



# **ANTI-MONEY LAUNDERING COUNCIL**

## **REGULATORY ISSUANCE NO. 01**

Series of 2024

**Subject: Guidelines on Compliance Optimization and Registration System**

In accordance with Sections 7(7) of Republic Act No. 9160, also known as the Anti-Money Laundering Act of 2001, as amended (AMLA); Rule 22, Section 4 and, 7 in relation to Rule 4, Section 3.2, and Rule 35, Section 1.4 of its 2018 Implementing Rules and Regulations (IRR); and Rule IV, Section 7 (g), of the Casino Implementing Rules and Regulations of Republic Act No. 10927 (CIRR), the Council, in its Resolution No. 76, dated 8 April 2024, approved the adoption of the following set of guidelines:

- Section 1 – Title and Purpose
- Section 2 – Definition of Terms
- Section 3 – Registration of Covered Persons
- Section 4 – AMLC Registration
- Section 5 – Online Registration System
- Section 6 – Requirements
- Section 7 – Procedure
- Section 8 – Administrative Sanctions
- Section 9 – Separability Clause
- Section 10 – Repealing Clause
- Section 11 – Transitory Provision
- Section 12 – Effectivity Clause

Annex A – Sworn Statement of Non-Engagement in Covered Services

Annex B – Online Registration System Step-by-Step Procedures

## **Section 1. Title and Purpose**

- 1.1. This set of guidelines shall be known as the "Guidelines on Compliance Optimization and Registration System" ("CORS Guidelines" or "CORS" for short).
- 1.2. The CORS Guidelines shall assist the covered persons in complying with the required AMLC Registration through a streamlined procedure and reduced requirements.

## **Section 2. Definition of Terms.**

For purposes of this set of guidelines, the following terms are hereby defined as follows:

- (a) **"Alternate officer"** (Alternate) refers to any person, other than the compliance officer, that is authorized by the covered person to access the AMLC portal for and on behalf of the covered person.
- (b) **"Anti-Money Laundering Act"** (AMLA) refers to Republic Act No. 9160, as amended by Republic Act Nos. 9194, 10167, 10365, 10927, and 11521.
- (c) **"Anti-Money Laundering Council"** (AMLC) refers to the Philippines' central AML/CTF authority and financial intelligence unit, which is the government instrumentality mandated to implement the AMLA and TFPISA. It also refers to the official name of the Council, which is the governing body of the said government agency.

For purposes of this set of guidelines, the government agency shall be referred hereafter as the "AMLC", while the governing body shall be referred hereafter as the "Council".

- (d) **"Certificate of Registration"** (COR) refers to the document issued by the AMLC evidencing registration.
- (e) **"Compliance Officer"** (CO) refers to the collective term for the covered person's compliance officer, associated person, and primary designated officer, who shall be the covered person's official primary authorized representative to access the AMLC Portal.
- (f) **"Covered Person"** (CP) refers to financial institution and designated non-financial business and profession under Rule 4, Section 1, of the 2018 IRR of the AMLA.

For purposes of this set of guidelines, covered persons include, but are not limited to those listed under Section 3 hereof.

- (g) "**Designated Non-Financial Businesses and Professions**" (DNFBP) are businesses and professionals as defined in Rule 4, Section 1(b) of the 2018 IRR of the AMLA.
- (h) "**Online Registration System**" (ORS) refers to AMLC's online facility for registration found at <https://portal.amlc.gov.ph>.
- (i) "**Provisional Certificate of Registration**" refers to the document issued by the AMLC evidencing temporary registration after validation of the email address/es provided by the covered person, valid for a period of six (6) months.
- (j) "**Risk-Based Approach**" refers to the process by which countries, competent authorities, and covered persons identify, assess, and understand the ML/TF risks to which they are exposed, and take the appropriate mitigation measures in accordance with the level of risk. This includes prioritization and efficient allocation of resources by the relevant key players and stakeholders in applying AML/CTF measures in their operations in a way that ensures that they are commensurate with the risks involved.
- (k) "**Terrorism Financing Prevention and Suppression Act**" (TFPSA) refers to Republic Act No. 10168, otherwise known as the Terrorism Financing Prevention and Suppression Act of 2012.

### **Section 3. Registration of Covered Persons.**

3.1. The following covered persons shall register with the AMLC:

- (a) The following financial institutions:
  - 1. Persons supervised and/or regulated by the Bangko Sentral ng Pilipinas (BSP), including their subsidiaries and affiliates, which are also covered persons, supervised and/or regulated by the BSP such as:
    - (a) Banks;
    - (b) Quasi-banks;
    - (c) Trust entities;
    - (d) Pawnshops;
    - (e) Non-stock savings and loan associations;
    - (f) Other Non-bank financial institutions which under special laws are subject to BSP supervision and/or regulation;
    - (g) Electronic money issuers; and
    - (h) Foreign exchange dealers, money changers, and remittance and transfer companies.

2. Persons supervised or regulated by Insurance Commission (IC), such as:
    - (a) Insurance companies;
    - (b) Pre-need companies;
    - (c) Insurance agents;
    - (d) Insurance brokers;
    - (e) Professional reinsurers;
    - (f) Reinsurance brokers;
    - (g) Holding companies;
    - (h) Holding company systems;
    - (i) Mutual benefit associations; and
    - (j) All other persons and their subsidiaries and affiliates supervised or regulated by the IC.
  
  3. Persons supervised or regulated by Securities and Exchange Commission (SEC), such as:
    - (a) Securities dealers, brokers, salesmen, investment houses, and other similar persons managing securities or rendering services, such as investment agents, advisors, or consultants;
    - (b) mutual funds or open-end investment companies, close-end investment companies or issuers, and other similar entities; and
    - (c) other entities, administering or otherwise dealing in commodities, or financial derivatives based thereon, valuable objects, cash substitutes, and other similar monetary instruments or properties, supervised or regulated by the SEC.
- (b) The following DNFBPs:
1. Jewelry dealers.
  2. Dealers in precious metals, and dealers in precious stones.
  3. Company service providers, which, as a business, provide any of the following services to third parties:
    - (a) acting as a formation agent of juridical persons;
    - (b) acting as (or arranging for another person to act as) a director or corporate secretary of a company, a partner of a partnership, or a similar position in relation to other juridical persons;
    - (c) providing a registered office; business address or accommodation, correspondence or administrative address for a company, a partnership or any other juridical person or legal arrangement; and
    - (d) acting as (or arranging for another person to act as) a nominee shareholder for another person.

For this purpose, “business” means engaging in or offering the foregoing services, whether to the public or select customers, on regular or continuing basis, whether for a fee or for free, or as means of livelihood.

4. Persons, including lawyers, accountants and other professionals, who provide any of the following services:
  - (a) Managing of client money, securities or other assets;
  - (b) Management of bank, savings, securities or other assets;
  - (c) Organization of contributions for the creation, operation or management of companies; and
  - (d) Creation, operation or management of juridical persons or arrangements, and buying and selling business entities.
5. Casinos, including internet-based casinos and ship-based casinos.
6. Real Estate Brokers and Developers.

For this purpose, real estate brokers, whether practicing in individual capacity or under a real estate brokerage firm, shall register individually as a covered person.

7. Offshore Gaming Operators and their service providers.

### *3.2. Lawyers and Accountants Not Engaged in the Covered Services.*

Lawyers and accountants who are: (a) authorized to practice their profession in the Philippines; and (b) engaged as independent legal or accounting professionals, as defined herein, are not required to register with the AMLC.

For this purpose, “independent legal or accounting professionals” refer to lawyers or accountants working in a private firm or as a sole practitioner who, by way of business or occupation, provides purely legal or accounting services to their clients.

“Purely legal or accounting service” refers to:

- (1) Rendition of purely litigation, notarial, legal counseling, and/or other services not covered under Title I, Sections 2(b) and (c) hereof that can only be undertaken by a lawyer, as a professional; or
- (2) Rendition of purely accounting, auditing and/or other services not covered under Title I, Sections 2(b) and (c) hereof that can only be undertaken by a certified public accountant, as a professional.”



### 3.3. *Registration Compliance Checking Activities.*

The AMLC may conduct registration compliance checking activities, such as, but not limited to, surveys and coordination with the Supervising Authorities, law enforcement and other government agencies, to identify individuals and entities performing the covered services under the AMLA and issue a directive that they register with the AMLC.

### 3.4. *Sworn Statement of Non-Engagement in Covered Services.*

3.4.1 If an identified person or entity claims that it is not performing the activities of a covered person, such entity or individual must execute a *Sworn Statement of Non-Engagement in Covered Services (Sworn Statement)* under the AMLA.

3.4.2. The Sworn Statement shall categorically state, under pain of administrative and criminal sanctions, that it is not engaged in the covered services under Section 3(a) of the AMLA.

3.4.3. In case of a partnership/corporation, the Sworn Statement shall be executed by any of the partners of the partnership/board members of the corporation (*attached as **Annex A** of this CORS Guidelines*).

3.4.4. A Portable Document Format (PDF) copy of the Sworn Statement shall be sent via email to [dpd-csg@amlc.gov.ph](mailto:dpd-csg@amlc.gov.ph).

3.4.5. The execution of the Sworn Statement shall not prejudice AMLC's authority to conduct compliance checking activities to validate whether the entity or individual is, in fact, performing the covered services under the AMLA, and holding such entity or individual liable for criminal and administrative sanctions.

## **Section 4. AMLC Registration.**

All covered persons shall register with the AMLC and comply with the following requirements:

#### (a) *Transaction Reporting.*

All covered persons shall register with the AMLC to be able to access its electronic reporting system—the AMLC Portal—and file covered and suspicious transaction reports, if warranted.

#### (b) *Customer Due Diligence.*

All covered persons transacting with covered person-clients shall require the AMLC Certificate of Registration (COR) or Provisional Certificate of

Registration (PCOR) as part of customer identification process and risk profiling.

(c) *Market Entry.*

Consistent with their respective authorities, Supervising Authorities, or other licensing or business registration authorities, shall prescribe registration with the AMLC as a requirement for continued licensing and/or operations of covered persons.

For this purpose, newly established DNFBPs shall register with the AMLC prior to commencement of its operation as a DNFBP, pursuant to Department of Interior and Local Government (DILG) – Anti-Money Laundering Council (AMLC) Joint Memorandum Circular No. 01, Series of 2023 (*Guidelines in the Issuance of Business Permit/License of the Designated Non-Financial Businesses and Professions (DNFBPs) Pursuant to RA 9160, Also Known as the Anti-Money Laundering Act of 2001, as Amended*).

Section 5. Online Registration System.

5.1. *AMLC Portal.*

Covered persons shall access the online registration system at <https://portal.amlc.gov.ph>.

5.2. *Monitoring of User Accounts.*

The ORS shall provide a mechanism for monitoring the covered person's user accounts by requiring COs and their alternates to update their information every two (2) years or whenever there are changes in their registration information.

5.3. *Directory of Compliance Officers.*

The ORS shall serve as AMLC's directory of COs and their alternates.

**Section 6. Requirements for Registration.**

6.1. *General Requirements.*

Covered persons shall ensure that the following requirements are present before proceeding with AMLC registration:

- (a) Designation of a CO and their alternate/s, if applicable;
- (b) Use of an electronic device with internet access;

- (c) Complete basic information and contact details;
- (d) Complete set of documentary requirements; and
- (e) Valid e-mail address;

**6.2. *Compliance Officer.***

Covered persons shall designate their COs and their alternates whose basic information and contact details shall be indicated in the ORS.

**6.3. *Electronic Device.***

Covered persons shall use an electronic device with internet browser and access to internet to be able to use the AMLC Portal and proceed with AMLC registration.

**6.4. *Mandatory Basic Information and Contact Details.***

Covered persons shall provide the following information in the ORS:

(a) Covered Person Information

- (1) Nature of Business;
- (2) Covered Person Name;
- (3) Mailing address (Head Office); and
- (4) Zip Code.

(b) Contact Details (Chief Executive Officer/Managing Partner/Real Estate Broker)

- (1) Title;
- (2) First Name;
- (3) Last Name;
- (4) Position;
- (5) Email Address; and
- (6) Telephone Number.

(c) Compliance Officer Information

- (1) Title;
- (2) First Name;
- (3) Last Name;
- (4) Position;
- (5) Email Address; and
- (6) Telephone Number.



(d) Alternate Officer Information

- (1) Title;
- (2) First Name;
- (3) Last Name;
- (4) Position;
- (5) Email Address; and
- (6) Telephone Number.

6.5. *Documentary Requirements.*

The following documentary requirements in PDF or any Image File Format, such as JPEG, GIF, TIF and the likes, in readable format, shall be used and uploaded in the ORS:

- (1) Covered persons supervised by the BSP, IC, and SEC, and those licensed by PAGCOR, CEZA, and APECO:
  - (a) Notarized Board Resolution or Secretary Certificate showing the CO's designation for Corporation/Partnership;
  - (b) PAGCOR License for PAGCOR, CEZA & APECO licensed covered persons; or
  - (c) Notarized written authority designating a CO for Sole Proprietors, unless the duties of the CO are assumed by the sole proprietor.
- (2) Other DNFBPs:
  - (a) Most recent Articles of Incorporation and General Information Sheet from the Securities and Exchange Commission (SEC), Articles of Partnership from the SEC, Certificate of Registration from the Department of Trade and Industry (DTI); Real Estate Brokers' Certificate of Registration or License from the Professional Regulation Commission (PRC).
  - (b) Notarized Board Resolution or Secretary Certificate showing the CO's designation, for Corporation/Partnership; or
  - (c) Notarized written authority designating a CO for Sole Proprietors, real estate brokers, lawyers, accountants, other professionals providing covered services, and other DNFBPs, as provided under the AMLA.

6.6. *E-mail Address.*

- 6.6.1. Covered persons shall register with the AMLC using a valid, professional looking e-mail address. The COs and their alternates shall observe

professionalism and only use email addresses containing their true names, preferably using their company's domain address, or at least identifiable to them (e.g., [jdelacruz@amlc.gov.ph](mailto:jdelacruz@amlc.gov.ph), [juandelacruz@gmail.com](mailto:juandelacruz@gmail.com), etc.). The COs and their alternates shall use official emails, if available.

- 6.6.2. The AMLC shall disapprove the application for registration if the email address is not identifiable to its user or entity which they represent, or contain offensive, scandalous, or indecent names (e.g.: [123four@gmail.com](mailto:123four@gmail.com), [badboy@yahoo.com](mailto:badboy@yahoo.com), etc.). An email will be sent to the CO advising them of the reason for the disapproval and will be advised to repeat the registration process using different email address/es.

## **Section 7. Procedure.**

7.1. The following shall be the streamlined procedure in registering with the AMLC:

- (a) Open the internet browser in the electronic device and go to <https://portal.amlc.gov.ph>.
- (b) Fill up the required basic information and contact details.
- (c) Upload the required supporting documentary requirements.
- (d) Verify the email addresses.

The COs and their alternates shall verify their email addresses within 72 hours from receipt of system generated email containing the link for "Email Address Verification". Otherwise, the link will expire after the period mentioned and the COs and their alternates shall all repeat the online registration.

- (e) *Receipt of the Provisional Certificate of Registration.*
  - (1) After all email addresses have been validated, an email will be sent containing the link for a digital copy of the PCOR.
  - (2) The PCOR shall contain a unique control number and shall be valid for six (6) months from the date of issuance. Date of issuance pertains to the date when the email address/es have been validated. The institution code, username and password will not yet be provided during this stage. These shall be provided after the AMLC has reviewed, validated and approved the application for registration.
- (f) *Accomplishment of the DNFBP Risk Assessment and Data Collection Questionnaire.*

For newly registered DNFBPs, a link for the *DNFBP Risk Assessment and Data Collection Questionnaire* (Questionnaire) shall be provided together with the link of the digital copy of the PCOR. The Questionnaire should be accomplished within thirty (30) days from date of issuance and shall be sent to the following:

- (1) Lawyers/law firms providing the covered services under the AMLA;
- (2) Accountant/accounting firms providing the covered services under the AMLA;
- (3) Other persons and entities providing the covered services under the AMLA;
- (4) Jewelry dealers and/or dealers of precious metals and stones;
- (5) Real estate developers; and
- (6) Real estate brokers.

(g) *Multi-factor Authentication.*

- (1) *One-time Password (OTP).*

To utilize the multi-factor authentication feature, all users must first log-in to the AMLC Portal. This will prompt the user to read and accept the terms and conditions of the OTP feature. After which, an OTP will be sent to the registered email, which shall be entered in the OTP field of the log-in page.

- (2) *Succeeding log-in to the AMLC Portal.*

An OTP will be sent to the registered email every time the COs and their alternates will access the AMLC Portal using their log-in credentials. The OTP shall then be entered in the OTP field of the log-in page.

(h) *Approval of Registration.*

- (1) The AMLC shall review the covered person's registration within six (6) months from the issuance of the PCOR.
- (2) Once approved, the covered person shall receive an email notification from the AMLC about the approval. The email containing the approval will be sent to all registered COs and their alternates and shall contain the name of the covered person, Institution Code, user type (compliance officer or alternate) usernames and passwords of the COs and their alternates, and approval and expiration dates of the user account.

(i) *Issuance of the Certificate of Registration (COR).*

The AMLC shall issue a COR, with the facsimile signature or QR code of the Executive Director or, in his absence, the Officer-in-Charge, of the AMLC upon determination of the completeness of the documentary requirements and accuracy of the registration information.

7.2. *Denial of Registration.*

The AMLC may deny the issuance of the COR or cancel a previously issued one, if the covered person fails to provide truthful, accurate, and complete registration requirements. An email will be sent to the CO advising them of the reason for Denial and the action to be taken:

- (a) Repeat the process in case of incomplete or wrong documents attached, or inconsistency/ies in the information provided and documents submitted.
- (b) No more action if found to be not a CP.

7.3. *Mandatory Updating of Registration.*

- 7.3.1. Covered persons shall update their registration via the Account Setting of the ORS every two (2) years. An email notification reminding CPs to update registration, will be sent starting from thirty (30) days from account expiration and every five (5) days thereafter. Failure to update the registration shall result in the deactivation of the covered person's user access in the AMLC Portal.

In case of deactivation, the CO will be redirected to a window showing the CP's information. In case there is no change in the registration information and list of authorized officers, CO shall be required to update by clicking the "Submit" button, otherwise if there are changes, the CO will be required to repeat the whole online registration process.

- 7.3.2. Covered persons shall immediately update its online registration whenever there are changes in the profile of its COs and their alternates, its address and contact details, or any material change in its registration.

7.4. *Notification Requirements for DNFBPs.*

DNFBPs, through its CO shall notify the AMLC via email at [dpd-csg@amlc.gov.ph](mailto:dpd-csg@amlc.gov.ph), about the occurrence of the following:

- (a) *At the commencement of operations.* The DNFBP shall notify AMLC within five (5) working days from the start of operations of each individual office of the DNFBP.

- (b) *Transfer of location.* The DNFBP shall notify within five (5) working days from the actual date of transfer. For corporation and partnership, it shall also submit a copy of a board resolution or a partners' resolution for the transfer of location.
- (c) *Closure of office.* The DNFBP shall notify AMLC within five (5) working days from the actual date of closure. For corporation and partnership, it shall also submit a copy of a board resolution or a partners' resolution for the closure of office.
- (d) *Closure of business.* The DNFBP shall notify AMLC within five (5) working days from the actual date of closure. For corporation and partnership, it shall also submit a copy of a board resolution or a partners' resolution for the closure of business.
- (e) *Change of name.* The DNFBP shall notify AMLC before the change of name takes effect. It shall also submit a COR from the DTI, SEC, or other relevant government agencies, indicating the new business/registered name.
- (f) *Change of ownership or control.* The DNFBP shall notify AMLC before the change of ownership or control takes effect. Change of ownership or control shall refer to any transaction involving the transfer of equity that will result in ownership or control of at least twenty percent (20%) of the assets or voting shares of stock, as the case may be, of the DNFBP by any person, whether natural or juridical, or any transfer of interest or equity, which will enable the buyers to elect or to be elected as, a director or officer of equivalent power or authority. For corporation and partnership, it shall also submit a copy of a board resolution or a partners' resolution for the change of ownership or control.

#### 7.5. AMLC Website Posting.

The list of successfully approved and registered covered persons, which will be updated monthly, shall be published in the AMLC website.

Please see **Annex B** for a step-by-step procedure of the Online Registration System.

### **Section 8. Criminal and Administrative Sanctions**

Failure to comply with the responsibilities imposed under this CORS Guidelines shall subject the erring covered persons, and their responsible directors, officers, and employees, to criminal and administrative sanctions under Article 183 (Perjury) of the Revised Penal Code, and administrative sanctions under the Rules of Procedure in Administrative Cases (RPAC).



**Section 9. Separability Clause.**

If any provision of this CORS Guidelines or the application thereof to any person or circumstance is held to be invalid, the other provisions of this CORS Guidelines, and the application of such provisions to other persons or circumstances, shall not be affected thereby.

**Section 10. Repealing Clause.**

The provisions with respect to the registration of covered persons under the "2021 AMLC Registration and Reporting Guidelines", the "AMLC Registration and Reporting Guidelines for Casinos", and the "2021 Anti-Money Laundering/Counter-Terrorism Financing Guidelines for Designated Non-Financial Businesses and Professions", are hereby repealed, amended, or modified, accordingly.

**Section 11. Transitory Provision.**

- 11.1. Any violations of the "2021 AMLC Registration and Reporting Guidelines", the "AMLC Registration and Reporting Guidelines for Casinos", and the "2021 Anti-Money Laundering/Counter-Terrorism Financing Guidelines for Designated Non-Financial Businesses and Professions" that was committed prior to the effectivity of this CORS Guidelines shall be governed by the provisions of the guidelines in effect at the time of violation.
- 11.2. All covered persons with valid registration shall re-register with the AMLC within one (1) year from effectivity of this CORS Guidelines.

**Section 12. Effectivity Clause.**

The CORS Guidelines shall take effect immediately after the completion of its publication in a newspaper of general circulation and filing before the Office of the National Administrative Register at the University of the Philippines Law Center.

For the AMLC:

ORIGINAL SIGNED  
**MATTHEW M. DAVID**  
Executive Director

16 April 2024

Republic of the Philippines )  
City/Municipality of \_\_\_\_\_ )

**SWORN STATEMENT**

I, \_\_\_\_\_, of legal age, with address at \_\_\_\_\_, under solemn oath, declare that:

- 1.) I am the owner/partner/director of \_\_\_\_\_ (name of business/partnership/corporation) whose DTI Certificate of Registration/Articles of Partnership/Articles of Incorporation/Business Permit is attached hereto as Annex A.
- 2.) \_\_\_\_\_ (name of the business/partnership/corporation) is not a "covered person" or an entity under the sector of Designated Non-Financial Businesses and Professions (DNFBPs); it is not engaged in any of the covered activities under the Anti-Money Laundering Act (AMLA), as amended, and its Implementing Rules and Regulations (IRR).
- 3.) I am aware that a "covered person" (CP) has obligations under the AMLA, as amended, among which is to register with the Anti-Money Laundering Council (AMLC);
- 4.) Should I/my firm/company decide to engage in any of the covered activities under the AMLA, as amended, I undertake to register first with the AMLC as a "covered person" before engaging in such activities, otherwise, I/my firm/company will not engage therein at all;
- 5.) I attest to the truth of the statements and commit myself to the undertaking expressed above.

In witness whereof, I have affixed my signature this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
(Name of Owner/Partner/Director)  
Affiant

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_ 202\_\_\_. Affiant \_\_\_\_\_ exhibited to me his \_\_\_\_\_.

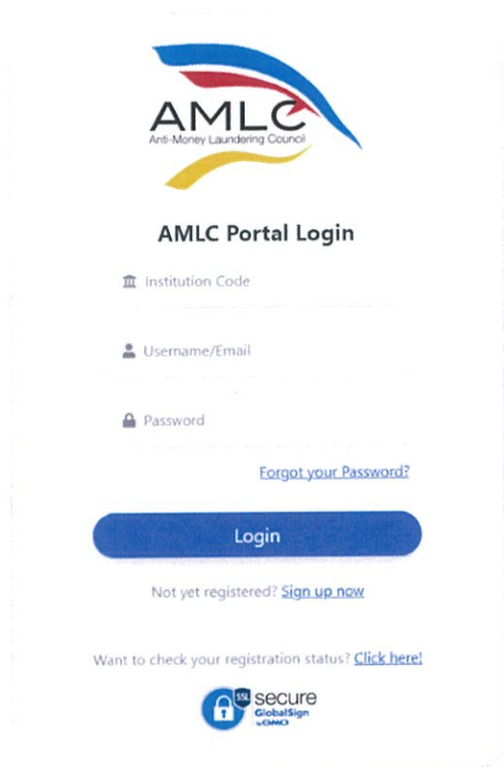
Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_.

(Notary Public)

## ONLINE REGISTRATION SYSTEM

## I. Log-in Page

Open any internet browser and go to the AMLC Portal website at <https://portal.amlc.gov.ph> and click the [Sign up now](#) button.



## II. CP and its CO and Alternates information

- A. Fill-out the details of the CP and Contact Details of the President/ CEO/ Owner/ Managing Partner/Real Estate Broker.



Home Contact

### Covered Person Registration

1 Covered Person

2 Authorized Personnel

3 Registration Summary

#### Covered Person Information

Nature of Business: \*

- Select Nature of Business -

Covered Person (CP) Name: \*

ENTITY NAME / COVERED PERSON NAME

e.g. Name of Business / Real Estate Broker's Name

Mailing Address (Head Office): \*

HOUSE NO./ROOM NO. STREET NAME/BUILDING NAME SUBDIVISION

e.g. 15 Maharlika St. Unicorn Subdivision / 143 Matatag Building

BARANGAY

e.g. Brgy. Arawa

CITY/MUNICIPALITY

e.g. Manila City

PROVINCE

e.g. Metro Manila

Zip Code: \*

e.g. 1234

#### Contact Details

Name of President/CEO/Owner/Managing Partner/Real Estate Broker

Title: \*

e.g. Mr./Ms./Atty./Engr.

First Name: \*

e.g. Juan

Middle Name:

e.g. Cruz

Last Name: \*

e.g. Dela Cruz

Position: \*

e.g. President/CEO/Owner/Managing Partner/Real Estate Broker

Email Address: \*

e.g. juandelacruz@email.com

Telephone Number: \*

Area Code - Contact Number

e.g. 0212345678 / 09091234567

Are the details above the same for the compliance officer? \*  Yes  No



If the President/CEO... is also the Compliance Officer, click YES and then click NEXT.

Next →

B. CO Information

1. If the President/CEO, is also the Compliance Officer, this will be auto-populated, otherwise details of the CO shall be entered here.



## Covered Person Registration

- 1 Covered Person      2 **Authorized Personnel**      3 Registration Summary

### Compliance Officer Information

<b>Title: *</b> MS. ✓ <small>e.g. Mr./Ms./Atty./Engr.</small>	<b>First Name: *</b> JOSE ✓ <small>e.g. Juana</small>	<b>Middle Name:</b> A ✓ <small>e.g. Martinez</small>	<b>Last Name: *</b> REYES ✓ <small>e.g. Dela Cruz</small>
<b>Position: *</b> COMPLIANCE OFFICER ✓ <small>e.g. Chief Compliance Officer/ Compliance Officer/Owner, etc.</small>	<b>Email Address: *</b> jreyes@gmail.com ✓ <small>Email address of the Compliance Officer must be different from the email address of the alternate officers, if any</small>	<b>Telephone Number: *</b> 09173451234 ✓ <small>e.g. 0212345678 / 09091234567</small>	

### Supporting Documents\*

- Corporation     Partnership     Sole Proprietor     Professional

Accepted file names: PRCID.pdf/PRCID.jpg or IBPID.pdf/IBPID.jpg

Choose file Browse

Only 1 PDF/Image file will be accepted.

Add alternate officer

← Previous

Next →

2. Supporting Documents shall be uploaded in this page, please see Section 6.5 of the StAR Guidelines for the required documents. Please note that the number of documents required will depend on the type of CP, e.g. for Real Estate Broker, as a Professional, only



the PRC ID is mandatory. If there is no alternate, click "Next", otherwise click "Add Alternate Officer".

**AMLC** Home Contact

### Covered Person Registration

1 Covered Person 2 **Authorized Personnel** 3 Registration Summary

#### Compliance Officer Information

Title: *	First Name: *	Middle Name:	Last Name: *
MS.	JOSE	A	REYES
<small>e.g. Mr./Ms./Atty./Engr</small>	<small>e.g. Juana</small>	<small>e.g. Martinez</small>	<small>e.g. Dela Cruz</small>

Position: *	Email Address: *	Telephone Number: *
COMPLIANCE OFFICER	jreyes@gmail.com	09173451234
<small>e.g. Chief Compliance Officer/ Compliance Officer/Owner, etc.</small>	<small>Email address of the Compliance Officer must be different from the email address of the alternate officers, if any</small>	<small>e.g. 0212345678 / 09091234567</small>

#### Supporting Documents\*

Corporation  Partnership  Sole Proprietor  Professional

Accepted file names: AOI.pdf or AOI.jpg  
Choose file Browse  
Only 1 PDF/Image file will be accepted.

Accepted file names: SecCert.pdf or SecCert.jpg  
Choose file Browse  
Only 1 PDF/Image file will be accepted.

Add alternate officer

[← Previous](#) [Next →](#)

Click to add additional Alternate Officer/s.

3. Please enter details of the primary alternate if available, if there is only one alternate click "Next", otherwise click "Add another alternate officer".



## Covered Person Registration

- 1 Covered Person
- 2 Authorized Personnel
- 3 Registration Summary

### Compliance Officer Information

**Title: \***  **First Name: \***  **Middle Name:**  **Last Name: \***   
e.g. Mr./Ms./Atty./Engr. e.g. Juana e.g. Martinez e.g. Dela Cruz

**Position: \***  **Email Address: \***  **Telephone Number: \***   
e.g. Chief Compliance Officer/ Compliance Officer/Owner, etc. Email address of the Compliance Officer must be different from the email address of the alternate officers, if any e.g. 0212345678 / 09091234567

### Supporting Documents\*

- Corporation  Partnership  Sole Proprietor  Professional

Accepted file names: AOI.pdf or AOI.jpg

Only 1 PDF/Image file will be accepted.

Accepted file names: SecCert.pdf or SecCert.jpg

Only 1 PDF/Image file will be accepted.

### Add alternate officer

#### Primary Alternate Officer

**Title: \***  **First Name: \***  **Middle Name:**  **Last Name: \***   
e.g. Mr./Ms./Atty./Engr. e.g. Juana e.g. Martinez e.g. Dela Cruz

**Position: \***  **Email Address: \***  **Telephone Number: \***   
e.g. Primary Alternate Officer/Alternate 2, etc. Email address of the Compliance Officer must be different from the email address of the alternate officers, if any e.g. 0212345678 / 09091234567

## C. Registration Summary

- Shows the Registration Summary, if all details are correct, click "Submit"; to edit details of registration, click "Previous", to exit page without saving, Click "Exit".



## Covered Person Registration

1 Covered Person

2 Authorized Personnel

3 Registration Summary

Reference Number: **jreyes@gmail.com20231128114219-fa859f137fa2b71605c1799beff66f38**

### Covered Person Information

Nature of Business:	Real Estate Brokers (Licensed by PRC)	Name of President/CEO/Owner:	Title:	MS.
Covered Person (CP) Name:	JOSE A. REYES		First Name:	JOSE
Mailing Address:	28 DINAR STREET CBE TOWN BARANGAY PASONG TAMO BARANGAY PASONG TAMO QUEZON CITY METRO MANILA		Middle Name:	
Zip Code:	1107	Position:		REYES
		Email Address:		BROKER
		Telephone Number:		jreyes@gmail.com
				09173451234

### Compliance Officer Information

Title:	MS.	Position:	COMPLIANCE OFFICER
First Name:	JOSE	Email Address:	jreyes@gmail.com
Middle Name:	ANDAL	Telephone Number:	09173451234
Last Name:	REYES		

✕ Exit

← Previous

Submit

- After you click "Submit", a window will appear, showing that Registration has been successfully submitted for review. Please take note of your Reference Number highlighted in Yellow, to check the status of registration.


## Covered Person Registration Confirmation



**Thank you!**

Your registration has been successfully submitted for our review.

Please take note of your Reference Number

 jreyes@gmail.com20231128120418-f7ce7ac56ae7be44d7f1e8ecd5e1aa71

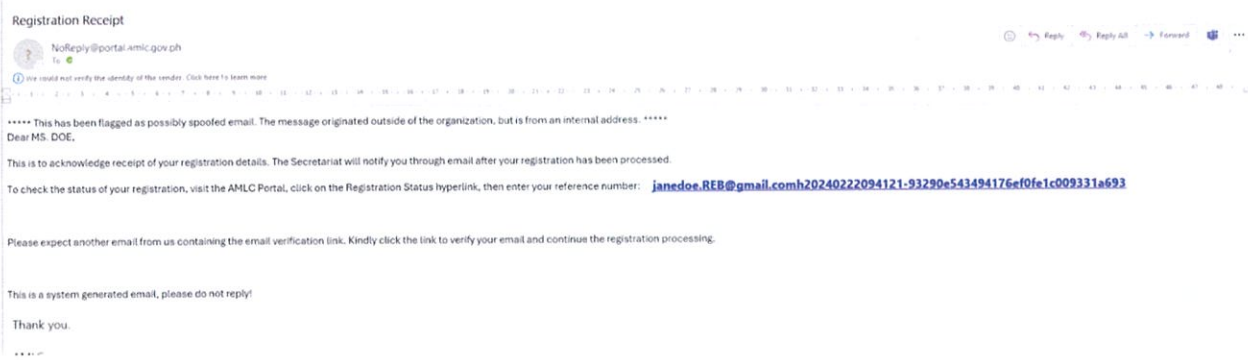
and check all registered emails for additional steps to complete registration.

Please be advised that all links sent to the registered email address is valid up to 72 hours only, otherwise the online registration process shall be repeated.

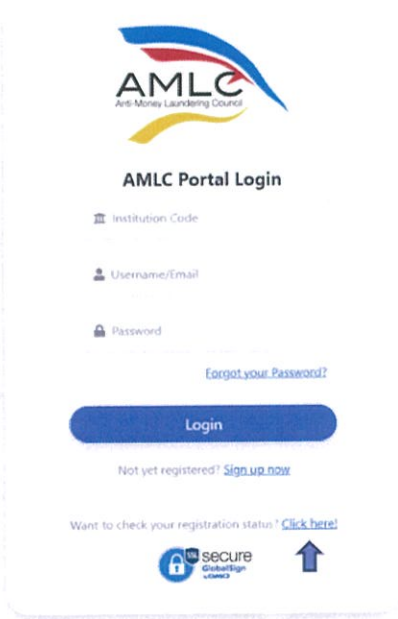
### III. Email Verification and Conditional Approval

#### A. Reigstration Receipt

Once Registration has been submitted, the CO shall receive a registration receipt email from the AMLC.



To check status of registration, please click the link provided or you may enter the reference number on the AMLC log-in page.







## Covered Person Registration Status Inquiry

Please enter your Reference Number:

ajpineda@amlc.gov.ph20231128081720-383f243022f5c1d78efa585bbf6b94d1

Submit

**On Queue: For Email Verification!**

← Email has not yet been validated.

### Covered Person Information

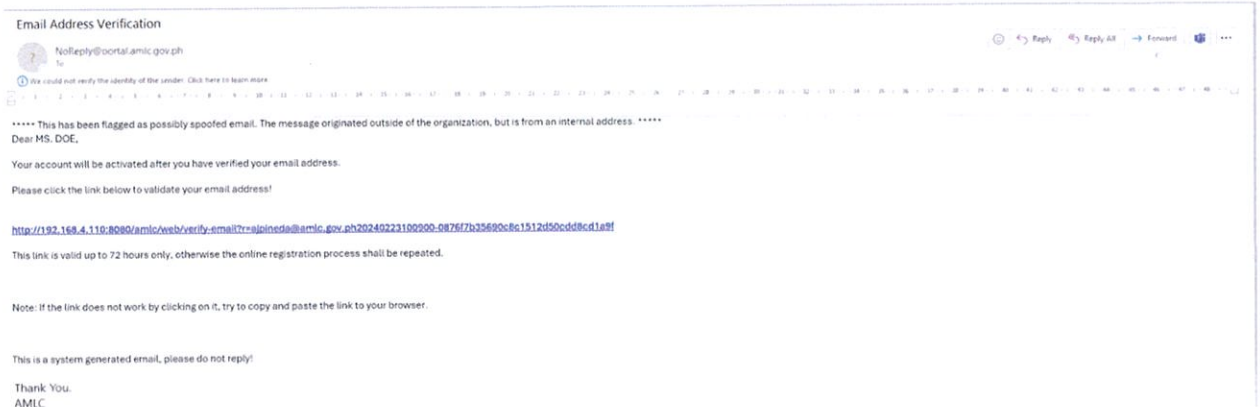
Nature of Business:	Persons who perform the covered services	Telephone Number:	09173451234
Covered Person (CP) Name:	1107	Name of President/CEO/Owner:	MS. JEANETTE JOE
Mailing Address:	28 DINAR STREET CBE TOWN BARANGAY PASONG TAMO BARANGAY PASONG TAMO QUEZON CITY METRO MANILA	Position:	OWNER
Zip Code:	1107	Email Address:	dpd-csg@amlc.gov.ph

### Compliance Officer Information

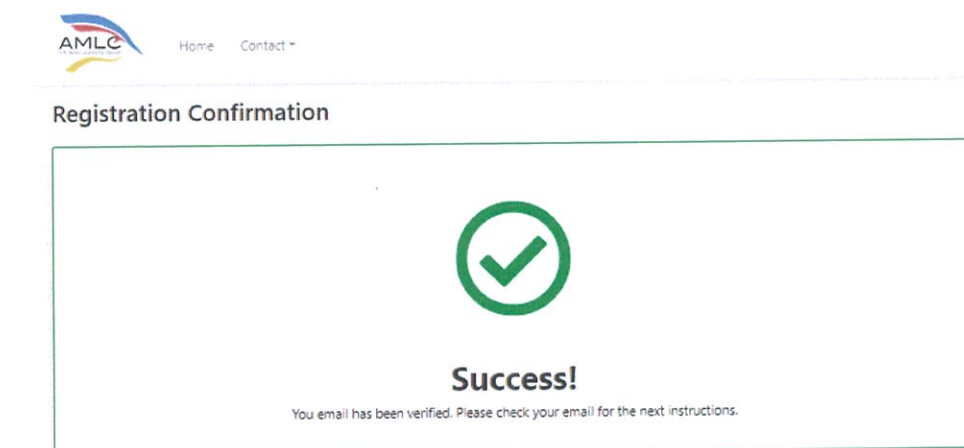
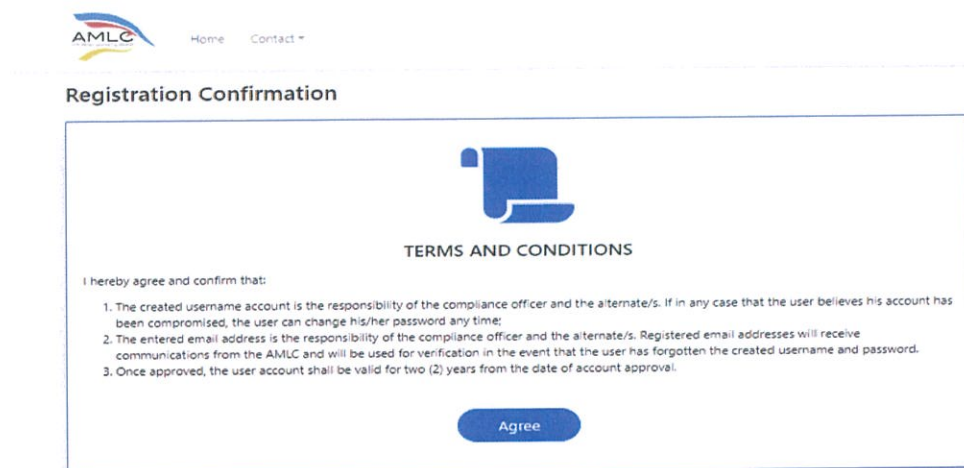
Full Name:	MR. JOHN REYES
Position:	COMPLIANCE OFFICER
Email Address:	ajpineda@amlc.gov.ph <a href="#">Resend Email Verification</a>
Telephone Number:	09173451234

#### B. Email Address verification

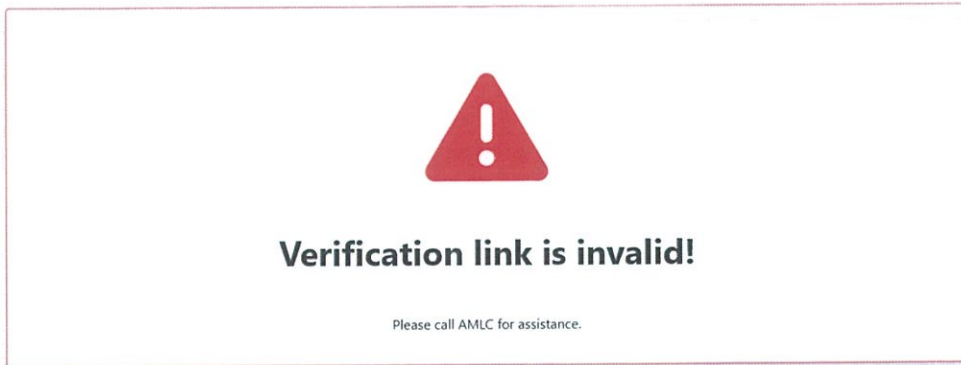
1. Email verification will be sent to the email address of the CO, as well as the alternate officers (if any). Please ensure that all email addresses are validated to complete the registration process.



2. Once the email addresses has been validated, by clicking on the link provided in the above-mentioned email, the Registration Confirmation window will appear.



Should the CO and their alternates fail to verify their email within 72 hours, the verification link will be invalidated.



Copyright © 2022 Anti-Money Laundering Council. All rights reserved.

### C. Registration Approval

Once all email addresses have been validated, emails will be sent providing the following:

1. Newly registered DNFBNs, such as Lawyers/law firms, accountants/accounting firms and other persons and entities providing the covered services under the AMLA; Jewelry dealers and/or dealers of precious metals and stones; Real estate developers; and Real estate brokers shall receive and email with a link for the copy of their PCOR, and a link for the Questionnaire to be accomplished within thirty (30) days from date of issuance of the PCOR.

#### Registration Approval

NoReply@portal.amlc.gov.ph

We could not verify the identity of the sender. Click here to learn more.

\*\*\*\*\* This has been flagged as possibly spoofed email. The message originated outside of the organization, but is from an internal address. \*\*\*\*\*  
Dear MS. DOE,

Your application for registration has been received and will be validated by our Registration Officers.

Your Control Number is \_\_\_\_\_

In the interim, please click the link below to get a copy of your Conditional Certificate of Registration, which is valid for six (6) months from the date of issuance, pending the final approval of your registration.

To complete your registration, please click on the link below.

<http://192.168.4.110:8080/amlc/web/generateCert?refNum=ajpineda@amlc.gov.ph20240229112758-e925a939790c7cde0c2a367fab827d7f1>

This link is valid up to 72 hours only, otherwise the online registration process shall be repeated.

Once validation has been completed, we will be sending an email to notify you of the status of your registration. If registration is approved, a copy of the "Certificate of Registration" will be sent to your registered email.

For urgent processing you may call the AMLC's Hotline Nos. during office hours

As a **Designated Non-Financial Businesses and Profession (DNFBP)**, you are **required** to accomplish the DNFBP Risk Assessment and Information Collection Questionnaire (Questionnaire). The Questionnaire is an offsite supervision tool used by the AMLC to monitor and assess DNFBPs' understanding of their ML/TF threats and vulnerabilities, AML/CTF obligations, determine the presence of AML/CTF controls in place, and gather other relevant information necessary for AML/CTF supervision.

Pursuant to Section 2, Rule 4 of the 2018 Implementing Rules and Regulations (IRR), as amended, covered persons (CP) have the duty to **FULLY COOPERATE** with the AMLC in the discharge of its mandate, and execution of its lawful orders and issuances, to protect their business or professions from being used in Money Laundering and Terrorist Financing (ML/TF) activities. **Violations of orders, resolutions and other issuances of the AMLC is a SERIOUS VIOLATION**, with fines ranging from **Php10,000 per violation up to Php5Million**. Moreover, pursuant to AMLC Regulatory Issuance No. 5 Series of 2020 or the Enforcement Action Guidelines, the **AMLC may impose an enforcement action**, such as **penalties, among others, and the filing of a Formal Charge, if warranted, for non-compliance cases**.

Please be reminded that disregard of the Questionnaire is considered as non-compliance subject to enforcement actions, and appropriate administrative sanctions.

You can access the Questionnaire thru the secured link below specifically issued to your institution. Sharing of the link is prohibited.

<link>

For the institution code, kindly indicate the **control number as indicated in this email. Access to the Questionnaire is valid for 30 calendar days**.

Thank you.

AMLC

- All other CPs, aside from those mentioned above, shall receive an email with a link for the copy of their PCOR.





Republic of the Philippines  
**ANTI-MONEY LAUNDERING COUNCIL**

## PROVISIONAL CERTIFICATE OF REGISTRATION

This is to certify that **NAME OF CP** has conditionally complied with the requirements for registration with the Anti-Money Laundering Council (AMLC) for the purpose of submitting Covered and Suspicious Transaction Reports (C/STRs) pursuant to the Anti-Money Laundering Act (Republic Act No. 9160), as amended, and the 2018 Implementing Rules and Regulations (IRR).

This conditional registration is valid only for a period of **six (6) months** from date herein, subject to the conditions mentioned in AMLC Regulatory Issuance (ARI) No. \_\_\_\_, Series of 2024.

Issued this \_\_\_\_\_ in the City of Manila.

Signature

**AML EXECUTIVE DIRECTOR OR OFFICER-IN CHARGE**

**Control No.** \_\_\_\_\_

The PCOR is valid only from six (6) months from date of issuance, the AMLC shall validate the accuracy and completeness of the registration details as well as the documents attached. Approval process will up to a maximum of six (6) month. For urgent processing, CPs may call the ARRG Hotlines, during office hours.

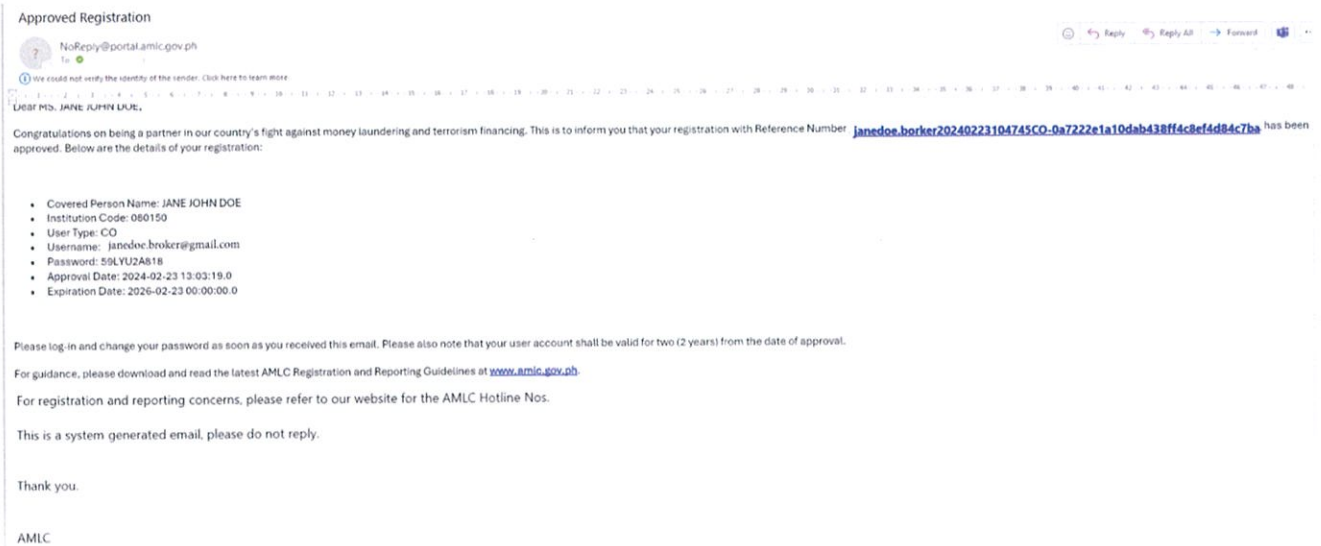




#### IV. Final Approval

A. Once the AMLC has processed your Registration, COs and alternate officers, if any will receive an email from the AMLC whether Registration has been approved or disapproved. If approved, the following will be provided:

1. Covered Person Name
2. Institution Code
3. User Type
4. Username
5. Temporary Password
6. Approved Date
7. Registration Date



B. Log-in page.

1. Once registration has been approved, log-in to <https://portal.amlc.gov.ph>, to change your password. Please log in using the first 9-digits of your institution code, email address and system generated password.



The image shows two screenshots from the AMLC portal. The left screenshot is the 'AMLC Portal Login' page, featuring the AMLC logo at the top left. Below the logo, there are three input fields with arrows pointing to them: 'Institution Code', 'Username/Email', and 'Password'. A 'Forgot your Password?' link is positioned below the password field. A blue 'Login' button is centered below the fields. At the bottom, there is a link for 'Not yet registered? Sign up now' and another link for 'Want to check your registration status? Click here!'. A 'secure' logo is at the bottom center. The right screenshot is the 'Create New Password' page, showing a 'Password:' input field with a strength indicator, a 'Confirm Password:' input field, and a 'Reset Password' button. A note indicates the password must be 8 to 15 characters, starting with a letter and containing a number.

2. Once the password has been changed, the AMLC OTP terms and conditions window will show, click *“Agree and Register”*.

The image shows a registration window titled 'Register with the Anti-Money Laundering Council (AMLC) One-Time Password (OTP) System'. It includes a sub-header 'Terms and Conditions' and a list of nine terms. At the bottom, there are two buttons: 'Agree & Register' (blue) and 'Disagree & Logout' (yellow).

**Register with the Anti-Money Laundering Council (AMLC) One-Time Password (OTP) System**  
Use the OTP System for a more secure experience on the AMLC Portal. With the OTP System, you will receive a unique code every time you login to the portal.

**Terms and Conditions**

By registering to the OTP System, I agree to observe and comply with the following Terms and Conditions:


1. The OTP is a one-time password generated by the OTP System, required to allow me to successfully use the features and functions of the portal.
2. The OTP is required to allow me to successfully use the features and functions of the portal.
3. AMLC reserves the right at its sole and absolute discretion at any time from time to time to cancel without notice the use, or require the replacement or modification of the OTP System. AMLC shall not be liable to me for any loss or damage as a result thereof.
4. I shall comply with all the requirements, specifications and instructions relative to the OTP via AMLC Portal (including without limitation to any registration, activation and un-registration procedures) as may be prescribed by the AMLC.
5. I shall keep the OTP confidential and shall not disclose any OTP issued/generated in my favor to anyone. At no time under any circumstance shall I allow the OTP registered under my name fall into the possession, control or use of any other person.
6. For my own protection, my account shall be locked once the allowed maximum wrong input of the generated OTP into my registered account is reached.
7. I agree and acknowledge that there may be a delay in my receipt of any OTP or may be prevented by circumstances affecting my email service provider and such other factors beyond AMLC's control, I agree to hold AMLC free and harmless from any and all losses or damages that may arise from:  
Non-delivery, delayed, or misdirected delivery of an OTP, and  
My failure or inability to access the AMLC Portal as a result thereof.
8. I shall immediately notify AMLC by calling to any of the numbers: +63 2 5302-3979 / +63 2 8708-7067 / +63 2 5302-3848 if there has been any unauthorized use of any OTP, or I have any knowledge or suspicion that the confidentiality or security of any OTP registered under my name for the generation and/or reception of OTP has been compromised.
9. By pressing the "I Agree & Register" button, I acknowledge that I have read and understood the preceding OTP System Registration terms and conditions and the One-Time Password (OTP) User Agreement and agree to amendments, modifications and/or revisions thereon which the AMLC may effect from time to time without need of prior notification.

**Agree & Register**   **Disagree & Logout**

3. An email which contains the OTP will be sent to the registered email address.



4. Once received, enter your OTP and you may now log-in, using your new password.



**OTP Verification**

Please enter **One-Time Password** sent to your registered email.

aj\*\*\*\*@am\*\*\*\*

**Submit**

Did not receive an OTP?  
[Resend OTP](#) in 01:54

#### V. CP and/or CO and alternates modifications/amendments

##### A. Modification on the CP's Information

COs need to log-in and go to the AMLC portal website at <https://portal.amlc.gov.ph>. Once inside the portal COs should click on Account Settings to display the details of the CP.

**Account Settings**

Covered Person Information    Officer Information

[Download Certificate of Registration](#)

Institution Code: 08000001    Nature of Business: Jewelry dealers, dealers in precious metals, and dealers in precious stones    Supervising Agency: DNFBP

Covered Person (CP) Name: JANE JEWELRY

Mailing Address (Head Office): 28 DINAR STREET CEBU TOWN, BARANGAY PASONG TAMO, METRO MANILA

Zip Code: 1107

Name of President/CEO/Owner

Title: *	First Name: *	Middle Name:	Last Name: *
MS.	JANE	JOHN	DOE

Position: OWNER    Email Address: Janedoe.broker@gmail.com    Telephone Number: 09173451234

[No Update](#)    [Save](#)

CO can amend any of the details in the CP Information except the Institution Code, Nature of Business, Supervising Agency and CP Name. Once information has been changed, click on the save button.

B. Modification on the alternate officers.

To modify details of the alternate officers, click on the Officer Information tab.

1. Add alternate Officers.

Click on the Add Officer tab.

**Account Settings**

Officer Information

[Add Officer](#)

Search:

Officer Type	Title	First Name	Middle Name	Last Name	Position	Email Address	Telephone Number	Action
CO	Ms.	Jane	SOE	DO	AMLO	djd-09@amlo.gov.ph	09173451234	<a href="#">Save</a>
RAO	MR.	JOHN	SOE	DO	AMLO	djd-09@amlo.gov.ph	09173451234	<a href="#">Save</a>

Showing 1 to 1 of 1 entries

[Save](#)


Choose Primary Alternate or Alternate Officer, enter details and click Save.

Officer Details

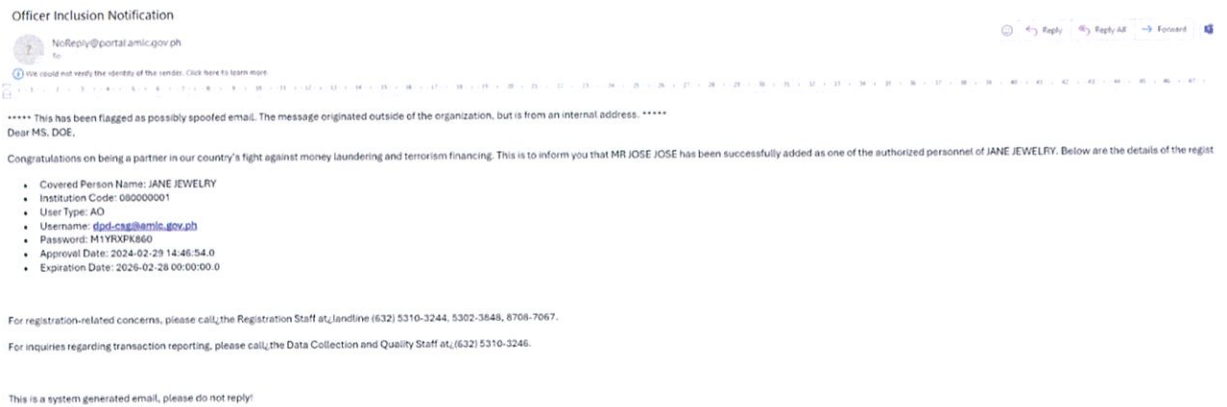
Officer Type:

Title:  First Name:  Middle Name:  Last Name:

Position:  Email Address:  Telephone Number:  Area Code + Contact Number



An email will be sent to the email address of the CO as well as the new alternate officer, the new alternate officer, must click on the verification link to activate his account.



## 2. Modify detail of alternate officers

Click on the pencil mark of the alternate officer.

**Account Settings**

Officer Information

Download Certificate of Registry

Update previously uploaded documents

Downloadable Electronic Forms

Other Submissions

Officer Type	Title	First Name	Middle Name	Last Name	Position	Email Address	Telephone Number	Action
CO	MS.	Jane	SOE	DO	AMLO	dpd-csg@amlc.gov.ph	09173451234	
PAO	MR.	JOHN	SOE	DO	AMLO	dpd-csg@amlc.gov.ph	09173451234	

Showing 1 to 1 of 1 entries

Modify details and click on Save.

**Officer Details**

Officer Type: Primary Alternate Officer

Title: MR. First Name: JOHN Middle Name: SOE Last Name: DO

Position: AMLO Email Address: dpd-csg@amlc.gov.ph Telephone Number: 09173451234

Save Close

An email will be sent to the email address of the CO as well as the alternate officer, the new alternate officer, must click on the verification link to activate his account if the modification is on the email address.

Officer Update Notification

NoReply@portalamc.gov.ph  
To: [redacted]

We could not verify the identity of the sender. Click here to learn more.

\*\*\*\*\* This has been flagged as possibly spoofed email. The message originated outside of the organization, but is from an internal address. \*\*\*\*\*

Dear MS. DOE,

Congratulations on being a partner in our country's fight against money laundering and terrorism financing. This is to inform you that the registration of MR. JOHN DO has been successfully modified. Below are the details of the registration:

- Covered Person Name: JANE JEWELRY
- Institution Code: 09000001
- User Type: PAO
- Username: janejewelry@gmail.com
- Password: 123456
- Approval Date: 2024-02-29 11:40:52.0
- Expiration Date: 2026-02-28 00:00:00.0

For registration-related concerns, please call the Registration Staff at (632) 5310-3244, 5302-3848, 8708-7067.

For inquiries regarding transaction reporting, please call the Data Collection and Quality Staff at (632) 5310-3246.

This is a system generated email, please do not reply!

3. Delete alternate officers.

Click on the pencil mark of the alternate officer.

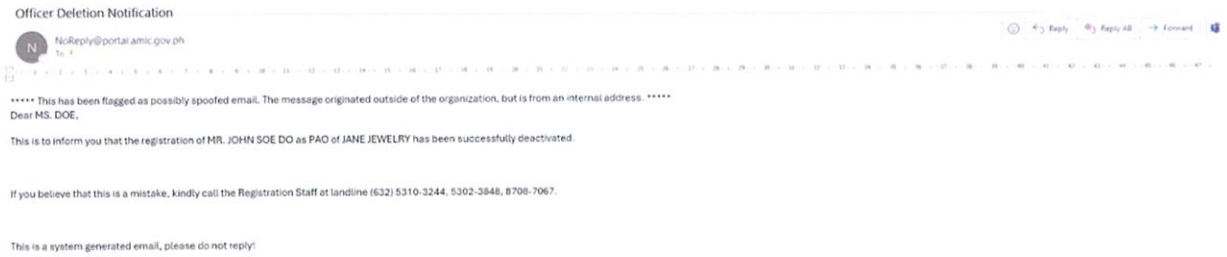
The screenshot shows the 'Account Settings' page for 'KYC Documents and Beneficial Owners for Judicial Persons'. The 'Officer Information' section contains a table with the following data:

Officer Type	Title	First Name	Middle Name	Last Name	Position	Email Address	Telephone Number	Action
CO	Ms.	Jane	SOE	DO	AMLO	dpe-csp@amlc.gov.ph	09173451234	[Pencil icon]
PAO	MR.	JOHN	SOE	DO	AMLO	dpe-csp@amlc.gov.ph	09173451234	[Pencil icon]

Below the table, it says 'Showing 1 to 1 of 1 entries'. On the right side, there is a 'Download Certificate of Registration' button and a 'Show 1 of 1 entries' dropdown menu.



An email will be sent to the email address of the CO for the notification of the deletion.

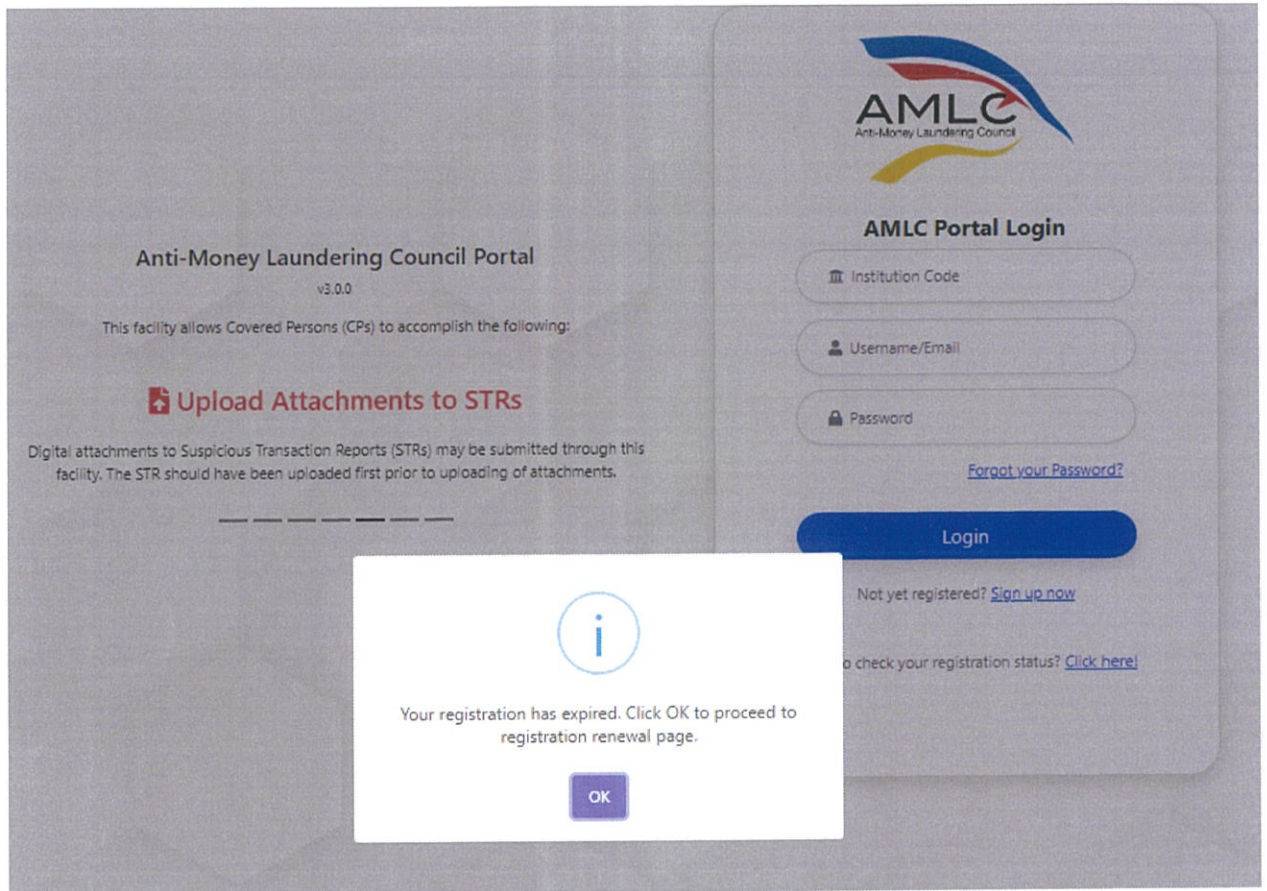


- C. Modification of COs information is not allowed, if details of the existing CO shall be changed such as change in email address or replacement of CO, CP registration should be repeated.
- D. For the mandatory update after two (2) years, if the CP has nothing to amend, CO needs to go the account setting of the AMLC Portal and click on No Update Button.



## VI. Mandatory updating for expired user accounts

Upon logging in, a window will prompt the CO to renew registration:



Once the CO clicks OK, the registration information will show.

## Covered Person Registration Renewal

### Covered Person Information

<b>Name of Business:</b>	JEWELRY DESIGN, JEWELRY & PERSONAL CARE AND CLOTHING ACCESSORIES	<b>Telephone Number:</b>	09231571234
<b>Covered Person (CP) Name:</b>	JANE JEWELRY	<b>Name of President/CEO/Owner:</b>	MS. ARLENE ENEDA-DOE
<b>Mailing Address:</b>	40 DINEAS STREET, CIBI TOWN, BARANGAY TASONG TAMD, BARANGAY TASONG TAMD, DIVISOR CITY, MAYAPO, MANILA	<b>Position:</b>	OWNER
<b>Zip Code:</b>	1107	<b>Email Address:</b>	arlene@amc.com.ph

### Compliance Officer Information

<b>Full Name:</b>	MS. JANE JOHN DOE
<b>Position:</b>	COMPLIANCE OFFICER
<b>Email Address:</b>	arlene@amc.com.ph <span style="color: green;">✔ Verified</span>
<b>Telephone Number:</b>	09231571234

### Alternate Officer/s

<b>Primary Alternate Officer</b>	
<b>Full Name:</b>	MR. MR. JOHN DOE DOE
<b>Position:</b>	AMLO
<b>Email Address:</b>	
<b>Telephone Number:</b>	09231571234

#### Alternate Officer 1

<b>Full Name:</b>	MR. MR. JOSEPH DUREAN
<b>Position:</b>	AMLO
<b>Email Address:</b>	
<b>Telephone Number:</b>	09231571234

#### Alternate Officer 2

<b>Full Name:</b>	MS. MS. JANEET JOEY
<b>Position:</b>	AMLO
<b>Email Address:</b>	
<b>Telephone Number:</b>	09231571234

#### Alternate Officer 3

<b>Full Name:</b>	MR. MR. JOSE JOHN JOSE
<b>Position:</b>	AMLO
<b>Email Address:</b>	arlene@amc.com.ph <span style="color: green;">✔ Verified</span>
<b>Telephone Number:</b>	09231571234

Cancel

Submit

If there are no changes in the registration information, CO should click submit to renew registration, otherwise if there are changes the CO shall repeat the whole Online Registration Process.