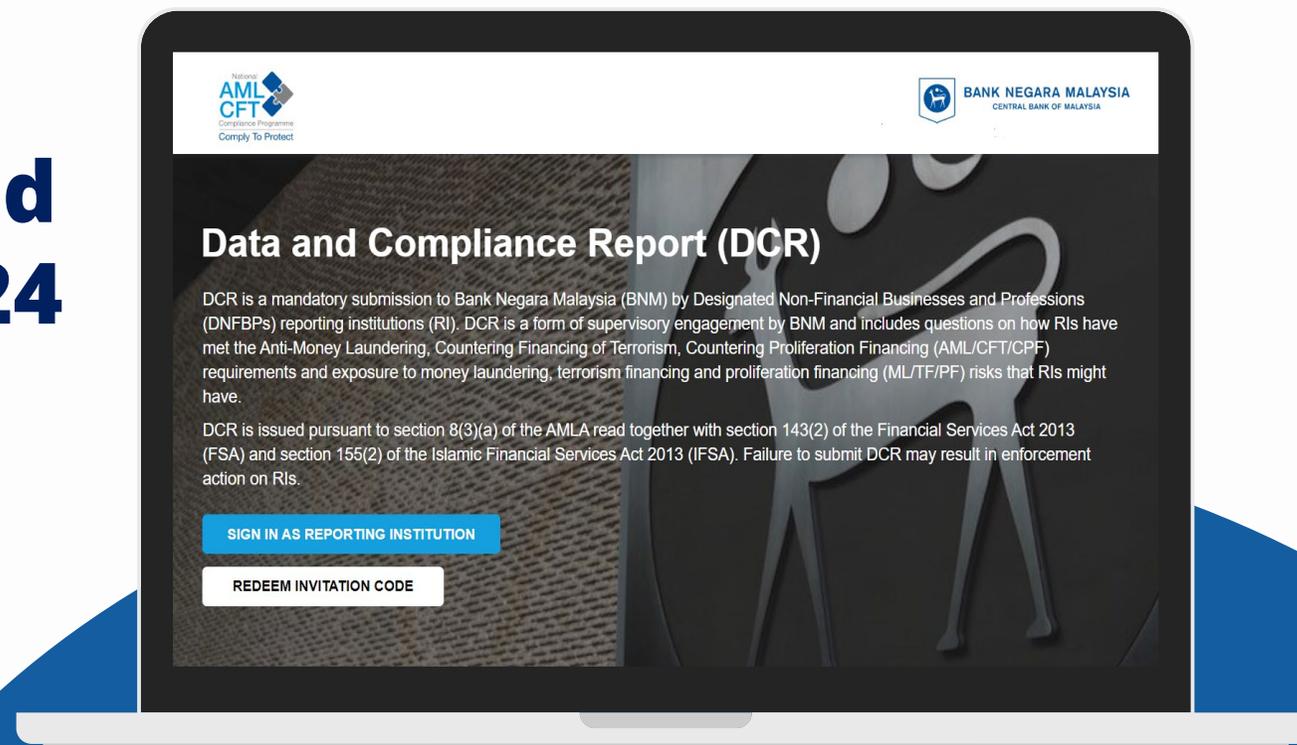


User Guide for Data and Compliance Report 2024

for Designated Non-Financial Businesses and Professions (DNFBPs) Sectors



User Guide for Data and Compliance Report (DCR) 2024

OUTLINE OF PRESENTATION

		<i>Page</i>
1	Summary of DNFBP Portal Step-by-Step Guide	03 04 - 05
2	Redeeming Invitation Code Login and Profile Management Reset Password	06 - 08 09 - 11 12 - 13
3	Submission Form	14 - 19
4	Chatbot	20 - 24

User Guide for Data and Compliance Report (DCR) 2024

SUMMARY OF DNFBP PORTAL



DCR Questions

- ✓ Questions are differentiated based on sector and size of firms (i.e. large and small-sized firms)
- ✓ Streamlined and simplified questions, in consultation with industry's representatives
- ✓ Simplified and guided answer options
- ✓ There are 5 parts of questions

- Part A: Information on RI
- Part B: Business Information and Structure
- Part C: ML/TF Risk Assessment
- Part D: AML/CFT/CPF Programme
- Attestation

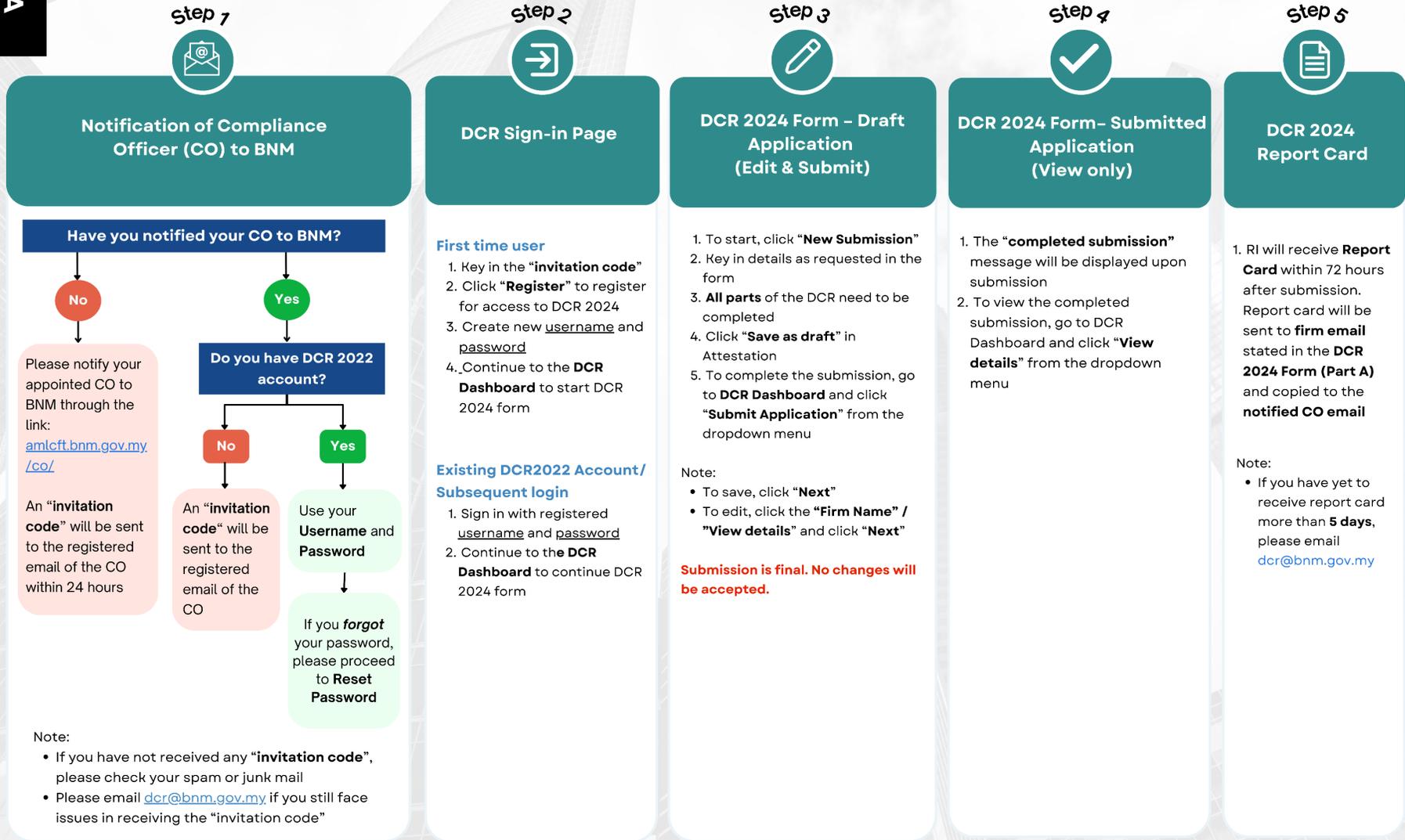


DCR Portal

- ✓ User authentication to limit registration and login to only firms who have appointed Compliance Officer
- ✓ Allow saving function of the draft DCR
- ✓ Interactive Q&A function through chatbot and query management module
- ✓ Readily-available DCR materials, i.e. Information Kit, FAQ and DCR questions (in PDF format).

Submission of DCR 2024

Step-by-Step Guide



Declaration of Non-Applicability for DCR 2024

Step-by-Step Guide

Step 1



DNFBP Portal

1. Firms from the five specified sectors which meet ANY of the following criteria, are only required to declare their status:
 - a. No longer in operation/ Dormant/ In the process of striking off/ winding up or liquidating in 2022, 2023 and 2024
 - b. No new and existing transaction/client for the entirety of 2022 and 2023, i.e. inactive firms, newly incorporated firms in 2022 and 2023, etc
 - c. **Lawyer/Accountant:** Non-provision of Gazetted Activities by firm
 - d. **Real Estate Agent:** Non-provision of estate agency practice as defined in the Valuers, Appraisers and Estate Agents Act 1981
2. Click "**Declare Now**" in Declaration on Non-Applicability of DCR 2024 section

Step 2



Declaration Form

1. Key in details as requested in the form
2. Complete the questions
3. To complete the declaration, click "**Submit**"

Step 3



Email

1. Firm will receive acknowledgement email within 24hrs after declaration which will be sent to **firm email** stated in the **Declaration Form**



User Guide for Data and Compliance Report (DCR) 2024

NEW COMPLIANCE OFFICER/ FIRST TIME USER – REDEEMING INVITATION CODE

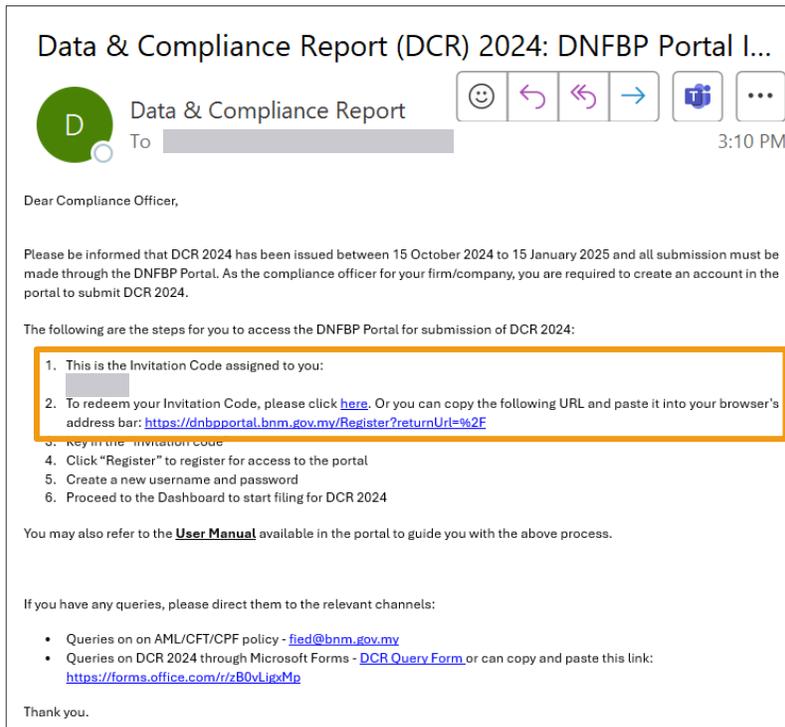


User Guide for Data and Compliance Report (DCR) 2024

REDEEMING INVITATION CODE

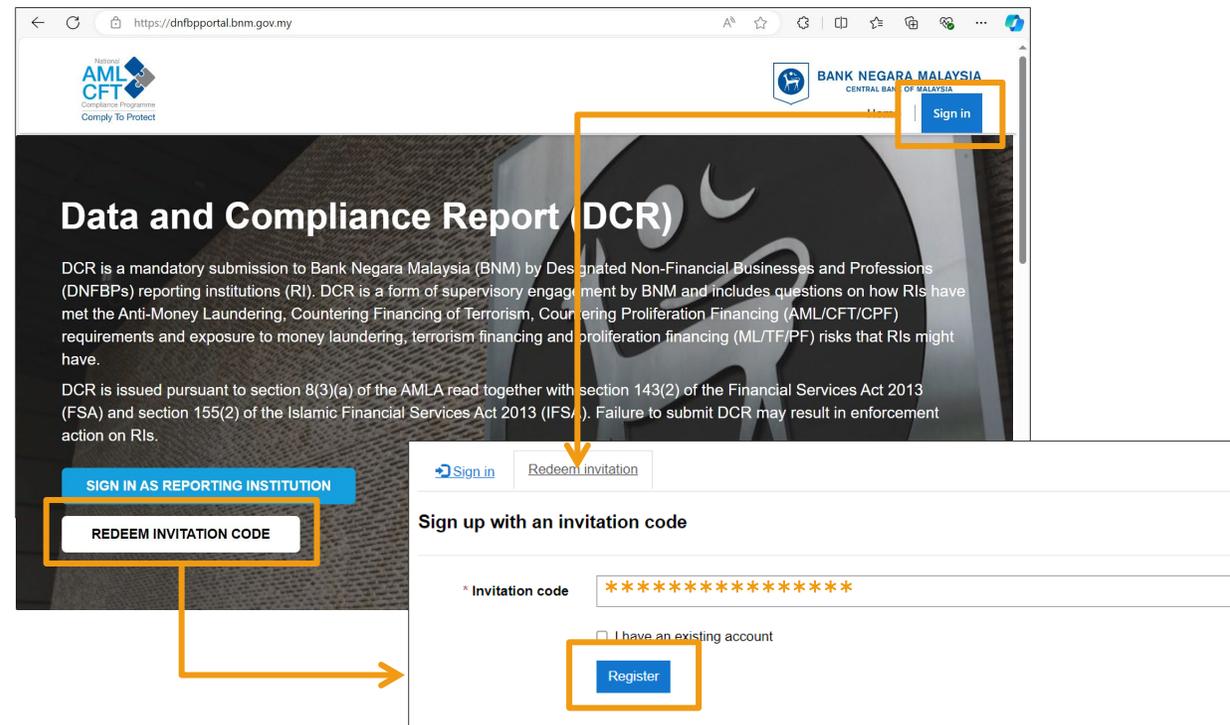
Step 1

- You will receive an email from BNM containing an invitation code and a link to the DCR 2024 Portal.
- Redeem the code through the given link, or you can click this link: <https://dnfbportal.bnm.gov.my/>



Step 2

- You can directly click "Redeem Invitation Code" on the main page or click the "Sign In" tab in the menu and select "Redeem Invitation".
- Fill in the invitation code as provided by BNM in the email.
- Click the "Register" button.



User Guide for Data and Compliance Report (DCR) 2024

REDEEM INVITATION

Step 3

- Fill in the fields: Email, Username, Password and Confirm Password.
- Click the “Register” button to complete the process.

National AML CFT Compliance Programme Comply To Protect

[Sign in](#) [Redeem invitation](#)

Redeeming code:

Register for a new local account

* Email

* Username

* Password

* Confirm password

Step 4

- Your details will be displayed on the “Profile” page. Please click “Update”
- You can navigate to the “Home” or “Dashboard” page once you’re completed this process.

National AML CFT Compliance Programme Comply To Protect

BANK NEGARA MALAYSIA CENTRAL BANK OF MALAYSIA

[Home](#) | [Dashboard](#)

[Home](#) > [Profile](#)

Profile

Profile

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User Guide for Data and Compliance Report (DCR) 2024

EXISTING DCR 2022 USER/ SUBSEQUENT LOGIN- LOGIN AND PROFILE MANAGEMENT

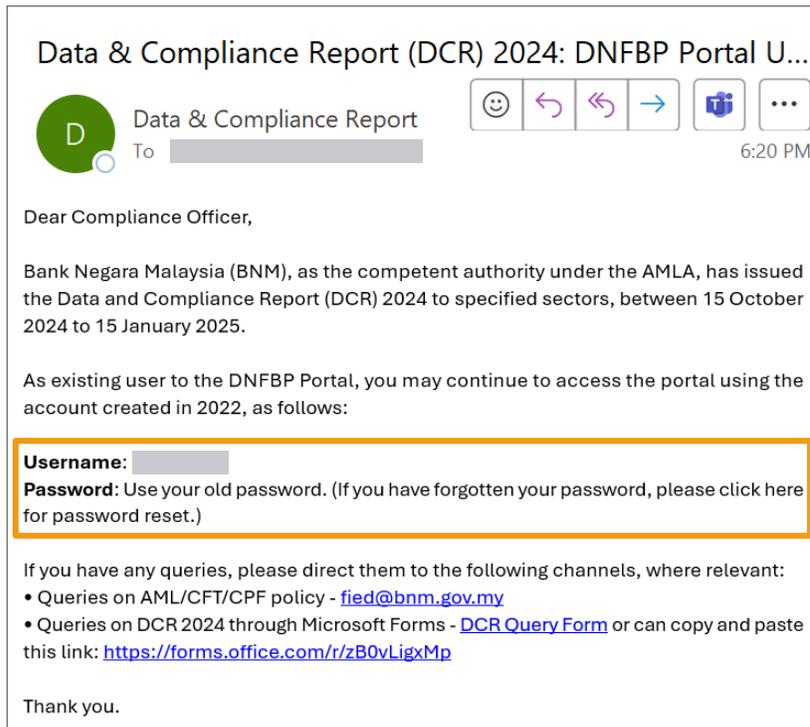


User Guide for Data and Compliance Report (DCR) 2024

LOGIN AND PROFILE MANAGEMENT

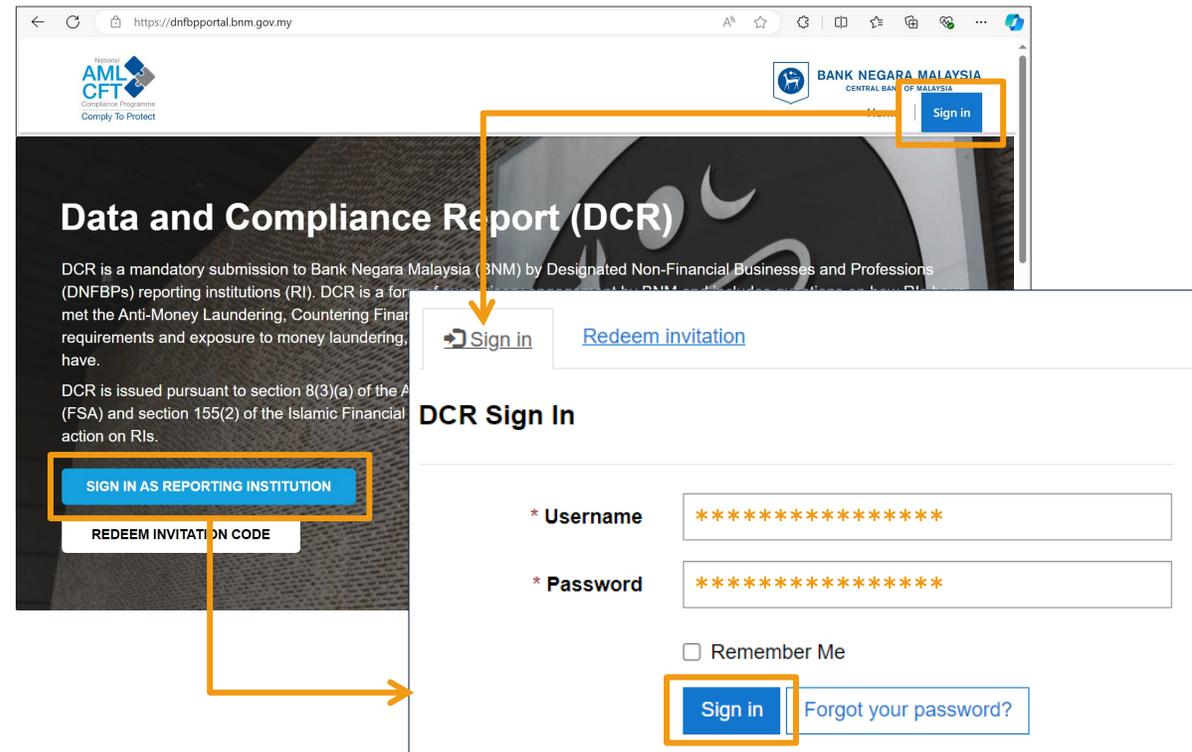
Step 1

- You will receive an email from BNM containing your **username** and **details** about the DCR 2024.
- Sign In to your account through this link:
<https://dnfbportal.bnm.gov.my/>



Step 2

- You can directly click “Sign In as Reporting Institution” on the main page or click the “Sign In” tab in the menu.
- Fill in the username and password.
- Click the “Sign In” button.

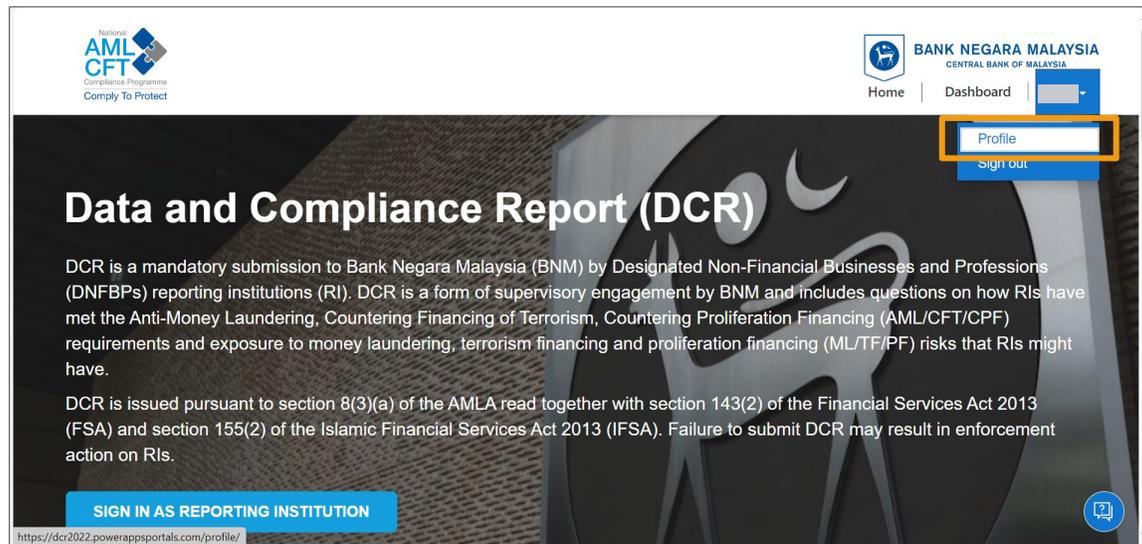


User Guide for Data and Compliance Report (DCR) 2024

LOGIN AND PROFILE MANAGEMENT

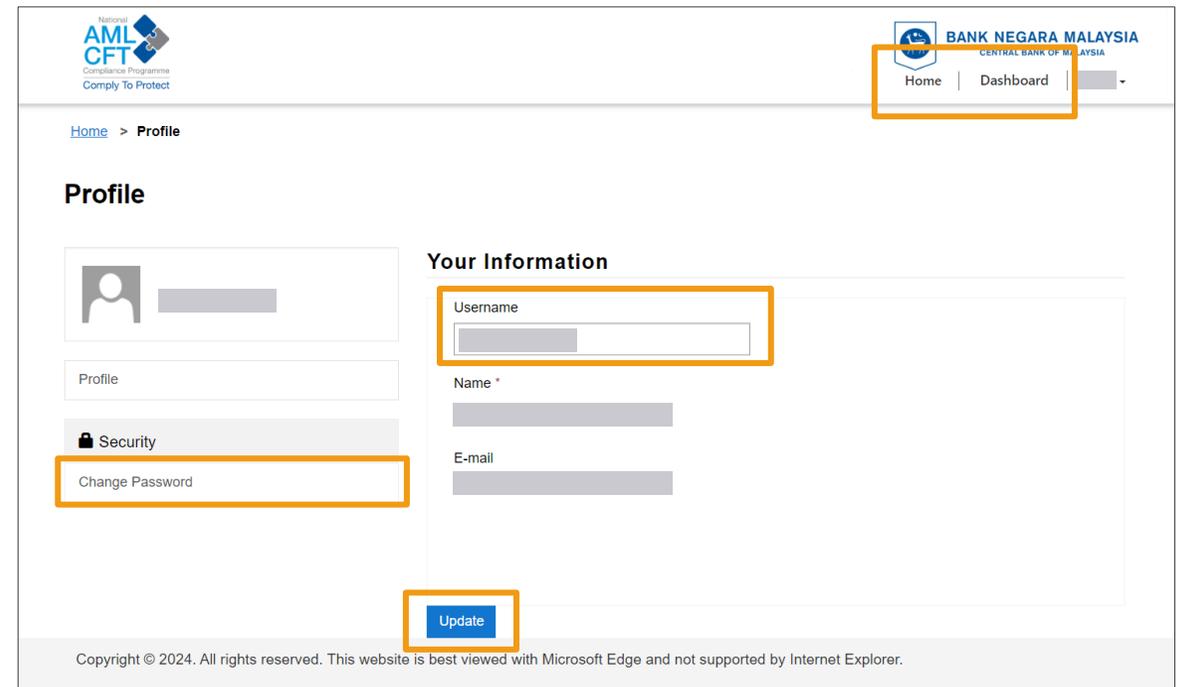
Step 3

- You will be navigated to the “Home” page.
- To update your profile, click on “Your Name” and then select “Profile” in the top-right corner of the page.



Step 4

- You will be navigated to the “Profile” page, as shown below.
- You can change your password or update your username here.
- Scroll down to the bottom of the page and click “Update” if you make any changes
- You can navigate to the “Home” or “Dashboard” page once you have completed this process.



User Guide for Data and Compliance Report (DCR) 2024

RESET PASSWORD



User Guide for Data and Compliance Report (DCR) 2024

RESET PASSWORD

Step 1

- If you have forgotten your password when trying to log in, click the “Forgot your password?” button.
- You will be navigated to another page where you will be prompted to enter your email for a password reset.
- Fill in your email address and click the “Send” button.

DCR Sign In

Sign in Redeem invitation

* Username

* Password

Remember Me

Forgot your password?

Forgot your password?

* Email *****

Enter your email address to request a password reset.

Send

Step 2

- A message will pop up asking you to check your email, and you will receive an email with your temporary password and your username.
- Sign in with the details provided in the email and change your temporary password to your new password.

Forgot your password?

Please check your email to reset your password.

Data & Compliance Report (DCR) 2024: Password Reset Request

Data & Compliance Report

To: [redacted] Mon 10/14/2024 11:08 PM

This is an automated email, please do not reply to this email.

Dear [redacted],

We have received a request to reset your password for your DCR account.

Please use the temporary password below to log into your account. Once logged in, you are required to change your password.

Username: [redacted]

Temporary Password: [redacted]

To change your password:

- Go to the profile page.
- Click "Change Password" under the Security tab.
- Fill in your details and click the "Change Password" button.
- You will see the message "Your password has been changed successfully."

If you have any queries, please direct them to the following channels, where relevant:

- Queries on AML/CFT/CPF policy - fed@bnm.gov.my
- Queries on DCR 2024 through Microsoft Forms - [DCR Query Form](https://forms.office.com/r/zB0vLjgxMq) or can copy and paste this link: <https://forms.office.com/r/zB0vLjgxMq>

Thank you.

Designated Non-Financial Businesses and Professions (DNFBP) Division
Financial Intelligence and Enforcement Department
Bank Negara Malaysia
<https://amlcft.bnm.gov.my>

User Guide for Data and Compliance Report (DCR) 2024

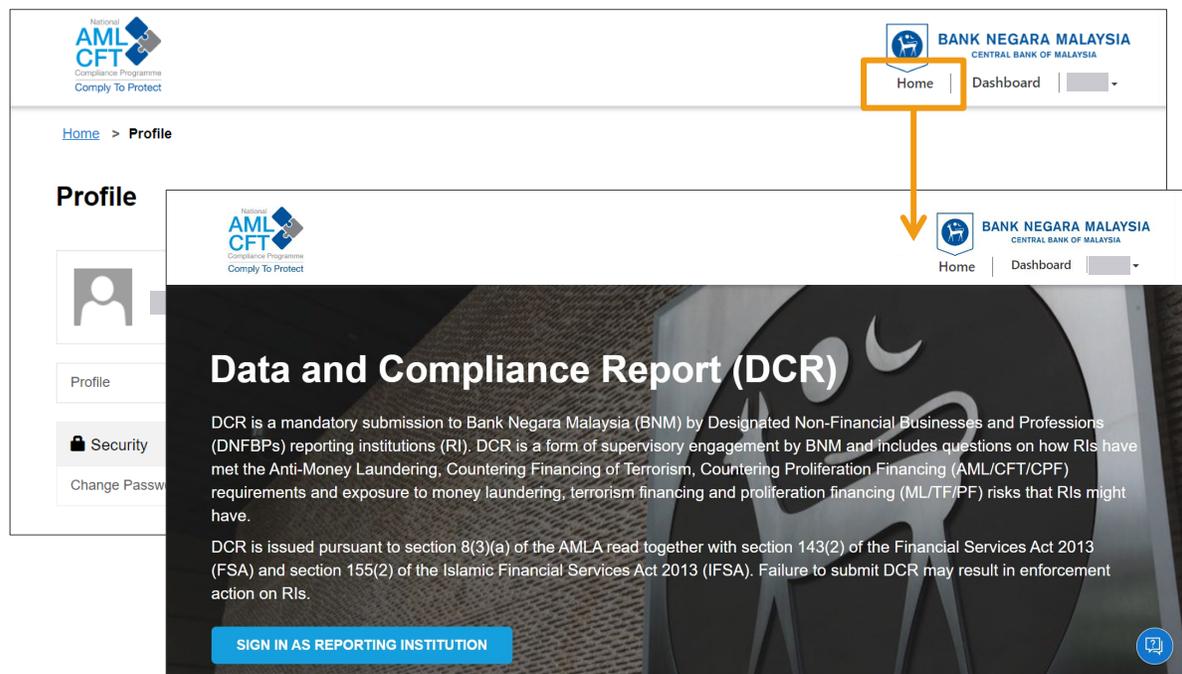
DCR SUBMISSION FORM



User Guide for Data and Compliance Report (DCR) 2024 SUBMISSION FORM

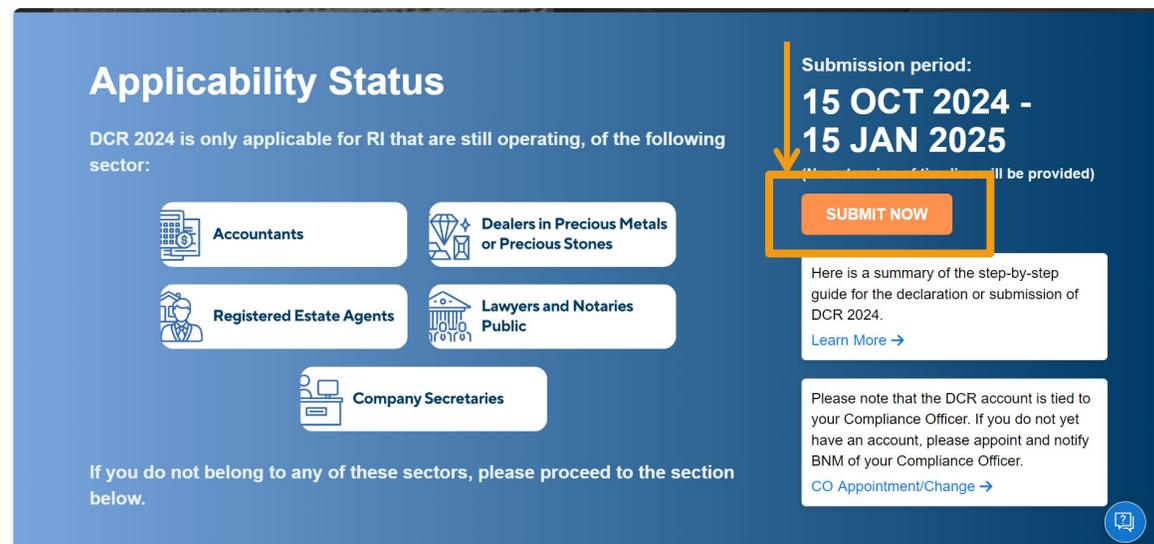
Step 1

- To submit the DCR, go to the DCR 2024 Portal Main Page by clicking the "Home" tab in the menu.
- You will be taken to the "Home" as shown below.



Step 2

- Scroll down the DCR 2024 Portal Main Page until you see the "Applicability Status" section.
- Click the "Submit Now" button.



User Guide for Data and Compliance Report (DCR) 2024 SUBMISSION FORM

Step 3

- You will be taken to the "Dashboard" page, as shown below.
- Here, you can see "Draft Application" and "Submitted Application" for 2022 and 2024.
- Click the "New Submission" button to access the DCR 2024 submission form.

Note: If you have submitted or drafted DCR 2022 forms using the same account, you will be able to view them in the 2022 section.

The screenshot shows a dashboard with four sections: Draft Application 2024, Submitted Application 2024, Draft Application 2022, and Submitted Application 2022. Each section contains a table with columns for Firm Name, Reference No, Status, and Created On. The 2024 Draft Application section has a 'New submission' button highlighted with an orange box and an arrow pointing to it.

Step 4

- On the DCR 2024 form page, scroll down to view the form.
- Fill in the requested details in the form. Please complete Part A, B, C, D, and the Attestation
- Click "Save as Draft" in the Attestation tab.

Note: The information will be saved when you click the "Next & Save Draft" button.

The screenshot shows the DCR 2024 form page. The form is divided into several parts: Part A (Information on RI), Part B (Business Info and Structure), Part C (AML/CFT/CPF Risk Assessment), Part D (AML/CFT/CPF Programme), and Attestation. The Attestation section contains a confirmation statement and a 'Save as Draft' button highlighted with an orange box and an arrow.

User Guide for Data and Compliance Report (DCR) 2024 SUBMISSION FORM

Step 5

- a) You will return to the DCR Dashboard, where you can see your draft submission under the "Draft Application 2024" section.

Draft Application 2024

[New submission](#)

Firm Name	Reference No	Status Submission	Created On
123 sdn bhd	DCR-2024-00080	Draft	10/4/2024 2:47 PM

Draft Application 2022

Firm Name	Reference No	Status Submission	Created On
There are no records to display.			

Submitted Application 2024

Firm Name	Reference No	Status Submission	Created On
There are no records to display.			

Submitted Application 2022

Firm Name	Reference No	Status Submission	Created On
There are no records to display.			

Step 6

- a) Click the drop-down button and select "Edit/View Application" to edit or view it again.
- b) Once you have confirmed that all information is filled out correctly, click the "Submit Application" button.

Note: All submissions are considered FINAL, and no amendments can be made after submission.

Draft Application 2024

[New submission](#)

Firm Name	Reference No	Status Submission	Created On
123 sdn bhd	DCR-2024-00080	Draft	10/4/2024 2:47 PM

Draft Application 2022

Firm Name	Reference No	Status Submission	Created On
There are no records to display.			

Submitted Application 2024

Firm Name	Reference No	Status Submission	Created On
There are no records to display.			

Submitted Application 2022

Firm Name	Reference No	Status Submission	Created On
There are no records to display.			

User Guide for Data and Compliance Report (DCR) 2024 SUBMISSION FORM

Step 7

- After you clicked "Submit Application", a confirmation message will appear.
- Click "Agree & Submit", to confirm the submission.

operating independently)
iv. firms operating within a group

For further explanation on submission, please click [here](#).

Note: Submission is final. Please check the details before clicking the "Print this page" button.

Draft Application 2024

Firm Name	Reference No	Status	Created On
123 sdn bhd	DCR-2024-00080	Draft	10/4/2024 2:47 PM

There are no records to display.

Draft Application 2022

Firm Name	Reference No	Status	Created On

There are no records to display.

Submitted Application 2024

Firm Name	Reference No	Status	Created On
123 sdn bhd	DCR-2024-00080	Submitted	10/4/2024 2:47 PM

There are no records to display.

Submitted Application 2022

Firm Name	Reference No	Status	Created On

There are no records to display.

Attestation to submit Data and Compliance Report 2024

My firm hereby confirms that all information provided in this DCR (Part A - Part D) is complete and accurate to the best of my firm's knowledge. My firm understands that submission of this dcr is final and no amendment can be made after the dcr is submitted.

Firma saya dengan ini mengesahkan bahawa semua maklumat yang diberikan dalam DCR (Part A - Part D) ini adalah lengkap dan tepat sepanjang pengetahuan firma saya. Firma saya faham bahawa penyerahan DCR ini adalah muktamad dan tiada pindaan boleh dilakukan selepas penyerahan DCR ini.

Agree & Submit Cancel

Step 8

- After you have submitted the form, the page will automatically refresh, and your submitted record will be added to the "Submitted Application 2024" section.
- You will receive a Report Card via the **registered firm's email** provided in the **DCR 2024 Form (Part A)**. This confirms that you have successfully submitted your DCR 2024 Form.

Draft Application 2024

[New submission](#)

Firm Name	Reference No	Status	Created On
123 sdn bhd	DCR-2024-00080	Submitted	10/4/2024 2:47 PM

There are no records to display.

Draft Application 2022

Firm Name	Reference No	Status	Created On

There are no records to display.

Submitted Application 2024

Firm Name	Reference No	Status	Created On
123 sdn bhd	DCR-2024-00080	Submitted	10/4/2024 2:47 PM

There are no records to display.

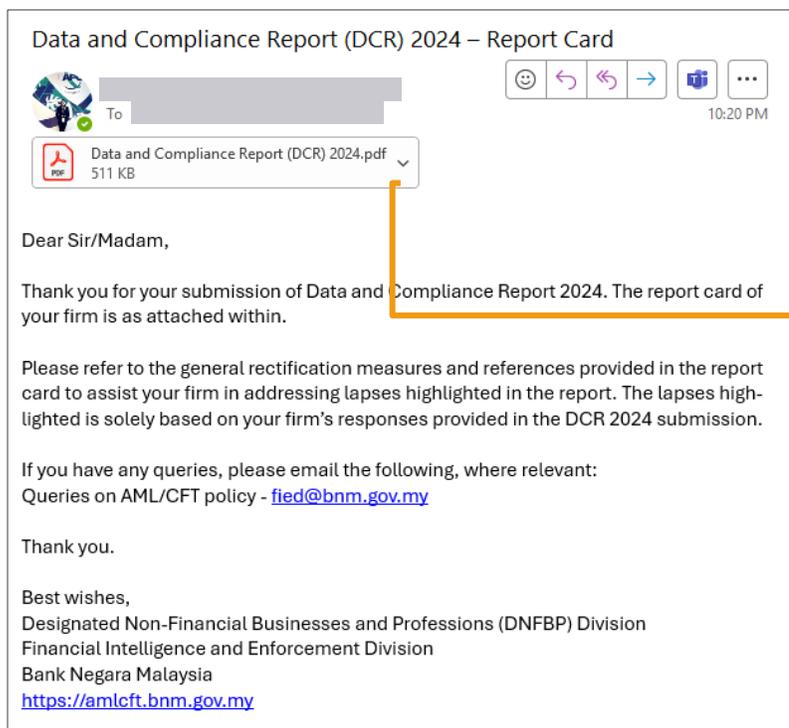
Submitted Application 2022

Firm Name	Reference No	Status	Created On

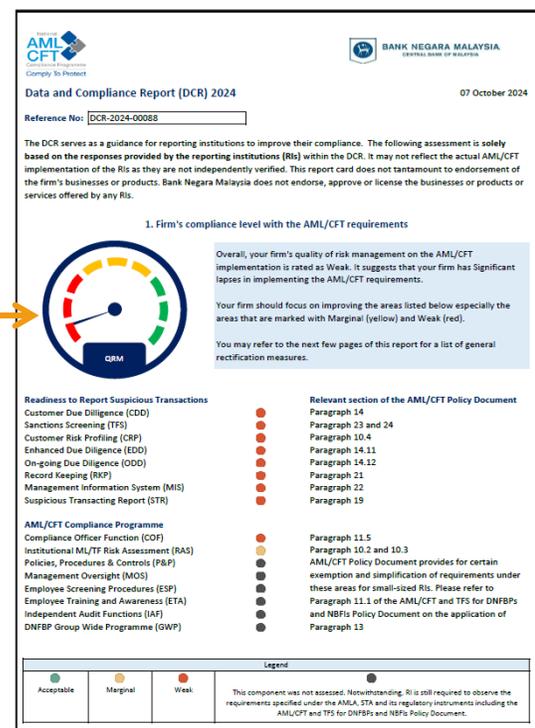
There are no records to display.

User Guide for Data and Compliance Report (DCR) 2024 SUBMISSION FORM

[SAMPLE]
 Email received after Data and Compliance Report 2024 submission



[SAMPLE]
 Data and Compliance Report 2024 Report Card



User Guide for Data and Compliance Report (DCR) 2024

CHATBOT



User Guide for Data and Compliance Report (DCR) 2024

CHATBOT

Step 1

a) Click on Avatar located bottom right side to initiate the Chatbot

Draft Application 2024

New submission

Firm Name	Reference No	Status	Created On
There are no records to display.			

Submitted Application 2024

Firm Name	Reference No	Status	Created On
123 sdn bhd	DCR-2024-00080	Submitted	10/4/2024 2:47 PM

Draft Application 2022

Firm Name	Reference No	Status	Created On
There are no records to display.			

Submitted Application 2022

Firm Name	Reference No	Status	Created On
There are no records to display.			

National AMI BANK NEGARA MALAYSIA

Step 2

a) Key in any keyword e.g. “number of transaction”

Ask DCR Help

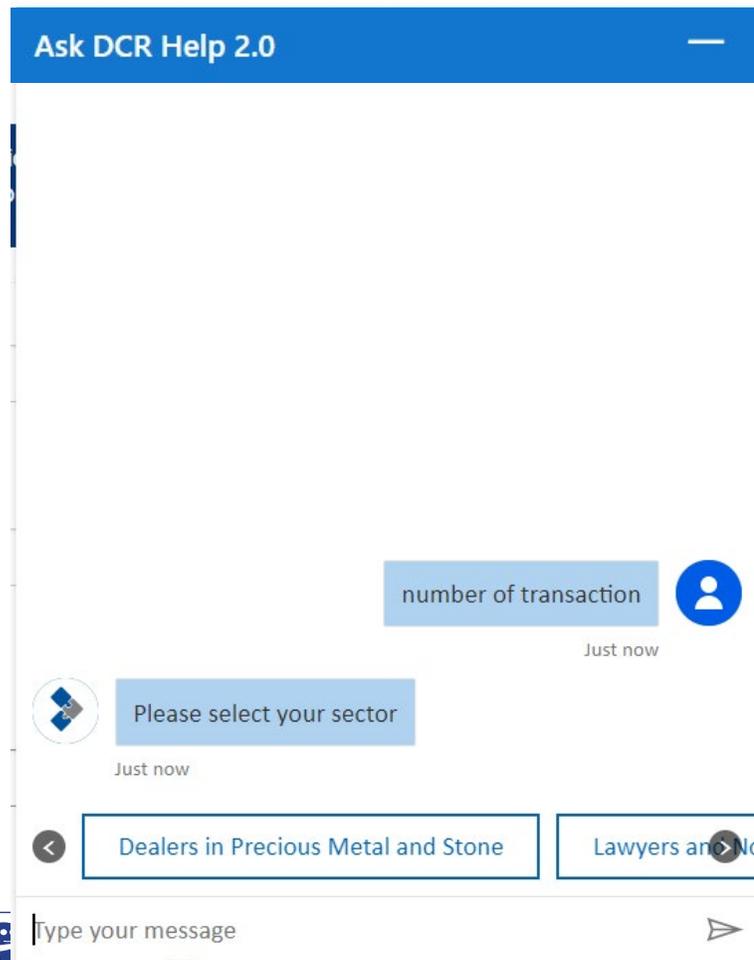
number of transaction

User Guide for Data and Compliance Report (DCR) 2024

CHATBOT

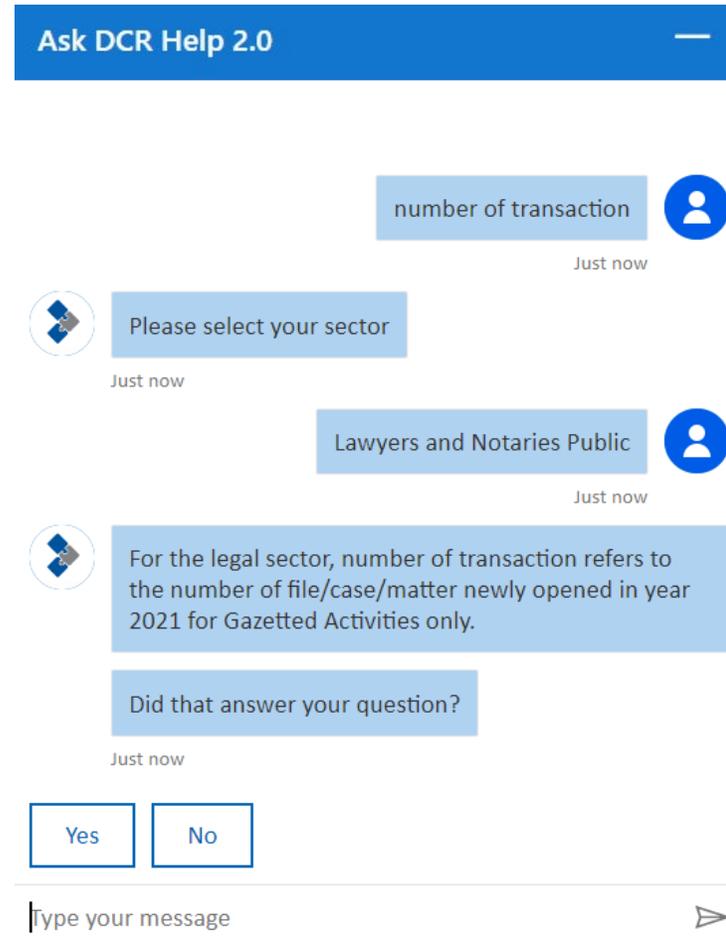
Step 3

a) Select your sector



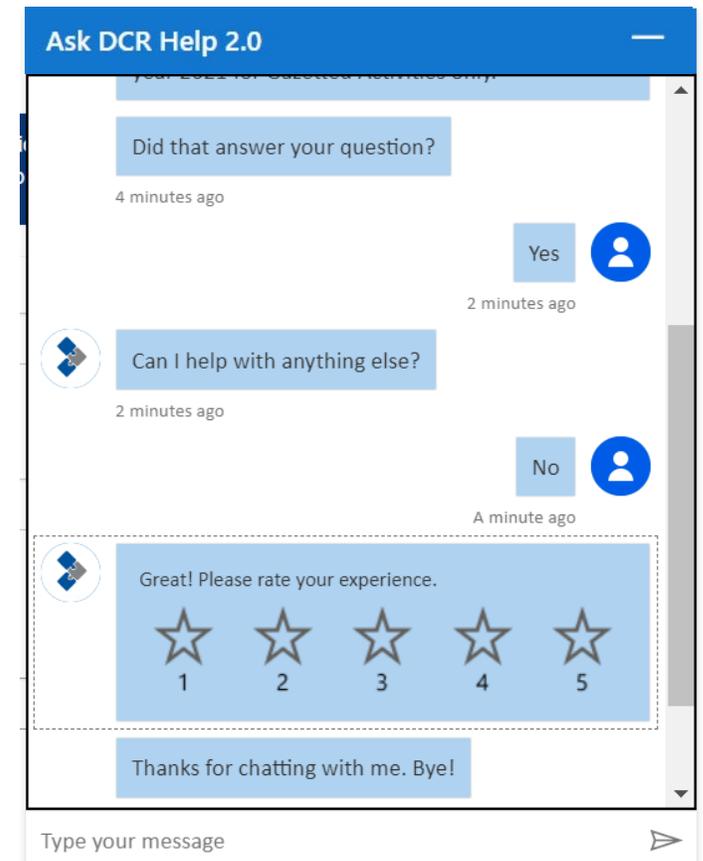
Step 4

a) Review answer displayed.
b) Click "Yes"



Step 5

a) "Thanks for chatting with me. Bye!" message will be displayed



User Guide for Data and Compliance Report (DCR) 2024

CHATBOT

Step 6

- Review answer displayed.
- Click “No”

Ask DCR Help 2.0

Currently, Cash Threshold Report (CTR) requirement is only applicable to banking institutions, selected prescribed development financial institutions, Lembaga Tabung Haji and licensed casino.

Other reporting institutions are not yet required to submit CTR.

Did that answer your question?

4 minutes ago

No

4 minutes ago

You may refer to [Information Kit](#) for further information.

Step 7

- If you required further information, adaptive card will appear. Fill in the information and query details.
- Click “Next button”

Ask DCR Help 2.0

Query Form

Please state your full name *

Enter your full name

Please state your compliance officer number *

Enter CO Number

Please state your email address *

Enter your email address

Please select your sector *

Choose sector

Next

Just now

Type your message

Step 8

- Please select your “SRBs/IAs”. If you’re not any member of the SRBs/IAs, please choose “Others”.
- Select the type of queries and describe your query.
- Click "Submit"

Ask DCR Help 2.0

Query Form

Self-Regulatory Body/Industry Association *

Choose SRB/IA

Please select your type of queries *

Choose query type

Briefly describe your query *

Describe your query

Submit

Just now

Type your message

User Guide for Data and Compliance Report (DCR) 2024

CHATBOT

Step 9

- a) Thank you message will appear. An email will be sent to the email registered in the card.

The screenshot shows the 'Ask DCR Help 2.0' chatbot interface. At the top, there is a blue header with the text 'Ask DCR Help 2.0' and a minimize button (a horizontal line). Below the header is a text input field with the placeholder 'Briefly describe your query *' and a 'password' entry. A blue 'Submit' button is positioned below the input field. The main chat area contains a message from the chatbot: 'Hi Aqilah, thank you for your query submission. Please expect around ten (10) working days for your query to be answered through your email.' Below this message is another question: 'Can I help with anything else?' with 'Yes' and 'No' buttons. At the bottom, there is a 'Type your message' input field with a send button.

Step 8

- a) Click “Minimize” button to close the chatbot.

The screenshot shows the 'Ask DCR Help 2.0' chatbot interface. The blue header 'Ask DCR Help 2.0' has a minimize button (a horizontal line) highlighted with an orange box. The chat area shows a sequence of messages: 'Did that answer your question?' (4 minutes ago) with 'Yes' and 'No' buttons; 'Can I help with anything else?' (2 minutes ago) with 'Yes' and 'No' buttons; and 'Great! Please rate your experience.' (A minute ago) with a 5-star rating system. The chatbot concludes with 'Thanks for chatting with me. Bye!'. At the bottom, there is a 'Type your message' input field with a send button.