



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE MANAGING DIRECTOR
FINANCIAL SUPERVISION SUB-SECTOR III

ADVISORY

For : All Pawnshop and Money Service Business¹ Operators

Subject : Schedule of Anti-Money Laundering Act (AMLA) Seminars for 2019 – For Proprietor/Partners, Directors, President or Officer of Equivalent Rank, Overall Head of Pawnshop or Money Service Business Operation, and Head of Compliance Unit

Please be informed that one-day AMLA Seminars for the year 2019 shall be held, as follows:

Location	Date
Assembly Hall, BSP-Manila	19 and 20 February
BSP-Cebu City	12 and 13 March
Assembly Hall, BSP-Manila	11 and 12 April
BSP-San Fernando City (La Union)	21 and 22 May
Assembly Hall, BSP-Manila	18 and 19 June
Assembly Hall, BSP-Manila	7 and 8 August
BSP- Davao City	24 and 25 September
Assembly Hall, BSP-Manila	16 and 17 October
Assembly Hall, BSP-Manila	13 and 14 November

The seminar fee is P300.00.

The following guidelines shall be observed:

1. Participants shall be limited to the proprietor/partners, directors, president or officer of equivalent rank, overall head of pawnshop or money service business operation, and head of compliance unit of Pawnshops and Money Service Businesses (MSB), as the primary persons responsible in the overall operations and compliance;
2. Participants shall be limited to three per entity per offering to provide opportunity to all entities concerned to participate;
2. The following is the pre-registration/enrollment process:

Step 1	Reservation of Slot
	<p>The Pawnshop/MSB shall email the following to Bangko Sentral ng Pilipinas (BSP) through ISD1-SEMINAR@bsp.gov.ph to reserve a slot:</p> <ol style="list-style-type: none">a. Completely filled-out AMLA Seminar Reservation Sheet (in MS Excel form) downloadable from the BSP website through the link http://www.bsp.gov.ph/banking/advisories.asp; andb. Scanned copy of one valid ID of each participant. <p>BSP shall send, through ISD1-SEMINAR@bsp.gov.ph, a reservation confirmation email, which shall be presented upon payment. A slot is considered reserved</p>

¹ Refers to nonbank entities engaged in remittance, money changing, and/or foreign exchange dealing.

	only when said reservation confirmation email is sent by/received from BSP.
Step 2	Payment of seminar fee
	The Pawnshop/MSB representative shall present the reservation confirmation email from BSP upon payment and pay the seminar fee at any BSP Office within three business days from slot reservation. The reserved slot shall be cancelled if payment is not made within the prescribed timeline.
Step 3	Confirmation of slot
	The BSP shall send to the Pawnshop/MSB a final confirmation email on the seminar slot through ISD1-SEMINAR@bsp.gov.ph.

4. A Pawnshop/MSB with a confirmed slot shall notify the BSP at least ten (10) business days before the scheduled seminar, of any cancellation of attendance, change in schedule, subject to availability of slot in other offerings, or substitution of participant; otherwise, the pre-registration/enrollment shall be cancelled and the paid seminar fee shall be forfeited in favor of the BSP;
5. Walk-in participants shall not be entertained;
6. Participants are required to bring at least one valid ID, be on time and observe strictly the following schedule:
 - a. Registration will start at 8:00 a.m.; and
 - b. The seminar will start promptly at 9:00 a.m. and will end at 5:00 p.m.;
7. The BSP reserves the right not to issue a Certificate of Attendance to a participant who is late or unable to finish the seminar; and
8. Proper office attire shall be observed during the seminar.


 ATTY. ARIFA A. ALA
 Managing Director

19 December 2018