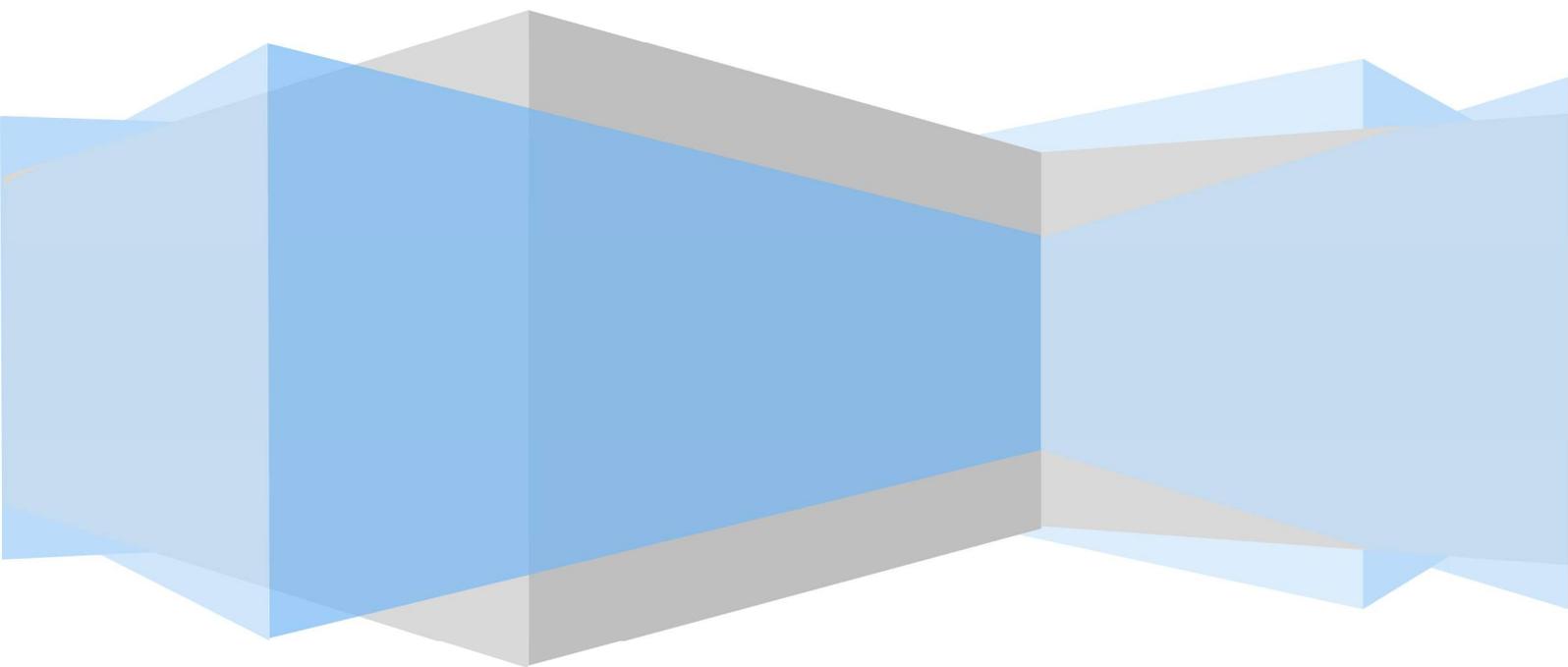




Anti-Money Laundering Council
Manila, Philippines

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.
 - 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 Primary Designated Officer.
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>



Welcome to the Anti-Money Laundering Council Portal! (Ver. 2.8)

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.

User Login

Username/Email:

Password:

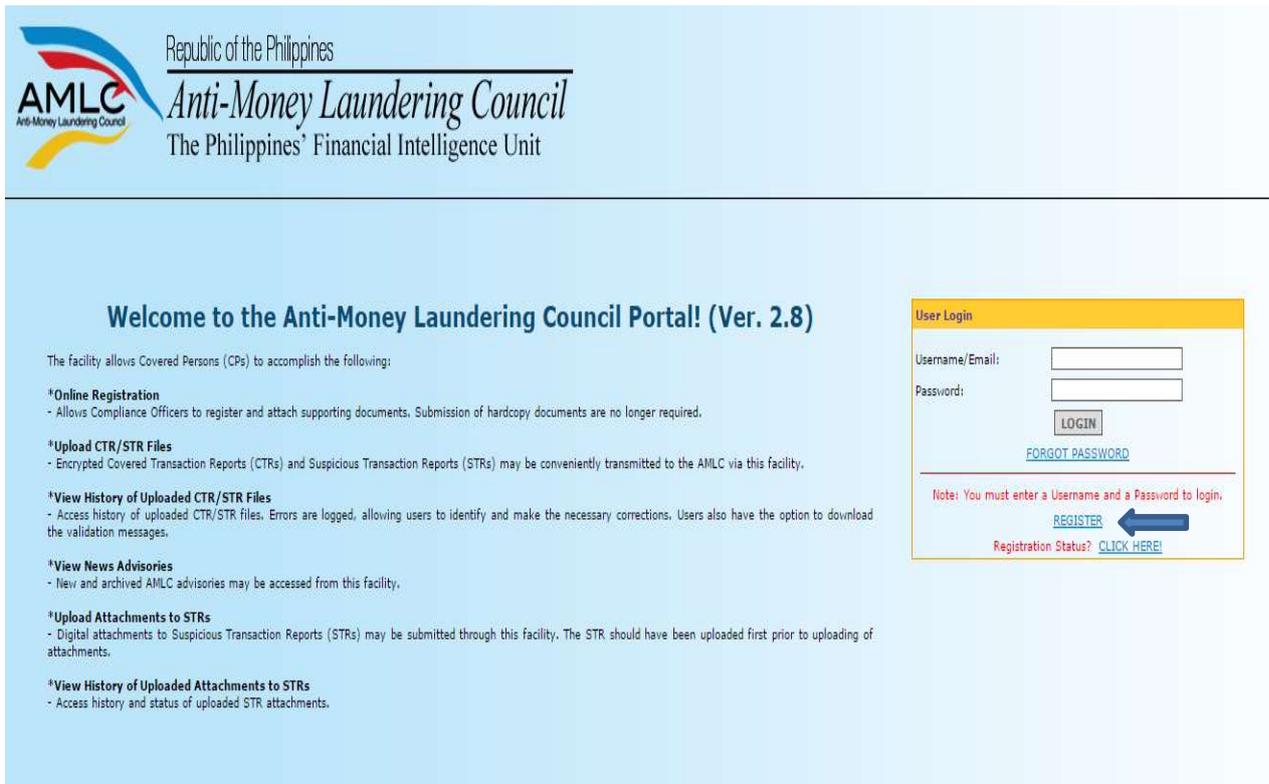
[FORGOT PASSWORD](#)

Note: You must enter a Username and a Password to login.

[REGISTER](#)

Registration Status? [CLICK HERE!](#)

2. Click on Register



The screenshot shows the AMLC Portal Home Page. At the top left is the AMLC logo with the text "Anti-Money Laundering Council" and "The Philippines' Financial Intelligence Unit". To the right of the logo is the text "Republic of the Philippines" and "Anti-Money Laundering Council". Below this is the heading "Welcome to the Anti-Money Laundering Council Portal! (Ver. 2.8)".

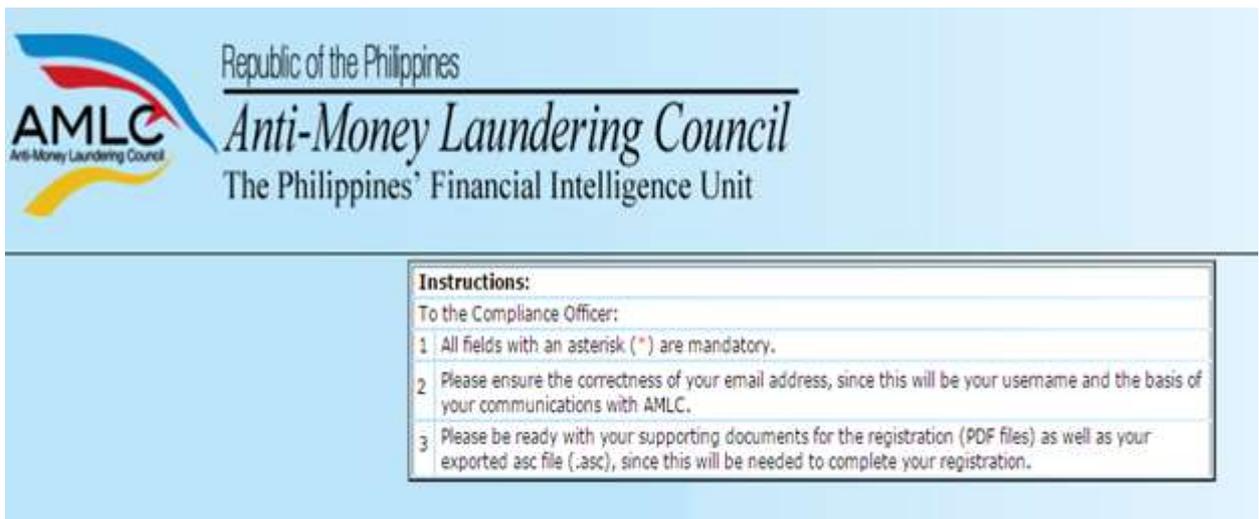
The main content area lists several features:

- 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**
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- *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 the following elements:

- Username/Email:
- Password:
- LOGIN button
- [FORGOT PASSWORD](#)
- Note: You must enter a Username and a Password to login.
- [REGISTER](#) button with a blue arrow pointing to it
- Registration Status? [CLICK HERE!](#)

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 with the text "Anti-Money Laundering Council" and "The Philippines' Financial Intelligence Unit". To the right of the logo is the text "Republic of the Philippines" and "Anti-Money Laundering Council". Below this is the heading "Instructions:".

The instructions are as follows:

- 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 2nd step.

COVERED PERSON REGISTRATION

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 f 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 of his/her appointment and his exported asc file. If there is no alternate, click "Done", otherwise click "Add Alternate".

STEP 2 OF 3: AUTHORIZED PERSONNEL

COMPLIANCE OFFICER INFORMATION

Institution Code:

Title: *

Full Name: *
First Name MI Last Name

Position: *

e-Mail Address: *

Telephone Number: *

Supporting Documents: * → **Doc/s showing appointment of Compliance Officer**
e.g. Board Resolution, DTI Certificate and etc.

KEY DETAILS

Key ID: *

Generation Date: *

Fingerprint: *

Key (ASC) File: * → **Exported asc file of the public kev. created in Kleopatra**

↑

If CO has no alternate, Click Done; otherwise Click Add Alternate.

- Continue to add details of the alternate, please note that each Covered Person should have at least one alternate. 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



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 | |
|---|--|
| 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: | mnriviera@yahoo.com |
| Telephone Number: | (02) 9310620 |
| User Name: | mnriviera@yahoo.com |
| KEY DETAILS | |
| Key ID: | 8E8E973C |
| Generation Date: | 03-07-2017 |
| Fingerprint: | 0F353006D7FA437A7E94DBB0A5A64C0B8E8E973C |
| Key (ASC) File: | MNRiviera_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 |
|--|
| 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! |
|  <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.

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

Republic of the Philippines
AMLC Anti-Money Laundering Council
Anti-Money Laundering Council
The Philippines' Financial Intelligence Unit

KEY DETAILS

Key ID: **91D57B6F**
Generation Date: **02-10-2017**
Fingerprint: **1F138FF180988A1A2AA8D89BEF02885E91D57B6F**

TERMS AND CONDITIONS

I hereby agree and confirm that:

- The created username account is the responsibility of the compliance officer and the alternate/s.
- 1. If in any case that the user believes his account has been compromised, the user can change his/her password any time;
- The entered email address 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.

→ Agree Exit

Then click on the "Exit" button.

EMAIL ADDRESS VERIFICATION STATUS

Your email address has been successfully verified. Please check your email for the next instructions. Thank you!

→ Exit

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

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 - Access history and status of uploaded STR attachments.

User Login

Username/Email:

Password:

Note: You must enter a Username and a Password to login.
New user? [Register](#)
Registration Status? [Click here!](#)

↑

Please enter the reference number of your Registration.

Republic of the Philippines
Anti-Money Laundering Council
The Philippines' Financial Intelligence Unit

REGISTRATION STATUS INQUIRY

Reference Number:

↖

If you have not received an email from us 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: | 1F135FF180985A1A2AA8D698E0F02855E91D5765F |

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.

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).

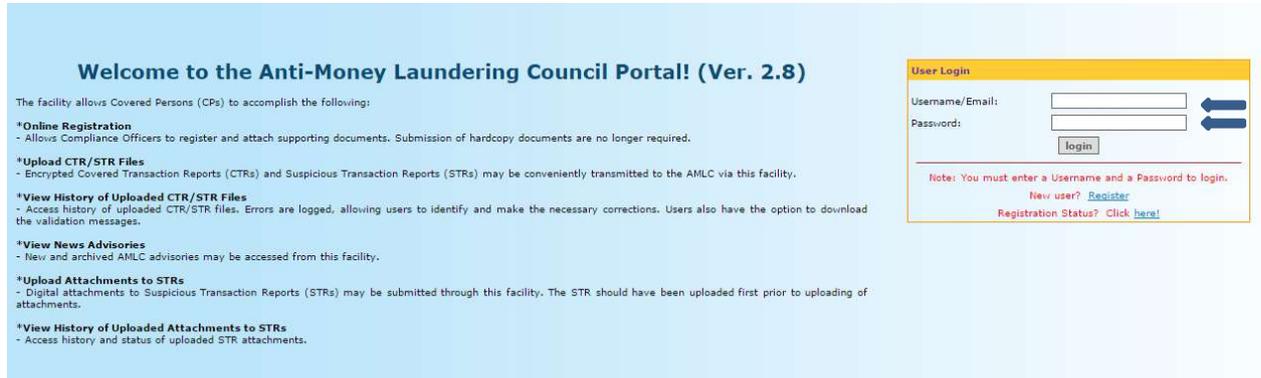
**For guidance please download the AMLC Reporting Procedure manual at www.amlc.gov.ph and refer to the Transaction Security Protocol chapter for a step-by-step procedure.

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 your email address and system generated password.



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User Login

Username/Email:

Password:

Note: You must enter a Username and a Password to login.
New user? [Register](#)
Registration Status? [Click here!](#)



Change Password

Password:

Confirm Password:

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