

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		Associated with the above ID. Keep it safe and available for future use!	
	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, i.e., sales of works of art in which transactional value is 10K+ EUR (incl. VAT)	
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. (Not applicable for sole traders or partnerships.)	
	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	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 (i.e., 10K+ EUR transaction for works of art, incl. VAT), FROM 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 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 telephone number?			
	Are you able to identify multiple payments linked to a single sale?	Y/N	For example, some customers might pay in 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		
	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 this, included in our Risk Assessment and AML Policy service.	
	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. Although you're not legally required to register, you are urged to do so as HMRC expects this of regulated businesses. https://www.ukciu.gov.uk/(zluqxq45b41anv55rzuu45)/saronline.aspx	
	Does your business have a documented risk assessment policy and procedure?	Y/N	ArtAML has a service for developing your Risk Assessment and AML Policy (incl. your PCPs).	

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	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 does not provide legal advice and is therefore not providing your business 'professional advice' in context of this question.
	What's your adviser's name?		Provide the full name (and trading name, if different from full name).
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	
	Is this a residential address?	Y/N	
	<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	Answer 'Yes' if the person has experience in the art market, and 'No' if they don't have experience in the sector.

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	If 'Yes' above, describe the experience in the sector.	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. See our blog post with key information via https://artaml.com/aml-training-a-legal-requirement-for-art-market-participants/
	Has the person above passed HMRC's fit and proper test?	Y/N	No: 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 asking if the responsible person has had an approval check done on them for another business - i.e., has gone through this same process of being added as a Responsible Person in a different business.
	<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 to GBP. See historic rates from January 2020: https://artaml.com/10k-eur-to-gbp-since-jan-2020/
	When was the first sale of art for 10,000 Euros or above on or after 10th January 2020?		This is the date of the first qualifying transaction for AML (i.e., 10K+ EUR transaction for works of art, incl. VAT), FROM 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. 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.