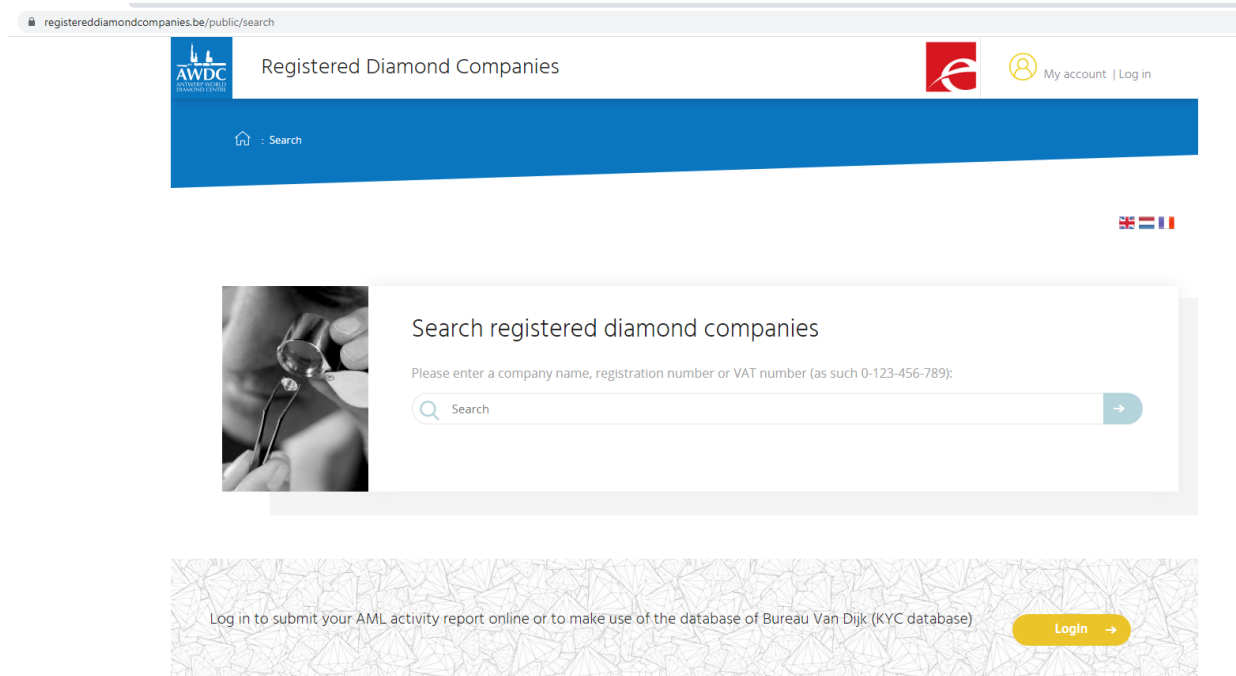


Guide how to submit your AML form online

Step 1:

Go to the website www.registereddiamondcompanies.be.



registereddiamondcompanies.be/public/search

AWDC
Registered Diamond Companies

My account | Log in

Search

Search registered diamond companies

Please enter a company name, registration number or VAT number (as such 0-123-456-789):

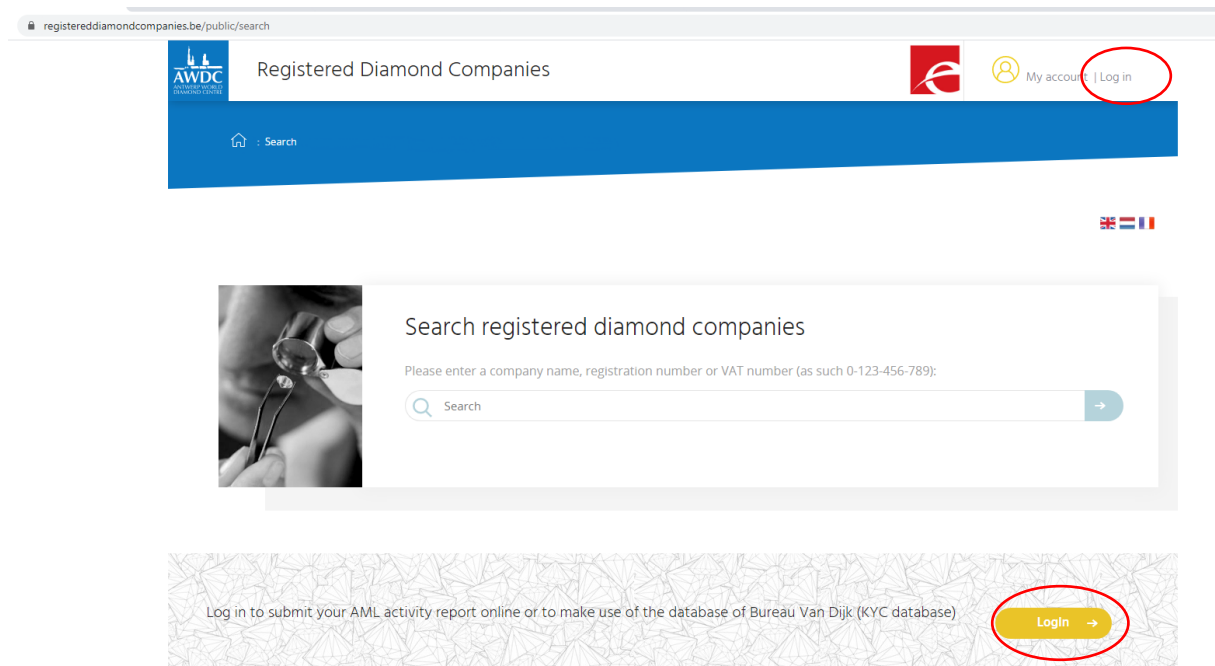
Search

Log in to submit your AML activity report online or to make use of the database of Bureau Van Dijk (KYC database)

Login →

Step 2:

Click on "Login" in the right upper corner or in the middle of the page (yellow button)



registereddiamondcompanies.be/public/search

AWDC
Registered Diamond Companies

My account | Log in

Search

Search registered diamond companies

Please enter a company name, registration number or VAT number (as such 0-123-456-789):

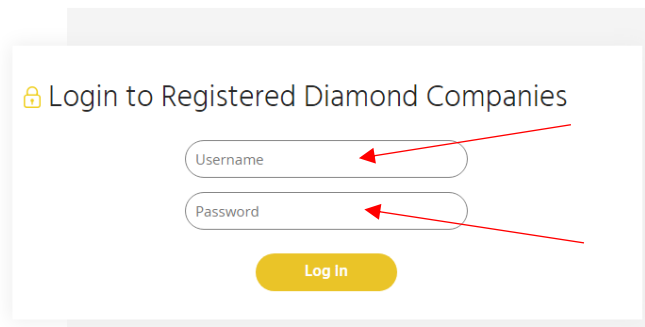
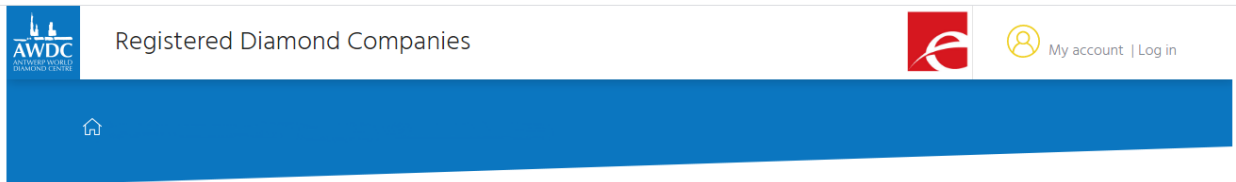
Search

Log in to submit your AML activity report online or to make use of the database of Bureau Van Dijk (KYC database)

Login →

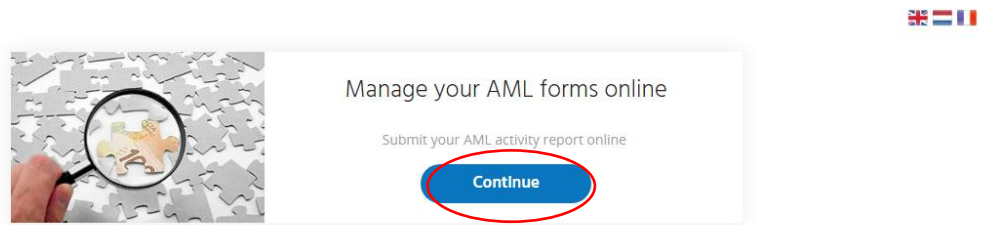
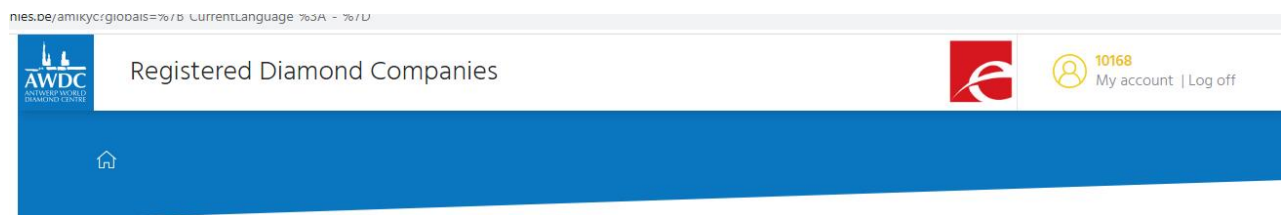
Step 3:

Log in with your company's personal login details. If you don't know your login details for this website, please ask these per e-mail via diamond@economie.fgov.be or via iris.leerdam@awdc.be.



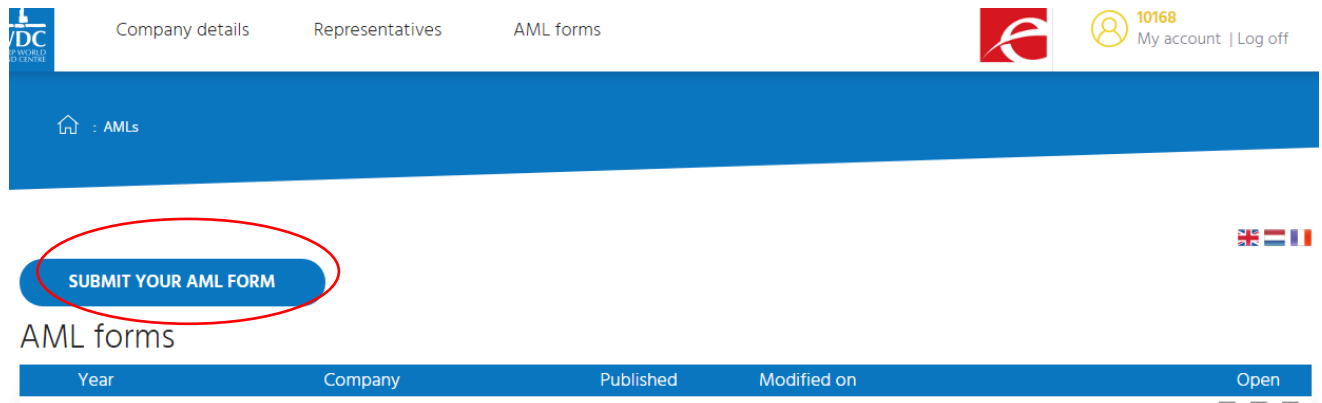
Step 4:

When you log in, you can click on "Continue" under the heading "Manage your AML forms online".



Step 5:

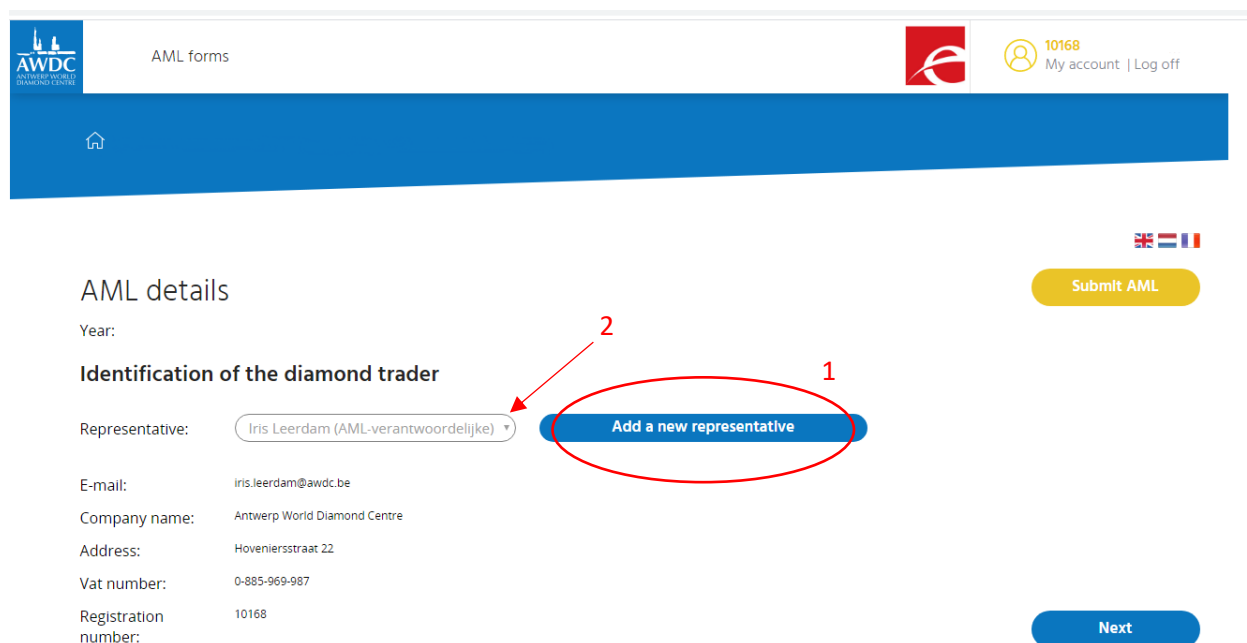
Click on "Submit your AML form" (left blue button).



The screenshot shows the top navigation bar with 'Company details', 'Representatives', and 'AML forms'. The user is logged in as '10168' with 'My account | Log off' options. The main header is blue with a home icon and 'AMLs'. Below this, a blue button labeled 'SUBMIT YOUR AML FORM' is circled in red. The page title is 'AML forms' and there is a table with columns: Year, Company, Published, Modified on, and Open.

Step 6:

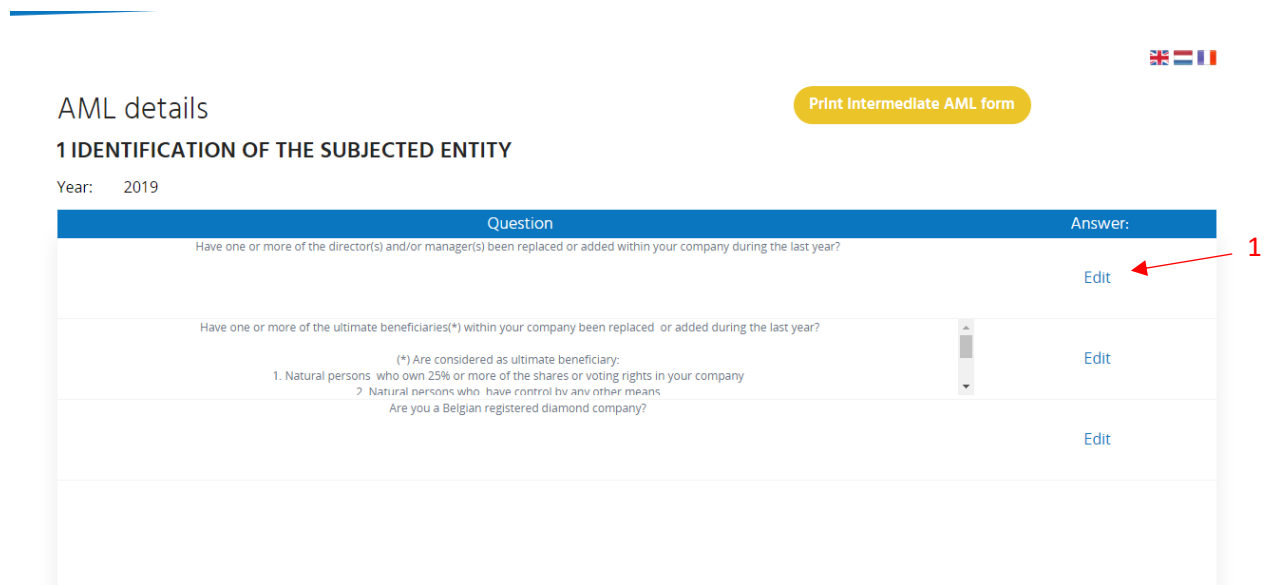
First, you will be asked to fill in the representative of your company. If you click on "Add a new representative", you can add your name, function and e-mail address and save it. Then you can select your name in the drop-down menu and go "next" to the questions.



The screenshot shows the 'AML details' form. The 'Add a new representative' button is circled in red and labeled '1'. An arrow labeled '2' points to the representative dropdown menu. The form fields are: Year, Identification of the diamond trader, Representative (Iris Leerdam (AML-verantwoordelijke)), E-mail (iris.leerdam@awdc.be), Company name (Antwerp World Diamond Centre), Address (Hoveniersstraat 22), Vat number (0-885-969-987), and Registration number (10168). There are 'Submit AML' and 'Next' buttons.

Step 7:

Answer the questions. You can fill in all the questions by clicking on "Edit" and subsequently selecting "yes", "no", or "not applicable" and clicking "Save".

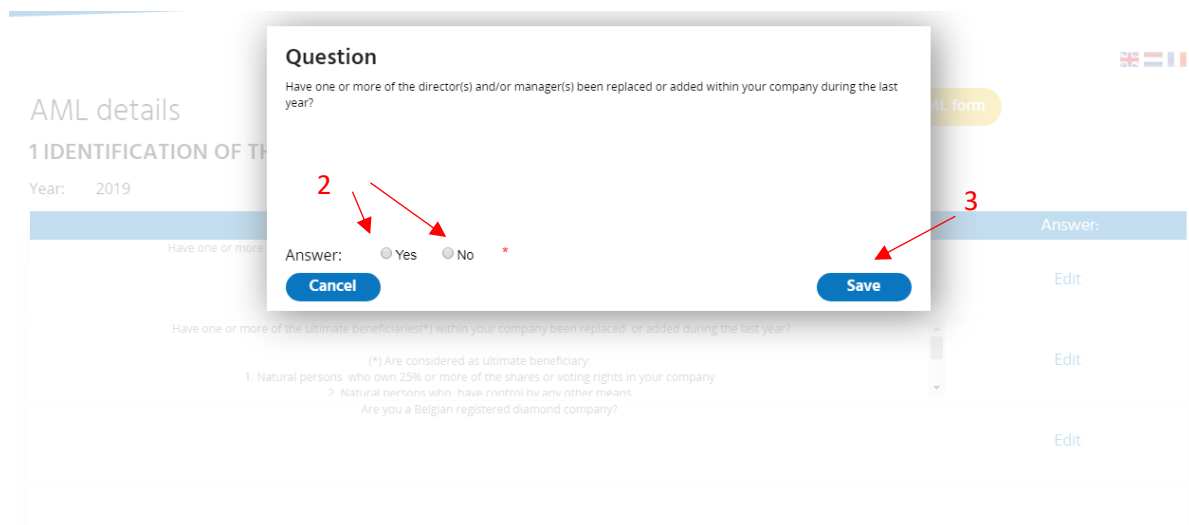


AML details Print Intermediate AML form

1 IDENTIFICATION OF THE SUBJECTED ENTITY

Year: 2019

Question	Answer:
Have one or more of the director(s) and/or manager(s) been replaced or added within your company during the last year?	Edit 1
Have one or more of the ultimate beneficiaries(*) within your company been replaced or added during the last year? <small>(*) Are considered as ultimate beneficiary: 1. Natural persons who own 25% or more of the shares or voting rights in your company 2. Natural persons who have control by any other means</small>	Edit
Are you a Belgian registered diamond company?	Edit



AML details Print Intermediate AML form

1 IDENTIFICATION OF THE SUBJECTED ENTITY

Year: 2019

Question

Have one or more of the director(s) and/or manager(s) been replaced or added within your company during the last year?

Answer: Yes No *


3

Question	Answer:
Have one or more of the director(s) and/or manager(s) been replaced or added within your company during the last year?	Edit
Have one or more of the ultimate beneficiaries(*) within your company been replaced or added during the last year? <small>(*) Are considered as ultimate beneficiary: 1. Natural persons who own 25% or more of the shares or voting rights in your company 2. Natural persons who have control by any other means</small>	Edit
Are you a Belgian registered diamond company?	Edit

Make sure to answer every question, because only then you will be able to proceed until the end and submit the file.

Step 8:

Once you have filled in everything, you can click on the "Submit" button and you will get a confirmation pop-up that your file has been received by the FPS Economy.

AML details  [Print Intermediate AML form](#) [Submit AML](#)

8 REMARKS

Year: 2019

Question	Answer:
Remarks, if any. (Make sure to fill in this last section to be able to submit your AML report. If you don't have any remarks, please fill in 'No remarks', 'N/A', or ' '. Only then you will be able to proceed to the 'Submit' button.)	No remarks

Questions:

If you have any questions related to the form or you don't understand one of the questions, please get in touch per e-mail with iris.leerdam@awdc.be or with diamond@fgov.economie.be for further clarification.