



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila



Circular Letter (CL) No.:	2020-49
Date:	29 April 2020
Amending:	None

### CIRCULAR LETTER

**TO :** All Insurance/Reinsurance Companies, Insurance and Reinsurance Brokers, Mutual Benefit Associations, Trusts for Charitable Uses, Pre-Need Companies, Health Maintenance Organizations and other Insurance Commission Regulated Entities

**SUBJECT :** Dissemination of Anti-Money Laundering Council's Advisories on Submission of CTRs, STRs, and KYC Documents During the ECQ Period

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Attached herewith are copies of the Anti-Money Laundering Council's (AMLC) Advisories on submission of covered transaction reports (CTRs), suspicious transaction reports (STRs), and know-your-customers (KYC) documents during the enhanced community quarantine (ECQ) period<sup>1</sup>.

For your information and guidance.

  
**DENNIS B. FUNA**  
Insurance Commissioner



<sup>1</sup> Source: <http://www.amlc.gov.ph/news-and-announcements>

# AMLC Advisory

## Submission of CTRs, STRs, and KYC Documents

As the AMLC recognizes the significant impact of the COVID-19 pandemic on business operations due to health risks and measures implemented to control the spread of the virus, such as the enhanced community quarantine (ECQ), curfews, and localized work suspensions, please be advised of the following:

Pursuant to Item V-A of Part 1, General Provisions of the AMLC Registration and Reporting Guidelines (ARRG), 12 to 13 March 2020 are officially declared as workday suspensions, thus shall be excluded from the counting of the prescribed reporting period.

Likewise, 17 March to 12 April 2020 shall be considered as workday suspensions in accordance with Presidential Proclamation No. 929, which imposes the ECQ throughout Luzon, unless revoked earlier when ECQ conditions improve.

The foregoing is without prejudice to the voluntary submissions by covered persons of covered (CTRs) and suspicious transaction reports (STRs) within the reglementary period through the AMLC portal.

Moreover, all specified deadlines in regard to pending requests for submission of know-your-customer (KYC) documents as well as requests during the ECQ period (17 March to 12 April 2020) are hereby suspended, unless said period is cut short or extended, depending on the conditions upon which the ECQ period was fixed.

For requests during the ECQ period, the same shall be sent through e-mail to the respective compliance officers or other authorized officers of covered persons registered as such with the AMLC. Compliance with said requests may be made during this ECQ period but shall be submitted through the AMLC portal instead of personal delivery. This same mode shall henceforth be the mode of compliance even beyond the ECQ period.

Access details are as follows:

1. Log-in the AMLC portal (Ver. 2.9.9).
2. In the **Electronic Documents Upload Facility**, click the **Electronic Return / KYC Documents Request Upload** icon.
3. Select **KYC Documents Request** in the **Document Type** dropdown and click **Proceed**.
4. Enter the reference number as specified in the AMLC request.
5. Click **Browse**, choose the filename of the document, and click **Upload**.

## **AMLC Advisory**

### **CTRs, STRs, and KYC Document Submissions during the ECQ Extension until 30 April 2020**

In light of the President's approval of the recommendation of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases to extend the enhanced community quarantine (ECQ) in Luzon and in addition to the previous AMLC advisory on CTR, STR, and KYC document submissions during the ECQ period, please be advised of the following:

13 to 30 April shall be considered workday suspensions in accordance with the extension of the ECQ, unless revoked earlier when ECQ conditions improve.

The foregoing is without prejudice to the voluntary submissions by covered persons of covered (CTRs) and suspicious transaction reports (STRs) within the reglementary period through the AMLC portal.

Further, all specified deadlines in regard to pending requests for submission of know-your-customer (KYC) documents as well as requests during the extended ECQ period (13 to 30 April 2020) are hereby suspended, unless said period is cut short or extended, depending on the conditions upon which the ECQ period was fixed.

The AMLC continues to be united with the world in its battle against the COVID-19 pandemic.

## **AMLC Advisory**

### **CTRs, STRs, and KYC Document Submissions during the ECQ Extension until 15 May 2020**

In addition to the previous AMLC advisories on covered transaction reports (CTRs), suspicious transaction reports (STRs), and know-your-customer (KYC) document submissions during the enhanced community quarantine (ECQ) period and in view of the President's approval of the recommendation of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases to extend the ECQ in the National Capital Region and several provinces, please be advised of the following:

Pursuant to Item V-A of Part 1, General Provisions of the AMLC Registration and Reporting Guidelines (ARRG), 1 May 2020 is an official regular holiday and the period 2 to 3 May 2020 falls on a weekend, thus these non-working days shall be excluded from the counting of the prescribed reporting period.

The period 4 to 15 May 2020 shall be considered workday suspensions in accordance with the extension of the ECQ.

Further, all specified deadlines in regard to pending requests for submission of know-your-customer (KYC) documents as well as requests during the extended ECQ period (4 to 15 May 2020) are hereby suspended.

The AMLC continues to be one with the world in its fight against the COVID-19 pandemic.