

**PROCEDURE AND TIMEFRAME  
FOR CASINOS AND ORGANIZERS OF GAMES OF CHANCE, INCLUDING ORGANIZERS OF  
ONLINE GAMES OF CHANCE TO FILE REPORTS ON TRANSACTIONS SUBJECT TO  
MANDATORY REPORTING AND ON SUSPICIOUS TRANSACTIONS OR BUSINESS  
RELATIONSHIPS**

**CHAPTER 1: GENERAL PROVISIONS**

1. The Procedure and Timeframe for Casinos and Organizers of Games of Chance, including Organizers of Online Games of Chance to File Reports on Transactions Subject to Mandatory Reporting and on Suspicious Transactions or Business Relationships (hereinafter referred to as the Procedure) defines the rules and deadlines for casinos and organizers of games of chance, including organizers of online games of chance (hereinafter also referred to as the reporting entities) to file reports defined by the Republic of Armenia Law on Combating Money Laundering and Terrorism Financing” (hereinafter referred to as the Law).
2. The concepts in this Procedure shall be used within the meaning of the concepts as defined by the Law.
3. Reports shall be filed by the casinos and organizers of games of chance, including organizers of online games of chance registered in the Financial Monitoring Center of the Central Bank of the Republic of Armenia (hereinafter referred to as the Financial Monitoring Center) in accordance with part 2 and point 2, part 3 of Article 6 — in the cases stipulated by subpoints “a” to “d”, point 2, part 4 of Article 6 — of the Law.

**CHAPTER 2: PROCEDURE FOR FILING REPORTS**

4. Reports on transactions subject to mandatory reporting and on suspicious transactions or business relationships shall be filed with the Financial Monitoring Center through its online reporting system (hereinafter referred to as the Online System) pursuant to the Procedure for Applying the Electronic Digital Signature in Filing Reports to the Central Bank of the Republic of Armenia as Stipulated by the Law and Other Legal Acts, as approved by Decision of the Board of the Central Bank of the Republic of Armenia No 81-N of 20 March 2007.
5. In case of failure of the online system, the report shall be filed in hard copy or on electronic media drive. The report shall be submitted to the Financial Monitoring

Center in a closed and sealed (if applicable) envelope, bearing a text “For the attention of the head of the Financial Monitoring Center” on it, through physical or postal delivery.

6. The report shall be considered to be filed unless the reporting entity receives an error message within one business day. In case of receiving an error message, the reporting entity shall file the corrected version of the report within one business day. In this case, the filing of the report shall not be considered overdue.
7. Where the reporting entity finds out that the report on the transaction filed with the Financial Monitoring Center was not subject to mandatory reporting, it shall so notify the Financial Monitoring Center in writing.
8. The report shall be completed in Armenian, in “Unicode” font, in capital letters, without quotation marks. The fields “Name”/ “Title”, “Surname”, “Patronymic “ shall be filled in English, where the required information is available to the reporting entity only in English. If the mentioned data is available in another foreign language, these fields shall be filled in Armenian or in English.
9. The report to be filed should meet the requirements to the template set out in Annex 2, as well as to the digitized tables for XML schema generation. Any filed report that does not meet these requirements shall be considered incompletely or incorrectly filled in, which shall result in liability stipulated by the Law.
10. A separate report shall be filed on each transaction subject to mandatory reporting and on each suspicious transaction or business relationship.

### **CHAPTER 3: TIMEFRAME FOR FILING REPORTS**

11. Reports on transactions subject to mandatory reporting shall be filed with the Financial Monitoring Center through the “Online Reporting” option of the Online System, within three business days after conducting the transaction. The report may also be filed through “Web Service Input” and “Upload” options of the Online System.
12. The calculation of days to file a report on the transaction subject to mandatory reporting starts from the business day following the day of conducting the transaction by the reporting entity and ends at 18:00 on the third business day thereafter.
13. Reports on suspicious transactions or business relationships shall be filed with the Financial Monitoring Center during the same business day or, where it is not possible, by 12:00 of the next business day.
14. Impossibility of filing reports on suspicious transactions or business relationships may be solely due to software and hardware or communication problems.