

August 2022

INFORMATION BULLETIN – REGISTRATION FOR 2023

Registration for the coming year 2023 will run from 1st October 2022 to 31st September 31st, 2022, 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).

TIMELINE FOR 2023 REGISTRATION PERIOD

AUGUST 2022

- 1ST August- Fit & Proper Person (“FPP”) application (form) is sent from the Bermuda Bar Association (“Bar Office”) to Bar Association members.

SEPTEMBER 2022

- 1st September deadline to return completed FPP application (form) to Bar Office.
- AML/ATF 2022 Registration Invoices emailed (Payment due before October 31st, 2022)
 - o \$150 re-registration/\$250 new reg.
 - o Defrayment of costs fee of:
 - (i) \$750 for non-regulated professional firms or
 - (ii) 1% of 2021 Specified Activity Revenue for Regulated Professional Firms (\$750 minimum fee).

More information on fees can be found here:

https://amlatfboard.bm/images/Ltr_to_BBA_CPA_Submission_Feedback_March_2021.pdf

OCTOBER 2022

- 1st October 2021 official AML/ATF Registration for 2022 begins.
- 31st October 2021 AML/ATF Registration closes. ALL relevant information AND supporting documentation should be filed no later than 31st October 2021.

NOVEMBER 2022

- AML/ATF Board shares 2023 registration list with Bar Office • AML/ATF 2022 Registration Certificates emailed.

- 30th November deadline for all Bar Association members to submit payment and PC application (form) to Bar Office.

DECEMBER 2022

- 1st December Bar Office begins preparation and issuance of
- Practicing Certificates (“PC”).

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
- 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:

- 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
- Policy and Procedure Manual
- Risk Assessment
- Independent AML/ATF Audit
 - o Completed within 6 months of the registration deadline
- Mitigant’s Questionnaire (MQ)
 - o Not required if there is no change in information from 2022 MQ
 - o New Regulated Firms are still required to submit MQ
 - o MQ may still be requested by the Board from individual firms by the Supervisor
- Declaration
- Payment (online via credit card or by direct bank transfer)

The “On-Line Registration Guidance 2023” will be issued in due course.

Questions should be directed to the undersigned.

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