



BANGKO SENTRAL NG PILIPINAS

CIRCULAR LETTER NO. CL-2021-083

OFFICE OF THE DEPUTY GOVERNOR FINANCIAL SUPERVISION SECTOR

To : **All BSP-Supervised Financial Institutions (BSFIs)**

Subject : **Anti-Money Laundering Council (AMLC) Guidelines on the Submission of the Quarterly DIGICUR Status Report of Compliance (QUADSREC)**

This is to disseminate to all BSFIs the AMLC Advisory¹ relative to the guidelines on the submission of the Quarterly Digitization of Customer Records (DIGICUR) Status Report of Compliance (QUADSREC).

In the AMLC Regulatory Issuance (ARI) No. 6, Series of 2021², the deadline for compliance with the Guidelines on the DIGICUR was extended until 30 September 2022 but covered persons, which include BSP-supervised financial institutions (BSFIs), are required to submit to the AMLC a Quarterly DIGICUR Status Report of Compliance (QUADSREC). In this regard, the AMLC issued the following guidelines on the submission of the QUADSREC beginning 25 October 2021:

1. Upload the duly accomplished and signed QUADSREC form (Annex A) through the AMLC Portal; and
2. Accomplish the electronic QUADSREC form via the advisory page of the AMLC Portal.

Step-by-step procedures on the uploading of the QUADSREC form and accomplishing the electronic QUADSREC form were provided for guidance. (Annexes B and C).

The AMLC advisory likewise directed all concerned covered persons to cease submitting their respective QUADSREC forms via e-mail and that those covered persons who have previously submitted their QUADSREC forms via e-mail shall be required to re-submit the same through the AMLC Portal starting 25 October 2021.

For information and compliance.

Digitally signed by
Chuchi G. Fonacier
Date: 2021.11.02
12:09:10 +08'00'

CHUCHI G. FONACIER
Deputy Governor

02 November 2021

¹ www.amlc.gov.ph/16-news-and-announcements/325-guidelines-on-the-submission-of-the-quarterly-digicur-status-report-of-compliance-quadsrec?tmpl=component&print=1&page; posted on the AMLC website on 20 October 2021.

² [http://www.amlc.gov.ph/images/PDFs/2021%20SEP%20ARI%20FINAL%20DIGICUR%20EXTENSION%20\(ORIGINAL%20SIGNED\)2.pdf](http://www.amlc.gov.ph/images/PDFs/2021%20SEP%20ARI%20FINAL%20DIGICUR%20EXTENSION%20(ORIGINAL%20SIGNED)2.pdf)

ANNEX A

QUARTERLY DIGICUR STATUS REPORT (QUADSREC)

Name of the Covered Person

__ Quarter, 202__

Obligations under the DIGICUR	Ongoing Issues	% of Completion as of _____	DIGICUR Completion Measures	Target Completion Date (must be on or before <u>30 September 2022</u>)
Updating of the Money Laundering/Terrorism Financing Prevention Program (MTPP)	•		- Revision of the MTPP to incorporate the requirements under the DIGICUR - Approval of the updated MTPP by the Board of Directors/ Senior Management (for partnerships, sole corporations or sole proprietorships)	
Development of a central database of customer records	•		Indicate details and amount of investment in the following: - Capital Expenditures; - IT equipment; - System upgrades; - Training; and - Other measures.	
Digitization of <u>existing customer accounts</u> prior to the effectivity of the DIGICUR	•	<i><u>Number of digitized existing customer accounts prior to the effectivity of the DIGICUR/total number of existing</u></i>	Indicate details and amount of investment in the following: - Capital Expenditures; - IT equipment; - System upgrades;	

ANNEX A

		<i><u>customer accounts</u> <i>prior to the effectivity of the DIGICUR = %</i></i>	• Training; and • Other measures.	
Digitization of <u>new accounts</u> opened after the effectivity of the DIGICUR	•	<i><u>Number of digitized new customer accounts opened after the effectivity of the DIGICUR/total number of new customer accounts opened after the effectivity of the DIGICUR = %</u></i>	Indicate details and amount of investment in the following: • Capital Expenditures; • IT equipment; • System upgrades; • Training; and • Other measures.	

Certified correct:

Attested by:

Chief Compliance Officer

President/CEO

Annex B

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:

- (123456_QUADSREC_20211031)
- (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

User Login

Institution Code:

Username/Email:

Password:

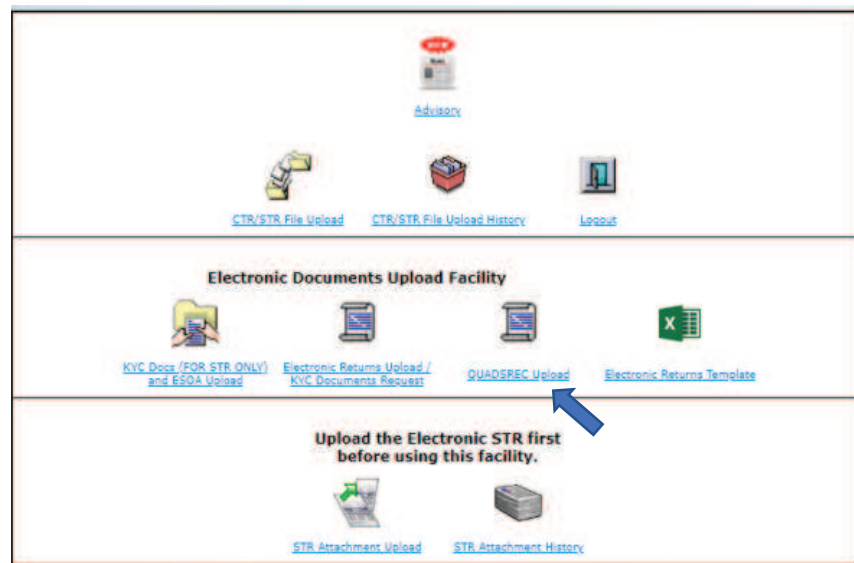
[FORGOT PASSWORD](#)

Note: CPs with 11-digit Inst. Code - 1st 6 digits
 CPs with 12-digit Inst. Code - 1st 9 digits

[REGISTRES](#)
 Registration 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

The screenshot shows the 'QUADSREC UPLOAD FACILITY' 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 form title 'QUADSREC UPLOAD FACILITY' is centered. Below the title is an 'Instructions' box stating: 'Select whether CA-GR AMLC Case, AMLC Resolution, KYC Documents Request or QUADSREC on the list below.' The main form area has a yellow header 'QUADSREC' and a 'Document Type' dropdown menu with 'QUADSREC' selected. A 'Proceed' button is next to the dropdown. On the left side of the form, there is a blue arrow pointing left with the text 'Go to Main Page'.

Annex B

9. 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.

The screenshot shows the AMLC (Anti-Money Laundering Council) website header with the logo and text: "Republic of the Philippines Anti-Money Laundering Council The Philippines' Financial Intelligence Unit". The main heading is "QUADSREC UPLOAD FACILITY". Below it is an "Instructions" box: "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." The main form area is titled "QUADSREC" and contains the following fields: "Document Type" (dropdown menu showing "QUADSREC"), "AMLC Regulatory Issuance No." (text input showing "6"), "Year" (text input showing "2021" with "(YYYY)" as a hint), and "QUADSREC" (text input). There are two buttons: "Browse File" and "No Selection". Below these are "Upload" and "Back to Menu" buttons. A "Go to Main Page" link with a left arrow is at the bottom left.

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

The screenshot shows the AMLC website header. The main heading is "Confirmation Receipt". Below it is a table with the following data:

Confirmation Receipt	2021-10-20-200804-28528
Document Type	QUADSREC
Resolution Number	6
Year	2021
Electronic Bank Return	123456_QUADSREC_20211021.pdf
Date and Time	Oct 20, 2021 8:05:04 PM
Uploaded By	TEST USER

At the bottom left, there are two links: "Go to Main Page" with a left arrow and "Back to File Upload Page" with a right arrow.

Annex C

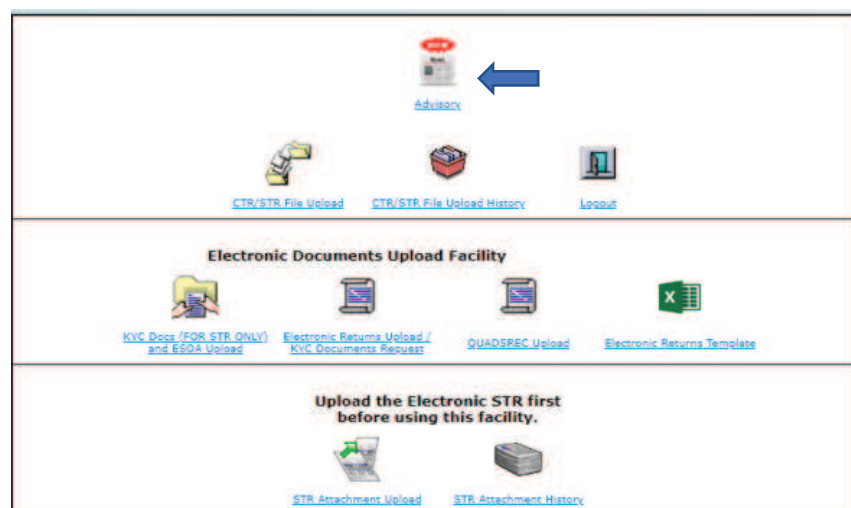
Step-by-step procedures in accomplishing the Electronic QUADSREC Form in the Advisory Page in the AMLC Portal:

1. Log-on to <https://portal.amlc.gov.ph>



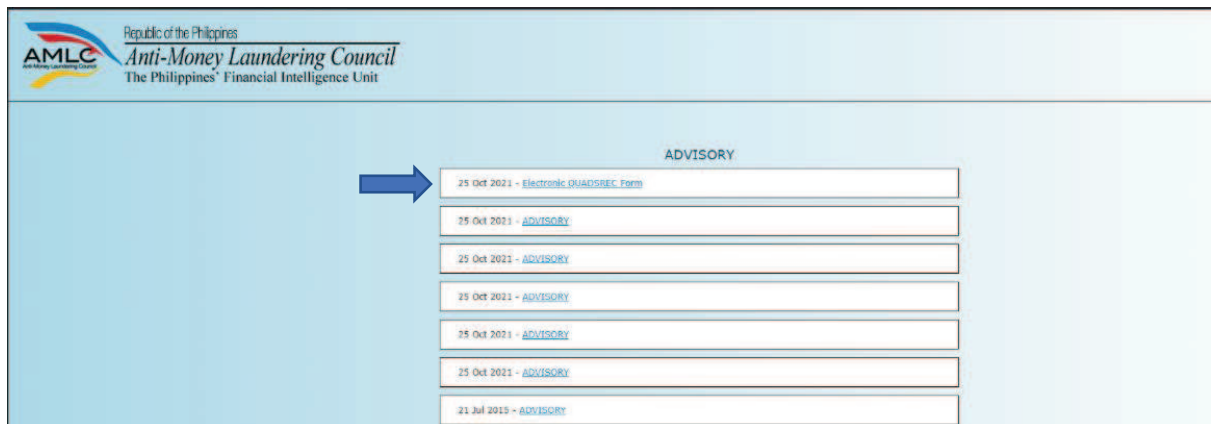
2. Enter the 1st 6-digits of the Inst. Code for CPs with 11-digit Inst. Code or the 1st 9-digits of the Inst. Code for CPs with 18-digit Inst. Code
3. Enter the Username or Registered email address
4. Enter password
5. Click LOGIN

6. Click on Advisory, to be able to access the form hyperlink: QUADSREC Form



Annex C

- Click on the advisory entitled “Electronic QUADSREC Form”



- Click on the “Electronic QUADSREC Form” Hyperlink

Electronic QUADSREC Form

The Electronic QUADSREC Form should be accomplished together with the uploading of the QUADSREC Form (signed PDF file) through the upload facility in the AMLC portal in compliance with the AMLC Regulatory Issuance no. 06, series of 2021.

Please click the link: [Electronic QUADSREC Form](#)

