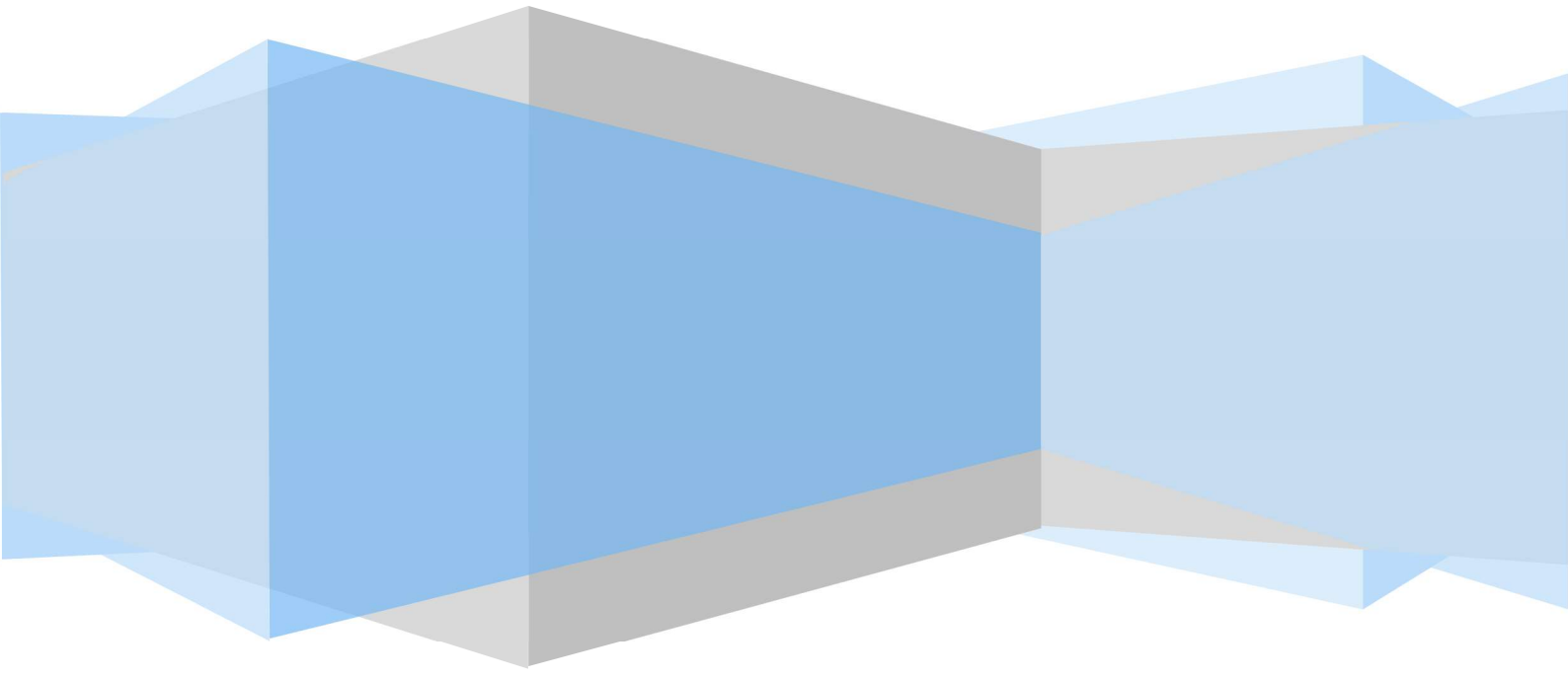
Anti-Money Laundering Council

Manila, Philippines

Online Registration System



ONLINE REGISTRATION

INTRODUCTION

One of the many functions of the Anti-Money Laundering Council (AMLC) is "To require and receive covered or suspicious transaction reports (CTRS/STRs) from covered institutions" (section 7.1 of R.A.9160). Section 1 of RA 10365 amends Section 3 of R.A 9160 to expand the coverage of the law; it changes the definition from covered institutions to covered persons, whether natural or juridical.

In addition, Section 9.c of Resolution No. 11 of the AMLC states, "Covered persons (CPs) shall report to the AMLC all covered transactions and suspicious transactions within five (5) working days from occurrence thereof, unless the AMLC prescribes a different period not exceeding fifteen (15) days.

In order to transmit CTRs and STRs, CPs need to register with the AMLC in order to be given access to the AMLC Portal.

The Online Registration System for CPs will allow Compliance Officers to manage their user accounts as well as that of their alternates. The system will also provide a means of monitoring CP's user accounts by requiring Compliance Officers to update their information every two (2) years.

GUIDELINES

1. Before proceeding with the Online Registration, Compliance Officers (COs)/Associated Persons (APs) /Primary Designated Officers (PDOs) should have document/s showing his/her designation. Documents should be uploaded in PDF format.

    a. Secretary Certificate and/or Board Resolution and/or General Information Sheet for COs of Banks, Insurance Companies, Securities Companies, Financing Companies, Lending Companies, Pre-Need Companies and all other Covered Persons registered with the SEC as a Corporation.
    b. Certificate of Associated Persons for APs of Brokerage Companies.
    c. DTI Certificate for Pawnshops/Money Service Businesses, registered as Single Proprietorship as well as a Document, notarized and signed by the owner of the MSB/Pawnshop designating him/her as the PDO, if the PDO is not the owner of the MSB/Pawnshop.

2. COs/APs/PDOs should download the **Transaction Security Protocol Manual** from www.amlc.gov.ph and perform the following steps:

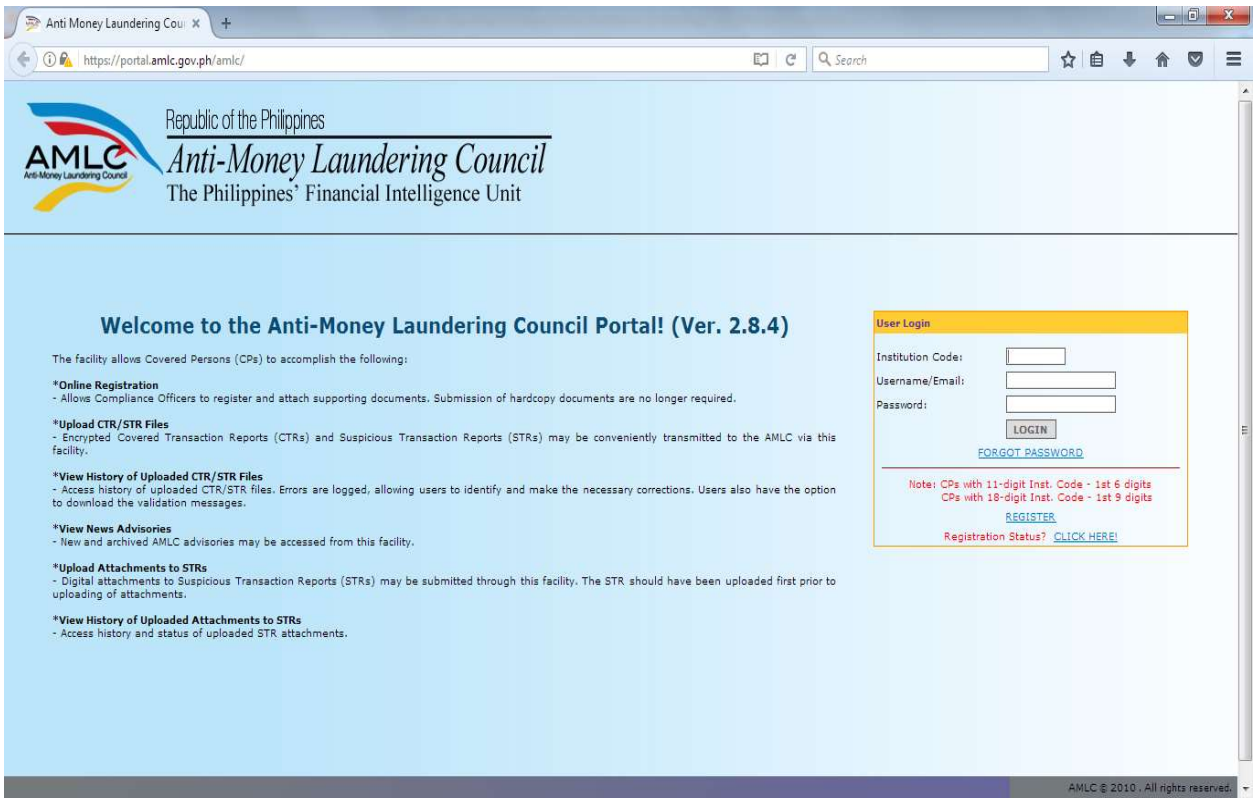
    a. Download the Gnu Privacy Guard (GPG) software from www.amlc.gov.ph under the Reporting Tools tab.
    b. Install the GPG Software.
    c. Generate public key.
    d. Export public key (file extension is .asc);
    Be ready with your exported asc file as this will be needed during online registration
    e. Get and save the AMLC public key (amlc.asc) from www.amlc.gov.ph under the Reporting Tools tab.

f. Import the AMLC Public key (amlc.asc)
g. Certify and Sign AMLC Public key.
h. Back – up of COs Public key.

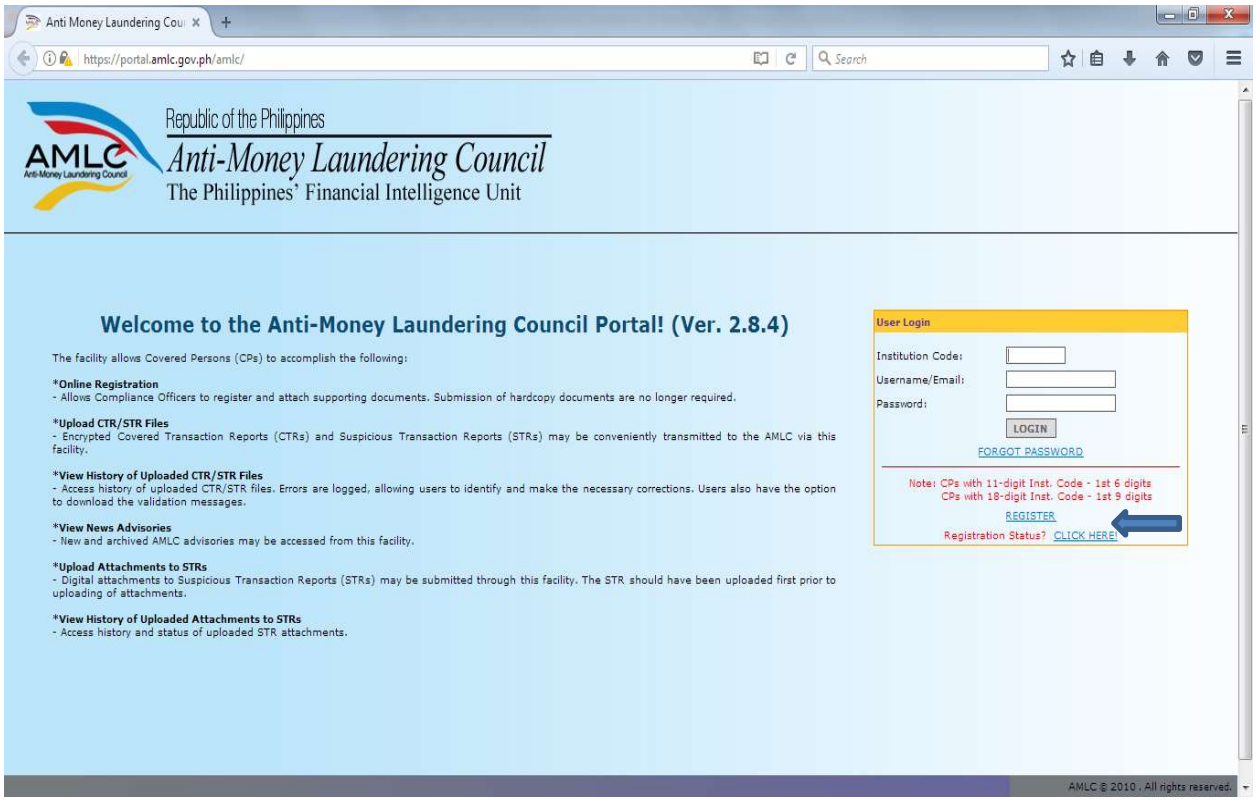
3. Once Items 1-2 have been performed/ accomplished, COs/APs/PDOs may now proceed with the Online Registration (https://portal.amlc.gov.ph).

4. Registration will be processed daily; cut-off time is 1:00 PM, registration received after 1:00 PM will be processed the following day.

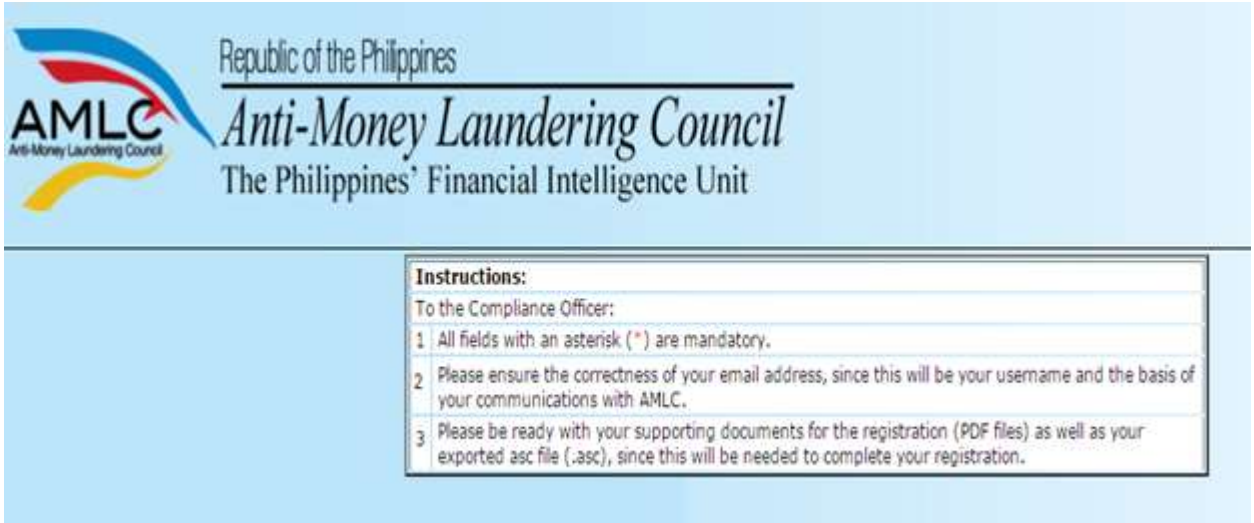
1. Log-on to https://portal.amlc.gov.ph



2. Click on Register



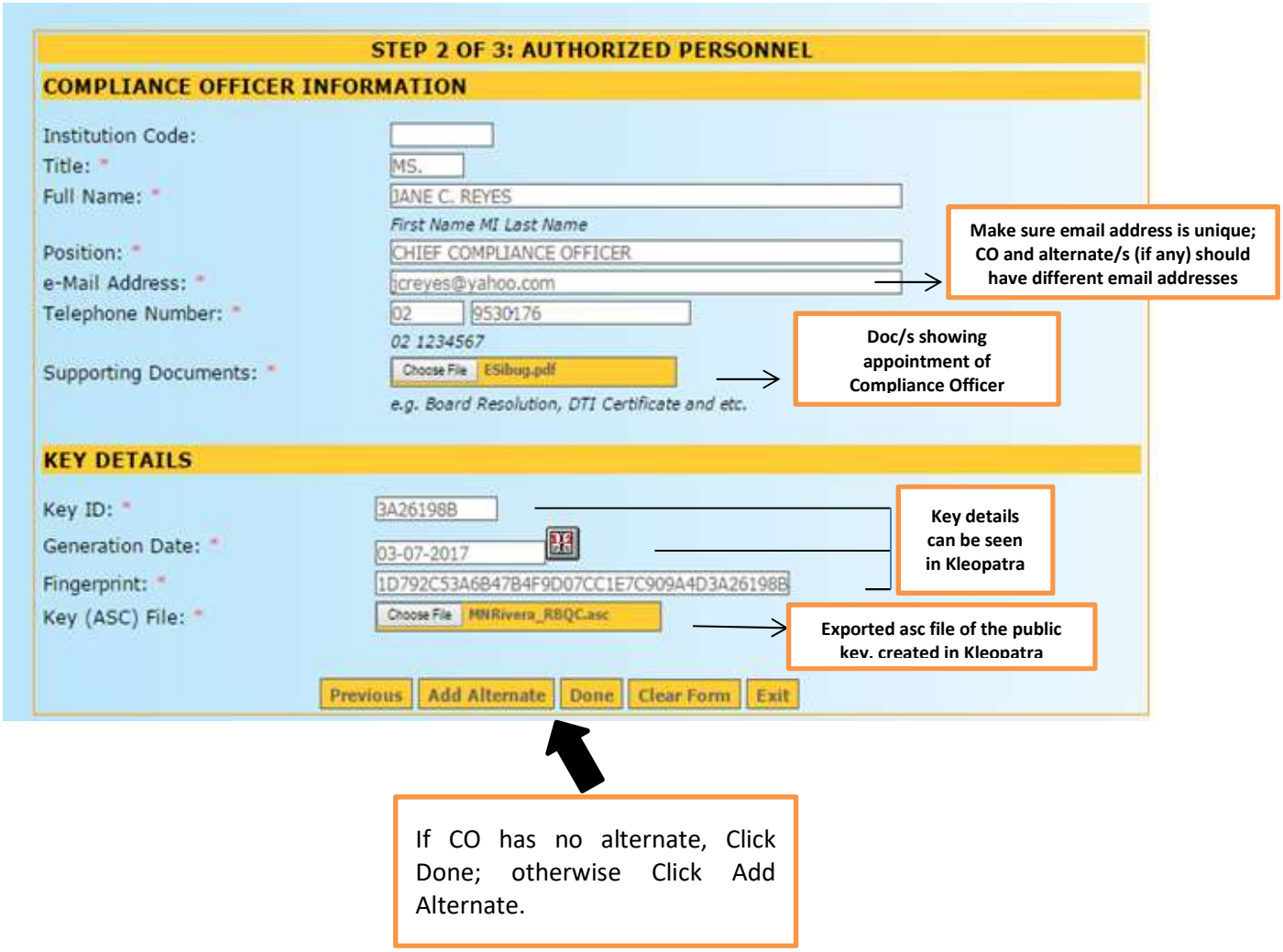
3. Covered Person Registration page will appear, please read the instructions first before proceeding to Step 1 of 3.



Step 1 of 3: Key in details of the Covered Person and Contact Details of the Authorized Officer. Once step 1 of the Registration process is completed, click on Next to go to the 2nd step.

Note: Be sure to have a scanned copy of your document/s stating your appointment as the CO/AP/PDO; have generated your public key using Kleopatra and have your exported asc file before proceeding to the next page (Step 2 of 3).

4. Step 2 of 3 are the details of the CO/AP/PDO, as well as the key details of their public key. This is also where the CO/AP/PDO uploads supporting documents (PDF) of his/her appointment and his exported asc file. If there is no alternate, click “Done”, otherwise click “Add Alternate”.



5. Continue to add details of the alternate (if any). Public key (Key details) of the Alternate is optional.

Make sure email address is unique; CO and alternate/s (if any) should have different email addresses

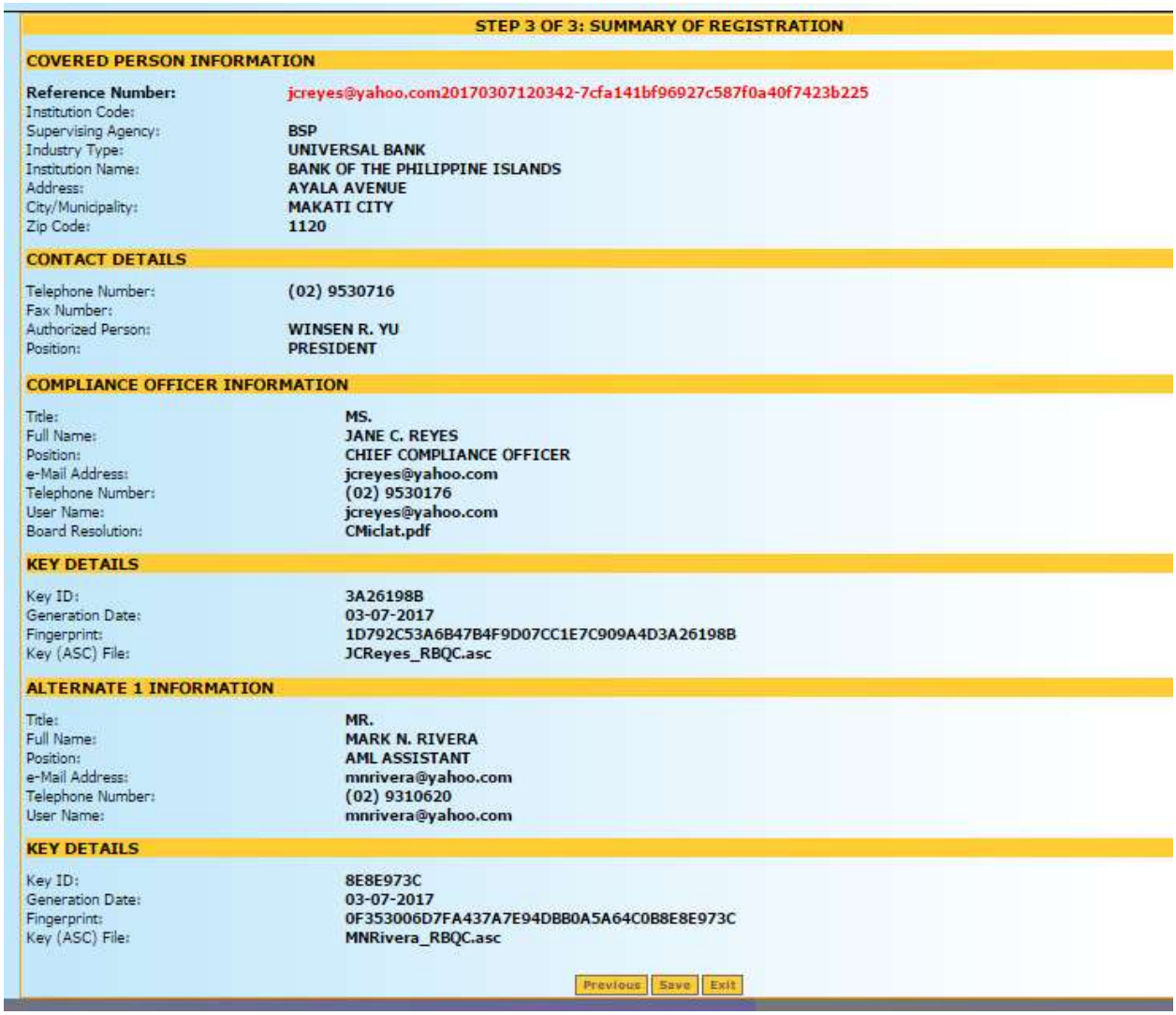
If alternate has no generated public key and there is only one alternate, Click Done; otherwise Click Add Alternate

If alternate generated a public key, please continue with the key details

For Alternate with Public key; check on Key details

If there is only one alternate Click Done; otherwise Click Add Alternate

6. Step 3 of 3 shows the Summary of Registration, if all details are correct, Click “Save”; to edit details of registration, Click “Previous”, to exit page without saving, Click “Exit”.



STEP 3 OF 3: SUMMARY OF REGISTRATION

COVERED PERSON INFORMATION

Reference Number:	jcreyes@yahoo.com20170307120342-7cfa141bf96927c587f0a40f7423b225
Institution Code:	
Supervising Agency:	BSP
Industry Type:	UNIVERSAL BANK
Institution Name:	BANK OF THE PHILIPPINE ISLANDS
Address:	AYALA AVENUE
City/Municipality:	MAKATI CITY
Zip Code:	1120

CONTACT DETAILS

Telephone Number:	(02) 9530716
Fax Number:	
Authorized Person:	WINSEN R. YU
Position:	PRESIDENT

COMPLIANCE OFFICER INFORMATION

Title:	MS.
Full Name:	JANE C. REYES
Position:	CHIEF COMPLIANCE OFFICER
e-Mail Address:	jcreyes@yahoo.com
Telephone Number:	(02) 9530176
User Name:	jcreyes@yahoo.com
Board Resolution:	CMiclat.pdf

KEY DETAILS

Key ID:	3A26198B
Generation Date:	03-07-2017
Fingerprint:	1D792C53A6B47B4F9D07CC1E7C909A4D3A26198B
Key (ASC) File:	JCReyes_RBQC.asc

ALTERNATE 1 INFORMATION

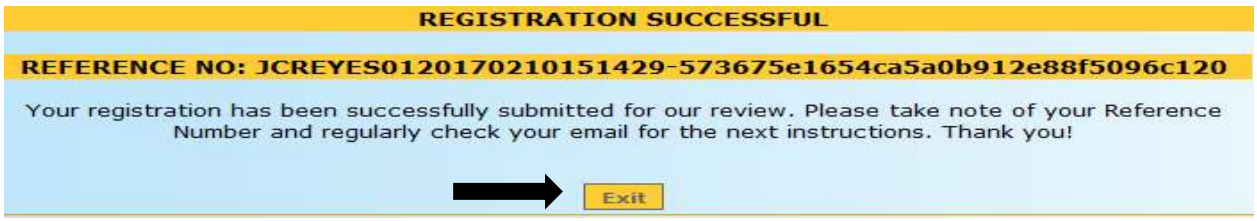
Title:	MR.
Full Name:	MARK N. RIVERA
Position:	AML ASSISTANT
e-Mail Address:	mnrivera@yahoo.com
Telephone Number:	(02) 9310620
User Name:	mnrivera@yahoo.com

KEY DETAILS

Key ID:	8E8E973C
Generation Date:	03-07-2017
Fingerprint:	0F353006D7FA437A7E94DBB0A5A64C0B8E8E973C
Key (ASC) File:	MNRivera_RBQC.asc

Previous Save Exit

7. After you click Save, a window will appear, showing that Registration has been successful. Please take note of your Reference No. You will need this to check the status of your Registration.

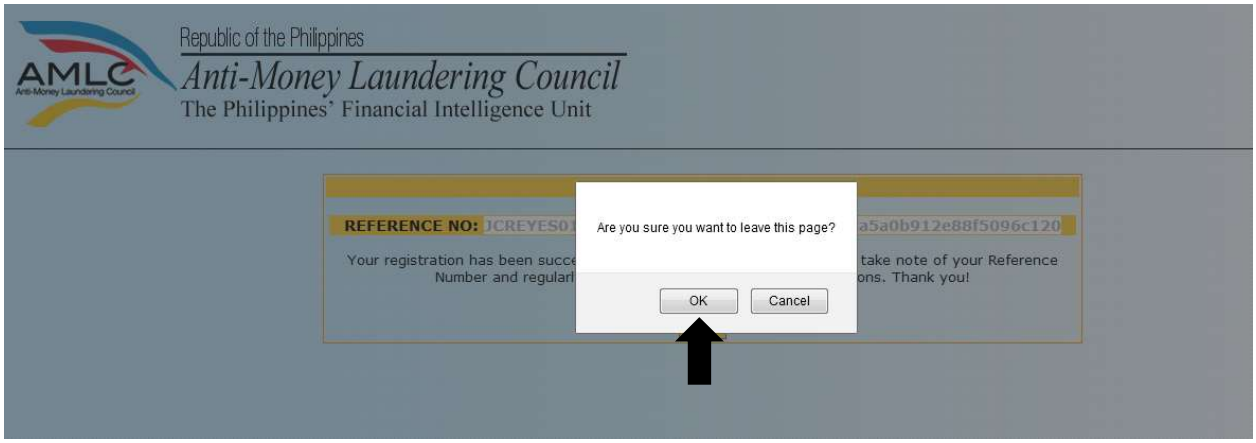


REGISTRATION SUCCESSFUL

REFERENCE NO: JCREYES0120170210151429-573675e1654ca5a0b912e88f5096c120

Your registration has been successfully submitted for our review. Please take note of your Reference Number and regularly check your email for the next instructions. Thank you!

Exit



8. To verify if your Registration has been successful, please check your registered email and click the link to verify your email address.

Subject: Email Address Verification
From: NoReply@amlc.gov.ph (NoReply@amlc.gov.ph)
To: rlynpineda@yahoo.com;
Date: Friday, February 10, 2017 4:31 PM

Dear MS. JANE C. REYES,

Your account will be activated after you have verified your email address.

Please click the link below to validate your email address!

http://192.168.6.55:8080/amlc/web/validate-email.htm?code=JCREYES01201702101631l2CO-684cbfae819295e515fc80ef65927316

Note: If the link does not work by clicking on it, try to copy and paste the link to your browser. This is a system generated email, please do not reply!

Thank you, AMLC - IMAG

Click on the link to verify the email address of the Compliance Officer

Dear Mr. MARK N. RIVERA,

Your account will be activated after you have verified your email address.

Please click the link below to validate your email address!

http://192.168.6.55:8080/amlc/web/validate-email.htm?code=JCREYES01201702101[illegible]3131A1-b6c9e793a21080e38461201754565ad3

Note: If the link does not work by clicking on it, try to copy and paste the link to your browser. This is a system generated email, please do not reply!

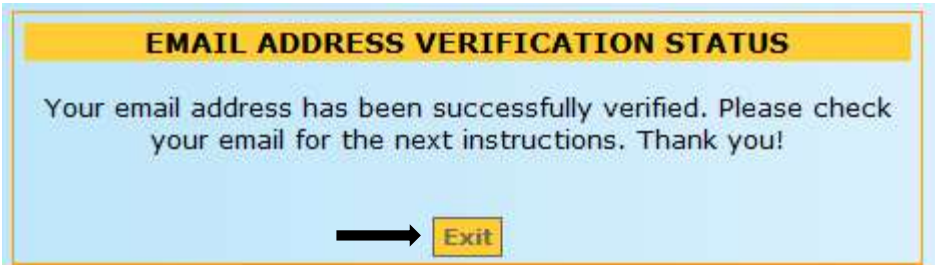
Thank you, AMLC - IMAG

Click on the link to verify the email address of the Alternate

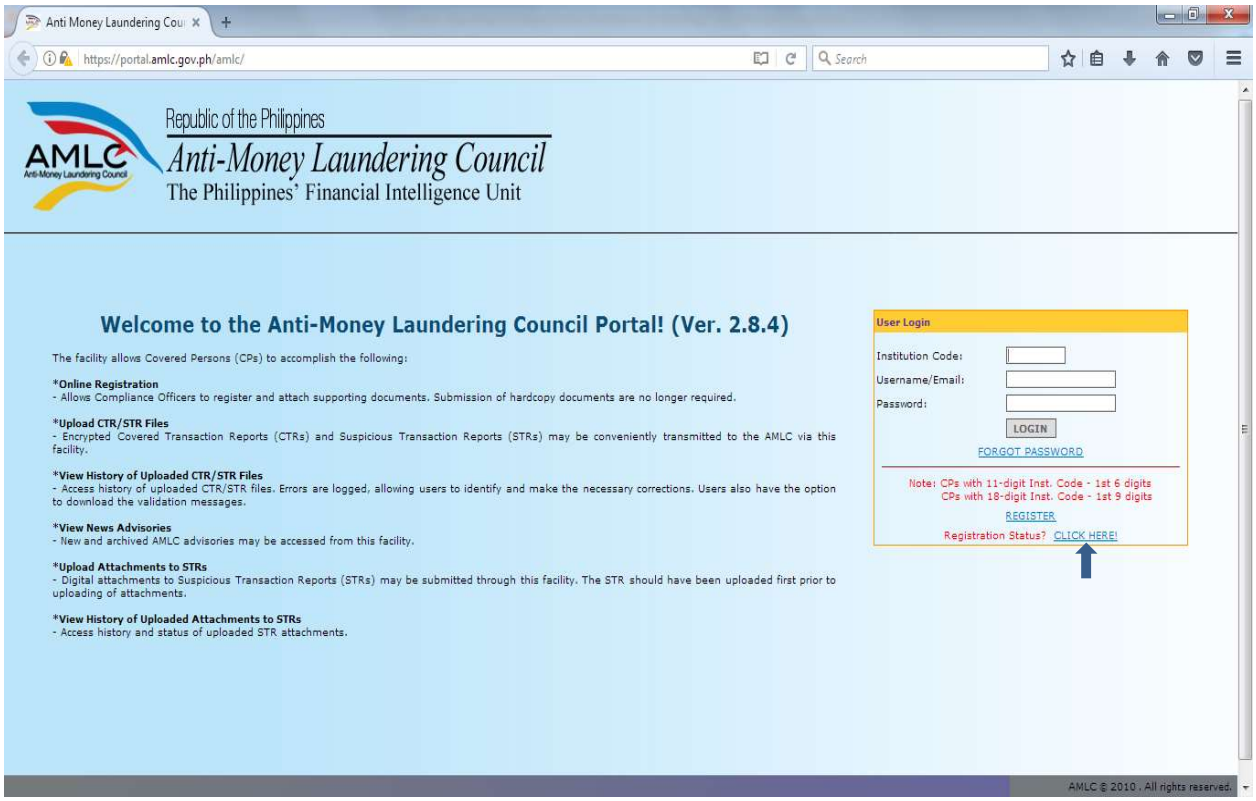
Note: Email verification will be sent to the email address of the CO/AP/PDO, as well as the designated alternate (if any).

9. After the CO/AP/PDO and alternate have validated their email addresses, this page will appear, just click "Agree".

Then click on the "Exit" button.



10. To check the status of your Registration, log-in to https://portal.amlc.gov.ph, and click on Registration Status.



Please enter the reference number of your Registration.

If you have not received an email from AMLC requesting verification of your account, please check your registration status, it will show if the email address is still **unverified**, if still unverified, please check if the email address is correct and edit accordingly. Then click the "Resend" button.

REGISTRATION STATUS
On Queue: For Email Verification!

COVERED PERSON INFORMATION

Reference Number:	JCREYES0120170210151429-573675e1654ce5e0b912e88f5096c120
Institution Code:	
Supervising Agency:	BSP
Industry Type:	RURAL BANK
Institution Name:	RURAL BANK OF QUEZON CITY
Address:	ABC BUILDING PASONG TAMO
City/Municipality:	QUEZON CITY
Zip Code:	1107

CONTACT DETAILS

Telephone Number:	(02)9530718
Fax Number:	(02)9310625
Authorized Person:	JUAN DELA CRUZ
Position:	PRESIDENT

COMPLIANCE OFFICER INFORMATION

Title:	MS.
Full Name:	JANE C. REYES
Position:	CHIEF COMPLIANCE OFFICER
e-Mail Address:	[illegible] Resend (unverified)
Telephone Number:	(02)9310626
User Name:	JCREYES01

KEY DETAILS

Key ID:	CEF735DE
Generation Date:	02-10-2017
Fingerprint:	CB007A7700652D90BA072672EFE37123CEF735DE

ALTERNATE 1 INFORMATION

Title:	Mr.
Full Name:	MARK N. RIVERA
Position:	BOOKEEPER
e-Mail Address:	ajpinede@amlc.gov.ph (verified)
Telephone Number:	(02)9530718
User Name:	JCREYES01

KEY DETAILS

Key ID:	91D57B6F
Generation Date:	02-10-2017
Fingerprint:	1F135FF150955A1A2AA5D59BEF02555E91D57B6F

Exit

11. Once AMLC has processed your Registration, you will receive an email from AMLC whether Registration has been approved or disapproved. Below is a sample email of an approved Registration.

This is to inform you that your registration has been approved. Below is your Username and temporary Password. Please log-in and change your password as soon as you received this email. Please take note that your user account shall be valid for two (2) years from the date of account approval.

Institution Code: 12345600000

Username:JCREYES@YAHOO.COM

Password: Q2CT1PH9KL

For Compliance Officers and/or alternates with generated public keys, please perform the following:
1. Download the AMLC public key (amlc.asc) on this link www.amlc.gov.ph/2015-12-09-07-34-10 /reporting-tools
2. Save the AMLC public key (amlc.asc) to:
a. For 32 bit machine - C:\Program Files\GNU\GnuPG\
b. For 64 bit machine - C:\Program Files(x86)\GNU\GnuPG\
3. Import the AMLC public key (amlc.asc).
4. Certify and Sign the AMLC public key (amlc.asc).
5. Perform a back up of your public key (your exported asc file).

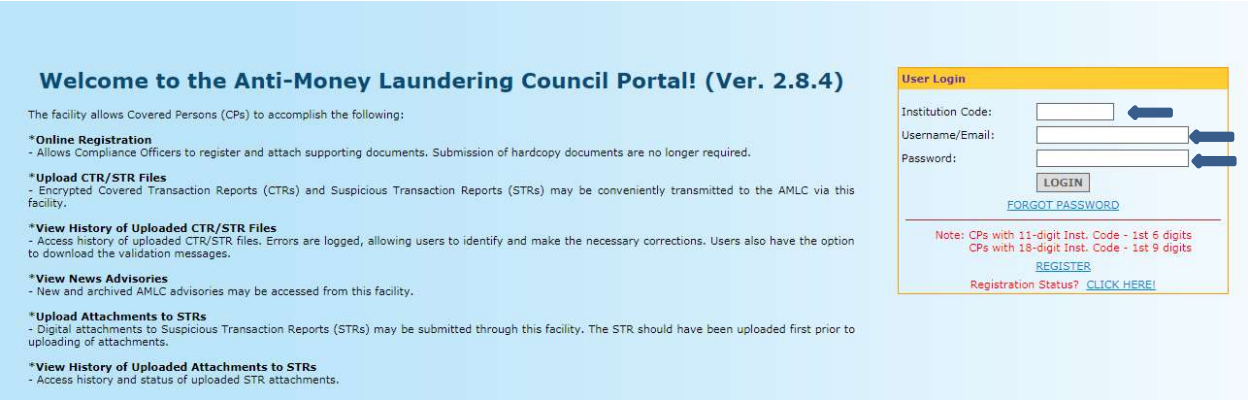
**For guidance please download the AMLC Reporting Procedure manual at www.amlc.gov.ph and refer to the Transaction Security Protocol chapter for a step-by-step procedure.

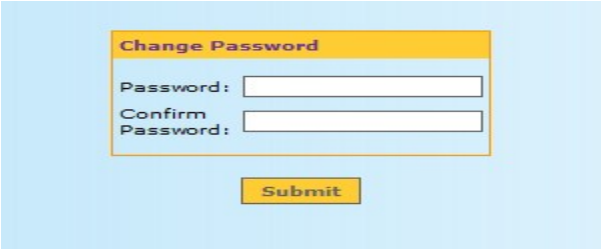
This is a system generated email, please do not reply!

Thank you, AMLC - IMAG

Please note that AMLC can only approve your Registration when the Compliance Officer and all the registered alternate/s have verified their email addresses.

12. Once registration has been approved, log-in to https://portal.amlc.gov.ph to change your password. Please log in using the first 6-digits or first 9-digits of your institution code, email address and system generated password.





Once password has been changed, you can now start to access the AMLC portal.