FIC Roadshow

Feedback on the registration and reporting platform (goAML)

September to October 2016
AGENDA

• Introduction to goAML
• Registration process on goAML
• General goAML functionality
• Reporting process on goAML
• Questions
Registration process on goAML

• New registration and reporting platform
• Operational since April 2016
• Old system decommissioned
• AI/RIs 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 entity’s details
Registration process on goAML

- 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
Registration process on goAML

<table>
<thead>
<tr>
<th>ORG ID</th>
<th>Copy of ID or Passport</th>
<th>Authorisation Letter</th>
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</table>
| ✓ Org IDs have been issued and communicated to all entities that had been successfully registered on the FIC’s old registration and reporting platform prior to 07 March 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 |
| ✓ Sent via email from goAMLcommunication@fic.gov.za during April 2016 |
Registration process on goAML

Username
- The user determines the username
- Usernames are unique
- See Directive 2 - Users are not allowed to share credentials or register system accounts

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 Forms
- All fields on the registration form must be completed as per the requirements specified in PCC 05A
- See Directive 1 - all institutions are required to update their information on the FIC’s system and information must be kept up to date
Registration process on goAML - Getting started - uploading attachments on goAML

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

The maximum limit for an attachment is 20MB!
Registration Process – previously registered AI/RIs (migrated entities)

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
Registration process – updating existing/migrated 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 – 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

- The FIC will no longer be issuing registration confirmation letters
Reporting on goAML

Entities are able to report to the FIC in the following methods:

• Individual reporting (Web Reports)- Reports can be submitted to the FIC by completing an online web form. This reporting mechanism is aimed at low volume reporters.

• Batch reporting (XML Uploads)- This will be used in instances where high volumes of CTRs are submitted to the FIC on a regular basis. To be able to access this facility, reporters can contact the FIC at the contact details listed below for further information.

• System-to-System reporting (B2B)- This form of reporting accommodates both the individual and batch reporting mechanism. It is the configuration of systems linked to each other via web services to send reports. Only high to very high volume reporters should consider this option.
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

• All entities must ensure that they keep and save copies of all submitted reports to the FIC on their internal systems

• Authorised users can download and save copies of all reports submitted for record keeping purposes
  ✓ View and print file as a PDF attachment
  ✓ Or download and save XML file

• 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

• This can be done by selecting the specific report that was “Rejected”, and then select “Revert”

• 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.
- Entities should ensure that they make copies of all of the messages and attachments and save this on their internal systems for record keeping purposes.
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
User guides
Contact Us

www.fic.gov.za

Compliance Contact Centre 0860 222 200
Questions