



BRITISH VIRGIN ISLANDS FINANCIAL SERVICES COMMISSION

**ANTI-MONEY LAUNDERING/COUNTERING  
THE FINANCING OF TERRORISM (AML/CFT) RETURN**

**USER GUIDE**

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Please use this URL to access the Application (**BVI ANTI-MONEY LAUNDERING/COUNTERING THE FINANCING OF TERRORISM (AML/CFT) RETURN**): <https://amlreturns.bvifsc.vg/>

For optimal performance it is recommended to use the latest version of Google Chrome browser.

## 1. New User Registration:

1). A new user can register by clicking on the **New User Registration** link in the Login page.

2). Here a user must enter their personal and company details to register.

- **Personal Details:** First Name, Last Name, Email Address, Telephone Number, User ID, New Password, and Confirm Password.
- **Company Details:** Search and select desired Company Number. Based on the Company number selection, a list of licence numbers will be generated in the Licence Number drop-down list.
- If there is only one Licence number to that particular Company Number, the Licence Number and rest of the fields (**Licensee Name, Licence Type, Registered Agent Name, User's Relationship To Licensee, and Registered Office Address**) will be auto populated.
- If there are multiple Licence Numbers related to that Company Number, select the relevant Licence Number from the Licence Number drop-down list. Based on the Selected Licence Number the rest of the fields will be pre-populated (**Licensee Name, Licence Type, Registered Agent Name, User's Relationship to Licensee, and Registered Office Address**).

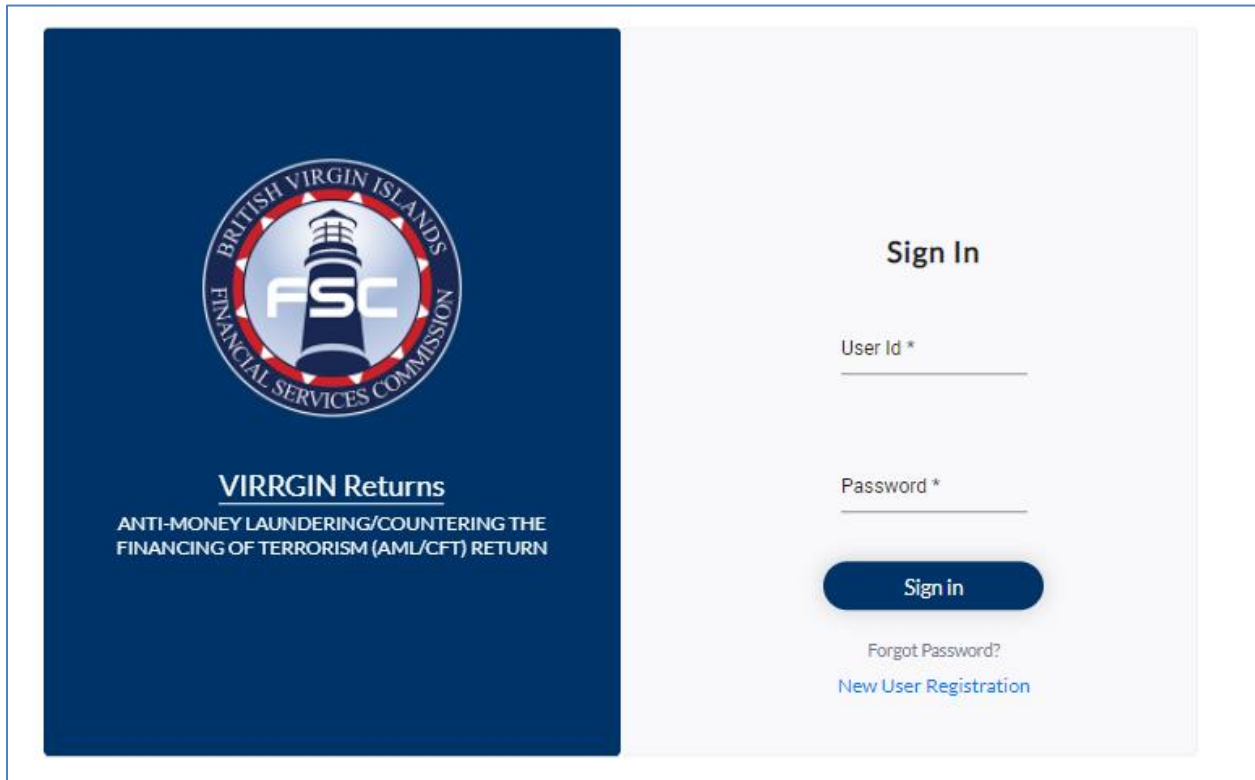
**Note:** Users have an option to add multiple Company Details by clicking the **ADD ANOTHER LICENSEE** button.

- Once all the details have been filled click the **Register** button. Once Registration is complete, **Users** will receive an e-mail notification to the email address provided during registration.
- Registration details will be reviewed and approved by **Admin (BVIFSC)**.
- Once approved, an e-mail confirmation will be sent to the e-mail address provided during registration.

**Note:** If a selected Company Number has all the Licence Numbers registered with other Users, then a **New User** would not be able to register with that Company Number.

## 2. User Login:

1). Once the Registered user details have been approved by the **FSC**, new users can login by using the User Id and Password that were provided during registration.



**Sign In**

User Id \*

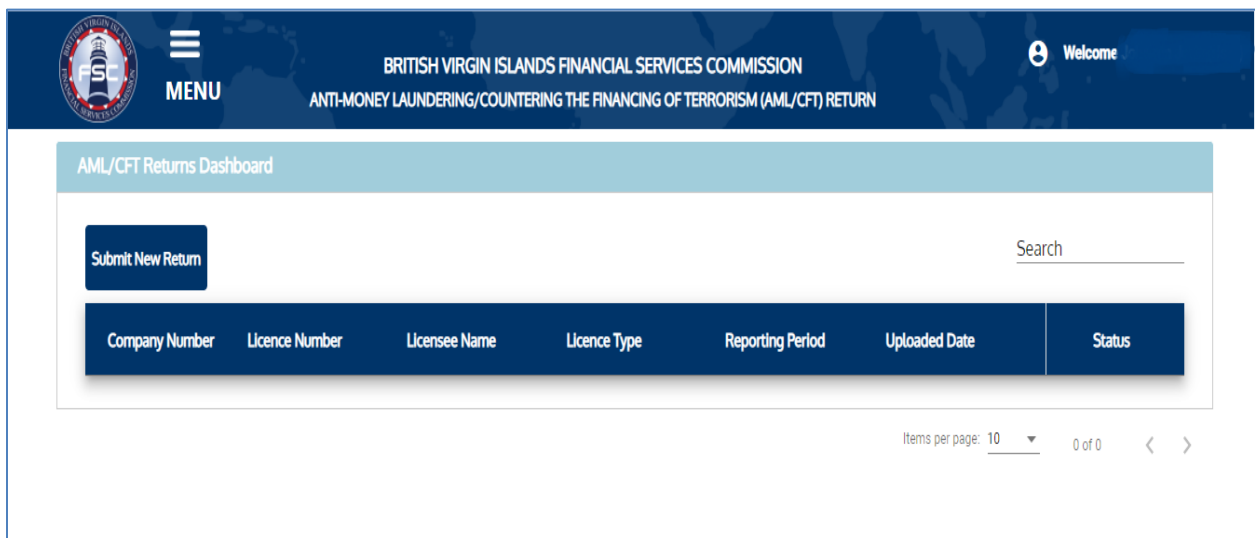
Password \*

**Sign in**

[Forgot Password?](#)

[New User Registration](#)

2). After successfully logging in, you will be redirected to the AML-CFT (**ANTI-MONEY LAUNDERING/COUNTERING THE FINANCING OF TERRORISM (AML/CFT) RETURN**) Dashboard.



**BRITISH VIRGIN ISLANDS FINANCIAL SERVICES COMMISSION**  
ANTI-MONEY LAUNDERING/COUNTERING THE FINANCING OF TERRORISM (AML/CFT) RETURN

**AML/CFT Returns Dashboard**

**Submit New Return**

Search

Company Number	Licence Number	Licensee Name	Licence Type	Reporting Period	Uploaded Date	Status
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Items per page: 10 0 of 0 < >

3). Here you can submit a new Return (**ANTI-MONEY LAUNDERING/COUNTERING THE FINANCING OF TERRORISM (AML/CFT) RETURN**) by clicking on the **Submit New Return** button in the **Dashboard** or by clicking on **AML/CFT Returns Form** from the Menu. This will redirect to the AML/CFT Returns Form.

The screenshot shows the 'AML/CFT Returns Dashboard' interface. At the top, there is a header with the British Virgin Islands Financial Services Commission logo, a 'MENU' button, and a 'Welcome' message. Below the header, the dashboard title 'AML/CFT Returns Dashboard' is displayed. A red box highlights the 'Submit New Return' button. To the right of the button is a search bar. Below these elements is a table with columns: Company Number, Licence Number, Licensee Name, Licence Type, Reporting Period, Uploaded Date, and Status. At the bottom right, there is a pagination control showing 'Items per page: 10' and '0 of 0'.

This screenshot is identical to the previous one, but with a red box highlighting the 'MENU' button in the top header instead of the 'Submit New Return' button.

This screenshot shows the 'AML/CFT Returns Dashboard' with a side menu open on the left. The side menu has a 'CLOSE' button at the top and a red box highlighting the 'AML/CFT Returns Form' option. Below this option is the text 'Add New Licensee'. The main dashboard area is partially visible behind the menu.

### 3. AML-CFT Return Submission:

1). This AML/CFT Form consists of seven tabs. Users can navigate to the previous tab or next tab by clicking on buttons provided below the form.

**Note:** Users will not be able to navigate to the next tab until all the required fields have been provided in the current tab.

The screenshot displays the 'ANTI-MONEY LAUNDERING/COUNTERING THE FINANCING OF TERRORISM (AML/CFT) RETURN' form. The interface features a dark blue header with the British Virgin Islands Financial Services Commission logo and a 'MENU' button. A navigation bar at the top shows seven tabs: 0 GENERAL, 1 GOVERNANCE, 2 RECORD KEEPING, 3 RISK PROFILE, 4 RISK MONITORING, 5 GEOGRAPHIC EXPOSURE, 6 SARS, 7 OTHER ISSUES, and 8 DECLARATION. The 'DECLARATION' tab is currently active. The form fields include: Company Number (dropdown), Licence Number (dropdown), Licensee Name (text input), Licence Type (dropdown), Reporting Period (dropdown set to 2021), Registered Agent Name (text input), and Registered Office Address (text input). A 'Submit' button is located in the top right corner of the form area. A red note states 'Note: All fields are mandatory'. A 'GOVERNANCE >>' button is visible at the bottom right.

2). After filling all the required fields click on the **Submit** button provided in the declaration Tab.

3). Once the Return has been submitted, it will be displayed in the **AML-CFT Dashboard**.

## 4. AML-CFT Returns Draft:

1). Users can also save their Return as a **Draft** at any point while filling the form by clicking the **Save as Draft** button.

**Note:** The **Save as Draft** button will be enabled only after selecting the Company Number and Licence Number.

The screenshot shows the 'ANTI-MONEY LAUNDERING/COUNTERING THE FINANCING OF TERRORISM (AML/CFT) RETURN' form. The form is divided into sections: GENERAL, GOVERNANCE, RECORD KEEPING, RISK PROFILE, RISK MONITORING, GEOGRAPHIC EXPOSURE, SARS, OTHER ISSUES, and DECLARATION. The 'GOVERNANCE' section is currently active, showing fields for Company Number, Licence Number, Licensee Name, Licence Type, Reporting Period, Registered Agent Name, and Registered Office Address. A 'Save as Draft' button is highlighted in a red box, indicating it is enabled. A note states: 'Note: All fields are mandatory'.

2). Returns saved as draft can be viewed in AML/CFT Dashboard and can be re-submitted by clicking on the Company Number.

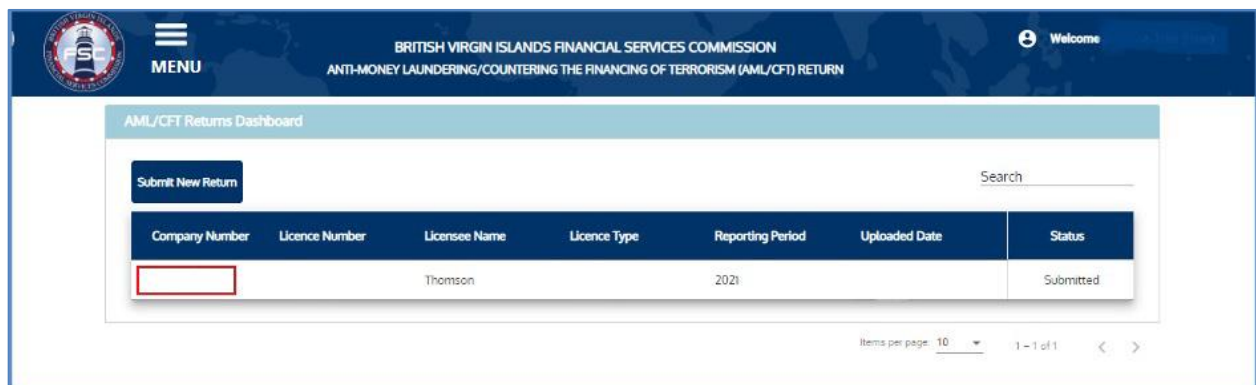
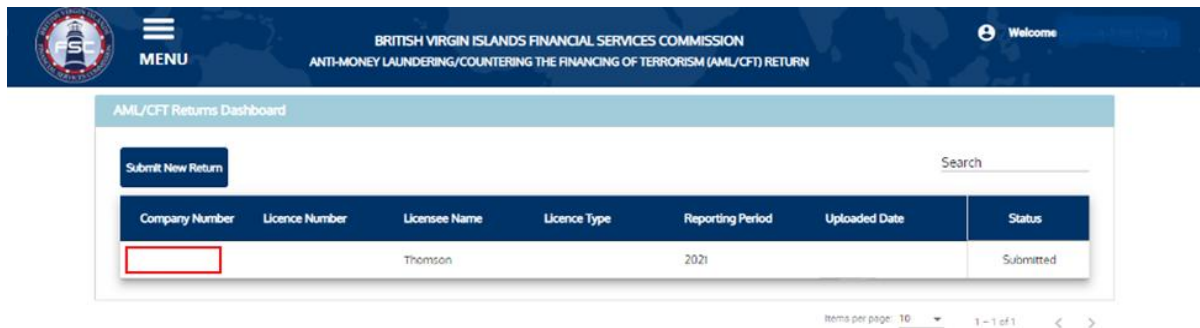
The screenshot shows the 'AML/CFT Returns Dashboard'. It includes a 'Submit New Return' button and a search bar. Below is a table listing returns:

Company Number	Licence Number	Licence Name	Licence Type	Reporting Period	Uploaded Date	Status
		Thompson	Investor	2021		Draft
		Thompson	Investor	2020		Submitted

At the bottom, there is a pagination bar showing 'Items per page: 10' and '1 - 2 of 2'.

## 5. View and Edit Submitted Returns:

1). Users can **View** and **Edit** their submitted Return by clicking on the **Company Number** link.



2). After clicking on the Company Number link, you will be redirected to the AML/CFT Returns form. Data previously entered will be viewable but un-editable. To edit and re-submit the Return click on the **Edit and Re-Submit Return** button. You will then be able to change any data and re-submit. The re-submitted Return will be displayed in the **AML/CFT Dashboard** List.

The screenshot shows the 'ANTI-MONEY LAUNDERING/COUNTERING THE FINANCING OF TERRORISM (AML/CFT) RETURN' form. It has a progress bar at the top with steps 0 to 8. The current step is 0, 'GENERAL'. The form contains the following fields:

- Company Number: [Redacted]
- Licence Number: [Redacted]
- Licensee Name: [Redacted]
- Licence Type: [Redacted]
- Reporting Period: 2021
- Registered Agent Name: [Redacted]
- Registered Office Address: [Redacted]

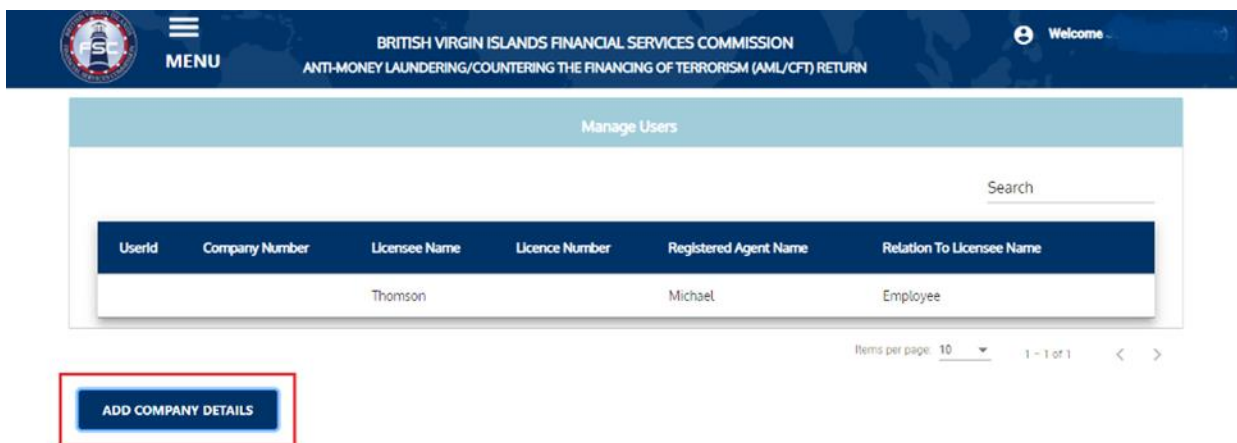
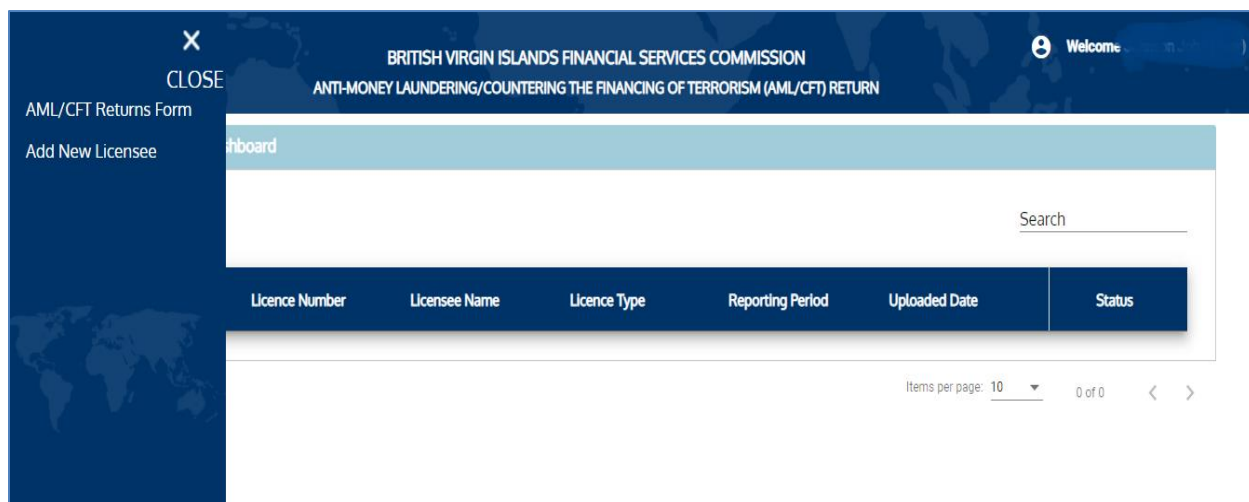
At the bottom right, there is a button labeled 'Edit and Re-submit Return' which is highlighted with a red box. A note at the top right states: 'Note: All fields are mandatory'.



**Note:** Users can edit and re-submit only the latest submitted return from the **AML-CFT Dashboard**.

## 6. Add New Licensee:

1). To register new Company details select **Add New Licensee** from the Menu.



- Click on the **ADD COMPANY DETAILS** button.
- Search and select desired Company Number. Based on the Company number selection a drop-down list of Licence Numbers appear. If there is only one Licence number linked to that particular Company Number, the Licence number and other fields (**Licensee Name, Licence Type, Registered Agent Name, User's Relationship To Licensee, and Registered Office Address**) will be auto populated.

- If a company has more than one licence type, you must select the relevant Licence Number from the drop-down list. Based on the selected Licence Number the rest of the fields will be pre-populated (**Licensee Name, Licence Type, Registered Agent Name, User's Relationship To Licensee, and Registered Office Address**).

**Note:** Users have an option to add multiple Company Details by clicking the **ADD ANOTHER LICENSEE** button.

- Once all the details have been filled click on the **Submit** Button. Once submitted, you will receive an e-mail notification to the e-mail address provided during registration indicating that Company Details must be approved by **Admin (BVIFSC)**.

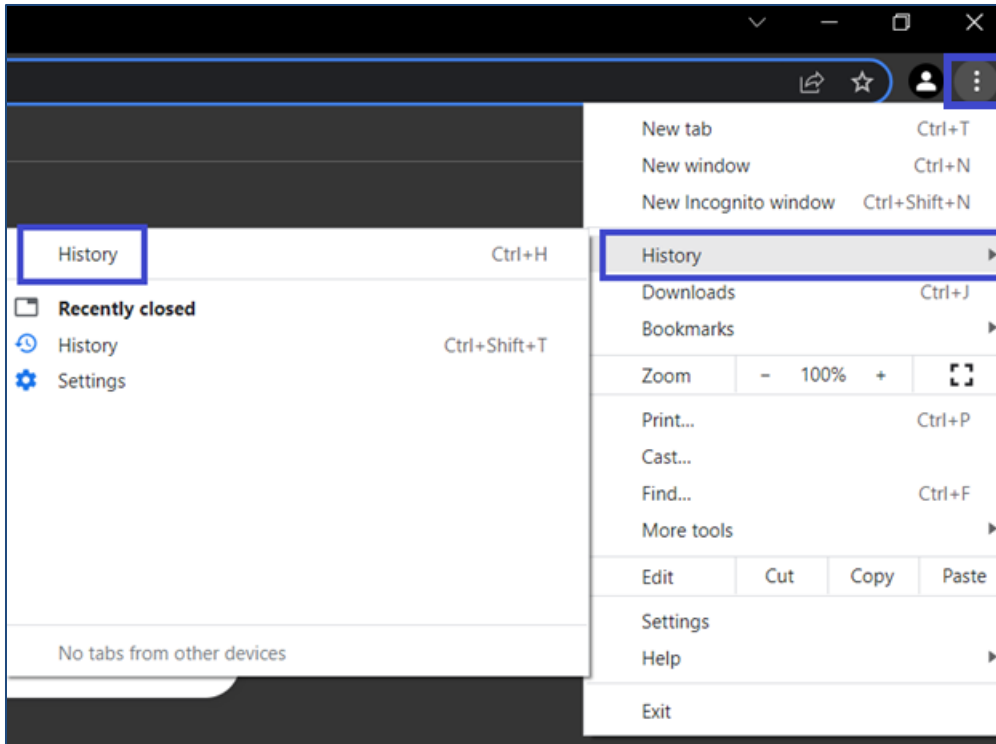
**Note:** If a selected Company Number has all the Licence Numbers registered with other Users, then **New User** won't be able to register with that Company Number.

## 7. Clear Temporary Files in Chrome Browser:

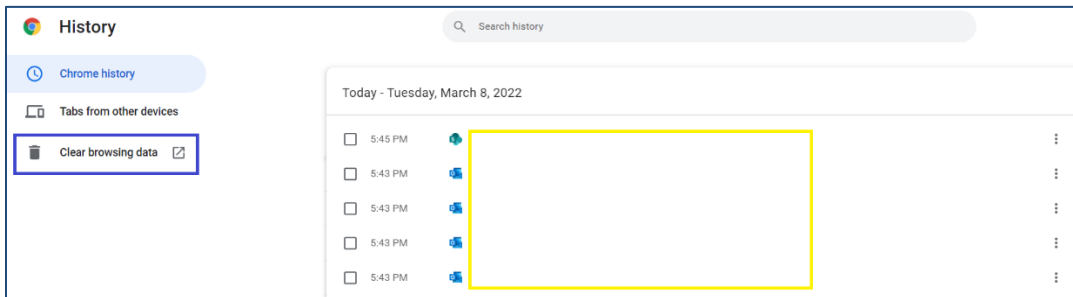
If you experience issues while using the application in the Google Chrome Browser, it is recommended to clear the temporary files in the browser. To do so, please follow the below steps:

### Method 1:

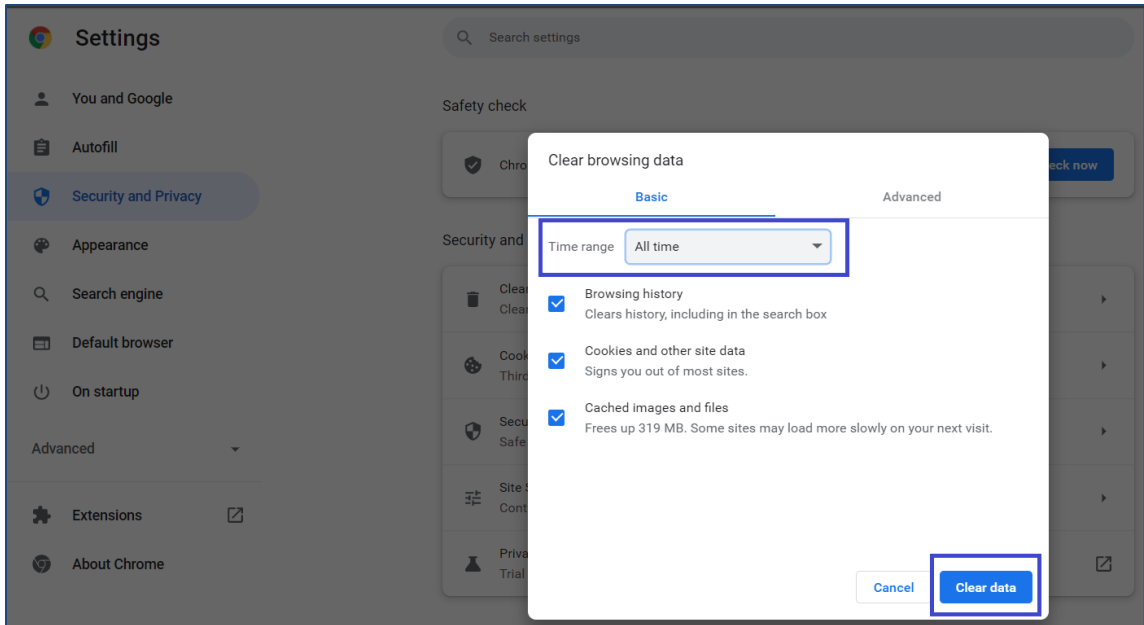
1. Click on the 3 vertical dots present at the top-right corner of the browser window and select History → History



2. Then click on “Clear browsing data” on the right side



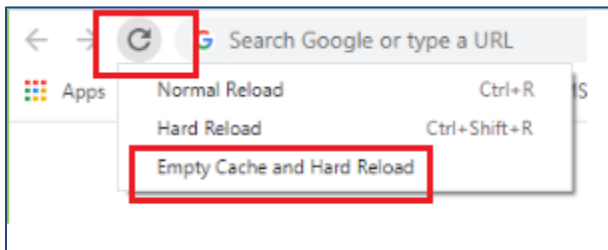
3. In the “Clear browsing data” dialog box, select “All time” in the Time range dropdown. Select all checkboxes below and click the “Clear data” button.



This will delete all temporary files in the browser. Close all browser windows and re-launch the browser to use the AML/CFT Returns application.

#### Method 2:

1. In Chrome browser press the CTRL+SHIFT+I Keys.
2. Right click on the Refresh button.
3. Select Empty Cache and Hard Reload option then click on it.



4. Press the CTRL+SHIFT+I Keys to close the inspect window.
5. Close all browser windows of Chrome and re-launch the browser to use the AML/CFT Returns application.