy and procedures required for money service businesses. The IRS, banks, and State Examiners may request to see your Agent AML Manual. Every agent must have a written anti-money laundering program and are solely responsible for having an anti-money laundering program that complies with all Federal and State laws and regulations. The Agent AML Manual helps you meet that requirement.

Please make sure that MEMO has a valid email address to send files electronically.

All anti-money laundering documentation such as a Certificate of Completion will be sent by email.

YEARLY REQUIREMENTS

Training: MEMO recommends yearly anti-money laundering training for all employees who work with MEMO products and services. Training is available online or by phone and training material can be found in Section 6 of the Agent AML Manual.

Independent Reviews: Agents must have independent reviews completed yearly by someone other than the Compliance Officer. A form to help you conduct the required review is located in Section 2 of the Agent AML Manual.

IMPORTANT: PLEASE RESPOND PROMPTLY WHEN YOUR BANK REQUESTS INFORMATION AND ANSWER ALL QUESTIONS TO AVOID THE BANK CLOSING YOUR ACCOUNT. Banks are required by law to obtain and maintain detailed information about their account holders especially Money Service Businesses (MSBs)

Print, sign and KEEP this document as proof that you received continuous training on Anti-Money Laundering Laws and Regulations. Make additional copies for employees as proof that you have trained employees on Anti-Money Laundering Laws and Regulations. Keep all signed copies for 5 years.

Name/Signature

Agent Number

Date

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