Financial Intelligence Centre

visit www.fic.gov.za to view our new website
Registration on the registration and reporting platform of the FIC

08 September 2016
WELCOME

• General information & session rules

• Questions - SMS number 31498 or whattsapp on 083 792 1239
AGENDA

• Registration
• Introduction to goAML
• Registration process on goAML
  ➢ Documentation required for registration
  ➢ Adding a new user
  ➢ Updating entity information
• General goAML functionality
• Reporting
• Questions
Registration in terms of the FIC Act

• Motor vehicle dealers are reporting institutions in terms of the FIC Act

• Motor vehicle dealers must register with the FIC - section 43B

• Registration – within prescribed period and prescribed manner

• How?
  ✓ On the new registration platform
  ✓ New website – easy access

SCHEDULE 3
LIST OF REPORTING INSTITUTIONS

Registration in terms of the FIC Act

- Who needs to submit the registration information?
- First person – reporting officer [referred to as S43CO]
- Additional users – money laundering reporting officer(s) [MLRO]
- Sole proprietors
Introduction to the registration platform (goAML)

- New registration and reporting platform
- Operational since April 2016
- Old system decommissioned
- Motor vehicle dealers must be correctly and successfully registered to enable reporting to the FIC
- Previously successfully registered with the FIC?
  - ORG ID received via email
  - Use the ORG ID to update the motor vehicle dealer details
Registration process on goAML

PART 1
Registration Process

1. S43CO accesses the system via www.fic.gov.za
2. "Register as a person"
3. Insert Org Id and add attachments
4. Confirmation e-mail from FIC
5. Submit information to the FIC
6. Update details where necessary
7. Add further users if necessary
# Information & documentation required for registration

<table>
<thead>
<tr>
<th>ORG ID</th>
<th>Copy of ID or Passport</th>
<th>Authorisation Letter</th>
</tr>
</thead>
</table>
| Sent via email from goAMLcommunication@fic.gov.za during April 2016 | ✓ Clear copy  
✓ Valid document | ✓ On letterhead  
✓ Details of user included  
✓ Full names  
✓ ID/Passport number  
✓ Role in the organisation  
✓ Authorised role on system  
✓ Signed by authorised person |
AUTHORISATION LETTER FOR GOAML SYSTEM

Please note that this letter serves to confirm that I, Mtuzimele Ndzima, RSA ID Number 9007263637083 am the sole proprietor of ABC Motors.

I will therefore be acting as the Reporting Officer of ABC Motors.

Trust that you find it in order.

Regards,

Mtuzimele Ndzima
Getting started

Before you start you need to upload required documents on your desktop

The maximum limit for an attachment is 20MB!
Registration process on goAML

Capturing registration details

- Log onto the FIC website and click on REGISTER OR REPORT
- Alternatively, access the link using the following URL: https://goweb.fic.gov.za/goAMLWeb_PRD
PART 2 – ADDING A NEW USER

Demonstration - adding a user to a previously registered entity
Registration process – adding a new user

- Select **Register As Person**
- **Do not** select Register as Organisation as the entity is already on goAML. Doing this will create a duplicate registration which will be rejected by the FIC.
Registration process - adding a new user

- DO NOT select “Individual User”. This will not link you to your entity and the registration will be rejected.
Registration process - adding a new user

- The ORG ID is listed in the Email subject line sent by the FIC

- Enter the ORG ID that was sent in the Organisation ID field
Register process - adding a new user

**Username**
- The user determines the username
- Usernames are unique

**Password**
- Must be between five (05) to ten (10) alphanumeric characters and special characters, of which one (01) alpha character has to be in uppercase, e.g. Pass1!

**Email address**
- Unique emails for every registered entity and every user
- Email addresses may not be shared or re-used for another entity.
Registration process - adding a new user
Registration process - adding a new user

- Complete all the mandatory information of the Compliance Officer

  ✓ Personal information
  ✓ Email / contact information (business address and telephone number)

<table>
<thead>
<tr>
<th>First Name*</th>
<th>Mtuzimele</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname/Last Name*</td>
<td>Ndzima</td>
</tr>
<tr>
<td>Birth Date*</td>
<td>1990/07/26</td>
</tr>
<tr>
<td>RSA ID Number</td>
<td>9007263637083</td>
</tr>
<tr>
<td>Nationality</td>
<td>SOUTH AFRICA</td>
</tr>
<tr>
<td>Occupation</td>
<td>Owner</td>
</tr>
<tr>
<td>RSA Passport</td>
<td></td>
</tr>
<tr>
<td>Non RSA ID/Passport?</td>
<td>No Yes</td>
</tr>
</tbody>
</table>
Registration process - adding a new user

- Attach the ID / passport and the authorisation letter
- This is done by selecting Browse
Registration process - adding a new user

- Select the file
- Select open
Registration process - adding a new user

- Once the file name generates, select Upload

- Enter the Captcha Code and Submit
Registration process - adding a new user

- A confirmation will appear on screen with a unique reference number that should be noted for follow-ups with the FIC.
Registration process - adding a new user after approval

- After the FIC has approved or rejected this registration, the user will receive confirmation via email.

  ![Email Confirmation](image)

  *Your request with ID number "UATSHREG-160819-0000011" has been accepted. You may now log in to the website using your credentials entered during registration.*

- If the registration was rejected, there will be comments explaining the reason for rejection and the process will have to be re-started.

- Do not email any documents to the FIC as these documents must be uploaded during the registration process.
Registration process - adding a new user

SWITCH TO SYSTEM
PART 3 - UPDATING ENTITY DETAILS

Demonstration on how to update the motor vehicle dealer details after the user has been approved by the FIC
Registration process - updating entity information

- After the first user has been approved they must login to goAML and update the entity information
- This is done by accessing the goAML homepage
- Select the logon and then enter the user name and password captured during registration
Registration process – updating entity information

- The Compliance Officer is now required to update ALL mandatory fields.
- If not updated, the registration will be rejected.
- The email address migrated is NOT valid, and only a placeholder. Not updating this will prevent further communication to the entity from the FIC.
Registration process – updating entity information

- A confirmation of submission will appear and the user should continue

- The user will be directed to a summary page and may recall if required
Registration process – registration confirmation

• Confirmation of registration via email after entity successfully updated

• This confirmation will only be issued once, and cannot be re-generated

• Please ensure that you keep this registration confirmation in a safe place
Password reset

• Select the Forgot Password

• Enter your goAML user name and email and submit

• An email will be emailed with a link will be send. Please select the link that will take you to the goAML password reset page
Password reset

• Enter your goAML user name, email address, capture and confirm your new password

• NB - username and password from the old system is no longer valid and WILL NOT work on goAML
Registration process – updating entity information

SWITCH TO SYSTEM
General goAML functionality

- Submit new financial intelligence report
- Access draft reports
- View previously submitted reports and processing statuses
- Access the Message Board
- Update user and entity details (My goAML)
- View related user details and statistical information
New Reports

- New Reports - used to submit new web or XML batch reports
- Select the applicable report type (e.g. CTR, STR, TPR etc.)
- Complete the report fields required and submit
- See user guides for further information
New reports

- Once the report has been submitted the system will generate
  - a notification
  - and unique reference number
- Reports will be processed and users will receive report receipt to advise of the final statuses (see submitted reports and message board)
Drafted Reports

- Users will be able to save reports in the event that further information is required before submitting it.
- These reports will be available in the drafted reports menu for editing and submitting for 14 days.
- Rejected web reports that get reverted may be edited, remediated/fixed and resubmitted to the FIC.
Submitted reports

• All submitted reports can be viewed for 90 days

• User can download and save copies of all reports submitted for record keeping purposes

• Reports that get rejected must be reverted and remediated/fixed
Reverting of rejected web reports

• Ensure that you view the message that indicates the reason for rejection and revert the report
• After the report has been reverted it will be found under DRAFTED REPORTS
Message board

- Message board will list all report receipts and other notifications from the FIC.

- Message board is used to send request for information and should be monitored frequently.
Message board

- Messages can contain attachments - double click on attachment to open files

- Users should directly reply to messages by means of the message board, unless otherwise indicated
Report receipts - accepted reports

• Report receipts after submission will clearly list
  ✓ the report name
  ✓ date
  ✓ and status

• Please keep copies of these report receipts for internal recording keeping purposes
Report receipts - rejected reports

- Reports that have been rejected would clearly indicate the reason for rejection.

- Please ensure that these reports are reverted and remediated accordingly.

- Please refer to the user guides for further guidance.
Reporting - CASH THRESHOLD REPORT

Example of reporting cash purchase of property

<table>
<thead>
<tr>
<th>Example</th>
<th>A Report Type</th>
<th>B Reporting Person and Location</th>
<th>C Indicators</th>
<th>D Transactions</th>
<th>E From Type / To Type</th>
<th>F My Client / Not My Client and Conductor</th>
<th>G Person / Entity / Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company X buys a property from Estate Agent (EA) for R100 000</td>
<td><strong>Log in:</strong> EA</td>
<td><strong>2. Reporting Person and Location</strong></td>
<td><strong>3. Indicators</strong></td>
<td><strong>4. Transactions</strong></td>
<td><strong>5. From Type</strong></td>
<td><strong>My Client</strong></td>
<td><strong>Person / Entity / Account</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Cash Threshold Report (CTR)</strong></td>
<td>S26 CTR</td>
<td><strong>AND</strong></td>
<td>Not My Client</td>
<td></td>
<td>Company X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Conductor</td>
<td></td>
<td>Account</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Not mandatory</td>
<td></td>
<td>Person</td>
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</table>
General goAML functionality

SWITCH TO SYSTEM
User guides
Questions

Please send your questions to us via SMS number 31498, or via watsapp on 083 792 1239
Queries [www.fic.gov.za](http://www.fic.gov.za)

Compliance Contact Centre 0860 222 200