Step-by-step procedures of uploading the QUADSREC Form in the QUADSREC upload facility of the AMLC Portal:

1. Covered Persons must follow the specific file naming convention for their QUADSREC PDF file.

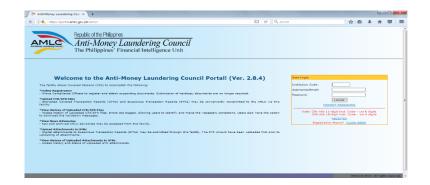
[Institution code_QUADSREC_Upload Date (YYYYMMDD)]

Institution Code:

- For CPs with 11-digit Institution Code, they must enter the 1st 6-digits of their Institution Code
- For CPs with 18-digit Institution Code, they must enter the 1st 9-digits of the Institution Code

Example:

- o (123456_QUADSREC_20211031)
- o (123456789_QUADSREC_20211031)
- 2. Log-on to https://portal.amlc.gov.ph

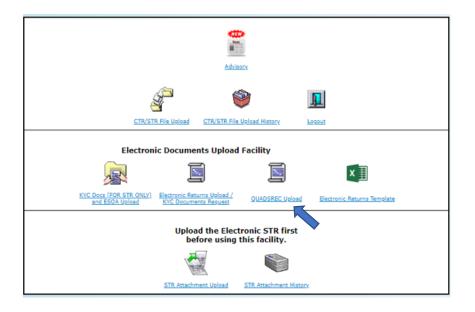


- 3. Enter the 1st 6-digits of the Inst. Code for CPs with 11-digit Inst. Code or the 1st 9-digits of the Inst. Code for CPs with 18-digit Inst. Code
- 4. Enter the Username or Registered email address
- 5. Enter password
- 6. Click LOGIN

nstitution Code:	
sername/Email:	
assword:	
	LOGIN
E	ORGOT PASSWORD
Note: CPs with CPs with	11-digit Inst. Code - 1st 6 digits 18-digit Inst. Code - 1st 9 digits REGISTER
Registra	tion Status? CLICK HERE!

A successful log-in will show the Covered Persons' User Main Page.

7. Kindly click on QUADSREC Upload Facility



8. Select QUADSREC as Document Type

Republic of the Philippines Anti-Money Lau The Philippines' Finance	ndering Council tial Intelligence Unit
	QUADSREC UPLOAD FACILITY
	Instructions: Select whether CA-GR ANLC Case, AMLC Resolution, KYC Documents Reguest or QUADSREC on the list below.
	QUADSREC
	Document Type: * QUADREC V Proceed
Go to Main Page	

- Enter the Mandatory Information: (AMLC Regulatory Issuance no.: 6, Year: 2021)
- 10. Click the "choose file" button and upload the signed QUADSREC PDF file, then click the "Upload" button.

Instructions:
Click the BROWSE button to select the excel/word/pdf file containing the electronic returns/KYC Documents/QUADSREC and click the UPLOAD button to submit the selected file.
QUADSREC
Document Type: " QUADEREC V AMLC Regulatory Issuance
No.: **
Year: " 2021 (VYYY) QUADSREC: " Owner File Instantone
Upload Back to Menu

11. A Confirmation Receipt will be generated after uploading QUADSREC.

AMLC	Republic of the Philippines Anti-Money Laundering Council The Philippines' Financial Intelligence Unit		
		Confirmation Receipt	
	Confirmation Receipt	2021-10-20-200504-28525	
	Document Type	QUADSREC	
	Resolution Number	6	
	Year	2021	
	Electronic Bank Return	123456_QUADSREC_20211031.pdf	
	Date and Time	Oct 20, 2021 8:05:04 PM	
	Uploaded By	TEST USER	
Go to Main Page	Paos		