



Subject: Guidelines for Accreditation of Institutional Training Providers on the Anti-Money Laundering Act (AMLA), as amended, its Implementing Rules and Regulations, Terrorist Financing Prevention and Suppression Act (TFPSA), and other issuances of the Anti-Money Laundering Council

Section 4.1, Rule 16 of the 2018 Implementing Rules and Regulations (IRR) of the Anti-Money Laundering Act of 2001 (AMLA), as amended, prescribes that *“Covered persons shall develop, or create opportunities for, continuing education and training programs for its directors, officers and employees to promote AML/CTF awareness and strong compliance culture.”*

In addition, Strategic Objective No. 7 of the National AML/CFT Strategy (NACS) intends to *“Promote AML/CFT Awareness of Government Agencies, Covered Persons, and the General Public to Effectively Combat Money Laundering and Terrorism Financing.”*

To facilitate compliance of Covered Persons with the requirements of the IRR and to achieve the objectives under the NACS, the following guidelines for the accreditation of Institutional Training Providers are hereby issued.

SECTION 1: DEFINITION OF TERMS

Accredited Trainers (AT) – An individual granted privilege by the AMLC to lecture and to serve as a subject matter expert on AML/CFT areas. An accreditation is only granted upon satisfaction of all requirements as may be determined by the AMLC provided that he/she meets all the qualifications and none of the disqualifications provided in this guidelines.

Institutional Training Provider (ITP) – Duly-accredited entity by the AMLC to facilitate and conduct effective training programs subject to the guidelines provided hereunder. For the purposes of this issuance, ITP will include industry associations¹ intending to provide their members with relevant training and other organizations offering continuing professional development (CPD) and mandatory continuing legal education (MCLE).

¹ E.g. Association of Bank Compliance Officers (ABCOMP), Bankers Association of the Philippines (BAP), and other organizations recognized by the respective supervisory agencies.

E-learning Provider (EP) – Duly-accredited juridical entity which deploy effective Learning Management Systems (LMS) that are cost-effective and technology-based.

SECTION 2: QUALIFICATIONS/DISQUALIFICATIONS

All applicants for Accredited Trainers, Institutional Training Providers, and e-Learning Providers must possess the requisite qualifications and none of the disqualifications as enumerated:

Accredited Trainor (AT)	Institutional Training Provider (ITP)	e-Learning Provider (EP)
<p>Must establish expertise on the subject matter by showing any of the following:</p> <ul style="list-style-type: none"> a) relevant experience or training in the subject matter/s to be discussed; b) reference to pertinent scholarly writings, c) proof of conferred status as a Subject Matter Expert (SME); d) and other modes that can clearly establish expertise 	<p>Must have adequate track record of successfully organizing and conducting training programs and can guarantee a qualified line-up of SMEs. The ITP should establish expertise on the subject matter of the SMEs by showing any of the following:</p> <ul style="list-style-type: none"> a) relevant experience or training in the subject matter/s to be discussed; b) reference to pertinent scholarly writings, c) proof of conferred status as a Subject Matter Expert (SME); d) and other modes that can clearly establish expertise 	<p>Must have relevant experience or training in the subject matter/s to be discussed</p>
<p>The applicant must have no derogatory information based on background checking performed by the AMLCS</p>	<p>The entity/ owners/ officers must have no derogatory information based on background checking performed by the AMLCS</p>	<p>The entity/ owners/ officers must have no derogatory information based on background checking performed by the AMLCS</p>
<p>Must be compliant with RA 10173 (Data Privacy Act of 2012)</p>	<p>Must be compliant with RA 10173 (Data Privacy Act of 2012)</p>	<p>Must be compliant with RA 10173 (Data Privacy Act of 2012)</p>

	Must have a sound business/organizational plan including reasonable and competitive fees for conducting the training program and sufficient resources to execute the same	Must have at least 10 years of documented e-Learning Development Experience
		Capable of End-to-End e-Learning Development
		Capable of offering: Custom e-learning, Rapid e-learning, industry-specific visual aids and videos, efficient customer support, seamless integration with the clients' systems and processes, measurement and reporting tools, flexible digital solutions (mobile phone apps, desktop, etc.), and competitive pricing.

SECTION 3: APPLICATION PROCEDURE

The following are the procedures to be undertaken by parties interested to be accredited by the AMLC.

Accredited Trainor (AT)	Institutional Training Provider (ITP)	e-Learning Provider (EP)
Submit written application as an AMLC-accredited trainer along with proof that the applicant meets the qualifications and none of the disqualifications and updated personal data sheet (<i>Annex A</i>)	Submit written application as an AMLC-accredited Institutional Training Provider along with updated company profile, list of clients, and list of proposed SMEs.	Submit written application as an AMLC-accredited e-Learning provider along with updated company profile and list of clients.
Certification that it meets all requirements enumerated under <i>SECTION 2</i>	Certification that it meets all requirements enumerated under <i>SECTION 2</i>	Certification that it meets all requirements enumerated under <i>SECTION 2</i>

Payment of non-refundable application fee of ₱ 10,000	Payment of non-refundable application fee of ₱ 20,000	Payment of non-refundable application fee of ₱ 20,000
Attend the briefing organized by the AMLCS for interested applicants	Attend the briefing organized by the AMLCS for interested applicants	Attend the briefing organized by the AMLCS for interested applicants
Undergo interview	Presentation of Structured Training Program	Presentation of e-Learning Training Program
Deliberation by the Evaluation Committee	Deliberation by the Evaluation Committee	Deliberation by the Evaluation Committee
Approval by the Executive Director	Approval by the Executive Director	Approval by the Executive Director
Execution of Deed of Undertaking (<i>Annex B-1</i>)	Execution of Deed of Undertaking (<i>Annex B-2</i>)	Execution of Deed of Undertaking (<i>Annex B-2</i>)
Issuance of Formal Accreditation Certificate (<i>Annex C</i>)	Issuance of Formal Accreditation Certificate (<i>Annex C</i>)	Issuance of Formal Accreditation Certificate (<i>Annex C</i>)

The requirements mentioned in this section may be waived subject to certain conditions as may be determined by the AMLCS Executive Director.

SECTION 4: ADDITIONAL GUIDELINES FOR ACCREDITED INSTITUTIONAL TRAINING PROVIDERS

1. The training program, including the course outline, training materials and list of prospective SMEs, shall be submitted to the AMLCS Executive Director for approval at least one (1) month before the start of the rollout of the training program;
2. The accredited training provider shall not change any of the speakers/resource persons included in the list of SMEs approved by the AMLC. In case of inability of the SME to lecture on the scheduled date, the company shall inform the Executive Director in writing of the reason for the same. It shall also name a replacement SME, who must also be from the list of SMEs approved by the AMLC, at least five (5) days before the scheduled training;
3. In case of cancellation or postponement of schedules training/seminar, the accredited training provider shall notify the AMLC at least ten (10) days prior to date of seminar/training and provide reason for cancellation of the same;
4. The Certificates of Attendance of participants in the training/seminar shall be released by the accredited training providers within three (3) days from conclusion of training/seminar. Such certificates must contain a Certificate

Control No., ITP Accreditation Control No., and AT Accreditation Control number(s) for ease of reference and validation;

5. The AMLC shall have the option to send one (1) representative to observe and monitor the conduct of a training program; and
6. The accredited training providers shall not allow any person not on the list of SMEs provided and approved by the AMLC to give lectures in any of its training programs.

SECTION 5: ADDITIONAL GUIDELINES FOR IN-HOUSE TRAINING

1. The Covered Person's Board-approved training program for the year, including the course outline, training materials and list of AMLC-accredited trainers to be engaged, shall be submitted to the AMLC for approval at least one (1) month before the rollout of the training program;
2. The Covered Person shall not change any of the speakers/resource persons included in the list approved by the AMLC. In case of inability of the speaker to lecture on the scheduled date, the company shall inform the AMLC in writing of the reason for the same. It shall also name a replacement speaker, who must also be AMLC accredited, at least five (5) days before the scheduled training;
3. In case of cancellation or postponement of scheduled training/seminar, the Covered Person shall notify the AMLC at least ten (10) days prior to date of seminar/training and provide reason for cancellation of the same;
4. The Certificates of Attendance of participants in the training/seminar shall be released by the person within three (3) days from conclusion of training/seminar. Such certificates must contain unique control numbers/identifiers for ease of reference and validation;
5. The AMLC shall have the option to send one (1) representative to observe and monitor the conduct of a training program; and
6. The Covered Person shall not allow non-accredited speakers to give lectures in any of its training programs.

SECTION 6: ADDITIONAL GUIDELINES FOR E-LEARNING PROVIDERS

1. It should provide oversight monitoring tools for corporate clients with multiple individual users;
2. it should provide the AMLC at no cost, "Super User" Monitoring Tools which would allow complete oversight of all firms and users taking the AML/CFT modules; and
3. Digital Certificates of Completion for the learners should be provided within 24 hours from completion of the module. The digital certificates must contain a Certificate Control No., EP Accreditation Control No., and/or unique control numbers/identifiers for ease of reference and validation.

SECTION 7: REPORTORIAL REQUIREMENTS

Submit quarterly report of training/seminars within 30 days following each quarter. The report should contain the following details at the minimum:

- a) Name of Training Provider
- b) Accreditation Number
- c) Date(s) and Venue(s)
- d) Attendance sheets
- e) Group photo(s)
- f) Summary report of speaker's evaluation
- g) SMEs who conducted the training
- h) Training Fee/Person

All accredited parties are required to ensure online availability of training statistics to AMLC. Statistics referred to includes but not limited to: name of participant, name of covered person the participant works for, position/designation, validation examination scores, number of times the participant took the exam, the mode of taking the exam (pen and paper, mobile-phone, desktop, etc.), and total time for completing the course module (for e-Learning modules).

In addition, accredited parties are required to generate a summary report of speaker's evaluation for every training session conducted which should be made readily available to the AMLC upon request and without any delay.

The AMLC may increase or decrease the type and nature of information that it will require from accredited parties as AMLC deems necessary.

SECTION 8: CONTINUING REQUIREMENTS

All accredited parties are required to maintain their qualifications under SECTION 2 during the subsistence of their accreditation. In addition, such parties must:

1. Attend (at least once a year) a roundtable discussion hosted by the AMLC to discuss updates on the AMLA, regulatory amendments, new issuances of the AMLC, and other relevant topics that may impact the conduct of training and/or delivery of course modules;
2. Maintain all records relevant to the conduct of training for a period of at least 5-years;
3. Receive an overall passing rate based on post-training evaluation forms to be accomplished by the training participants; and
4. Pass a program review that may be conducted by the AMLCS or by a relevant regulator within 1 year from the grant of accreditation.

SECTION 9: TARGET PARTICIPANTS

The target participants of trainings provided by accredited parties are primarily the owners, directors, officers, and employees of the following covered persons:

1. Persons supervised or regulated by the Bangko Sentral ng Pilipinas;
2. Persons supervised or regulated by the Insurance Commission;
3. Persons supervised or regulated by the Securities and Exchange Commission;
4. Designated Non-Financial Businesses and Professions (DNFBPs); and
5. Casinos under Republic Act No. 10927

Other persons interested to attend trainings other than those mentioned above may be allowed to attend such trainings subject to the approval of the AMLC Secretariat.

SECTION 10: LEARNING CONTENT

The Basic and Refresher Course on Anti-Money Laundering (AML)/Combating the Financing of Terrorism (CFT) should contain the following topics at the minimum:

I. Anti-Money Laundering Act (AMLA)

This explains the evolution of the law to its current version and the existing provisions relevant to the operations of Covered Persons (CPs). It identifies the significance of ML/TF on a global scale in terms of sanctions and the direct correlation with Philippine entities. This would include the

typologies gathered around the globe for the recent years. This also explains the role of CPs in financial system and the expectation of the different regulators on how the CPs should comply with the requirements of the law.

Training Objective:

At the end of the Module, participants are expected to:

- Understand the Definition/Elements/Stages of Money Laundering
- Be able to explain the functions of AMLC
- Be updated on the latest Amendments to AMLA
- Be able to identify the different ML offenses
- Be able to explain the role and importance of financial institutions in the financial system
- Be able to explain the role of the FATF and be familiar with the FATF Recommendations
- Understand the purpose of United Nations International Conventions on AML/CFT
- Be able to understand the effect of failure to comply with existing AML/CFT laws, rules, and regulations on their businesses

II. AMLC Regulatory Issuances (as applicable)

This explains additional laws and different AMLC-issued regulatory issuances that complements the AMLA and the different regulations provided by the different supervisory agencies.

Training Objective:

At the end of the Module, participants are expected to know the features of the following issuances:

- 2018 Implementing Rules and Regulations of RA No. 9160, as amended
- Casino Implementing Rules and Regulations of RA No. 10927
- RA 10168 and its Implementing Rules and Regulations
- Rules on Imposition of Administrative Sanctions
- AMLC Registration and Reporting Guidelines (ARRG) and its amendments – particularly for reporting Covered Transaction and Suspicious Transactions
- ARRG for Casinos (ARRGC)
- Designated Non-Financial Businesses and Professions (DNFBP) AML-CFT Regulatory Guidance
- Guidelines on Digitization of Customer Records
- Guidelines on Identifying Beneficial Ownership

III. The AML Rules and Regulations (ARR) (as provided by the respective Supervising Agencies)

This explains legal basis for the adoption of the ARR and the pertinent provisions thereof. It also explains the policy of the State to (a) protect the integrity and confidentiality of bank accounts and ensure that the Philippines, in general, and the covered persons, in particular, shall not be used, respectively, as a money laundering site and conduit for the proceeds of an unlawful activity as herein defined; and (b) protect life, liberty and property from acts of terrorism and to condemn terrorism and those who support and finance it and reinforce the fight against terrorism by criminalizing the financing of terrorism and related offenses.

This part will cover the following areas:

1. Risk Management
2. Customer Identification Process
3. Covered and Suspicious Transaction Reporting
4. Record Keeping and Retention
5. AML Training Program
6. Enforcement Actions

Training Objective:

At the end of the Module, participants are expected to:

- Give an overview of the important features of the ARR
- Define a sound AML Risk Management System
- Discuss the salient provisions of the ARR on:
 - ✓ Know-Your-Customer (KYC) Process
 - ✓ Covered and Suspicious Transactions Reporting
 - ✓ Record keeping and retention;
 - ✓ AML Training Program
- Know the enforcement actions for violations of AML Regulations

IV. Anti-Money Laundering Risk Rating System (as provided by the respective Supervising Agencies)

This explains the basis for adopting an internal rating system used by all covered persons. It also explains the effect of the Composite Rating to the supervisory approach towards a covered person with emphasis on the corresponding supervisory actions. This part will cover the following components:

1. Efficient Board of Directors (BOD) and Senior Management (SM) oversight ("Management");
2. Sound AML policies and procedures embodied in a Money Laundering and Terrorist Financing Prevention Program duly approved by the Board of Directors ("MLPP");
3. Robust internal controls and audit ("Controls and audit"); and
4. Effective implementation ("Implementation").

Training Objective:

At the end of the Module, participants are expected to:

- Know the importance of adopting an ARRS.
- Get an overview of the ARRS, including the four composite ratings.
- Understand the four components of the ARRS.
- Perform a simulated self-assessment of their entity using the ARRS.
- Know the necessary enforcement actions.

In designing the learning content, consideration should be given to the nature of the business where a trainee is working for and the rules and regulation applicable to such business. The training provider should be cognizant of the target participants and their respective needs. General classification of participants should comprise of at least three clusters, namely: 1.) Board and Senior Management; 2) Middle Level Management / Compliance Staff; and 3) Front liners. Training providers are given the flexibility on how it will design the program to best address the training needs of its clients.

SECTION 11: ADDITIONAL PROVISIONS

The AMLC may, at any time, validate the conduct of trainings and learning by the trainee/participant through the use of any available means which includes but not limited to phone calls, emails, invitation for meetings, and similar validation methods.

SECTION 12: VALIDITY OF ACCREDITATION

All accreditations are valid for the entire duration of the training program but not to exceed 3-years from the date of receipt of Formal Accreditation Certificate by the applicant. Accreditations shall automatically expire after the 3-year period unless an application for renewal is filed not earlier than 30 business days before its expiration.

SECTION 13: ANNUAL REVIEW

Each accredited ITP, AT, and EP, shall be subject to an annual review by the AMLC to determine compliance with the conditions of the accreditation.

SECTION 14: RESERVATIONS

The AMLC reserves the right to withdraw the accreditation of any ITP, AT, and EP that are found to be not complying with the provisions enumerated herein.

FOR THE AMLC:

(Original Signed)
MEL GEORGIE B. RACELA
Executive Director
Anti-Money Laundering Council Secretariat

___ December 2018

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME			
FIRST NAME			NAME EXTENSION (JR., SR)
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)		ZIP CODE	
8. WEIGHT (kg)		18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
9. BLOOD TYPE		ZIP CODE	
10. GSIS ID NO.		19. TELEPHONE NO.	
11. PAG-IBIG ID NO.		20. MOBILE NO.	
12. PHILHEALTH NO.		21. E-MAIL ADDRESS (if any)	
13. SSS NO.			
14. TIN NO.			
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME			
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
25. MOTHER'S MAIDEN NAME			
SURNAME			
FIRST NAME			
MIDDLE NAME			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	DATE	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____												
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details (country): _____												
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;">NAME</th> <th style="width:35%;">ADDRESS</th> <th style="width:30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.										<div style="border: 1px solid black; padding: 5px; text-align: center;"> ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size) </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> With full and handwritten name tag and signature over printed name </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Computer generated or photocopied picture is not acceptable </div> <p style="text-align: center;">PHOTO</p> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div> <p style="text-align: right; margin-right: 10px;">Right Thumbmark</p>
NAME	ADDRESS	TEL. NO.											
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: _____</td> </tr> <tr> <td>ID/License/Passport No.: _____</td> </tr> <tr> <td>Date/Place of Issuance: _____</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: _____	ID/License/Passport No.: _____	Date/Place of Issuance: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="height: 60px; vertical-align: bottom; text-align: center;"> Signature (Sign inside the box) </td> </tr> <tr> <td style="text-align: center;"> Date Accomplished </td> </tr> </table>	Signature (Sign inside the box)	Date Accomplished						
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Government Issued ID: _____													
ID/License/Passport No.: _____													
Date/Place of Issuance: _____													
Signature (Sign inside the box)													
Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div style="border: 1px solid black; width: 300px; height: 40px; margin: 0 auto;"></div> <p style="text-align: center; margin-top: 5px;">Person Administering Oath</p>													

Name of Applicant: _____
Address: _____
Tel/ No.: _____ Fax No.: _____ TIN: _____

DEED OF UNDERTAKING

I, _____ (name and designation), of legal age, and under oath, hereby abide to comply with the following requirements:

1. I shall strictly comply with all the requirements, rules and regulations of the Anti-Money Laundering Council (AMLC) regarding the Guidelines of Accreditation of Institutional Training Providers on the Anti-Money Laundering Act (AMLA), as amended, its Implementing Rules and Regulations, Terrorist Financing Prevention and Suppression Act (TFPSA) and other issuances of the Anti-Money Laundering Council;
2. I shall ensure compliance with the aforementioned guidelines issued by the AMLC;
3. I shall attend (at least once a year) a roundtable discussion hosted by the AMLC to discuss updates on the AMLA, regulatory amendments, new issuances of the AMLC, and other relevant topics that may impact the conduct of training and/or delivery of course modules;

(Signature over printed name)

(Designation)

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20_____
affiant exhibiting to me his/her _____ issued at _____ on

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 20__.

Name of Applicant/Entity: _____

Address: _____

Tel/ No.: _____ Fax No.: _____ TIN: _____

DEED OF UNDERTAKING

I, _____ (name and designation), of legal age, and under oath, hereby abide to comply with the following requirements:

1. That I have been duly authorized by _____ (name of entity) and its Board of Directors/Partners/Owners to bind _____ (name of entity) to strictly comply with all the requirements, rules and regulations of the Anti-Money Laundering Council (AMLC) regarding the Guidelines of Accreditation of Institutional Training Providers on the Anti-Money Laundering Act (AMLA), as amended, its Implementing Rules and Regulations, Terrorist Financing Prevention and Suppression Act (TFPSA) and other issuances of the Anti-Money Laundering Council;
2. I/we shall maintain an internal control system to ensure compliance with the aforementioned guidelines issued by the AMLC;
3. I/we shall attend (at least once a year) a roundtable discussion hosted by the AMLC to discuss updates on the AMLA, regulatory amendments, new issuances of the AMLC, and other relevant topics that may impact the conduct of training and/or delivery of course modules;

(Signature over printed name)

(Designation)

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20____
affiant exhibiting to me his/her _____ issued at _____ on

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 20__.