

Tutorial – online AML form

How to log in?

- Go to the website www.registereddiamondcompanies.be & click on button 'Login to manage AML / KYC'
- Enter username and password:
 - Username: registration number
 - ⇒ *If you are not sure what your registration number is, go back to the main website www.registereddiamondcompanies.be and look up your number using your company name or VAT number*
 - Password: *Please contact the FPS Economy – License service by email daniel.daeyaert@economie.fgov.be or via +32 (0)2 277 99 24 to obtain your password.*

FIRST: Check your data

- Once you have logged in you are directed to your personal company page. Please check if your company details are still correct.
- The second tab 'representatives' lists all the people from your company who are authorized to complete the AML form on behalf of your company. These are the AML responsible persons. *Please add one or more representatives*

THEN: File your AML form

1. To fill in your annual AML form, press on the red button **AML Forms**. Afterwards, click '**NEW AML FORM**' to proceed with the completion of the online AML form.
 - ⇒ The questions are divided into 4 categories. You can only proceed to the next category when all questions of the previous category have been answered. If all questions are completed, the '**next**' button becomes visible.
 - ⇒ Press '**next**' to proceed to the rest of the questions.
2. When all questions are answered, press '**submit AML form**' to submit the form or '**back to AML form**' to review or edit the answers.

THE ONLINE SUBMISSION IS FINAL

Once submitted, it is no longer possible to edit the form.

THE ONLINE SUBMISSION IS SUFFICIENT

The online submission of the AML form is sufficient. No further declaration or submission is required. You do not need to do anything else.

*It is possible to view and print a pdf version of the completed form. This pdf version will remain visible **at all times**.*

If you are not sure how to complete the questions, please contact the AWDC AML & Compliance Helpdesk at 03/222 05 06 or 03/ 222 0503 to make an appointment.