

AML/CFT - EXAM ENROLMENT PROCESS

This document provides a “step-by-step” guidance on how to electronically register to the “AML/CFT Certification”. Please refer to ICPAC’s Regulation 6.700 for the regulatory framework covering the establishment of this requirement.

STEP 1

Enter ICPAC’s website www.icpac.org.cy and select “AML/CFT Certification” banner.



Example Screen E1

STEP 2

After being directed to Screen 2 as shown below, press the “Register” button to proceed.



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AML / CFT Certification

Who should attend:

Individuals who possess the role of Compliance Officer within licensed firms, are obliged to undertake this exam, in order to comply with ICPAC's requirements. This exam is also available to any other individual, who wishes to obtain this AML/CFT Certification.

Certification Fee:
€300,00

Duration:
1 hours

Date:
3/4/2023

[Register](#)

Example Screen E2

STEP 3

You are now being directed to Screen 3 as shown below. Depending on whether you are an ICPAC Member or Not, press relevant button option to proceed.



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[Certificate Validator](#)

AML / CFT Certification ZZ/0000/262

AML / CFT Certification REGISTER

ICPAC Member

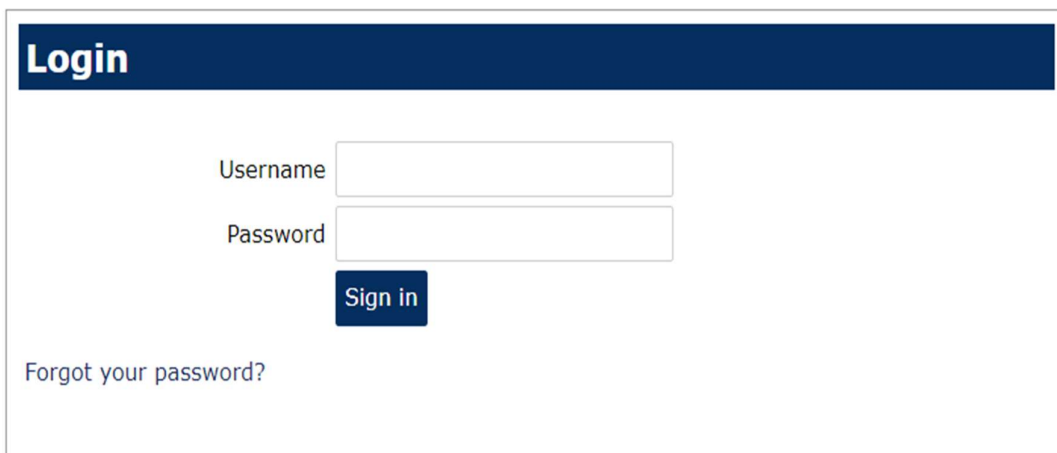
Non-ICPAC Member

Example Screen E3

STEP 4.

A. ICPAC MEMBER

If you have selected “ICPAC Member” in Step 3, you will get redirected to Login Members section as shown below. Use your login credentials, Username (ICPAC Reg. No) and Password to proceed (If you forgot your password and wish to receive a new one, click on the link “Forgot your password” as shown in the below Example Screen E4 (if ICPAC Member).



The image shows a login form titled "Login" in a dark blue header. Below the header, there are two input fields: "Username" and "Password". Below the "Password" field is a dark blue button with the text "Sign in". At the bottom of the form, there is a link that says "Forgot your password?".

Example Screen E4 (if ICPAC Member)

B. NON-ICPAC MEMBER

If you have selected “Non- ICPAC Member” in Step 3, move on to Step 5 as explained below.

STEP 5

If you have selected the option “ICPAC Member” (Step 3) and have subsequently logged in with your credentials (Step 4) your personal details will appear as automatically completed in below screen.

If you have selected the option “Non-ICPAC Member” (Step 3) please fill in your personal details as shown in below screen.

In both cases (ICPAC Member/Non-ICPAC Member), please select applicable option for “Title” and applicable option for “First Attempt” or “Resit”. Then press “Proceed to payment.”

AML / CFT Certification Registration Form
ZZ/0000/262

AML / CFT CERTIFICATION
PERSONAL DETAILS

Title

☒ Mr. ☐ Mrs. ☐ Dr.

Name

Surname

ID Number

Tel.

Mob.

Email

Address

City

Post Code

☒ First Attempt ☐ Resit

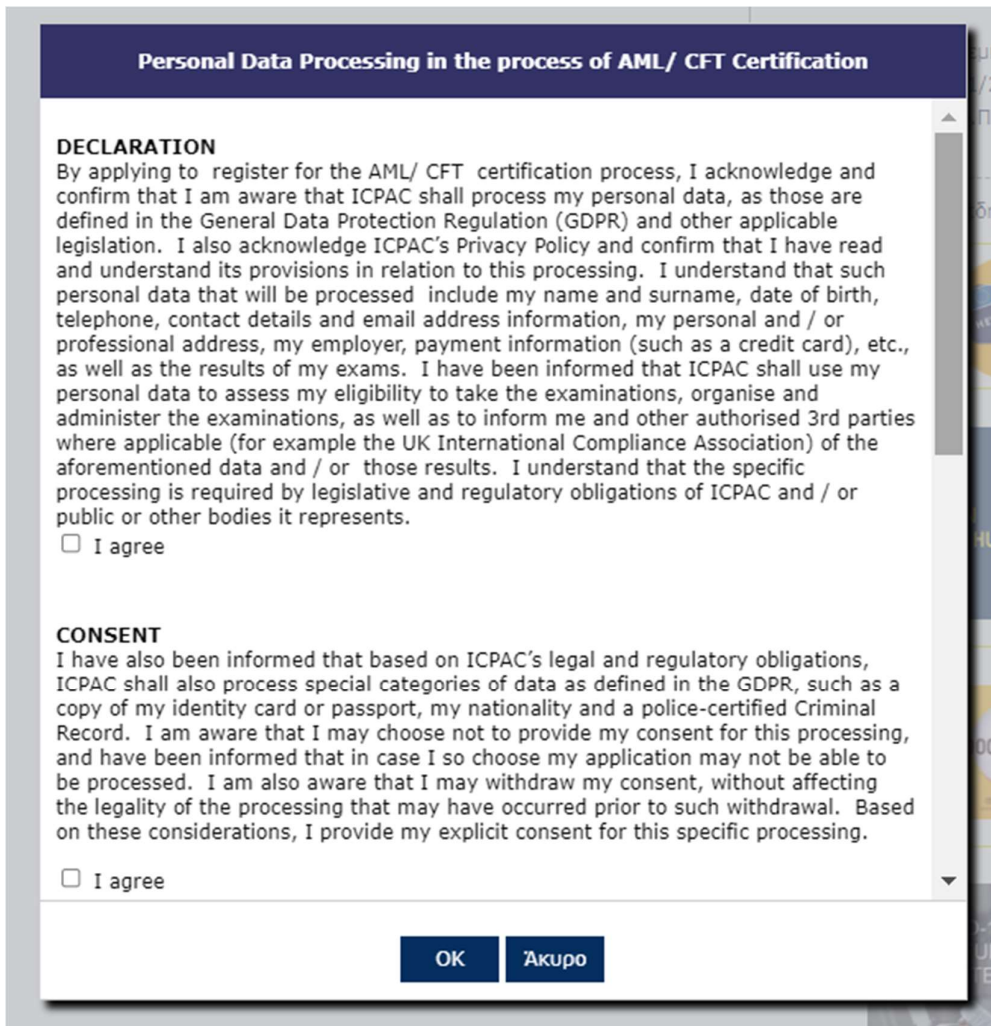
The total amount to be paid is 300,00

Proceed to payment

Example Screen E5

STEP 6

You will now be prompted to read and consent to information regarding “Personal Data Processing in the process of AML/CFT Certification”. Click on required boxes to indicate consent and then “OK”.



Personal Data Processing in the process of AML/ CFT Certification

DECLARATION
By applying to register for the AML/ CFT certification process, I acknowledge and confirm that I am aware that ICPAC shall process my personal data, as those are defined in the General Data Protection Regulation (GDPR) and other applicable legislation. I also acknowledge ICPAC's Privacy Policy and confirm that I have read and understand its provisions in relation to this processing. I understand that such personal data that will be processed include my name and surname, date of birth, telephone, contact details and email address information, my personal and / or professional address, my employer, payment information (such as a credit card), etc., as well as the results of my exams. I have been informed that ICPAC shall use my personal data to assess my eligibility to take the examinations, organise and administer the examinations, as well as to inform me and other authorised 3rd parties where applicable (for example the UK International Compliance Association) of the aforementioned data and / or those results. I understand that the specific processing is required by legislative and regulatory obligations of ICPAC and / or public or other bodies it represents.

☐ I agree

CONSENT
I have also been informed that based on ICPAC's legal and regulatory obligations, ICPAC shall also process special categories of data as defined in the GDPR, such as a copy of my identity card or passport, my nationality and a police-certified Criminal Record. I am aware that I may choose not to provide my consent for this processing, and have been informed that in case I so choose my application may not be able to be processed. I am also aware that I may withdraw my consent, without affecting the legality of the processing that may have occurred prior to such withdrawal. Based on these considerations, I provide my explicit consent for this specific processing.

☐ I agree

OK **Άκυρο**

Example Screen E6

STEP 7

You will then be redirected to JCC Payment Portal to proceed with your payment, following completion of your card details.



If the transaction is approved, a purchase for **300.00 EUR** will appear in your bank statement under the name **WWW.ICPAC.ORG.CY**

VISA



maestro.

Card Number : 0

Expiry Date (Month / Year) :

CVV2/CSC : ?

SUBMIT

[Cancel and return to Merchant's website](#)

VISA



SECURE

ID Check



PAYMENT
SYSTEMS

Example Screen E7

STEP 8

After completing the payment process, you will receive an automatically generated payment confirmation email indicating the details below.

It is noted that your registration process will be confirmed via a separate email to be sent by the International Compliance Association (ICA) in the next few days following your payment confirmation.

Confirmation of payment for AML/CFT Certification



From: Σύνδεσμος Εγκεκριμένων Λογιστών Κύπρου (ΣΕΛΚ) <info@icpac.org.cy>

Sent:

To

Subject: Confirmation of payment for AML/CFT Certification

To

ICPAC No

Reference number.

A purchase with the description "www.icpac.org.cy" will appear to your bank statement.

Your payment for AML/CFT Certification, has been accepted.

You will receive an email from ICA within the next few days confirming your registration and providing you with all necessary details regarding your upcoming exams.

Do not reply to this email, as this is an automatically generated email.

The Institute of Certified Public Accountants of Cyprus (ICPAC) - 11 Byron Avenue, CY-1096 Nicosia, Tel. +357 22870030, Fax +357 22766360, www.icpac.org.cy

Example Screen E8

**For any queries, please contact us at
mlco.exams@icpac.org.cy**