1. Determine at what interval you will monitor transactions *(e.g. weekly).*
2. Determine what transaction criteria you will log on this form *(e.g. All transaction over $800).*
3. Train your employees to log transactions that meet your determined criteria.
4. Use the Compliance Monitoring Documentation Log as a guide to review the transactions listed below.
5. Attach this log to the Compliance Monitoring Documentation Log each time you complete it.

<table>
<thead>
<tr>
<th>Date</th>
<th>Sender Full Name</th>
<th>Sender Phone</th>
<th>Transaction Amount</th>
<th>Receiver Full Name</th>
<th>Receiver Country</th>
</tr>
</thead>
</table>