WHO NEEDS TO SUBMIT DCR 2022?

WHICH SECTOR ARE YOU?

- Lawyer/ Notaries Public
- Accountant
- Registered Estate Agent
- Company Secretary
- Dealer in Precious Metals/ Precious Stones

- Casino
- Pawnbroker
- Moneylender
- Licensed Gaming Outlet
- Trust Company
- Factoring/ Leasing
- Non-Bank Financial Institution

Are you **ANY** of the following?

1. An internal company secretary, lawyer (i.e. legal officer), or accountant?
2. A firm that has been selected and informed of 2022 on-site examination?

YES → **NOT REQUIRED TO SUBMIT DCR 2022**

NO ↓

Does your firm fulfil **ANY** of the following criteria for year 2021?

1. **Dormant/ striking off/ winding up/ liquidating**
2. **Non-provision of Gazetted Activities (GA)**
3. **Non-provision of estate agency practice**
4. **No new and existing transaction/ no client** for the entirety of 2021, i.e. inactive firms, newly incorporated/ registered firms in 2021/2022, etc.

YES → **DECLARE YOUR STATUS THROUGH THE DNFBP PORTAL**

NO ↓

SUBMIT DCR 2022

Submission is **MANDATORY** for your firm

ATTENTION

- Submission is at **FIRM** level
- Submission period is from **1 September to 30 November 2022**
- **No further extension** will be provided

FAQS ON SUBMISSION REQUIREMENT

GENERAL SUBMISSION

1. **Is submission of the DCR mandatory?**
   Yes. Submission of the DCR is compulsory and is an enforceable requirement on all specified sector reporting institutions (RIs).

   Depending on your firm's situation, your firm should choose to **either** declare your status or submit DCR 2022, not both.

2. **My firm has just started operation in 2022. Am I required to submit DCR?**
   If your firm has no clients for 2021, your firm is only required to declare such status.

3. **My firm has ceased operation. Am I required to submit or declare for DCR 2022?**
   If your business or company is still legally exist, you need to declare the status of your business or company (either inactive or dormant) for DCR 2022.

   Only if your firm no longer has any legal existence (i.e. struck off, dissolved or terminated registration of business), then your firm is not required to submit nor declare for DCR 2022.

4. **Does my firm need to submit one DCR for each of my clients?**
   The DCR is filled and submitted based on your firm's business (as a "reporting institution" under the AMLA) and not your clients'. Each firm who is an RI needs to submit one DCR.

5. **Does my firm need to ensure all my clients who are also RIs to submit DCR?**
   No. The obligation to ensure that the DCR is submitted is on the RI and its own compliance officer.

6. **If an RI qualifies as small-sized, is the RI exempted from the submission of the DCR?**
   No, small-sized RIs are still subjected to the DCR submission.

   The simplification or exemption are only for selective AML/CFT requirements. This includes simplification on the conduct of employee screening and training and exemption of AML/CFT independent audit functions. Please refer to paragraph 11.1.1 of the Policy Document for more information on the exemptions and simplifications applicable to small-sized RIs.

7. **What are the consequences or penalty for failure to submit the DCR?**
   Enforcement action can be taken on RIs who fail to submit the DCR within the stipulated timeline. Please ensure that all information provided in the DCR is complete and accurate to the best of your firm's knowledge.

GROUP OF COMPANIES / MULTIPLE PRACTISING CERTIFICATES

Given the different nature of business operations and customer profiles for each business activity, the DCR needs to be submitted separately for each company or practice areas. For instance:

Scenario	Submission Required
I am a Compliance Officer for a group of companies undertaking Gazetted Activities (GA) company secretarial and accounting services in separate entities (e.g. Firm A for company secretarial service, Firm B for accounting service). How many DCRs should I submit?	One DCR for each business activity/ entity
[For DPMS] My group of companies have several entities operating in the same chain of business (e.g. one manufacturer, one wholesaler firm and one retailer firm). How many DCRs should I submit?	One DCR for each firm
My firm is part of HQ with multiple branch offices. How should DCR be submitted?	For firms with multiple branch offices, submission is aggregated and by the head office only. However, if the branch office is operating independently from the head office and has its own compliance officer, then the branch office should respond to the DCR separately.
My group of companies have other RIs under the DNFBP sectors which are not required to submit DCR for 2022, do I need to submit or do any declaration for those RIs?	No. DCR 2022 is only applicable to the 5 DNFBP sectors. RIs of other DNFBP sectors are not required to submit a DCR nor declare their status for 2022.
My firm provides both GA and non-GA services (e.g., conveyancing and litigation services by the same legal firm). What should my firm do?	For firms providing both GA and non-GA services, your firm is required to submit ONE DCR form only. Your firm is not required to declare under non-provision of GA. For firms providing non-GA ONLY, your firm needs to declare your status under non-provision of GA.

GROUP OF COMPANIES / MULTIPLE PRACTISING CERTIFICATES

Scenario	Submission Required
My firm provides services under different sectors, e.g., accounting and company secretarial services or legal and company secretarial services. How many DCR should I submit, and which sector should I choose?	If the provision of services are under 1 firm, you may submit 1 DCR under the firm's core service. For example, 1. Accounting services is the main services provided, please submit DCR under the accounting sector. Information related to company secretarial services can be included as GA V in Part B. The same applies to legal sector. 2. Company secretarial services is the main services provided, please submit DCR under the company secretarial sector. Information related to accounting or legal services can be included as "other services" in Part B.

COMPLIANCE OFFICER (CO)

8. **Does my firm need to appoint a CO prior to submitting the DCR?**
Yes, RIs need to appoint a CO before attempting to respond to the DCR.

If you have yet to do so, please appoint your firm's CO and notify Bank Negara Malaysia (BNM) by filling an online form included in the portal or you may click here.

9. **What is CO number?**
CO number is a unique number assigned to each Compliance Officer for communications with BNM on AML/CFT matters, including for reporting of STR. You will receive your CO number via the registered email after you have notified BNM on the appointment using the online form (or letter or manual form).

Please ensure that you have entered the correct sector and email address in the online form. Please note that CO number is unique to the firm. If you are the CO for multiple firms, you will receive a dedicated CO number for each of the firms.

10. **If my firm has appointed CO and has notified the appointment to Bank Negara Malaysia previously, do we still need to fill up the CO Nomination Notification Form this year?**
No, the CO number previously assigned to the CO of your firm is still valid and can be used to fill in the DCR 2022.

11. **I am a sole proprietor with no employee. Can I appoint myself as the CO?**
Yes.

12. **If a firm has two COs representing different GA undertaken by the firm, should each of the CO submit his/her own DCR or both COs should issue only 1 DCR for the firm?**
If the different GA fall under a single sector (e.g. both COs are lawyers carrying out GA of legal sector), only 1 DCR should be submitted by the firm.

13. **If my firm is only required to declare our status, do we need to appoint a CO?**
No. Your firm does not have to appoint a CO.

Please refer to the AML/CFT microsite on Compliance Officer at the following link:
https://amlcft.bnm.gov.my/appointing-a-compliance-officer

GAZETTED ACTIVITIES (GA)

14. **Do we need to submit the DCR if we provide GA related service but do not hold money in the client's account?**
Yes, DCR submission is required if your firm provides GA, regardless of whether the firm holds or does not hold clients' money in the client accounts.

15. **My firm only commenced GA services in 2022. Do we need to submit DCR?**
As the DCR submission is for transactions or activities for the year of 2021, your firm is only required to declare non-provision of GA.

However, as your firm has started providing GA and becomes an RI, your firm needs to comply with the relevant AML/CFT requirements moving forward.

16. **What if my firm does not provide any GA, should my firm still submit the DCR?**
No, but your firm is required to declare non-provision of GA.

17. **[For Accountants] I am not a member of MIA, but my firm provides accounting services. Does my firm need to submit DCR?**
The DCR submission is on firm basis:
- If the accounting firm provides any of the listed GAs, the firm is required to submit the DCR 2022.
- However, if the accounting firm does not provide any of the listed GAs, the firm is required to declare non-provision of GA.
- If the accounting firm does not have any accountants with practicing certificate from MIA, they are not RI, and hence are not required to submit the DCR 2022 nor declare non-provision of GA.

18. **[For Accountants] My firm provides auditing services only. Do we need to submit DCR?**
Accountants who provide audit service which does not fall within any of the 5 GAs are not RIs under the AMLA. As such, your firm is only required to declare non-provision of GA.

19. **[For registered estate agents] My firm provides valuation services only. Do we need to submit DCR?**
Only registered estate agents who provide estate agency practice as defined in the Valuers, Appraisers, Estate Agents and Property Managers Act 1981 are RIs under the AMLA.

Hence, if your firm only carries out valuation services but not any of the estate agency practices, then your firm is not an RI under the AMLA. As such, your firm is only required to declare non-provision of estate agency practice.

20. **[For registered estate agents] Are the real estate negotiators in my firm required to submit DCR?**
No. The submission is by the **registered estate agents**, at the firm level only.

FAQS ON PORTAL AND REGISTRATION

INVITATION CODE

1. **What is an invitation code?**
   Invitation code is newly introduced for DCR 2022 as a measure to ensure that only nominated CO has access to the portal. For DCR 2022 submission, RIs are required to register as user in the DNFBP portal. Registration can only be done using this invitation code.

2. **Where can I get the invitation code?**
   The invitation code will only be sent to the registered email of the CO after the appointment/ change of CO has been notified to BNM using the online form here.

   Please check the inbox, spam or junk mail of the registered email of the CO.

3. **Why have I not received the invitation code?**
   It could be because your firm has not notified BNM on the appointment of your firm's CO. Please do so via the online form here.

   However, if your firm has already notified BNM on your CO but has yet to receive the invitation code, please email dcr@bnm.gov.my.

4. **Why is my invitation code invalid?**
   It could be because you have redeemed your invitation code but did not complete the account registration process. Please email dcr@bnm.gov.my for assistance.

5. **I am the CO for many firms, I have received multiple invitation codes for each of the firm. Which invitation code should I use?**
   Please use the latest invitation code that you received.

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REGISTRATION

6. **Where to register?**
   The DNFBP portal link together with the invitation code is provided in the email sent to your firm's CO that was notified to BNM. Once you have entered the portal and keyed in the invitation code, click "Register" to register for access to DCR 2022. After creating a new username and password, you may continue to the DCR Dashboard to start filling up the DCR 2022 form.

   Please refer to the DCR Tutorial Videos for more information.

7. **What username and password should I use?**
   You may choose any username or password that you like, as long as the password meets the required criteria. However, please take note that once you have chosen your username you will not be able to change it.

REGISTRATION

8. **I have forgotten my username and password. How can I retrieve it?**
You may click "forgot password" in the sign in page. An email will be sent to the registered email of the CO (by default) to create a new password.

However, there is no similar function for forgotten username. Please save the information of your username. To retrieve your username, please email dcr@bnm.gov.my.

9. **I am the CO for many firms, do I need to create new accounts for each firm?**
No. You only need one invitation code to create one account. You may submit DCR for all the firms using one account. For this purpose, you may use any of the invitation codes provided.

10. **If I have submitted for DCR 2020/ 2021, do I still need to register for DCR 2022?**
Yes. This is a new function added for DCR 2022. There was no username and password created for the previous DCRs.

PORTAL FEATURES

11. **Is it possible for us to save as draft in the DNFBP portal?**
Yes. The updated DNFBP portal allows for saving of your drafts. Please ensure that you have clicked "Next & Save Draft" button in the DCR forms to save the answers on your current page.

12. **Can we print our drafts, submitted declaration form or submitted DCR form?**
Yes. You may print your drafts or submitted DCR form using the "Print" button. However, please take note that once you have submitted you declaration form, you will not be able to print your answers. You may print the declaration form before clicking the "Submit" button.

13. **My account has been locked. How long does it take for my account to be unlocked?**
Your account will be locked for 15 minutes, you will be able to login after that.

14. **Can we submit the DCR in excel/ PDF format or via email?**
No. Submission for DCR 2022 can only be done through the DNFBP portal.

15. **Can the report card indicate the name of the firm?**
No. However, there is a reference number in the report card that matches your firm's submission in the dashboard of the DNFBP portal.