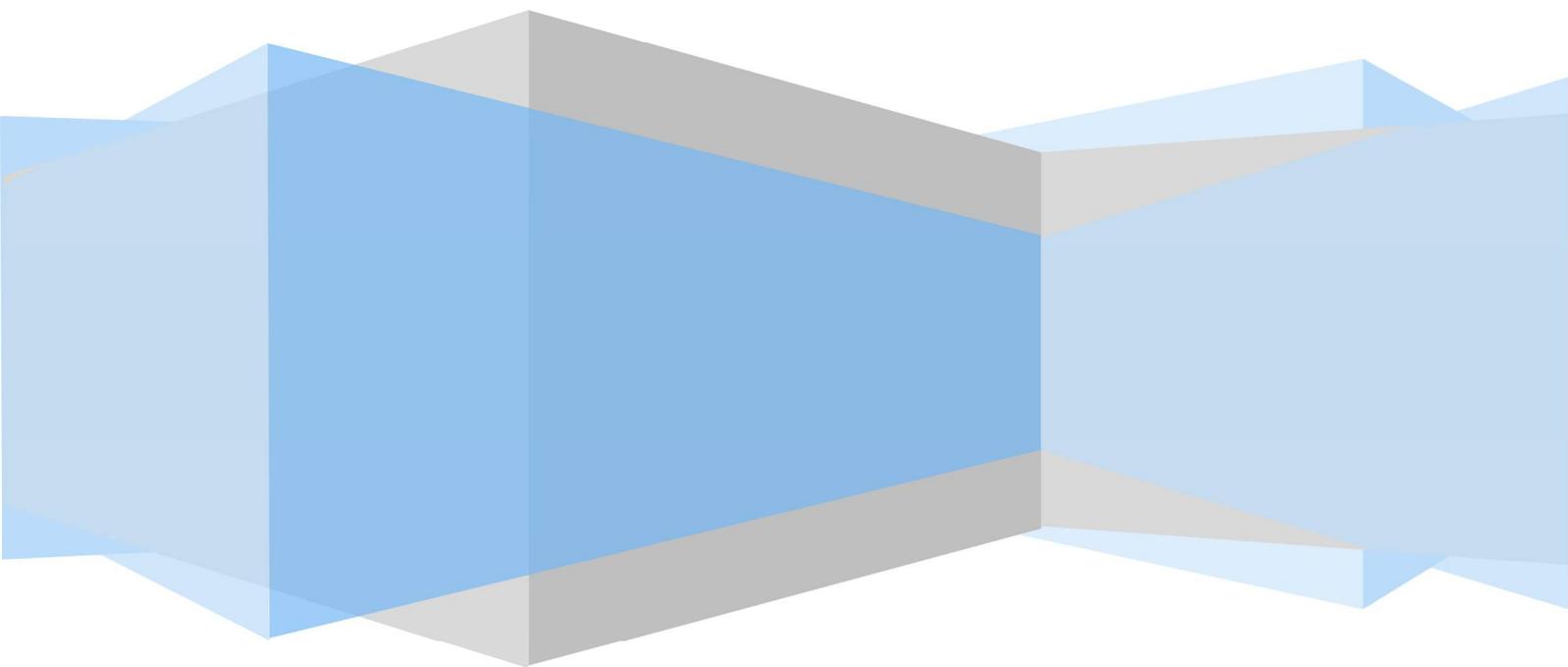




**Anti-Money Laundering Council**  
Manila, Philippines

# 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](http://www.amlc.gov.ph) and perform the following steps:
  - a. Download the Gnu Privacy Guard (GPG) software from [www.amlc.gov.ph](http://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](http://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>

The screenshot displays the homepage of the Anti-Money Laundering Council (AMLC) Portal. The header features the AMLC logo and the text: "Republic of the Philippines", "Anti-Money Laundering Council", and "The Philippines' Financial Intelligence Unit". The main content area is titled "Welcome to the Anti-Money Laundering Council Portal! (Ver. 2.8.4)". Below the title, a list of services is provided:

- The facility allows Covered Persons (CPs) to accomplish the following:**
- \*Online Registration**
  - Allows Compliance Officers to register and attach supporting documents. Submission of hardcopy documents are no longer required.
- \*Upload CTR/STR Files**
  - Encrypted Covered Transaction Reports (CTRs) and Suspicious Transaction Reports (STRs) may be conveniently transmitted to the AMLC via this facility.
- \*View History of Uploaded CTR/STR Files**
  - Access history of uploaded CTR/STR files. Errors are logged, allowing users to identify and make the necessary corrections. Users also have the option to download the validation messages.
- \*View News Advisories**
  - New and archived AMLC advisories may be accessed from this facility.
- \*Upload Attachments to STRs**
  - Digital attachments to Suspicious Transaction Reports (STRs) may be submitted through this facility. The STR should have been uploaded first prior to uploading of attachments.
- \*View History of Uploaded Attachments to STRs**
  - Access history and status of uploaded STR attachments.

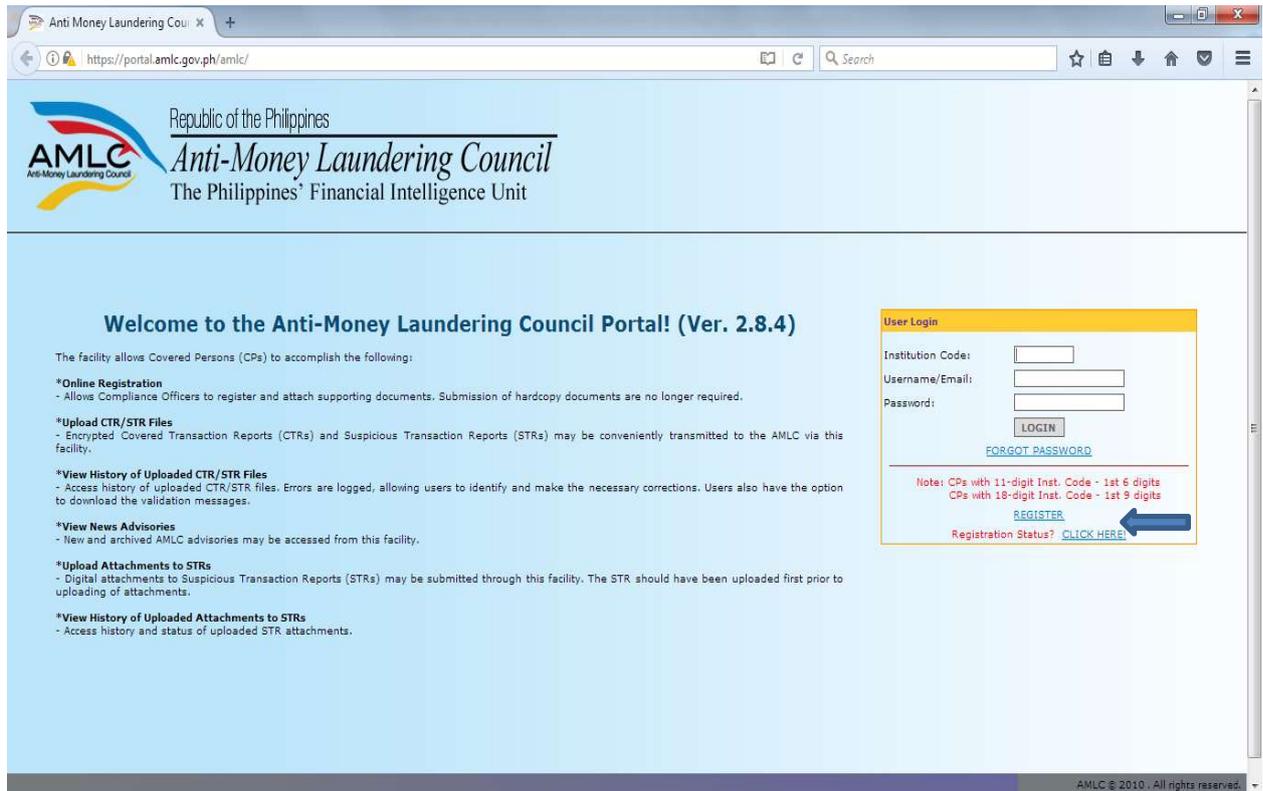
On the right side, there is a "User Login" form with the following fields:

- Institution Code:
- Username/Email:
- Password:
- 
- [FORGOT PASSWORD](#)

Below the login form, there is a note: "Note: CPs with 11-digit Inst. Code - 1st 6 digits" and "CPs with 18-digit Inst. Code - 1st 9 digits". There are also links for [REGISTER](#) and [Registration Status? CLICK HERE!](#)

The footer of the page contains the text: "AMLC © 2010. All rights reserved."

## 2. Click on Register



The screenshot shows the AMLC Portal Home Page. At the top left is the AMLC logo and the text "Republic of the Philippines Anti-Money Laundering Council The Philippines' Financial Intelligence Unit". The main heading reads "Welcome to the Anti-Money Laundering Council Portal! (Ver. 2.8.4)". Below this, a list of services is provided:

- \*Online Registration**
  - Allows Compliance Officers to register and attach supporting documents. Submission of hardcopy documents are no longer required.
- \*Upload CTR/STR Files**
  - Encrypted Covered Transaction Reports (CTRs) and Suspicious Transaction Reports (STRs) may be conveniently transmitted to the AMLC via this facility.
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  - Digital attachments to Suspicious Transaction Reports (STRs) may be submitted through this facility. The STR should have been uploaded first prior to uploading of attachments.
- \*View History of Uploaded Attachments to STRs**
  - Access history and status of uploaded STR attachments.

On the right side, there is a "User Login" box with fields for "Institution Code", "Username/Email", and "Password", along with a "LOGIN" button and a "FORGOT PASSWORD" link. Below the login box, a note states: "Note: CPs with 11-digit Inst. Code - 1st 6 digits" and "CPs with 18-digit Inst. Code - 1st 9 digits". A "REGISTER" link is highlighted with a blue arrow, and a "Registration Status? CLICK HERE" link is also present. The footer of the page reads "AMLC © 2010. All rights reserved."

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



The screenshot shows the AMLC Portal Registration Instructions page. At the top left is the AMLC logo and the text "Republic of the Philippines Anti-Money Laundering Council The Philippines' Financial Intelligence Unit". Below this, a box titled "Instructions:" contains the following text:

To the Compliance Officer:

- 1 All fields with an asterisk (\*) are mandatory.
- 2 Please ensure the correctness of your email address, since this will be your username and the basis of your communications with AMLC.
- 3 Please be ready with your supporting documents for the registration (PDF files) as well as your exported asc file (.asc), since this will be needed to complete your registration.

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 2<sup>nd</sup> step.

### COVERED PERSON REGISTRATION

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**STEP 1 OF 3: COVERED PERSON**

**INFORMATION**

|                          |  |
|--------------------------|--|
| Institution Code:        | <input type="text"/>                                   |
| Supervising Agency:      | <input type="text" value="BSP"/>                       |
| Industry Type: *         | <input type="text" value="RURAL BANK"/>                |
| Institution Name: *      | <input type="text" value="RURAL BANK OF QUEZON CITY"/> |
| Address (Head Office): * | <input type="text" value="ABC BUILDING"/>              |
|                          | <input type="text" value="PASONG TAMO"/>               |
|                          | <input type="text"/>                                   |
| City/Municipality: *     | <input type="text" value="QUEZON CITY"/>               |
| Zip Code: *              | <input type="text" value="1107"/>                      |

**CONTACT DETAILS**

|                      |  |
|----------------------|--|
| Telephone Number: *  | <input type="text" value="02"/> <input type="text" value="9310626"/> |
|                      | <i>02 1234567</i>  |
| Fax Number:          | <input type="text" value="02"/> <input type="text" value="9310625"/> |
|                      | <i>02 1234567</i>  |
| Authorized Person: * | <input type="text" value="JUAN DELA CRUZ"/>                          |
|                      | <i>First Name MI Last Name</i>                                       |
| Position: *          | <input type="text" value="PRESIDENT"/>                               |



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".

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

**STEP 2 OF 3: AUTHORIZED PERSONNEL**

**ALTERNATE 1 INFORMATION**

Title: \*

Full Name: \*   
*First Name MI Last Name*

Position: \*

e-Mail Address: \*  →

Telephone Number: \*    
*02 1234567*

**KEY DETAILS**

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

**STEP 2 OF 3: AUTHORIZED PERSONNEL**

**ALTERNATE 1 INFORMATION**

Title: \*

Full Name: \*   
*First Name MI Last Name*

Position: \*

e-Mail Address: \*

Telephone Number: \*    
*02 1234567*

**KEY DETAILS**

Key ID: \*

Generation Date: \*  

Fingerprint: \*

Key (ASC) File: \*

For Alternate with Public key; check on Key details

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

- 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  |  |
|---|--|
| <b>COVERED PERSON INFORMATION</b>   |  |
| 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   |
| <b>CONTACT DETAILS</b>  |  |
| Telephone Number:   | (02) 9530716   |
| Fax Number:   |  |
| Authorized Person:  | WINSEN R. YU   |
| Position:   | PRESIDENT  |
| <b>COMPLIANCE OFFICER INFORMATION</b>   |  |
| 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  |
| <b>KEY DETAILS</b>  |  |
| Key ID:   | 3A26198B   |
| Generation Date:  | 03-07-2017   |
| Fingerprint:  | 1D792C53A6B47B4F9D07CC1E7C909A4D3A26198B                         |
| Key (ASC) File:   | JCReyes_RBQC.asc   |
| <b>ALTERNATE 1 INFORMATION</b>  |  |
| Title:  | MR.  |
| Full Name:  | MARK N. RIVERA   |
| Position:   | AML ASSISTANT  |
| e-Mail Address:   | mnriviera@yahoo.com  |
| Telephone Number:   | (02) 9310620   |
| User Name:  | mnriviera@yahoo.com  |
| <b>KEY DETAILS</b>  |  |
| Key ID:   | 8E8E973C   |
| Generation Date:  | 03-07-2017   |
| Fingerprint:  | 0F353006D7FA437A7E94D8B0A5A64C0B8E8E973C                         |
| Key (ASC) File:   | MNRivera_RBQC.asc  |
| <input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Exit"/> |  |

- 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  |
|--|
| <b>REFERENCE NO: JCREYES0120170210151429-573675e1654ca5a0b912e88f5096c120</b>  |
| 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! |
|  <input type="button" value="Exit"/>  |



- 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=JCREYES0120170210163112CO-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=JCREYES0120170210163112CO-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 Alternate**

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

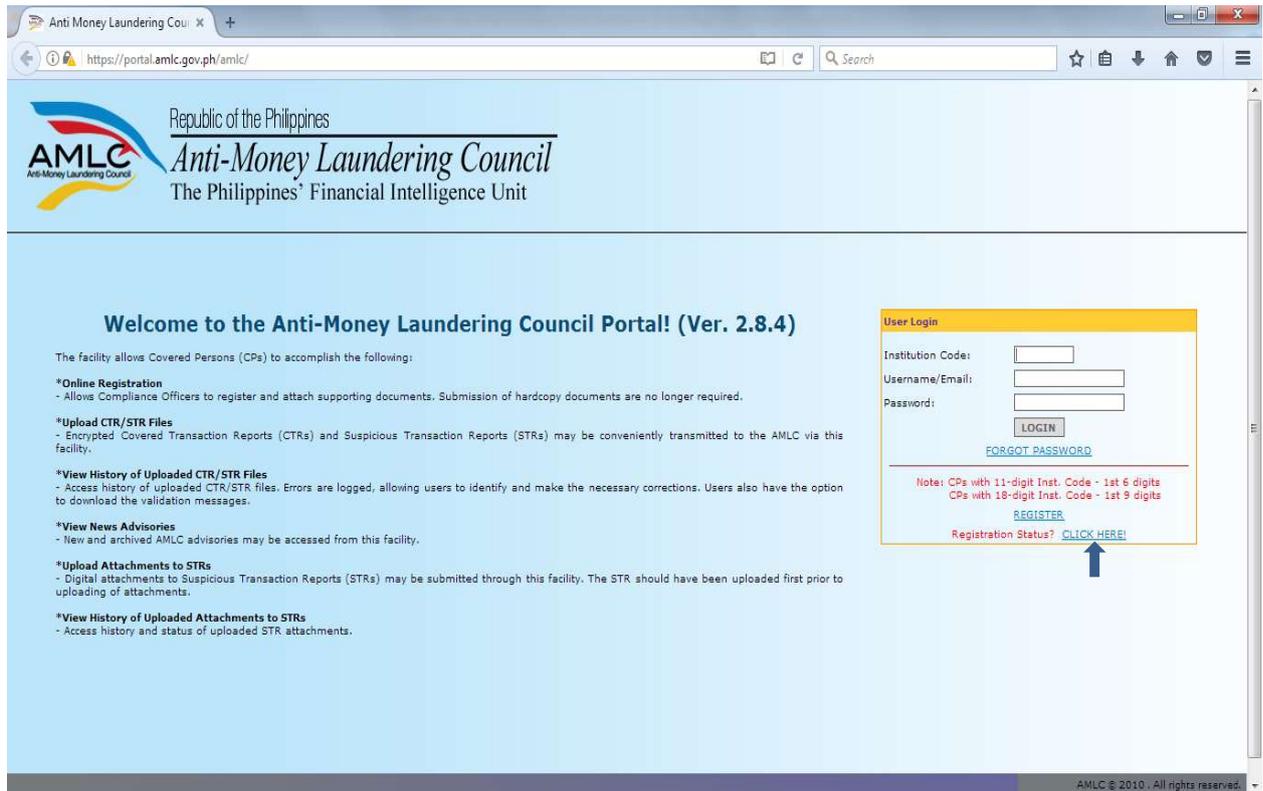
9. After the CO/AP/PDO and alternate have validated their email addresses, this page will appear, just click "Agree".

The screenshot shows the AMLC (Anti-Money Laundering Council) registration confirmation page. At the top left is the AMLC logo. To its right, the text reads "Republic of the Philippines" and "Anti-Money Laundering Council" in a large font, with "The Philippines' Financial Intelligence Unit" below it. The main content area is a light blue box with a yellow header "KEY DETAILS". Below this header, the following information is displayed: Key ID: 91D57B6F, Generation Date: 02-10-2017, and Fingerprint: 1F138FF180988A1A2AA8D89BEF02885E91D57B6F. Below the key details is another yellow header "TERMS AND CONDITIONS". Underneath, it states "I hereby agree and confirm that:" followed by three numbered points: 1. The created username account is the responsibility of the compliance officer and the alternate/s. 2. Registered email addresses will receive communications from the AMLC and will be used for verification in the event that the user has forgotten the created username and password. 3. Once approved, the user account shall be valid for two (2) years from the date of account approval. At the bottom of the terms section, there is a black arrow pointing to the right, followed by two buttons: "Agree" and "Exit".

Then click on the "Exit" button.

The screenshot shows a confirmation message box with a yellow header "EMAIL ADDRESS VERIFICATION STATUS". The text inside the box reads: "Your email address has been successfully verified. Please check your email for the next instructions. Thank you!". At the bottom of the box, there is a black arrow pointing to the right, followed by a button labeled "Exit".

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:                 | JCREYES0120170210151429-573673e1654ca3e0b912e55f5096c120  |
| 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:                   | <input type="text" value="jcreyes@emlc.gov.ph"/> <input type="button" value="Resend"/> (unverified) |
| Telephone Number:                 | (02)9310625   |
| User Name:                        | JCREYES01   |
| KEY DETAILS                       |   |
| Key ID:                           | CEP735DE  |
| Generation Date:                  | 02-10-2017  |
| Fingerprint:                      | CE007A7700562D908A072672EFE37123CEP735DE  |
| ALTERNATE 1 INFORMATION           |   |
| Title:                            | Mr.   |
| Full Name:                        | MARK N. RIVERA  |
| Position:                         | BOOKKEEPER  |
| e-Mail Address:                   | mjrpinade@emlc.gov.ph (verified)  |
| Telephone Number:                 | (02)9530718   |
| User Name:                        | JCREYES01   |
| KEY DETAILS                       |   |
| Key ID:                           | 91D5765F  |
| Generation Date:                  | 02-10-2017  |
| Fingerprint:                      | 1F135FF180985A1A2AA8D698EFP02855E91D5765F   |

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](http://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](http://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.

**Welcome to the Anti-Money Laundering Council Portal! (Ver. 2.8.4)**

The facility allows Covered Persons (CPs) to accomplish the following:

- \*Online Registration**  
- Allows Compliance Officers to register and attach supporting documents. Submission of hardcopy documents are no longer required.
- \*Upload CTR/STR Files**  
- Encrypted Covered Transaction Reports (CTRs) and Suspicious Transaction Reports (STRs) may be conveniently transmitted to the AMLC via this facility.
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- \*View History of Uploaded Attachments to STRs**  
- Access history and status of uploaded STR attachments.

**User Login**

Institution Code:

Username/Email:

Password:

[FORGOT PASSWORD](#)

Note: CPs with 11-digit Inst. Code - 1st 6 digits  
CPs with 18-digit Inst. Code - 1st 9 digits

[REGISTER](#)

Registration Status? [CLICK HERE!](#)

**Change Password**

Password:

Confirm Password:

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