## 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 ("GG") ID		This GG ID is specific to AMP Supervision and needs to be for an 'Organisation'.
	Password for Government Gateway ID	Limited Company; Sole Proprietor;	Associated with the above ID. Keep it safe and available for future use!
	Business Type	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, i.e., sales of works of art in which transactional value is 10K+ EUR (incl. VAT)
Pre-application		Lineited Communicate III	
	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. (Not applicable for sole traders or partnerships.)
			Art Market Participant (note that High Value Dealer specifically relates to taking large volumes of cash and is a separate obliged
	Which services do you need to register?		entity)
Business details			
	Is your business currently registered with HMRC under the Money Laundering Regulations?	Y/N	This would only be the case if you registered for another sector, such as High Value Dealer ("HVD") if you accept / make cash payments of 10K+ EUR.
	When did or will your business start activities that need to be registered under the Money Laundering Regulations?		Unless your business is regulated under another sector (such as High Value Dealer for accepting or making cash payments of 10K+EUR): This is the date of the first qualifying transaction for AML (ie, 10K+ EUR transaction for works of art, incl. VAT), FROM 10th January 2020.
	Is your business registered for VAT in the UK?	Y/N	
	When is your business are all address?		This should be for the main contact point for AMP Supervision with HMRC. Only one email address may be used, so you might be best using a team address if applicable to ensure messages are not missed. (This has resulted in some businesses' registration lapsing.)
	What is your business email address? What is your business telephone number?		some businesses registration apsing.)
	Are you able to identify multiple payments		For example, some customers might pay in
	linked to a single sale?	Y/N	instalments.
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. NOTE: This is only for transactions in works of art totalling 10K+ EUR and does NOT include lower-value transactions, nor those in goods / services that are not works of art (per VAT Act 1994 definition of a 'work of art').
	Is your business a franchise?	Y/N	Include directors, temporary and seasonal
	How many people work on activities covered by the Money Laundering Regulations?		staff. If you are a sole proprietor with no employees, enter 1.  Include directors, temporary and seasonal staff. If you are a sole proprietor with no
	How many people work for the business?  Do you keep records of all your transactions with customers?	Y/N	employees, enter 1.
	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	assigned for recording danadedons	ArtAML can assist with this, included in our
	identify and report suspicious activity?	Y/N	Risk Assessment and AML Policy service.

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need to CRX website. Although you're not legally required to register, you are urged to do so as HMRC expects this of regulated businesses.  Has your business registered online with the National Crime Agency (NCA)?  Does your business have a documented risk assessment policy and procedure?  How do you document your risk assessment policy and procedure?  How do you document your risk assessment policy and procedure?  How do you document your risk assessment policy and procedure?  Does your business receive professional advice on Money Loundering Regulations and due diligence?  Does your business receive professional advice on Money Loundering Regulations and due diligence?  What's your adviser's name?  Bank details  Does your business have a bank account?  What's your adviser's name?  Bank details  Does your business have a bank account?  What's your adviser's name?  Bank details  Does your business have a bank account?  What type of bank account informal name to help you identify it.  Business bank account belonging to another business; Business; Business bank account belonging to another business; Business bank account business; Business bank account business; Business bank acco				
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How do you document your risk assessment policy and procedure?    Digitally, or On paper			Y/N	Assessment and AML Policy (incl. your PCPs).
Does your business receive professional advice on Money Laundering Regulations and due diligence?  What's your adviser's name?  Bank details  Does your business have a bank account?  What's your adviser's name?  Bonk details  Does your business have a bank account?  What type of bank account an informal name to help you identify it.  Business bank account belonging to another business; Business bank account belonging to this business; and the business; Business bank account belonging to this business; Business bank account belonging to this business; Business bank account belonging to another belonging to another business; Business bank account belonging to another business; Business bank account belonging to another business; Business bank account business; Business bank account business; Business bank account business; Business bank account belonging to another business;			Digitally; or On paper	through ArtAML, this is provided digitally and can be internally printed.
advice on Money Laundering Regulations and due diligence?  What's your adviser's name?  Bank details  Dees your business have a bank account?  All ply you identify it.  Business bank account belonging to another business; Business bank account belonging to another business and bank account with business; or Personal bank account.  If 'No' to the above: Dest this account have an International Bank Account Number?  If 'Yes' to the above: What are the account details?  Optional: Add bank accounts  Trading premises  Y/N - answer when registering  Y/N - answer when registering  This information is pulled from other information already provided, so you will need to detaim when thering your registration if the details on the screen are cornect.  You must add every premises where you carry out activities covered by the Money Laundering Regulations. You will need to poy a fee for each trading premises you register.  Responsible people  What is this responsible person's name?  Has the person entered above aver legally changed their name?  If 'Yes' to the above: What did the name change for the person entered above?  If 'Yes' to the above: What did the name change for the person entered above?  If 'Yes to the above: What did the name change for the person entered above?  If 'Yes to the above: What did the name change for the person entered above and the standard premises and the person entered above and the standard premises and the person entered above and the standard premises and the person entered		Does your business receive professional		professional adviser who is not part of your business. ArtAML does not provide legal
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		from another country?	Y/N	
from another country? Y/N	1	Was the person listed above born in the UK?	Y/N	
from another country? Y/N	•	was the person listed above born in the UK?	Y/N	1

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

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		British (including English, Scottish, Welsh and	
	What is the nationality for the person listed	Northern Irish); or National of a different	
	above?	country	Select from options provided
	What are the contact details for the person		
	listed above?	Enter telephone number and email address	
		V/AI	
	Is the person above's home address in the UK?	Y/N	
	How long has the person listed above lived at	0.5	C-l+ f
	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	Beneficial owner; Director; Nominated officer; or Another role in the business	Calant all that apply
	business?  When did the person listed above start their	or Another role in the business	Select all that apply  If the start dates of positions provided are
	role in the business?	Enter date (day - month - year)	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).
	/ toocooment.		This will be 'No' unless they've worked in
	Does the person listed above have experience		another business that was regulated as an
	as an art market participant?	Y/N	AMP.
	If 'Yes' above, describe the experience as an	.,,	
	AMP.	Enter description (255 characters or less)	Include dates and duration
			ArtAML has AML training solutions to support
			your needs. See our blog post with key
	Has the person above had training in anti-		information via https://artaml.com/aml-
	money laundering or counter-terrorism		training-a-legal-requirement-for-art-market-
	funding?	Y/N	participants/
			This is not necessary for Art Market
			Participants, as it applies to money service
	Has the person above passed HMRC's fit and		businesses and trust or company service
	proper test?	Y/N	providers.
	Has HMRC charged your business or another business to do an approval check about the peson listed above?  Optional: Add other responsible persons	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.
Art market	Optional. Mad other responsible persons		
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 to GBP. See historic rates from January 2020: https://artaml.com/10k-eur-to-gbp-since-jan-2020/
			This is the date of the first qualifying
	When was the first sale of art for 10,000 Euros		transaction for AML (ie, 10K+ EUR
	or above on or after 10th January 2020?		transaction for works of art, incl. VAT), FROM
	Are you able to identify multiple payments		This is identifying a key potential risk in your
	linked to a single sale?	Y/N	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. For sole traders, this is the owner by default.
	Who is registering this business?	Select / add the individual	One person must take responsibility for the accuracy of this anti-money laundering supervision registration.
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