

Anti-Money Laundering Certificate Guidance

Relevant period: 01 January 2025 – 31 December 2025

**Please read this guidance document before
submitting your AML Certificate data**

Document created: March 2026



1. What is the Anti-Money Laundering Certificate?

The Anti-Money Laundering (AML) Certificate is a compulsory regulatory data return that all Scottish law firms falling within the scope of the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 must complete.

2. Who is required to complete the AML Certificate?

The AML Certificate is a mandatory requirement for all Scottish legal firms that carry out work falling within the scope of the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (the Money Laundering Regulations 2017).

To determine which activities bring a firm into scope, firms should refer primarily to Regulation 12, but also to Regulation 11, which set out the prescribed activities covered by the Regulations.

Firms that do not undertake any of the prescribed activities within the Money Laundering Regulations 2017 should not complete the AML Certificate.

If your firm does not undertake any of the prescribed activities within the Money Laundering Regulations 2017 and you have not yet been granted an exemption, but believe you should be, please complete an **exemption declaration form**.

Should a firm believe that it has been asked to complete the AML Certificate in error, it should contact the AML team within the Society by emailing aml@lawscot.org.uk.

3. When should the AML Certificate be submitted?

The portal will open for submissions on Monday, 18 May 2026 and close on Friday, 26 June 2026.

4. Submission of the AML Certificate

All submissions must be made through the online portal, as paper submissions are not accepted. This requirement ensures a consistent audit trail, secure transmission of information, and timely processing of each certificate.

To initiate the submission, the MLRO should sign into the member area of the Society's website using their own personal Society membership credentials (not the firm's login credentials).

Once logged in with their own personal login credentials, the MLRO will see an 'AML' tab on the left-hand side, and when selected, this will render the AML



landing page. Choose the 'AML Certificate' tab and click 'Go to form' at the bottom of the page to begin your submission.

When 'Go to Form' is selected, the page in the below screen grab will be displayed and you must use the 'Find' function to ensure that the firm's name is displayed.

Selecting the firm name is imperative at the outset to enable submission.

Failure to select the firm name at this point will mean that, although you can input all the relevant information into the form, you will not be able to submit the form, and you will be required to re-enter all data in a new form under the firm name.

Anti-money laundering (AML) certificate

Save your progress at any time by clicking the **save button** at the bottom of the page. When you log back in select the **firm** using the **find button**.

Only **submit** your form when you have fully completed and reviewed your application. Any questions regarding completion of the form should be emailed to aml@lawscot.org.uk.

You must click the **Find button** to select the firm you are applying for before completing any other information.

Previous Page Next Page 1-Form

Go

Contact Info

Submission No 000003

Use the find button to select the firm(OBO)

A. & ...

Find

Business Whitehall Chambers 7 Bank Street BLAIRGOWRIE PH10 6DE

Form Section 1. Practice Information

5. Portal access issues

If the MLRO is unable to access the portal, they should first try to reset their credentials using the 'Forgot Username? / Forgot Password' functionality.



If access issues continue, they should then contact the Member Registration Team at member.registration@lawscot.org.uk to confirm that they are correctly registered as the MLRO and that all associated details and credentials are up to date.

6. Delegated access

The MLRO is the only member of staff who will automatically be able to access the AML Certificate portal. The option is open to the MLRO to nominate one other member of staff who would be a delegated person, with the functionality to complete (but not submit) the AML Certificate.

The MLRO can set up a delegated person by contacting the Member Registration Team at member.registration@lawscot.org.uk and providing the delegated person's details.

The delegated person will have access to the form to help the MLRO complete it. However, only the MLRO will ever be able to submit the form.

7. System functionality

7.1 Saving & returning to the AML Certificate

Data input into the portal can be saved and returned to at any point while the portal is open (Monday, 18 May 2026 to Friday, 26 June 2026).

Where data is input in stages, firms must remember to complete and submit their AML Certificate prior to the portal closing on 26 June 2026.

7.2 Copies of submissions

Please ensure that a copy of the submission is saved to the firm's secure local drive before submitting it through the portal so that future reference can be made



to the data if needed. Firms will not be able to view or amend data points post the submission.

8. Beneficial Owners, Officers & Managers (BOOMs)

Additional guidance and support material specific to BOOMs can be found within the **AML section** of the Society's website.

9. Submission support

Any questions not covered by the above guidance, or any additional support requests should be emailed to the AML team at the Society at aml@lawscot.org.uk.