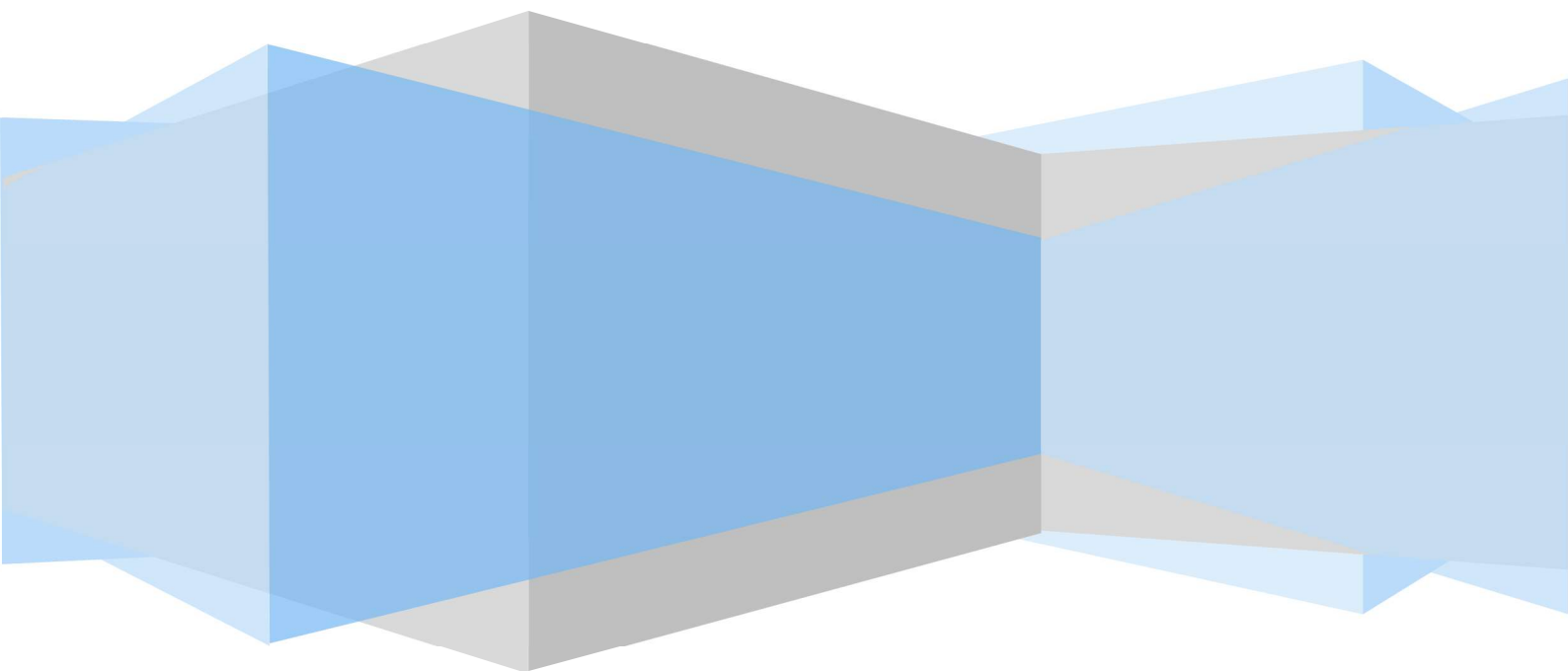




Anti-Money Laundering Council
Manila, Philippines

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>



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:

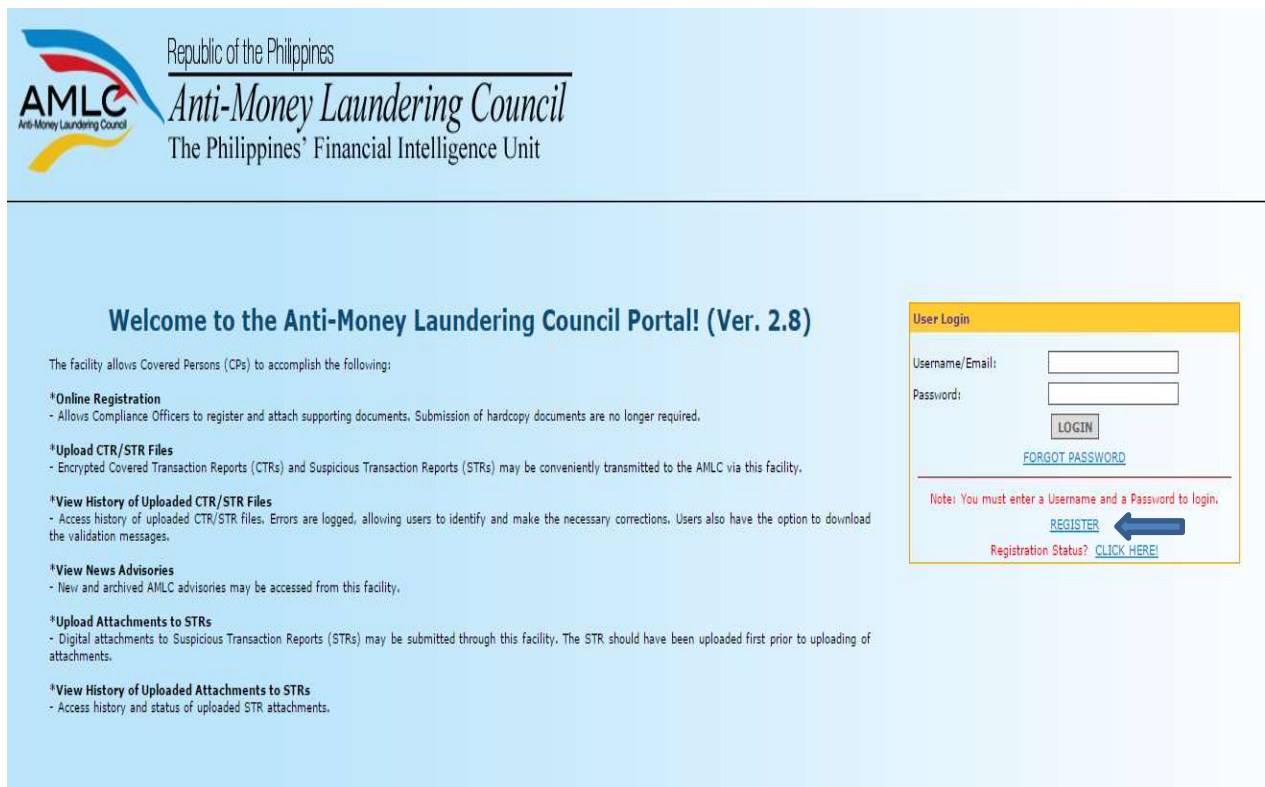
[FORGOT PASSWORD](#)

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 the logo and text is a horizontal line. Below the line is the heading "Welcome to the Anti-Money Laundering Council Portal! (Ver. 2.8)". Below the heading is the text "The facility allows Covered Persons (CPs) to accomplish the following:". Below this text are several sections of information:

- *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 of the page is a "User Login" box. It contains 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. 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 the logo and text is a horizontal line. Below the line is a box containing the following instructions:

Instructions:

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 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 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: *

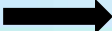
For Alternate with Public key; check on Key details

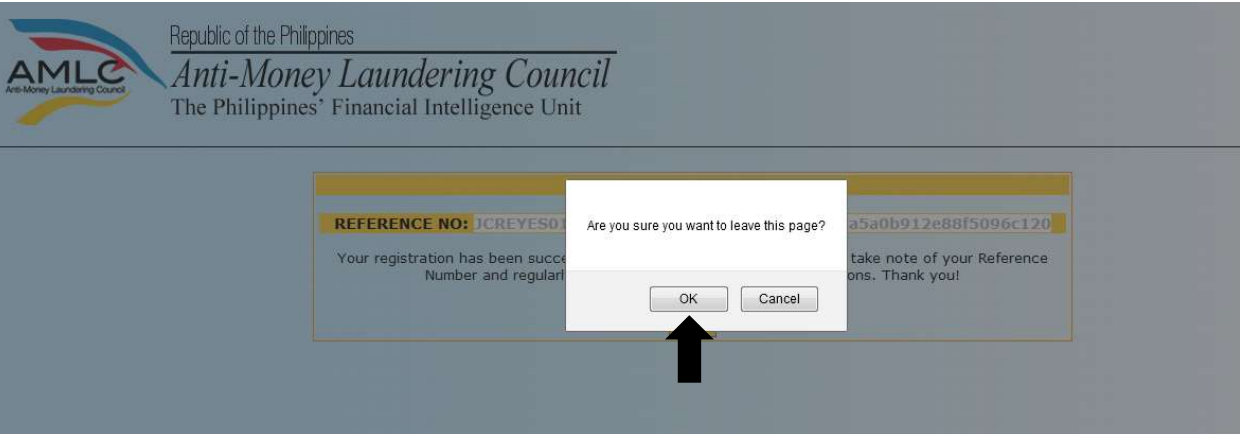
If there is only one alternate Click Done; otherwise Click Add Alternate

- 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	
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:	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
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 (if any).

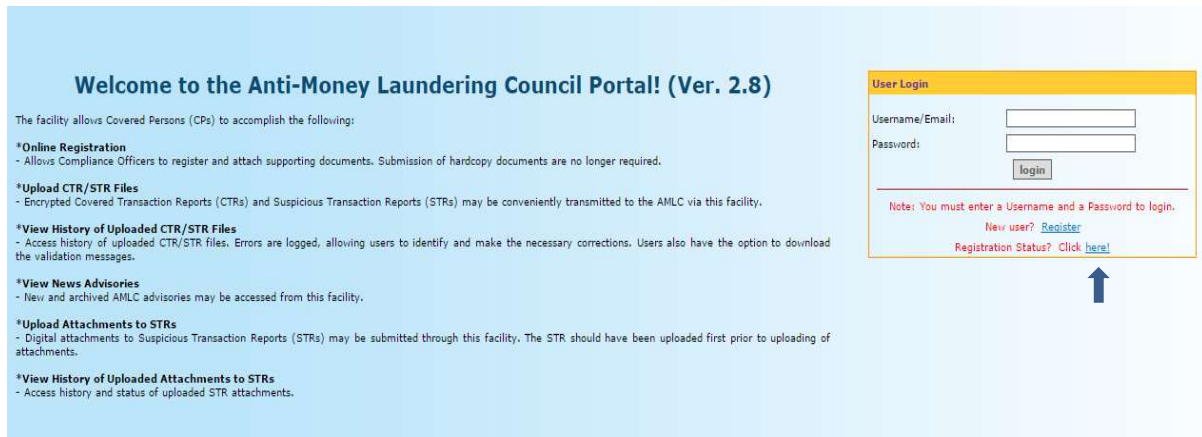
9. After the CO/AP/PDO and alternate have validated their email addresses, this page will appear, just click "Agree".

The screenshot shows the AMLC registration interface. At the top left is the AMLC logo with the text "Anti-Money Laundering Council". To the right, it says "Republic of the Philippines" and "Anti-Money Laundering Council The Philippines' Financial Intelligence Unit". 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 says "I hereby agree and confirm that:" followed by three numbered points: 1. If in any case that the user believes his account has been compromised, the user can change his/her password any time; 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 two buttons: "Agree" and "Exit".

Then click on the "Exit" button.

The screenshot shows a confirmation message in a light blue box with a yellow header "EMAIL ADDRESS VERIFICATION STATUS". The message 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 a yellow button labeled "Exit".

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



The screenshot shows the AMLC Portal Home Page. On the left, there is a welcome message and a list of services: Online Registration, Upload CTR/STR Files, View History of Uploaded CTR/STR Files, View News Advisories, Upload Attachments to STRs, and View History of Uploaded Attachments to STRs. On the right, there is a 'User Login' box with fields for Username/Email and Password, a 'login' button, and a note: 'Note: You must enter a Username and a Password to login. New user? Register Registration Status? Click here!'. A blue arrow points to the 'Registration Status? Click here!' link.

Please enter the reference number of your Registration.



The screenshot shows the AMLC Portal Registration Status Inquiry Form. 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 is 'REGISTRATION STATUS INQUIRY'. Below this is a form with a 'Reference Number:' label and a text input field. At the bottom right of the form are 'Submit' and 'Exit' buttons. A blue arrow points to the 'Submit' button.

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@amlc.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@amlc.gov.ph (verified)
Telephone Number:	(02)9530718
User Name:	JCREYES01
KEY DETAILS	
Key ID:	91D5765F
Generation Date:	02-10-2017
Fingerprint:	1F135FF180985A1A2AA8D698E0F02855E91D5765F
<input type="button" value="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:

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).

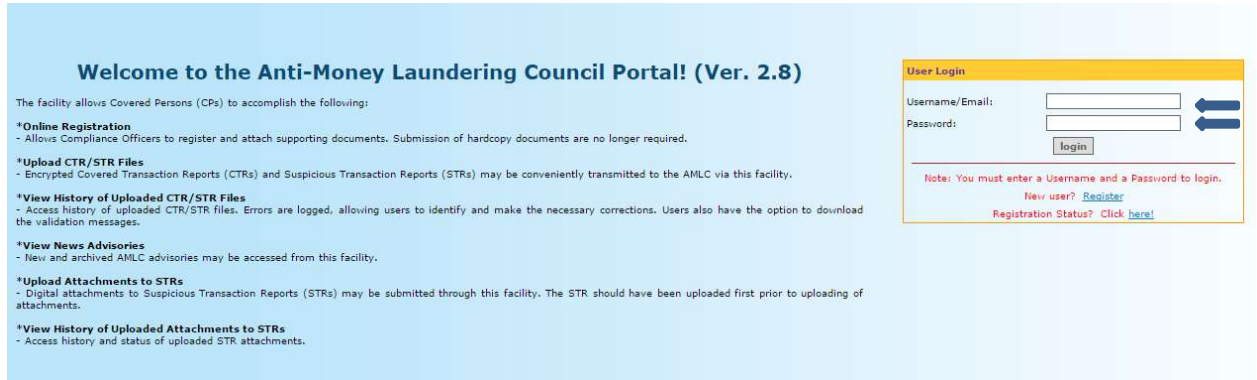
**For guidance please download the AMLC Reporting Procedure manual at www.amlc.gov.ph and refer to the Transaction Security Protocol chapter for a step-by-step procedure.

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.





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

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

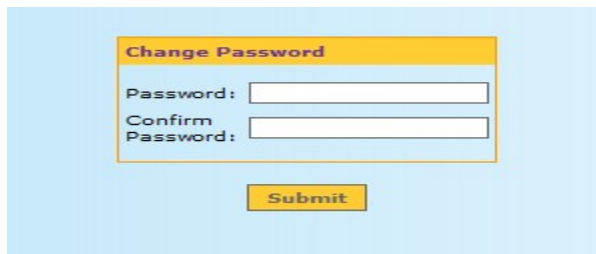
- *Online Registration**
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- Digital attachments to Suspicious Transaction Reports (STRs) may be submitted through this facility. The STR should have been uploaded first prior to uploading of attachments.
- *View History of Uploaded Attachments to STRs**
- Access history and status of uploaded STR attachments.

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.