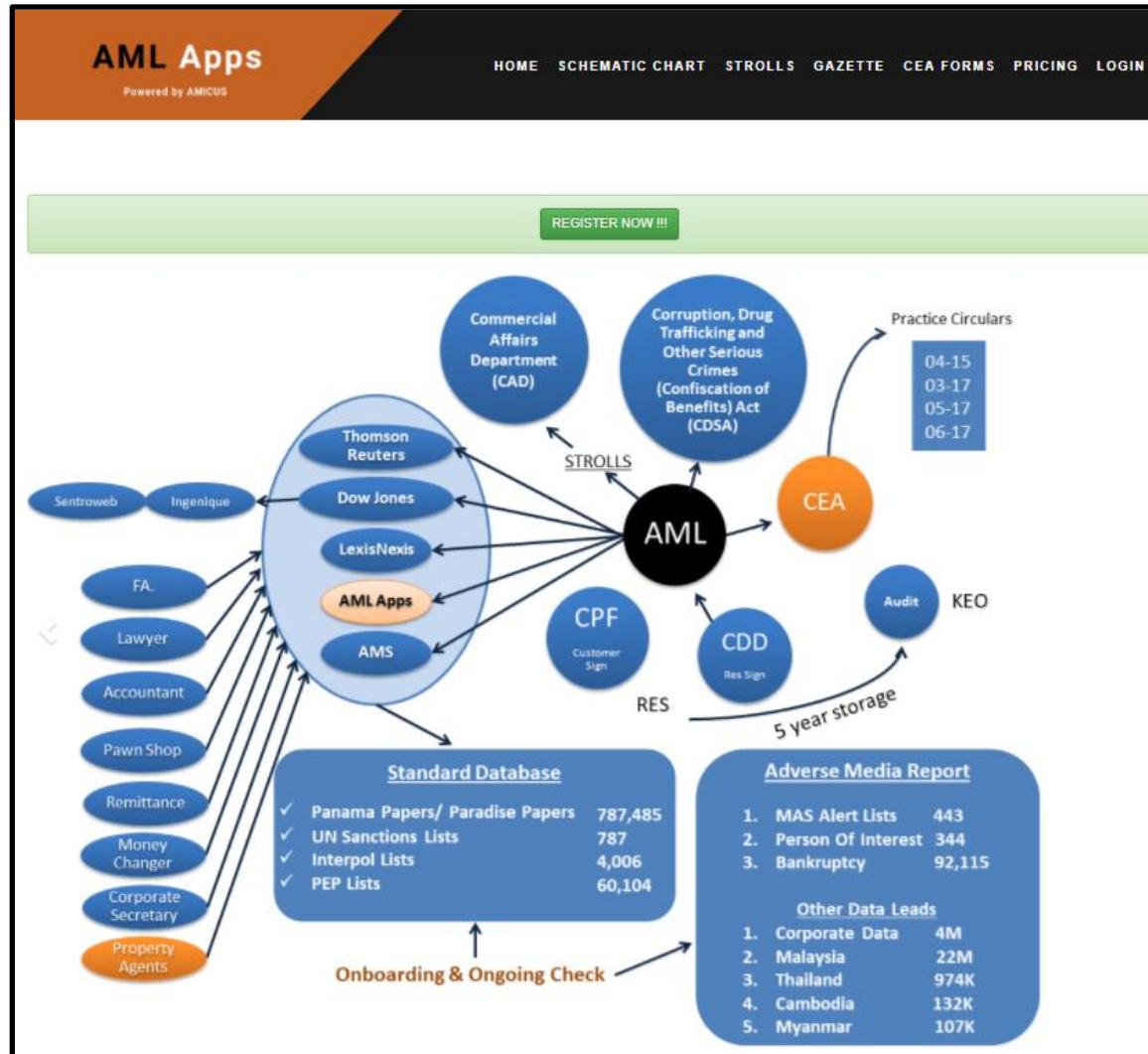


AML APPS User Guide

Open your web browser and go to <https://www.amlapps.com.sg>



AML APPS User Guide

Log In

AML Apps
Powered by AMICUS

HOME SCHEMATIC CHART STROLLS GAZETTE CEA FORMS PRICING LOGIN

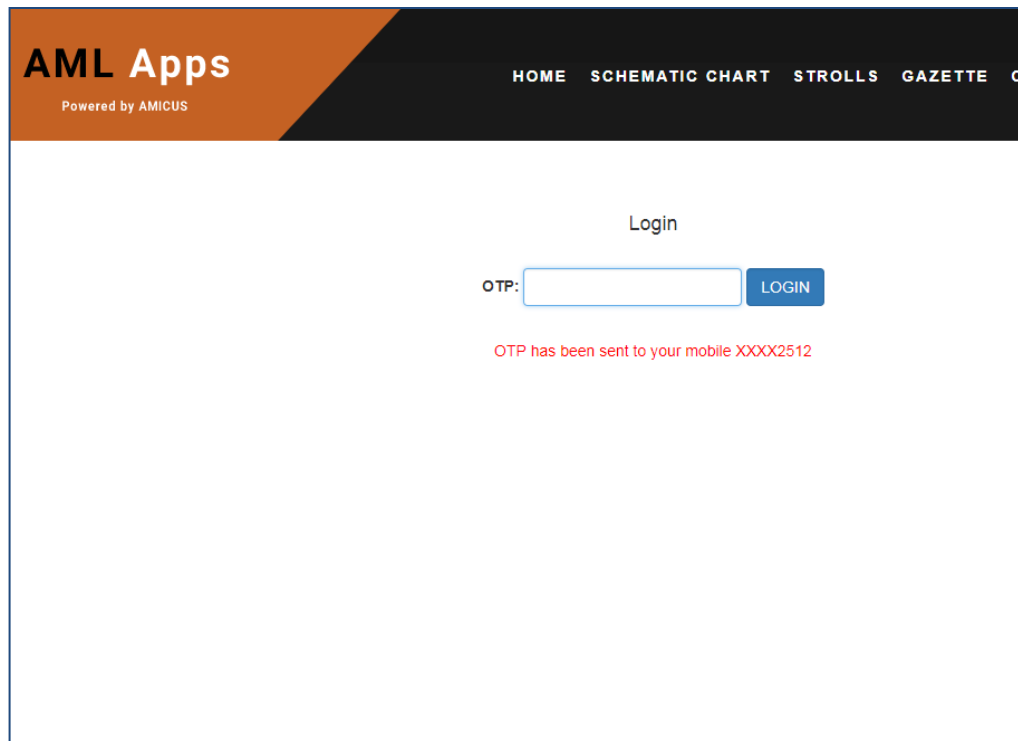
Login

CEA Reg. No.

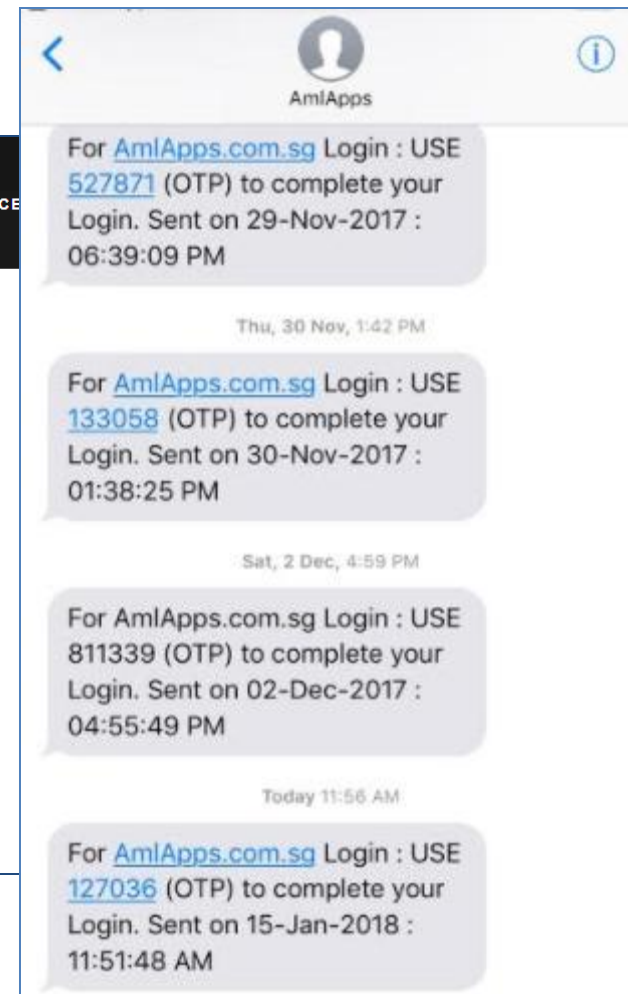
Key in your CEA number and click on “GET OTP”

AML APPS User Guide

Enter the OTP received into the field and click on "LOGIN"



The screenshot shows the AML Apps login interface. At the top left, the logo "AML Apps" is displayed with "Powered by AMICUS" underneath. A navigation bar contains links for "HOME", "SCHEMATIC CHART", "STROLLS", "GAZETTE", and "CE". The main content area is titled "Login" and features an "OTP:" label followed by a text input field and a blue "LOGIN" button. Below the input field, a red message states "OTP has been sent to your mobile XXXX2512".



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Dashboard

AML Apps
Powered by AMICUS

HOME SCHEMATIC CHART STROLLS GAZETTE CEA FORMS START CHECKING LOG OUT

Start Checking

Salesperson Name	Chris	Top-Up
Salesperson Registration Number	R112233C	
Contact	98232512	
Estate Agent Name	AMICUS-PTE LTD	Change Estate Agent
Estate Agent Licence Number	200310424N	
Credit Balance	100	
Salesperson / KEO	Salesperson	
	Start Checking	Pre AML Check

1. Start filling Customer Particular Form

2. AML Check without Customer Particular Form & Customer Due Diligence Form – Pre Check

Top Up when credits are running low

Update Agency

AML APPS User Guide

Dashboard – Search History

SEARCH HISTORY

10 records per page

Search:

Customer's Name	Customer's Particulars Form	CDD Form	AML Report	Date Of Completing
	Fill CPF/ANNEX A Form	Fill CDD Form	No AML Report	31-Jan-2018 5:29:07 PM
NG	View	View	View	15-Jan-2018 5:20:04 PM

Showing 1 to 2 of 2 entries

[← Previous](#) 1 [Next →](#)

PRE AML CHECK HISTORY

No Record Found.

Click on view to download the completed forms and AML Report

Click to complete your forms

AML APPS User Guide

1. Start filling Customer Particular Form (Start Checking Button)

Sample Report

ANNEX A - CUSTOMER'S PARTICULARS FORM




[Download Sample](#)

Important:

Pursuant to Practice Circular PC 04-15 [read in conjunction with the Estate Agents (Estate Agency Work) Regulations 2010, a subsidiary legislation under the Estate Agents Act 2010], estate agents and salespersons are required to obtain their customer's particulars for every property transaction, as part of the measures to prevent money laundering and financing of terrorism.

Salespersons are to ask their customer(s) whom they represent to complete the form, and thereafter submit the completed form to their estate agents.

Customer's Particulars {for individuals}

Name :	<input type="text"/>
NRIC/Passport No./Other ID :	<input type="text"/>
Date of Birth :	<input type="text"/> 
Nationality :	<input type="text" value="SINGAPORE"/>
Occupation :	<input type="text"/>
Name of Beneficial Owner : (if individual is not the true owner)	<input type="text"/>

Fill in the necessary fields.

Occupation is optional and Name of Beneficiary when applicable.

AML APPS User Guide

1. Start filling Customer Particular Form (Start Checking Button)

SIGN ONLINE AND SUBMIT NOW

Use it when client is with you, and is willing to sign electronically on the platform

CUSTOMER DOESN'T WANT TO SIGN + PROCEED TO CDD

Use it when client do not want to sign electronically on the platform

UPLOAD SCANNED COPY OF SIGNED CUSTOMER PARTICULARS FORM

Use it when client signed on a printed copy of the Customer Particular Form.
You need to upload the scanned copy

RECEIVE LINK TO MYSELF TO SEND CLIENT FOR SIGNATURE

Use it when client is not with you, have no issue to sign electronically. An email with a link will be send to you, you will need to forward the email to client. Client clicks on the link in the email to open a page where client is able to sign it electronically. You will be notified by email once your client signed it.

CUSTOMER WANT TO SIGN LATER + PROCEED TO CDD

Use it when client want to sign later in the process. You can review the transaction when you are ready to complete it. Transaction will be reflected on your Dashboard.

AML APPS User Guide

Setup Customer's Particulars Form

SIGN ONLINE

Customer can sign online now.

CUSTOMER DOESN'T WANT TO SIGN

If you want to complete Customer's Particulars Form without Customer's signature.

UPLOAD SIGN FORM

You can upload the Customer's Particulars Form via PDF file or Image.

PRINT FORM

Print Form for customer to sign.

You can choose any of the options above if you had selected

CUSTOMER WANT TO SIGN LATER + PROCEED TO CDD

Option for your Customer's Particular Form previously.

AML APPS User Guide

UPLOAD SCANNED COPY OF SIGNED CUSTOMER PARTICULARS FORM

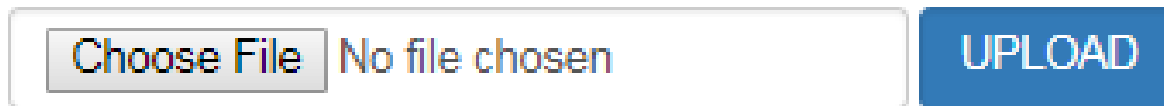
Supported file format jpg,jpeg,png,bmp and pdf

The maximum size of a file to be uploaded to the server is 4MB.

Step 1. Click Choose file button.

Step 2. Select your file from your PC or Laptop or iPad.

Step 3. Click Upload button.




Click on “Choose File” to browse for your scanned copy.

Click on “Upload” and you will proceed to Customer Due Diligence Form

AML APPS User Guide

1. Start filling Customer Particular Form (Start Checking Button)

Acknowledgement	
Date of Completing Form :	15-Jan-2018 05:20:04 PM
Address of Property :	Blk 743 LORONG 5 TOA PAYOH #08-01
Signature of Customer :	

After confirm, credit will detached immediately. No cancellation allowed.

Confirm

Kindly check through the inputs before clicking on the “Confirm”

AML APPS User Guide

1. Start filling Customer Particular Form (Start Checking Button)

SALESPERSON'S CHECKLIST ON CUSTOMER DUE DILIGENCE (CDD)

This checklist is to be filled-in for each transaction

Important points to note:


1. This checklist guides salespersons on the conduct of CDD to comply with the requirements of Practice Circular 04-15 on the Prevention of Money Laundering and Countering the Financing of Terrorism (PC 04-15) when undertaking estate agency work.
2. Salespersons are required to complete the checklist for the client(s) that they represent, e.g. if the salesperson represents the buyer, the salesperson is only required to complete the checklist for the buyer. Similarly, the salesperson is only required to complete the checklist for the landlord if he represents the landlord.
3. Salespersons are required to complete the checklist for every property transaction, and thereafter submit the completed checklists to their estate agents.

Activity	Tick (✓)	Remarks (if any)
Section 1: Customer's Particulars Form		
1.1 Ask your client to <u>complete</u> * the in ANNEXA. It is mandatory to do so. IF is not done, please state the reasons in the "Remarks column. * Pointer: encounters with your client will help you assess if there is suspicion of money laundering (ML) or terrorist financing (TF) activity.		
Section 2: Establishing Need for Customer Due Diligence (CDD)		
2.1 a) Is the client a <u>foreigner</u> * purchasing a property for this property transaction? * Pointer: Foreigner includes Singapore Permanent Residents.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2.2 Is <u>physical cash</u> * used for the property purchase in this property transaction? * Pointer: Physical cash exclude cheques and cashier orders	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Fill in the necessary in the Customer Due Diligence Form (CDD)

AML APPS User Guide

1. Start filling Customer Particular Form (Start Checking Button)

Salesperson's Declaration: I declare that the above information filled-in are true and correct to the best of my knowledge.	
Date of Completing Checklist:	15-Jan-2018
Date of Submitting to Estate Agent:	15-Jan-2018
Name of Client(s):	NG GON CHEW
Identity of Client(s): (NRIC/Passport No./Other ID)	S8327240F
Tick (✓) Type of Client/s:	<input type="checkbox"/> Seller <input checked="" type="checkbox"/> Buyer <input type="checkbox"/> Landlord <input type="checkbox"/> Tenant
Name & Registration of Salesperson:	Chris/ R112233C
Name & Licence of Estate Agent:	AMICUS PTE LTD/ 200310424N
Signature of Salesperson:	 Edit Signature

[Next](#)

Kindly ensure you had filled up all the necessary questions.
You will need to sign TWICE in this page.

AML APPS User Guide

1. Start filling Customer Particular Form (Start Checking Button)

SEARCH HISTORY

10 records per page Search:

Customer's Name	Customer's Particulars Form	CDD Form	AML Report	Date Of Completing
NG GON CHEW	View	View	Processing	15-Jan-2018 5:20:04 PM

Showing 1 to 1 of 1 entries [← Previous](#) 1 [Next →](#)

PRE AML CHECK HISTORY

No Record Found.

PDF copies are downloadable

Foreigners & PR AML Report will be available in the next business day. You will be notified by email.

Once completed the CDD Form.
The transaction will appear on your dashboard.
Pre AML Check records will also be here.
Note: Each AML / Pre AML Check will cost you 1 credit.

CONTACT US



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