

ArtAML's Preparatory Guide for Registering as an Art Market Participant (UK)

Registration section	What's needed / Question to answer	YOUR answer (options provided if applicable, otherwise a blank text field is presented for completion)	Tips for completion, with ArtAML solutions highlighted in green.
AMLS Registration			
	Government Gateway ID		Use the ID for your business
	Password for Government Gateway ID		Associated with the above ID
	Business Type	Limited Company; Sole Proprietor; Partnership; Limited partnership or limited liability partnership; or Unincorporated association or trust	Select from options provided
	Registered company name		
	Corporation Tax Unique Taxpayer Reference (UTR)		For the relevant business entity
Pre-application			
	What's the structure of your business?	Limited Company; Sole Proprietor; Partnership; Limited partnership or limited liability partnership; or Unincorporated association or trust	Select from options provided
	What's your company registration number?		8 characters and can be a mix of numbers and capital letters
	Which services do you need to register?		Art Market Participant (note that High Value Dealer specifically relates to taking large volumes of cash and is a separate obliged entity)
Business details			
	Is your business currently registered with HMRC under the Money Laundering Regulations?	Y/N	
	When did or will your business start activities that need to be registered under the Money Laundering Regulations?		Earliest date 10th January 2020
	Is your business registered for VAT in the UK?	Y/N	
	What is your business email address?		This should be for the main AML contact point re: AML, for HMRC communications
	What is your business telephone number?		
	Are you able to identify multiple payments linked to a single sale?	Y/N	
Business activities			
	How much total net profit does your business expect in the next 12 months from art market participant activities?	0-£14,999; £15,000-£29,999; £50,000-£99,000; £100,000-£249,999; £250,000-£999,000; £1m-£10m; or More than £10 million	Select from options provided
	Is your business a franchise?	Y/N	
	How many people work on activities covered by the Money Laundering Regulations?		Include directors, temporary and seasonal staff. If you are a sole proprietor with no employees, enter 1.
	How many people work for the business?		Include directors, temporary and seasonal staff. If you are a sole proprietor with no employees, enter 1.
	Do you keep records of all your transactions with customers?	Y/N	
	How do you record these transactions?	On paper; Digitally, on a spreadsheet; or Digitally, on commercial software packages designed for recording transactions	Select from options provided
	Do you have written guidance on how to identify and report suspicious activity?	Y/N	ArtAML can assist with the creation of your AML Policy & Procedure Manual, which incorporates how your business identifies and reports suspicious activity.
	Has your business registered online with the National Crime Agency (NCA)?	Y/N	To report suspicious activity to the NCA you need to register on the NCA website. You're not legally required to register.
	Does your business have a documented risk assessment policy and procedure?	Y/N	ArtAML has a solution for conducting your risk assessment with corresponding AML Policy & Procedure Manual.
	How do you document your risk assessment policy and procedure?	Digitally; or On paper	Select from options provided. If organised through ArtAML, this is provided digitally and can be internally printed.
	Does your business receive professional advice on Money Laundering Regulations and due diligence?	Y/N	This only applies to guidance from a professional adviser who is not part of your business. ArtAML offers AML Advisory as a service.

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	What's your adviser's name?		Not applicable.
Bank details			
	Does your business have a bank account?	Y/N	
	Give this bank account an informal name to help you identify it.		
	What type of bank account is this?	Business bank account belonging to another business; Business bank account belonging to this business; or Personal bank account	Select from options provided
	Is this a UK bank account?	Y/N	
	If 'No' to the above: Does this account have an International Bank Account Number?		
	If 'Yes' to the above: What are the account details?		Sort code (6 digits), Account number (8 digits)
	<i>Optional: Add bank accounts</i>		<i>Details of all bank accounts used in the business are needed.</i>
Trading premises			
	Is this your trading premises?	Y/N - answer when registering	This information is pulled from other information already provided, so you will need to determine when entering your registration if the details on the screen are correct.
	When did or will your business start trading from these premises?	Enter date	As above, the associated address will be automatically presented on the screen.
	Is this a residential address?	Y/N	As above, the associated address will be automatically presented on the screen.
	<i>Optional: Add trading premises</i>		<i>You must add every premises where you carry out activities covered by the Money Laundering Regulations. You will need to pay a fee for each trading premises you register.</i>
Responsible people			
	What is this responsible person's name?	Enter First name; Middle name (optional); and Last name	
	Has the person entered above ever legally changed their name?	Y/N	
	If 'Yes' to the above: What was the previous name of the person entered above?	Enter First name; Middle name (optional); and Last name	
	If 'Yes' to the above: When did the name change for the person mentioned above?		
	Is the person listed above known by any other names?	Y/N	
	What is the date of birth for the person entered above	Enter DOB (day - month - year)	
	Is the person listed above a UK resident?	Y/N	
	If 'Yes' above, what is their National Insurance number?	Enter NI number	
	Does the person listed above have a UK passport?	Y/N	
	Does the person listed above have a passport from another country?	Y/N	
	Was the person listed above born in the UK?	Y/N	
	What is the nationality for the person listed above?	British (including English, Scottish, Welsh and Northern Irish); or National of a different country	Select from options provided
	What are the contact details for the person listed above?	Enter telephone number and email address	
	Is the person above's home address in the UK?	Y/N	
	How long has the person listed above lived at the current address?	0-5 months; 6-11 months; 1-3 years; or 3+ years	Select from options provided
	What is the person above's role in the business?	Beneficial owner; Director; Nominated officer; or Another role in the business	Select all that apply
	When did the person listed above start their role in the business?	Enter date (day - month - year)	If the start dates of positions provided are different, give the earliest.
	Is the person listed above the sole proprietor of another business?	Y/N	
	Is the person listed above registered for Self Assessment?		This is the annual tax return for individuals resident in the UK (for tax purposes).
	Does the person listed above have experience as an art market participant?	Y/N	

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	If 'Yes' above, describe the experience as an AMP.	Enter description (255 characters or less)	Include dates and duration
	Has the person above had training in anti-money laundering or counter-terrorism funding?	Y/N	ArtAML has AML training solutions to support your needs.
	Has the person above passed HMRC's fit and proper test?	Y/N	This is not necessary for Art Market Participants, as it applies to money service businesses and trust or company service providers.
	Has HMRC charged your business or another business to do an approval check about the person listed above?	Y/N - answer when registering	This is separate from HMRC's fit and proper test, and applies to accountancy service providers, art market participants, estate agency businesses and high value dealers. If a responsible person has already passed the check, either in the current or previous role, they do not need to pass it again.
	<i>Optional: Add other responsible persons</i>		
Art market participant			
	Has your business made a sale of art for 10,000 Euros or more on or after 10th January 2020?	Y/N	If you do not use Euros, convert the amount on the monthly currency converter on gov.uk .
	When was the first sale of art for 10,000 Euros or above on or after 10th January 2020?		
	Are you able to identify multiple payments linked to a single sale?	Y/N	This is identifying a key potential risk in your business operations.
	How much of your turnover do you expect to come from sales of art for 10,000 Euros or above in the next 12 months?	0-20%; 21-40%; 41-60%; 61-80%; or 81-100%	Select from options provided
Submit application			
	Who is the nominated officer for your business?	Select the person from the list of Responsible people	You need to appoint a nominated officer before you can submit your application. The nominated officer must be one of the responsible people you have registered.
	Who is registering this business?	Select / add the individual	One person must take responsibility for the accuracy of this anti-money laundering supervision registration.