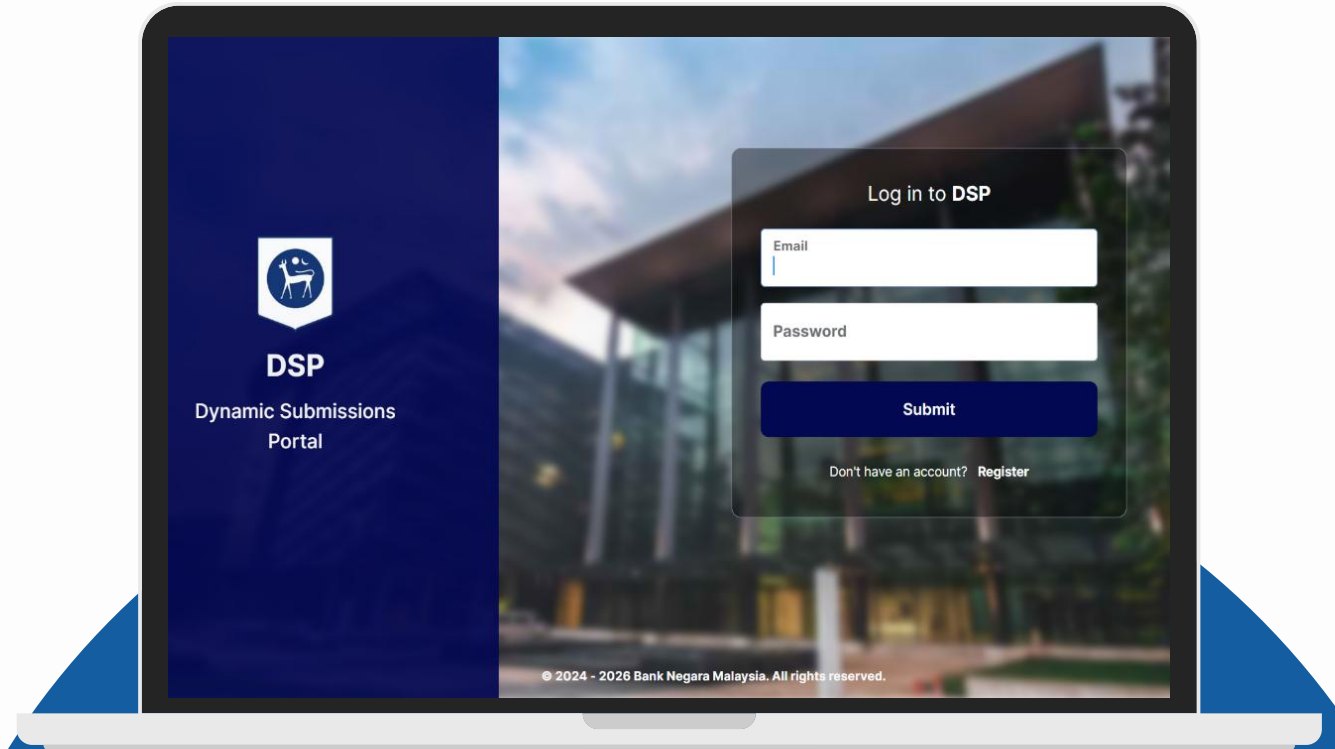


DCR Submission Complete User Guide



Content

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First Time User Login – For Full DCR Submission



Refer to [DCR 2026 Infographic \(General\)](#) to check which type of submission applies to your firm

User Guide for Data and Compliance Report (DCR) 2026

LOGIN – FOR DCR SUBMISSION

Step 1

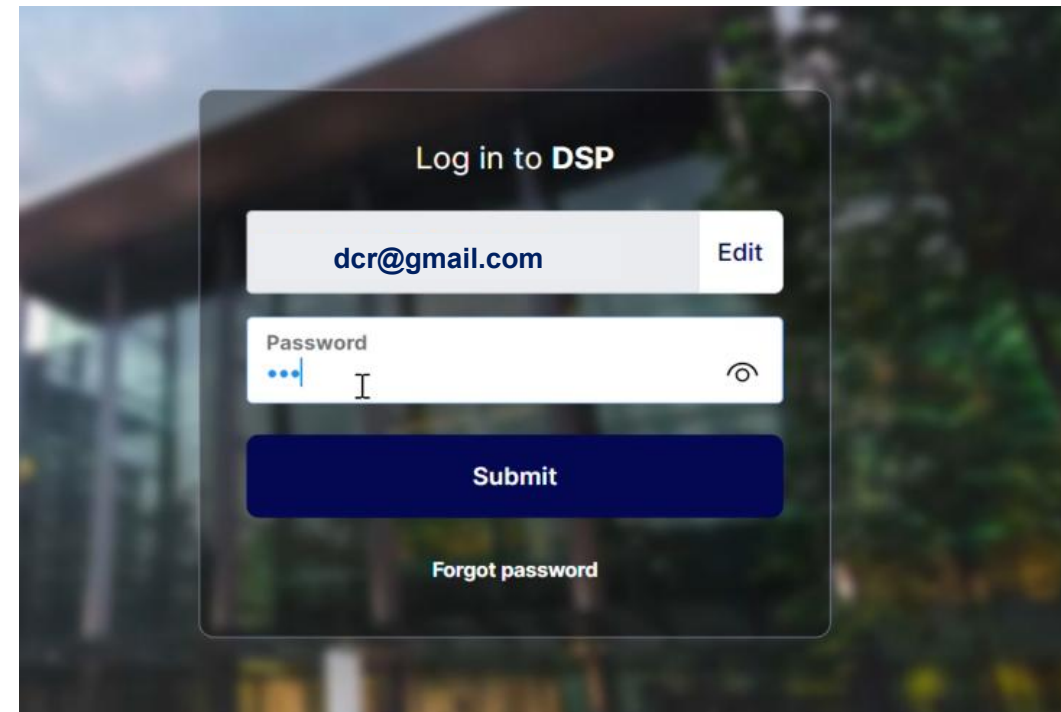
- a) For nominated Compliance Officer, check your registered email for an email titled “User Account Created” for your username, temporary password and link to the Dynamic Submission Portal (DSP).
- b) If your firm has not nominate any Compliance Officer (CO) yet, please notify your appointed CO to BNM through this [link](#). Once your CO is registered, he/she will receive an email titled “User Account Created” at the registered email address within 5 days.

Note:

If you did not receive any “User Account Created” email, please check your spam/ junk folder.

Step 2

- a) Open DSP platform.
- b) Fill in the fields: Username and temporary password as per the **table**.
- c) Click the “**Submit**” button to complete the process.

A screenshot of the 'Log in to DSP' interface. The interface is a dark grey box with a white title 'Log in to DSP'. Below the title, there is a text input field containing 'dcr@gmail.com' with an 'Edit' button to its right. Below that is a password input field with a blue eye icon to its right. Below the password field is a large blue 'Submit' button. At the bottom of the box is a link that says 'Forgot password'.

User Guide for Data and Compliance Report (DCR) 2026

LOGIN – FOR DCR SUBMISSION

Step 3

- a) Fill in your temporary password sent in the email in the “Current password”, then **fill in your “New password”**.
- b) Click “**Submit**”.

Change password for DSP

Current password

New password

Confirm new password

Submit

Step 4

- a) Once you have changed your password, you are required to login again. Enter your username and new password, then click “**Submit**” button.
- b) After re-login, you will see the page below. Click on the “**2FA OFF**” red button to turn on the 2 factor authentication.

DSP

Account Settings

sample

Password updated!

2FA Off

Name

dcr@gmail.com

Industry

Lawyer

Organisation

[DCR-TEST] LAW FIRM

Contact Number (Mobile)

Username / Email

dcr@gmail.com

User Group

RE User

Designation

Update



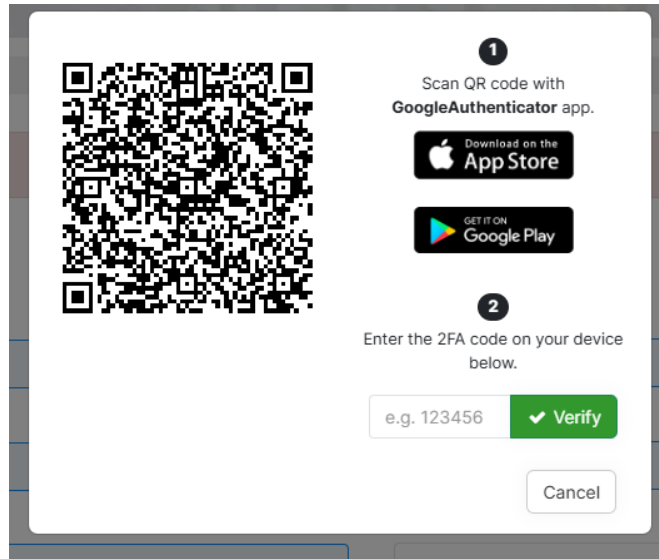
User Guide for Data and Compliance Report (DCR) 2026

LOGIN – FOR DCR SUBMISSION

Step 5

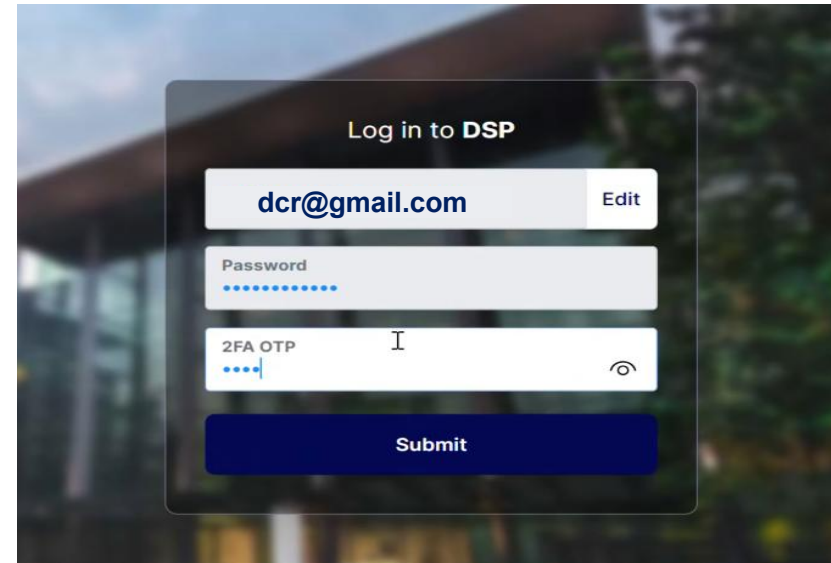
- A pop up box will appear, as per screenshot below.
- Scan the QR code, using any **multi-factor authenticator (MFA) application (Google Authenticator/Microsoft Authenticator)** in your phone.
- Enter the **6 digit code** and click “**Verify**” button.

Refer to page 7-10 of this User Guide for guidance on MFA



Step 6

- You are required to login again. Enter the registered email, new password and 2FA code from your phone. Click “**Submit**” button.



Self Register Login – For DCR Declaration



Refer to [DCR 2026 Infographic \(General\)](#) to check which type of submission applies to your firm

SELF REGISTER – FOR DCR DECLARATION

Important Note for Firms Submitting DCR Declaration Only

Please note that appointment of Compliance Officer is not required for submission of DCR Declaration Form. Please follow steps in **pages 9 to 10** to self register an account.

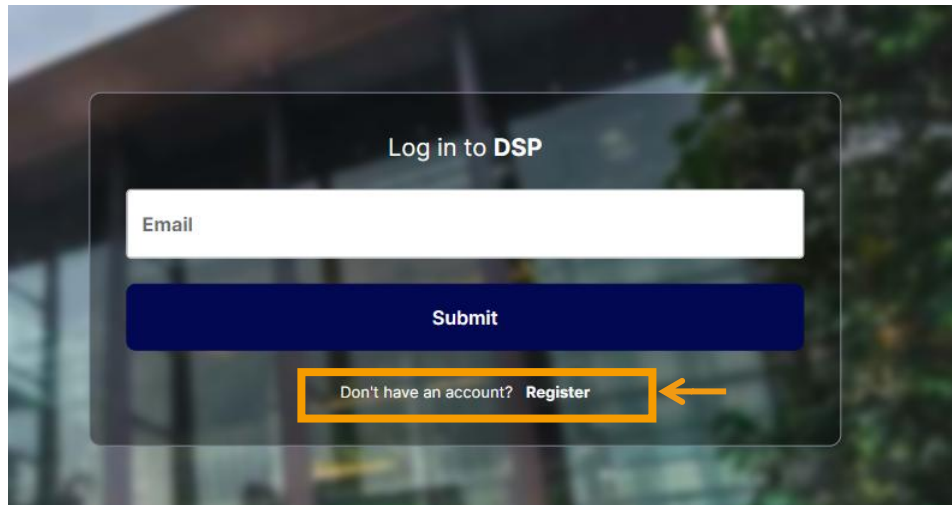
However, if your firm had previously appointed a Compliance Officer, you may login using the login details sent to the Compliance Officer's email address via email titled "User Account Created". Please follow the login steps on **pages 4 to 6**.

User Guide for Data and Compliance Report (DCR) 2026

SELF REGISTER – FOR DCR DECLARATION

Step 1

- a) Open Dynamic Submission Portal (DSP) Platform and click '**Register**'.



Step 2

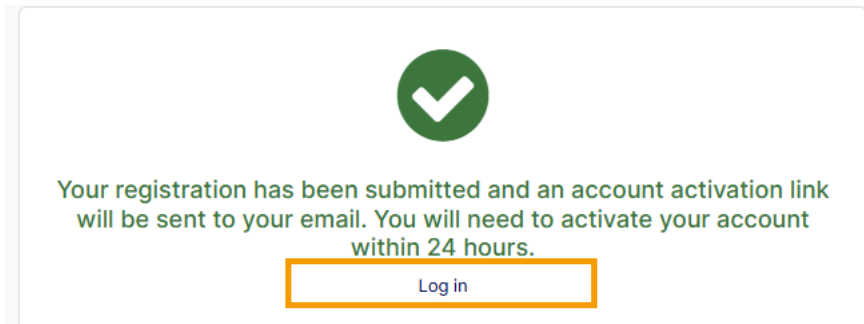
- b) Fill in the fields: Full name, email, organisation (*Automatically assigned as GENERAL/PUBLIC*), create a password and click '**Submit**'.

A screenshot of the 'Register for DSP' form. The form is titled 'Register for DSP' at the top. It contains several input fields: 'Full name' with the text 'ABCD', 'Email' with the text 'ABCD@gmail.com', and 'Organisation' with the text '- GENERAL/PUBLIC -'. Below these fields is a note: 'Can't find your organisation? Please send an email to dsp_solutions@bnm.gov.my to onboard your organisation before registering your account.' Further down are 'Password' and 'Confirm password' fields, both filled with dots. A yellow progress bar below the password field is labeled 'Strong'. At the bottom of the form is a dark blue button labeled 'Submit', which is highlighted with a yellow rectangular box. Below the 'Submit' button is a 'Cancel' link.

SELF REGISTER – FOR DCR DECLARATION

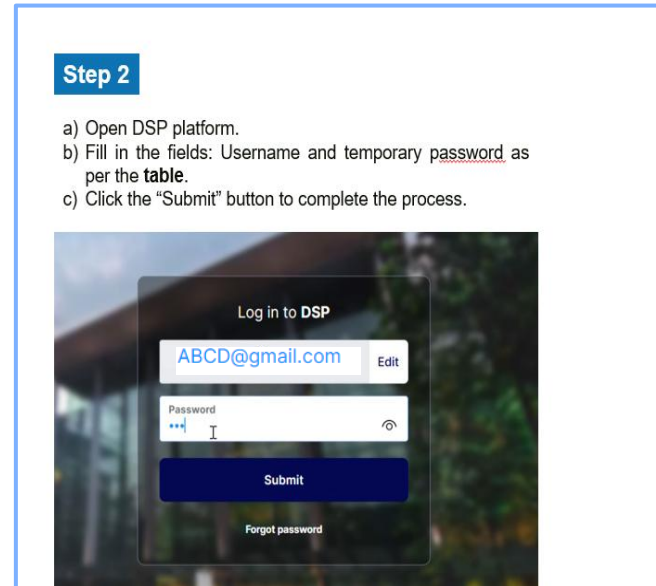
Step 3

- c) Once you have submitted, a pop-up message appears and click **‘Log In’**.



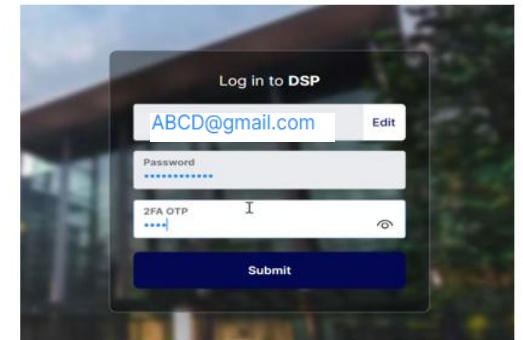
Step 4

- d) Continue the registration process by completing **Steps 2 to 6** using the registered email address and password.



Step 6

- a) You are required to login again. Enter the registered email, new password and 2FA code from your phone. Click "Submit" button.



Refer to page 4-6 of this User Guide for registration process

Multi-factor Authentication (MFA)

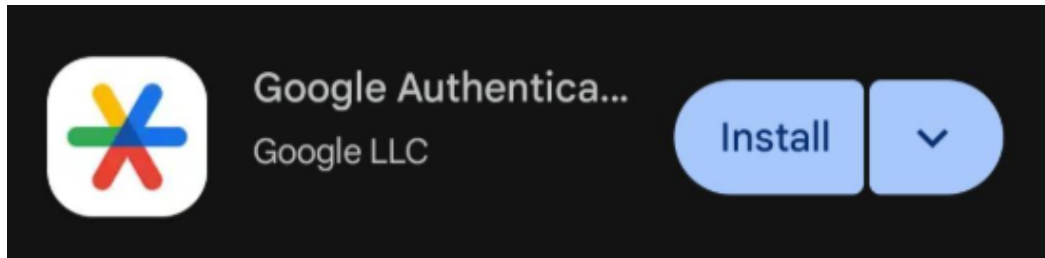


User Guide for Data and Compliance Report (DCR) 2026

MULTI-FACTOR AUTHENTICATION (MFA)

Step 1 Download Multi-Factor Authentication (MFA) app from Mobile's Application Store

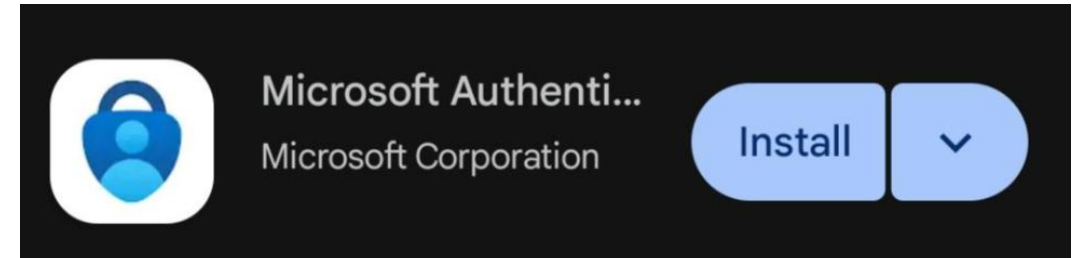
Download **Google Authenticator** from Google Play Store (Android) or the Apple App Store (iOS)



***For Apple, Samsung users**

OR

Download **Microsoft Authenticator** from Application Downloading Platform (Android)



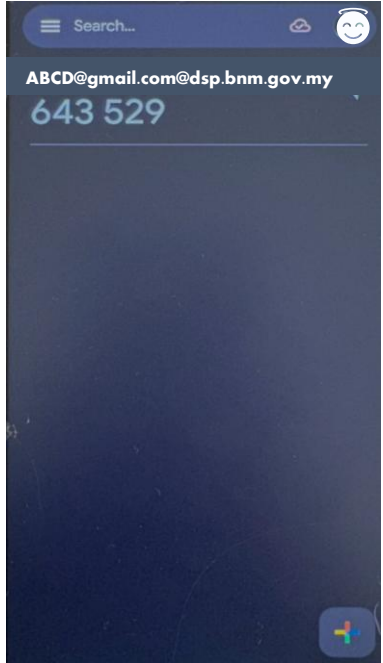
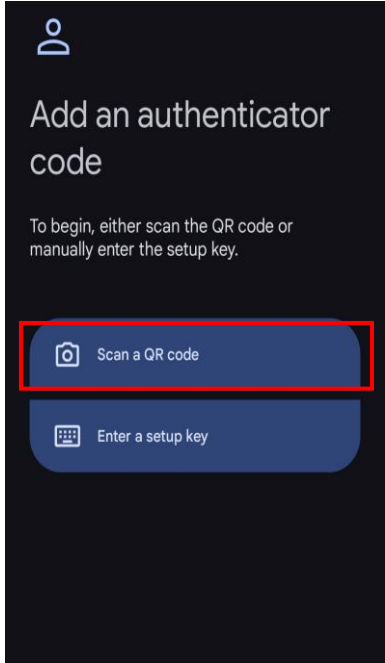
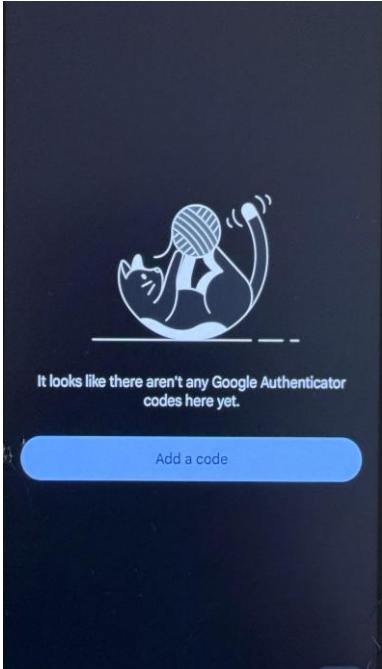
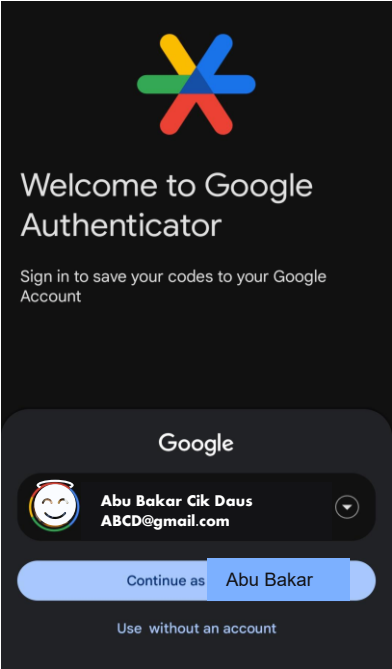
***For Huawei, Honor, Xiaomi, OPPO, Vivo, etc. users**

Reporting Institutions (RIs) are required to download only ONE Authenticator

User Guide for Data and Compliance Report (DCR) 2026

MFA – Google Authenticator (For Apple and Samsung Users)

Step 2 Log into Google Authenticator



a Click 'Get Started'

b Log in with your existing 'Gmail' Account

c Click 'Add a Code'

d Click 'Scan a QR Code' and scan the QR code provided in the DSP Login

e Enter the "6 digit verification code" and verify the account



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CENTRAL BANK OF MALAYSIA

REMINDER : The verification code will refresh every 30 seconds

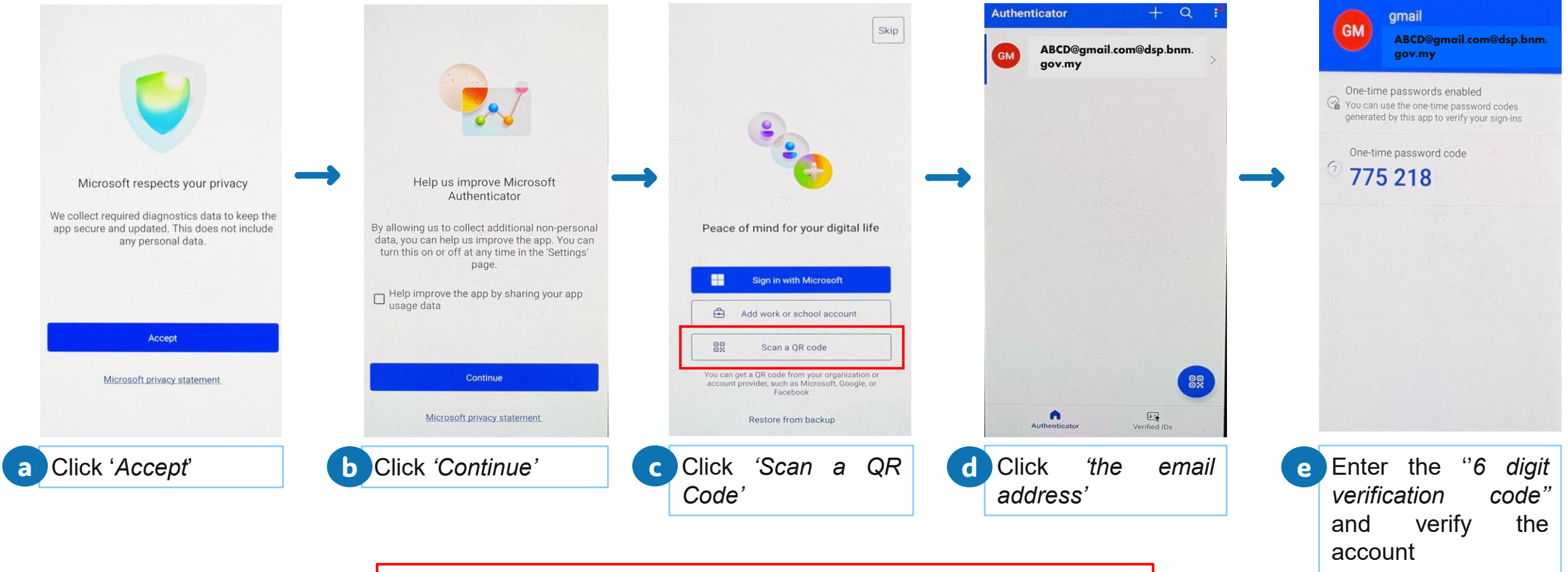


User Guide for Data and Compliance Report (DCR) 2026

MFA - Microsoft Authenticator (For Huawei, Honor, Xiaomi, OPPO, Vivo etc.)

Step 2

Log into Microsoft Authenticator



REMINDER : The verification code will refresh every 30 seconds

DCR SUBMISSION

(a) Full DCR Form

(b) DCR Declaration



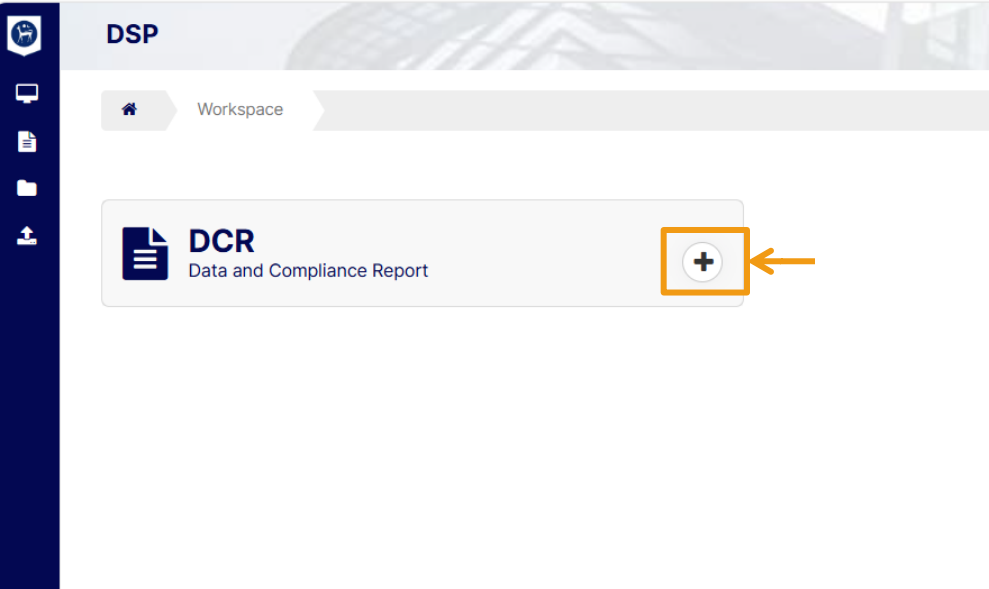
Refer to [DCR 2026 Infographic \(General\)](#) to check which type of submission applies to your firm

User Guide for Data and Compliance Report (DCR) 2026

SUBMITTING DCR FORM

Step 1

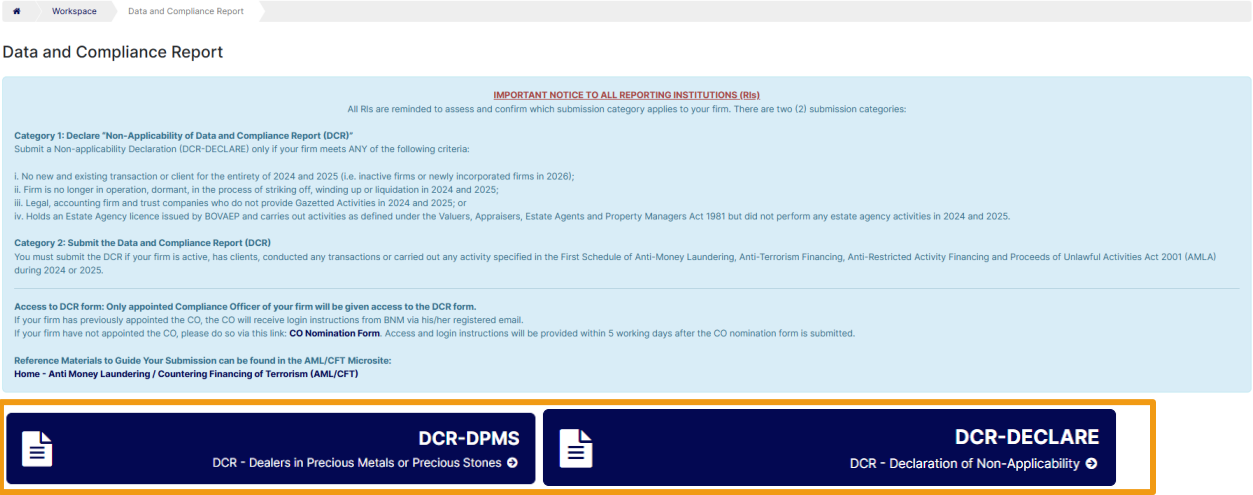
1. Click the “+” symbol.



Step 2

2. Upon your **firm's self assessment**, please proceed with submitting either (A) DCR Form OR (B) Declaration Form.

Refer to [DCR 2026 Infographic \(General\)](#) to conduct self assessment.



User Guide for Data and Compliance Report (DCR) 2026

(A) SUBMITTING FULL DCR FORM

Step 1

Key in details as required in Part A – Part E in the DCR Form.

DCR-DPMS

Action

Expand All

General

DCR is a mandatory submission to Bank Negara Malaysia (BNM) by Designated Non-Financial Businesses and Professions (DNFBPs) reporting institutions (RIs). DCR is a form of supervisory monitoring by BNM and includes questions to gauge how RIs have met the Anti-Money Laundering, Countering Financing of Terrorism, Countering Proliferation Financing (AML/CFT/CPF) requirements and exposure to money laundering, terrorism financing and proliferation financing (ML/TF/PPF) risks that RIs might have.

DCR is issued pursuant to section 8(3)(a) of the Anti-Money Laundering, Anti-Terrorism Financing, Anti-Restricted Activity Financing and Proceeds of Unlawful Activities Act 2001 (AMLA) read together with section 143(2) of the Financial Services Act 2013 (FSA) and section 155(2) of the Islamic Financial Services Act 2013 (IFSA). Failure to submit DCR may result in enforcement action on RIs.

Reference Materials to Guide Your Submission can be found in AML/CFT Microsite:
[Home - Anti Money Laundering / Countering Financing of Terrorism \(AML/CFT\)](#)

Need Assistance?

RIs may submit questions through the discussion section [here](#) if clarification is required. Queries will be responded by BNM representatives or your sector representatives including Suruhanjaya Syarikat Malaysia (SSM) for Company Secretaries, Malaysian Institute of Accountants (MIA) for Accountants and Bar Council (BC) for Lawyers.

The clarification provided is based on the facts submitted and is intended solely for the purpose of facilitating the DCR submission process. It should not be construed as legal advice and must not be used, relied upon, or applied in any other context.

Name of DCR Submitter / Nama Pengirim DCR

Position / Jawatan

Part A - Information on Reporting Institution

Part B - Business Information & Structure

Part C - Institutional Risk Assessment

Part D - Mandatory AML/CFT/CPF Requirements

Part E - AML/CFT/CPF Compliance Programme

☐ Document is ready for submission to BNM, and I hereby confirm that I am the authorised person to perform this submission.

Save Draft

NOTE: The questions will be visible when it is applicable or required for you to respond. If it is not applicable, the field will be greyed out.



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CENTRAL BANK OF MALAYSIA

Step 2

User may “**Save Draft**” before submitting.

☐ Document is ready for submission to BNM, and I hereby confirm that I am the authorised person to perform this submission.

Save Draft

Step 3

Once you have completed the form, tick the box as shown below. Then, click on the “**Submit to BNM**” button.

☒ Document is ready for submission to BNM, and I hereby confirm that I am the authorised person to perform this submission.

Submit to BNM

Step 4

Once submitted, the system will prompt “**DCR submitted successfully**”.

DCR/202606/00001 submitted successfully.

OK

User Guide for Data and Compliance Report (DCR) 2026

(B) SUBMITTING DCR DECLARATION FORM

Step 1

Fill in all the required fields in the Declaration Form.

NOTE: The questions will be visible when it is applicable or required for you to respond. If it is not applicable, the field will be greyed out.

Step 2

User may “**Save Draft**” before submitting.

Step 3

Once the check box is ticked, the “**Submit to BNM**” button will be enable, therefore user can proceed to submit.

Step 4

Once submitted, the system will prompt “**DCR submitted successfully**”



RESET PASSWORD

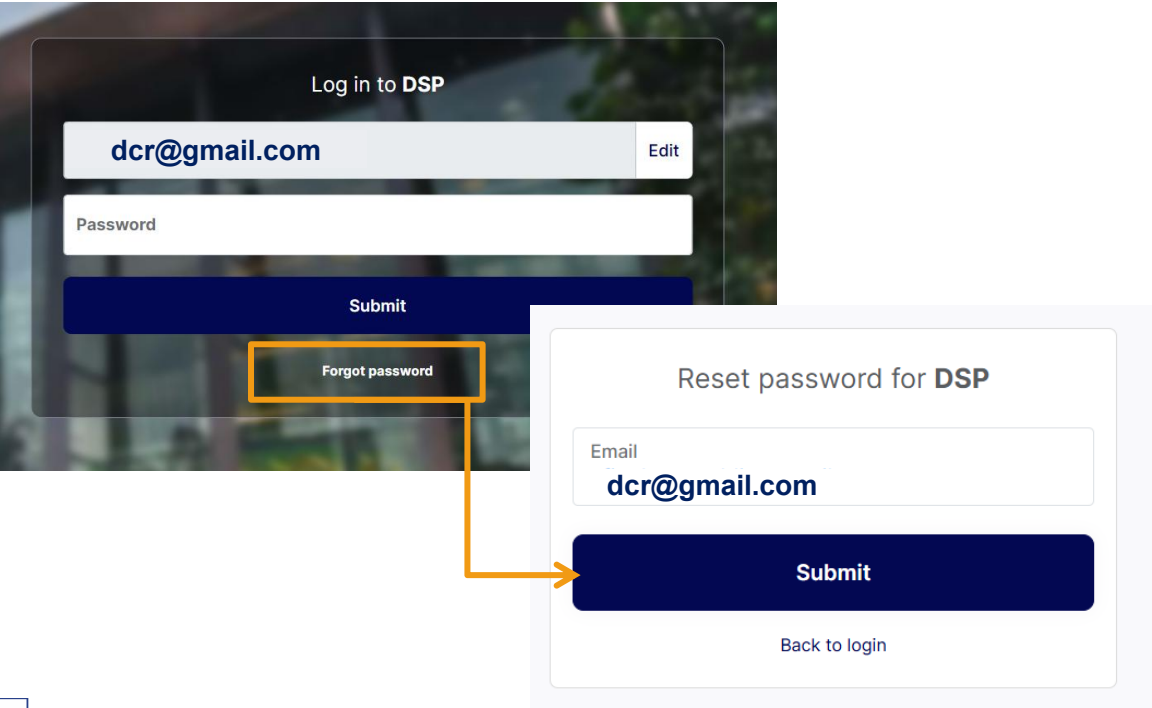


User Guide for Data and Compliance Report (DCR) 2026

RESET PASSWORD

Step 1

- a) If you have forgotten your password when trying to log in, click the “**Forgot password**” button.
- b) You will be navigated to another page where you are required to click “**Submit**” button.
- c) New password will be sent to your email.



Step 2

- a) Sign in with the details provided in the your registered email and change your temporary password to your new password.
- b) Enter 2FA from your MFA application and click “**Submit**” to login.

User Account Password Reset

Inbox

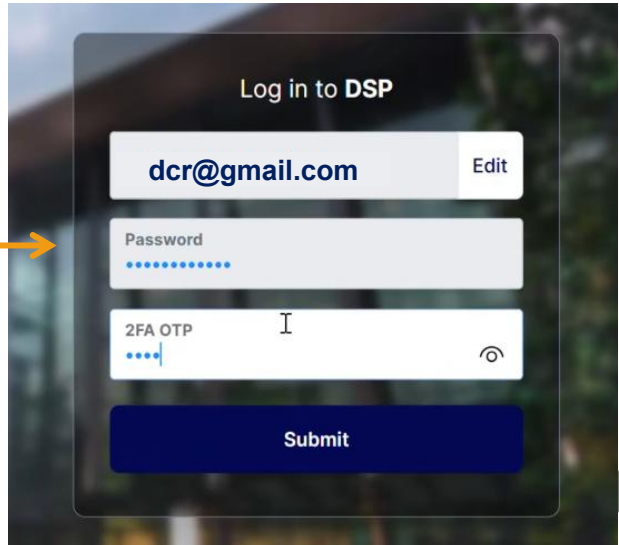
DSP 2:59 PM
to me

Your password to your DSP account has been reset.

You may access your account with the following login details:

Username **dcr@gmail.com**
New Password: **#6GAbQy0tWnj**

To visit DSP, please follow the link below:
<https://dsp.bnm.gov.my/>



User Guide for Data and Compliance Report (DCR) 2026

RESET PASSWORD

Step 3

- a) Fill in your temporary password sent in the email, then **fill in your “New Password”**
- b) Click “Submit” button.

Change password for DSP

Current password

New password

Confirm new password

Submit

Step 4

- a) Once the password is updated, the page will refresh to the main submission page.

DSP

Workspace

Password updated!

DCR

Data and Compliance Report

Thank You

For further enquiries on DCR 2026, please email dcr@bnm.gov.my

