

ICPAC DATA PORTAL – USER GUIDE

The ICPAC Data Portal – User Guide provides Members, Firms, and Compliance Officers with essential instructions for secure access, navigation, and use of the portal.

2025

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Introduction

This User Guide provides step-by-step instructions for accessing, completing, submitting, and viewing the 2025 Consolidated AML/CFT & Sanctions Questionnaire via the secure link sent to each Compliance Officer's designated email address. It is designed to assist Members, Firms, and Compliance Officers in understanding the process, from opening the link to completing all required sections and confirming submission. The guide also explains how to review submitted questionnaires, including video tutorials, and provides support information. Following the guidance will help ensure timely completion, accurate submissions, and compliance with the Institute's regulatory requirements.

Phase 1 – A Step-by-step Guide to Access and Complete the Questionnaire

It is important that the instructions for signing up and accessing the questionnaire are **thoroughly reviewed** and applied before the completion process begins. **Failure to follow these instructions may result in data loss or incomplete submission.** The **step-by-step guide** can be accessed [here](#) along with a **video tutorial** which can be accessed [here](#). The video tutorial refers to 2024 Questionnaire but the logic for sign-up remains the same.

Phase 2 – Previewing and Printing the Questionnaire at Any Time

The Questionnaire may be printed at any stage. Users wishing to preview its contents may print it at the outset, prior to completion, and save it as a PDF for reference.

Firms can print the questionnaire **prior to submission** by clicking the 'Print' button located at the end of each section.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	

3: Firm's Status

The firm is: *

☐ 3.1 A holding company/partnership and its sole purpose is to hold shares in a group

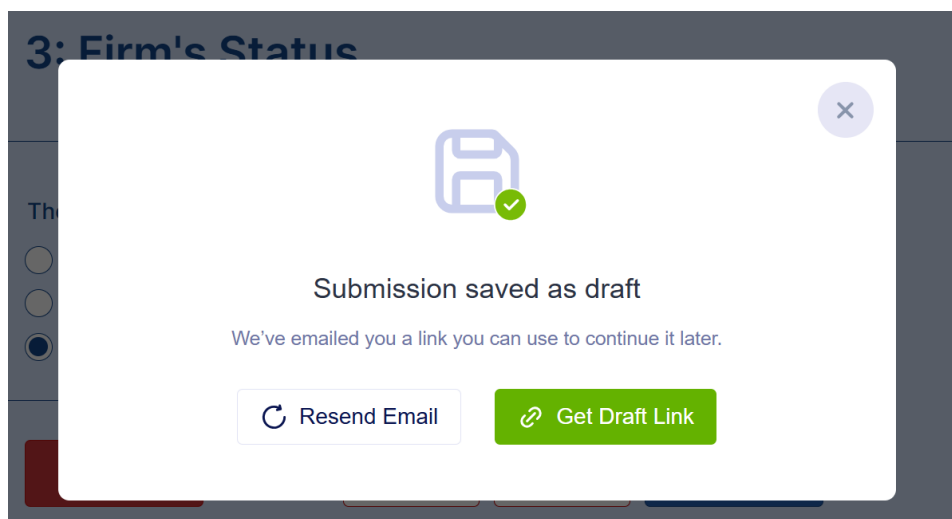
☐ 3.2 Non active/dormant

☒ 3.3 Active

[Back](#) [Print](#) [Save](#) [Next](#)

Phase 3 – When and How to Save the Draft Questionnaire

At the end of each page, you will find “**Print**”, “**Back**”, “**Next**” and “**Save**” buttons. By pressing the “**Save**” button a message will pop up as follows:



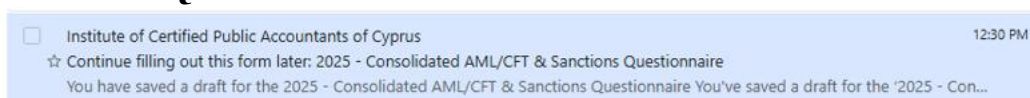
You have three options:

1. Continue completing the Questionnaire using the new link sent to your email titled **“Continue filling out this form later: 2025 - Consolidated AML/CFT & Sanctions Questionnaire”**.
 2. Continue working in the current session, **saving each time a section is completed** and closing the pop-up message by pressing 'X.' A new link will be emailed to you each time you press “Save”.
 3. You may generate a draft link by selecting 'Get a draft link' in the pop-up message and saving it in a location you can easily access. You can use this link to continue later; however.
- You will also have the option to select “Resend Email” if you have not received the new link within 5 minutes.

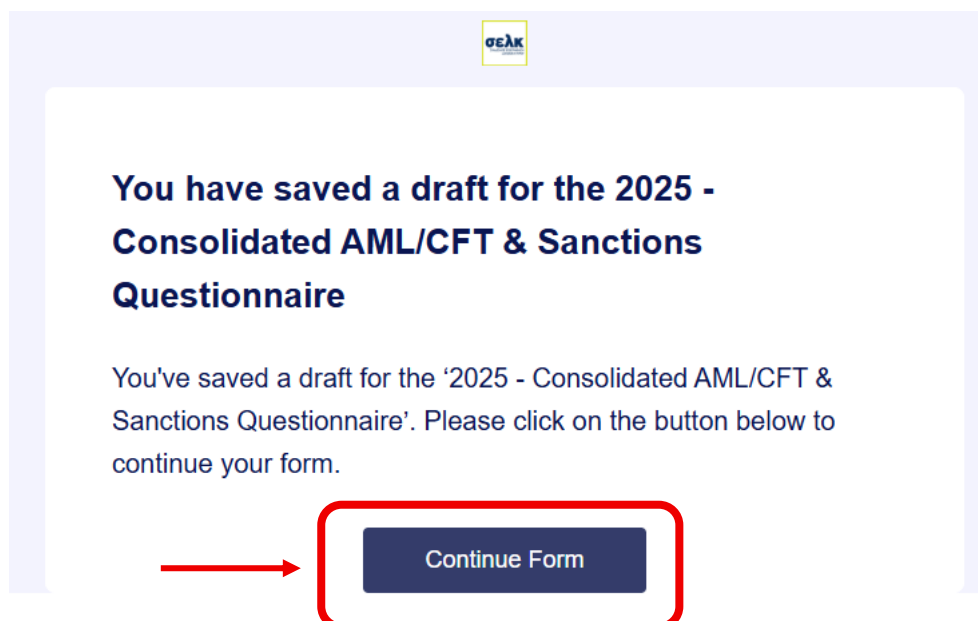
Phase 4 - How to access the draft Questionnaire

If you wish to save your progress and continue later, please follow one of the three steps outlined in Phase 3 above.

When you return to complete your draft questionnaire—if you saved it using Option 1 or Option 2 from Phase 3—refer to the most recent email you received titled: **“Continue filling out this form later: 2025 - Consolidated AML/CFT & Sanctions Questionnaire.”**



Open that email and click **“Continue form”** to resume from the section where you last saved your progress.



Clicking on 'Continue Form' will first prompt you to sign in. Use the same credentials you used during sign-up. If you have forgotten your password, select the '**Forgot Password**' option to reset it. The email address will always be the Compliance Officer's email address as recorded in ICPAC. You can view the email address in ICPAC's records by following the instructions provided [here](#).

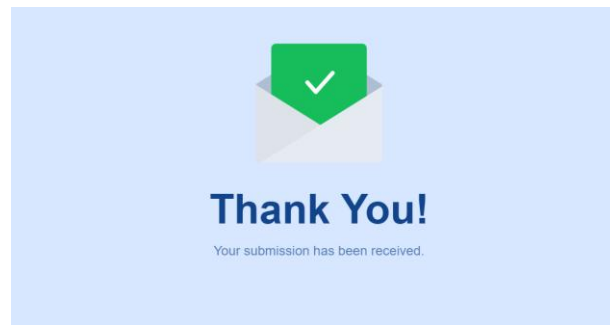
Important: If a Compliance Officer is appointed to multiple firms, each firm's login will use the **specific email address provided to ICPAC for that firm** in relation to this obligation.

Phase 5 - How to submit and view your submitted Questionnaire

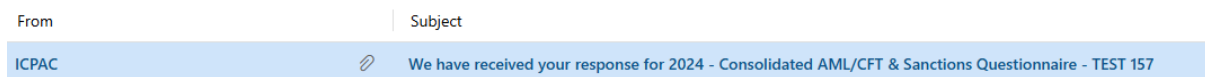
If you reach Section 27, it means that all previous sections have been completed. At this stage, you will be able to submit the Questionnaire by clicking the green '**Submit**' button located at the bottom of Section 27, as indicated in the screenshot below:

A screenshot of a web form titled '27: Contact Details (in English)'. The form contains several input fields: '27.1 Name of person that completed the questionnaire *' with the value 'TEST'; '27.2 Position *' with the value 'CO'; '27.3 Email address *' with the value 'TEST@TEST.COM' and a placeholder 'example@example.com'; and '27.4 Work Telephone number (e.g. 234 56889) *' with the value '111 11111' and a note 'Please enter a valid phone number.' At the bottom of the form, there are two buttons: a red 'Back' button and a green 'Submit' button. A red arrow points from the 'Back' button towards the 'Submit' button, which is also enclosed in a red rounded rectangle.

After you submit the Questionnaire, a 'Thank You' message will appear, confirming that your submission has been received:



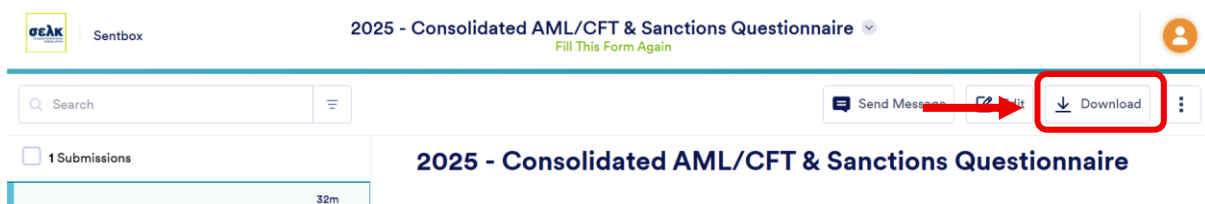
You will also receive an auto-response email with a PDF attachment containing all of your submitted answers. The email will be titled: *'We have received your response for 2025 - Consolidated AML/CFT & Sanctions Questionnaire [Name of Firm].'* **You are urged to print and/or save a completed copy on your local server for easy access.**



If you wish to access your **submitted** Questionnaire at any time, visit <https://icpacdataportal.icpac.org.cy/login>, log in using your credentials, select the relevant Questionnaire, click on **“View Submissions”** as indicated in the icon of the screenshot below:



You may then choose to download the Questionnaire by choosing the **“Download”** icon shown on top right of your screen as indicated in the screenshot below:



Amendment of submitted Questionnaire

If you wish to amend the submitted Questionnaire, you have two options to request an amendment:

1. **Option 1: Email Request**

Send an email to compliance@icpac.org.cy explaining the reason for the amendment and requesting access to edit your submitted Questionnaire.

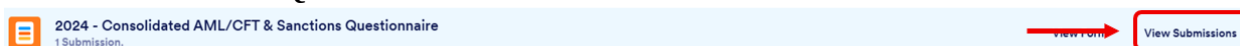
Please include the name of the firm for which you wish to amend the questionnaire, the reason for the amendment, and specify which questions are affected.

2. Option 2: Request via the Portal

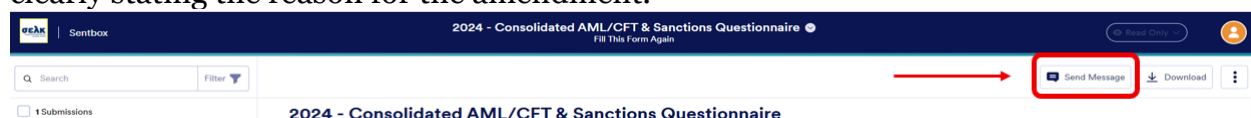
- a) After submitting your Questionnaire, log in to the Portal at:

<https://icpacdataportal.icpac.org.cy/login>

- b) Select the relevant Questionnaire and click on “**View Submissions**”



- c) Choose “Send Message” and submit your amendment request through the chat, clearly stating the reason for the amendment.



Available resources

- Access the Portal: [ICPAC DATA PORTAL](#)
- [Step by step Guide to Access the Questionnaire and save your responses - ENG](#)
- [Step by step Guide to Access the Questionnaire and save your responses - GR](#)
- [Training - Getting Started with the AML CFT & Sanctions Questionnaire 2024 ENG](#)
- [Training Getting Started with the AML CFT & Sanctions Questionnaire 2025](#)
- [Guidance Notes AML-CFT-Sanctions Questionnaire 2025](#)
- [ICPAC Data Portal - Section 24 - Table](#)
- [ICPAC Data Portal - Print - Submit - Download - Send message](#)
- [FAQ on ICPAC DATA PORTAL - ENG](#)
- [FAQ on ICPAC DATA PORTAL - GR](#)
- [Instructions for Completing the AML-CFT & Sanctions Questionnaire for multiple Firms](#)

Contact Information for AMLQ25 Questionnaire Assistance

If you have any questions regarding the completion of the AMLQ25 Questionnaire, please feel free to contact us **via an email** titled ‘AMLQ25 Query’ at compliance@icpac.org.cy.