

Additional instructions for Completing Questionnaires for Multiple Firms

If you are a Compliance Officer completing the **AML/CFT & Sanctions Questionnaire 2025** for multiple firms, please follow the instructions below:

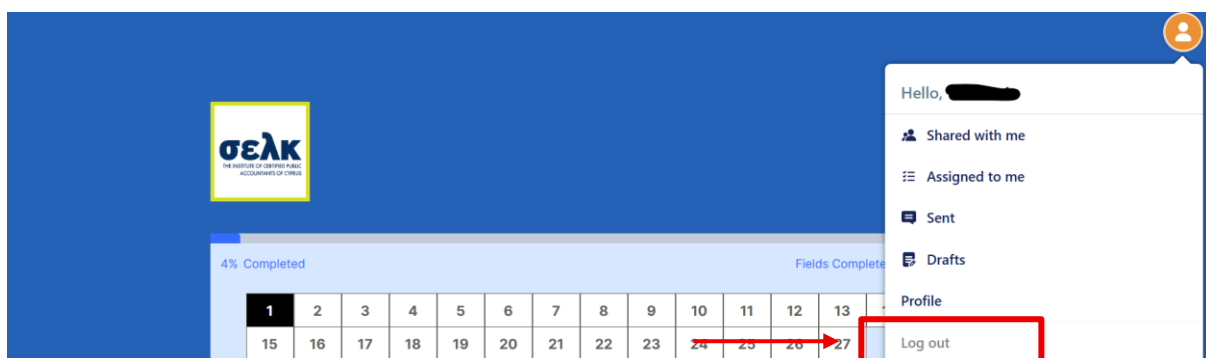
1. A separate link for each firm will be sent to the **email address you provided to ICPAC for that specific firm**.
2. You must **sign up or log in, complete, save and submit** each questionnaire using the **same email address** to which the link was sent.
 - Do **not forward** the link to other email addresses.
 - If your email is automatically redirected to a **general inbox**, be careful **not to open links for multiple firms at the same time**.
3. It is strongly recommended to **complete and submit one questionnaire first** before opening the link for another firm.
4. If you need to open the questionnaire for another firm while one session is already open, you must **log out of your current session first**.

How to Log Out

- a) Locate the **Profile icon** at the **top right corner** of the form.



- b) Click the Profile icon and select Log Out from the menu.

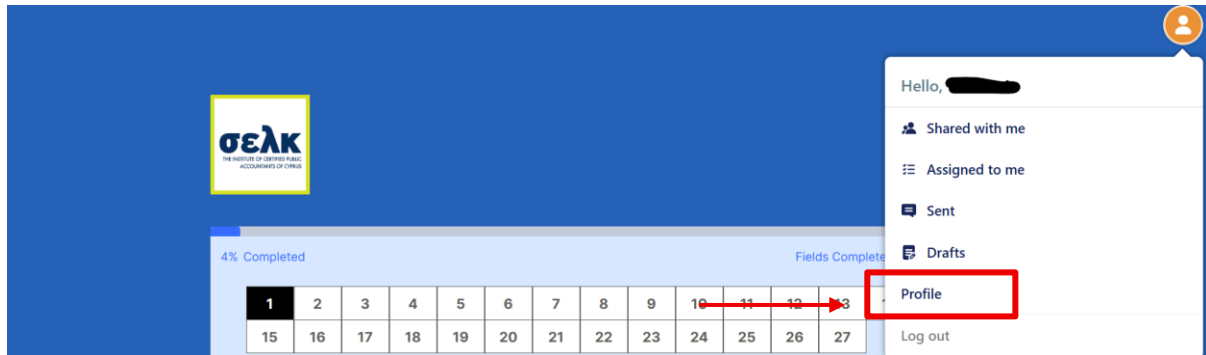


Checking the Firm Name and Email Address

In Section 1.1, make sure that the firm name matches the email address provided for that firm.

To verify that the email address corresponds to the correct firm:

- Locate the Profile icon at the top right corner of the form.
- Click the Profile icon to open your profile.



- Check that the email address displayed is the one provided for the specific firm you are completing the questionnaire for.

