



INFO SHEET:

Answering all your AML Questions

THE FOLLOWING TOPICS ARE COVERED WITHIN THIS INFO SHEET:

1. AML SEMINARS
2. AML REPORTS
3. AWDC AML POLICY
4. BUREAU VAN DIJK
5. MYAWDC
6. AWDC COMPLIANCE DOCUMENTS?
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IMPORTANT LINKS:

AWDC Website - new events: www.awdc.be/events

AML Report / Bureau Van Dijk: www.registereddiamondcompanies.be

AWDC Website - Compliance: www.awdc.be/compliance-0

MyAWDC Website: <https://www.awdc.be/login-to-myawdc>

Stock Declarations: <https://diamondsupervision.economie.fgov.be/login>

IMPORTANT EMAILS:

Email AWDC: marcom@awdc.be

Email AWDC - Head of Legal: trst@awdc.be

Email FPS Economy – Mr. Daniel Daeyaert: Diamonds@economie.fgov.be

AML SEMINARS

- ONLINE registration via www.awdc.be/events
- Seminars via ZOOM – you should receive the link immediately after registration, check your SPAM!
- The participation certificate is sent after the seminar to the e-mail address used at the time of registration. The certificate will only be given to the person that registered for the seminar. For an *online seminar*, this will be sent a few weeks after the seminar by e-mail. For a *live seminar*, it will be given to participants on the spot.

We have 3 types of Seminars:

1. Complete A-Z seminar of 2 hours (for beginners)
 2. Short update seminars of 30 minutes (for advanced participants)
 3. Dedicated seminar on 'how to complete your AML form' of 1 hour.
- A participation certificate is given for ALL 3 seminars, make sure someone in your company followed a complete seminar A-Z at least once because this is the only one that explains the law completely!
 - The AML officer can follow the courses, this can be a director or another employee.
 - The AML law changes often, follow an AML seminar regularly. Ideally once a year (it does not have to be exactly every 12 months of course). This would mean doing every 2-3 years a long session, in between a short update to ensure you haven't missed any changes.

i.e. in 2023 a “long” one, in 2024 an “update”, followed by another “long” one in 2025.

- Check the website for new dates. Usually, seminars are given every 3/4 months.
- Newly registered diamond companies should send proof of their participation to the FPS Economy – Mr. Daniel Daeyaert via Diamonds@economie.fgov.be
- Usually, you can start doing business already and can provide the participation certificate later. Make sure you have discussed this with the FPS Economy.
- All companies must keep (a copy of) the participation certificate in their/your office for inspection purposes. Never throw it away, you will need it. AWDC does not provide duplicates.
- Questions on certificates? marcom@awdc.be
- Would you like to re-watch a recorded AML webinar? Send us an e-mail and we will send you the link (trst@awdc.be).
- The best practices seminar and supply chain due diligence seminar are other seminars hosted by AWDC, but they do NOT cover AML obligations.

AML REPORT

- At the beginning of every year every company should file an ONLINE AML report to the FPS Economy
- Don't forget to complete it for the year X before the end of March year X+1
- Login via www.registereddiamondcompanies.be - click on 'AML report' - select year X - complete the report – click 'submit'. The report will automatically be sent to the FPS Economy.
- Username = registration number as a diamond company. Forgot password? Click 'forgot password'.
- You can find all previous reports once logged in (if you filed them in digitally)
- The report always covers the year before. So, a newly registered company in year X, starts filing a report in year X+1.
- Need help? Download and read the AML Guide on the website www.registereddiamondcompanies.be

AWDC AML POLICY

- Every company needs to have an in-house written policy that explains how they comply with AML legislation.
- AWDC made a draft AML policy that can be used by Belgian diamond traders. This document is a Word document that explains how the company implements AML legislation.
- Complete the blanks (*important to customize!*), sign, and store them at your company.
- During AML inspections you will be asked to present an AML policy and sometimes even your financial institution may ask for it.
- If you can't remember your AML obligations? Read your AML Policy. It explains everything.
- Be sure you understand what is written in your AML policy. AML inspectors might ask questions about it!
- Follow an AWDC seminar on how to complete your AML policy. We host these seminars regularly.
- You can find the template policy at www.awdc.be/compliance-0

BUREAU VAN DIJK

- Get access to Bureau Van Dijk via www.registereddiamondcompanies.be
- Username = registration number as a diamond company. Forgot password? Click 'forgot password'.
- Once logged in, click on 'KYC Database – Bureau Van Dijk'
- Don't see that tab? Contact trst@awdc.be
- Don't know how to use it? Watch a recorded webinar with Bureau Van Dijk explaining how it works via www.awdc.be/webinars and/or download and read the user guide published on www.registereddiamondcompanies.be

MyAWDC

- MyAWDC and Registered Diamond Companies are two different things!
- MyAWDC is managed by AWDC and entails all your interactions with AWDC (invoices, DO shipment tracking, declarations, trade fairs, etc.)
- Registered Diamond Companies are managed by the government, not AWDC. It gives you an overview of all Belgian registered diamond companies with an official license. When logged in, it gives you access to Bureau van Dijk, your AML declaration, etc.
- If you want to make use of MyAWDC, you need to apply, then you will receive instructions on how to proceed: <https://www.awdc.be/login-to-myawdc>

LOOKING FOR AWDC COMPLIANCE DOCUMENTS?

(AWDC client letter, AWDC AML policy, AWDC Best Practice Guide, AWDC Supply Chain Due Diligence policies...)

➡ Most documents can be found in Word in ENG www.awdc.be/compliance-0

DON'T KNOW HOW TO COMPLY WITH AML LEGISLATION?

➡ First, follow a complete AWDC AML Seminar of 2 hours. Register at www.awdc.be/events

Read all your obligations in the AWDC AML policy at www.awdc.be/compliance-0.

STOCK DECLARATION

➡ The stock declaration is now online. Check the following link to submit online. <https://diamondsupervision.economie.fgov.be/login>

➡ More questions about the online procedure? Contact FPS Economy: Diamonds@economie.fgov.be

ALL FURTHER COMPLIANCE QUESTIONS: TRST@AWDC.BE