

August 12th, 2025

## INFORMATION BULLETIN – REGISTRATION FOR 2025/2026

Registration for the coming year 2025/2026 will run from 1st October 2025 to 31<sup>st</sup> October 2025, for all Barristers AND Accountants.

Note that registration is NOT considered complete until FEE PAYMENT IN FULL IS RECEIVED (this includes the Registration fee and the Defrayment of Costs fee).

### Notice Regarding Registration Fees 2025/2026

*The fees for the 2025/2026 registration period have reverted to the fees originally implemented in 2023 and are as stated below.*

### TIMELINE FOR 2025/2026 REGISTRATION PERIOD

#### SEPTEMBER 2025

- AML/ATF 2025 Registration Invoices emailed (Payment due before October 31st, 2025)
  - o \$150 re-registration/\$250 new reg.
  - o Defrayment of Costs fee of:
    - (i) \$750 for Nonregulated Professional Firms or
    - (ii) 1% of 2024/2025 Gross Specified Activity Revenue for Regulated Professional Firms (\$750 minimum fee).

*Fee Payment: Fees can be transferred using the transfer instructions on the bottom of the invoice that will be received or, IF your fee is \$750, it can be paid via Credit Card in the portal at the time of registration. All other fees must be paid by direct transfer.*

#### OCTOBER 2025

- 1st October 2025 official AML/ATF Registration for 2025/2026 begins.
- 31st October 2025 AML/ATF Registration closes. ALL relevant information AND supporting documentation should be filed no later than 31st October 2025.

#### NOVEMBER 2025

- Completed AML/ATF 2025/2026 Registration Certificates emailed.

NOTE: Please ensure that all submitted documents are in **machine-readable PDF** or **editable document formats** (e.g., Microsoft Word, Excel, or searchable PDFs). Scanned or image-based PDFs must be accompanied by OCR (Optical Character Recognition) processed versions.

**AML/ATF Registration Information Required:****Non-Regulated Professional Firms**

Registration Information Completed in portal <https://portal.amlatfboard.bm/>

Supporting documents required and submitted via portal:

- Detailed Org Chart (regardless of company size). Should include full names, titles, roles, and reporting lines and/or structure. Should also state if persons are an employee, partner, director, or shareholder.
- FPP from the Bermuda Bar Association/CPA/AML Board
- Declaration
- Payment (online via credit card or by direct bank transfer)

**Regulated Professional Firms**

Registration Information Completed in portal <https://portal.amlatfboard.bm/>

Supporting documents required and submitted via portal:

- Refer to email "Addition Data Fields" sent July 25th, 2025
- Detailed Org Chart (regardless of company size). Should include full names, titles, roles, and reporting lines and/or structure. Should also state if persons are an employee, partner, director, or shareholder.
- FPP from the Bermuda Bar Association/CPA/AML Board
- Policy and Procedure Manual (reviewed in the last 12 months)
- Risk Assessment (reviewed in the last 12 months)
- Independent AML/ATF Audit
  - o Completed within 6 months of the registration deadline.
  - o Refer to email "Independent Audit Guidance" sent July 23<sup>rd</sup>, 2025
- Mitigant's Questionnaire
  - o NOT required for unless registering a NEW entity or specifically requested by the AML/ATF Board.
- AML Training Logs \*\*\*NEW\*\*\*
  - o A record of AML/ATF training completed during the registration period for all relevant personnel. This should include the dates of training, names of participants, and the nature or content of the training. The Training logs should also correspond to the people listed in the RPF's Organizational Chart.
- Declaration
- Payment (online via credit card or by direct bank transfer)

*The "On-Line Registration Guidance 2025/2026" will be issued in due course.*

*Questions should be directed to the undersigned.*

Peter L. Aldrich (CAMS)  
Technical Officer & Officer Manager  
Barristers & Accountants AML/ATF Board  
(441)-296-5577  
[technicalofficer@amlatfboard.bm](mailto:technicalofficer@amlatfboard.bm)  
[www.amlatfboard.bm](http://www.amlatfboard.bm)