USER GUIDE FOR ACCOUNTABLE AND REPORTING INSTITUTIONS TO SUBMIT CASH THRESHOLD REPORTS AGGREGATION (CTRA) ON THE REGISTRATION AND REPORTING PLATFORM OF THE FINANCIAL INTELLIGENCE CENTRE
Objective of this guideline

The objective of this user guide is to define and outline the steps to be followed when an accountable and reporting institution submits a Cash Threshold Report Aggregation (CTRA) to the Financial Intelligence Centre (the FIC) in terms of section 28 of the FIC Act. Please note that the reporter must acquire login credentials on the FIC’s registration and reporting platform, goAML, in order to access the reporting platform. Please refer to Public Compliance Communication 05B for guidance on registration with the FIC and acquisition of login credentials on the registration and reporting platform.

This user guide is applicable to a person who carries on a business or is in charge of or manages a business or is employed by a business and includes all accountable institutions listed in Schedule 1 to the FIC Act and all reporting institutions listed in Schedule 3 to the FIC Act.

This user guide is not issued in terms of section 4(c) of the FIC Act and is therefore not formal guidance issued by the FIC.

This user guide is applicable to:

- Accountable institutions listed in Schedule 1 to the FIC Act; and
- Reporting institutions listed in Schedule 3 to the FIC Act.

Access to the registration platform

In order to submit a CTRA to the FIC, the accountable institution or reporting institution must access the portal provided by the FIC for this purpose on the FIC’s website at www.fic.gov.za

Legal Disclaimer

The FIC reserves the right to amend, modify or change the contents of this document.
Definitions

This guideline must be read in conjunction with the FIC Act and the Money Laundering and Terrorist Financing Control Regulations made in terms of section 77 of the FIC Act. In this guideline, unless the context indicates otherwise:

“AI/RI” refers to an accountable institution (listed in Schedule 1 to the FIC Act) and reporting institution (listed in Schedule 3 to the FIC Act).

“Business” refers to organisation, institution or entity (ies) and can be used interchangeably.

Compliance Officer refers to a person who is tasked, for purposes of the registration and reporting process, to ensure that the details of the accountable institutions are correctly submitted and maintained on the FIC’s website, and regulatory reports are submitted successfully.

“CTR” refers to a cash threshold report submitted in terms of section 28 of the FIC Act. If client conducts a single transaction exceeding the threshold amount within specified period it should be reported as CTR.

“CTRA” refers to a cash threshold report submitted in terms of section 28 of the FIC Act, whereby the transaction values have been aggregated (added up) to total the threshold value. If more than one transaction exceeding the threshold amount is concluded by the same client within the specified period it should be reported as CTRA.

“FIC Act” refers to the Financial Intelligence Centre Act, 2001 (Act No 38 of 2001).

“goAML” refers to an integrated software solution implemented by the FIC as its preferred IT platform for registration, reporting, data collection, analysis, case management and secure communications required for the FIC’s daily operational functions and requirements.
“Money laundering reporting officer” (MLRO) is envisaged to be a person, other than the Compliance Officer, with the responsibility and authority to submit regulatory reports to the FIC on behalf of the accountable or reporting institution. Not all AI/RI’s will have MLRO’s. Institutions that require reports to be submitted by persons other than the Compliance Officer, must register an MLRO The MLRO will have his/her own login credentials, he/she may not use the Compliance Officer’s credentials to fulfil this role. On goAML there will be various MLRO roles.

MLRO roles are:
- MLRO Web Reporting (Money Laundering Reporting Officer - applicable to web reporting only)
- MLRO Batch Reporting (Money Laundering Reporting Officer - applicable to batch reporting only)
- MLRO All (Money Laundering Reporting Officer - all reporting and message board).

“Person” refers to a natural person who registers to file a report in terms of section 29 of the FIC Act in their own personal capacity or MLRO as defined.

“Regulations” refer to the Money Laundering and Terrorist Financing Control Regulations made in terms of section 77 of the FIC Act and promulgated in Government Notice 41154 of 29 September 2017 as amended.

“Reporting entity” refers to an accountable institution, reporting institution or any other person or institution, that is submitting a report to the FIC.

Important information to remember when reporting on the FIC’s reporting platform:
- Accountable and reporting institutions must register in terms of the FIC Act before a CTRA can be submitted. Please refer to registration guideline for accountable and reporting institutions and PCC 05B for registration related information.
- All fields with an asterisk (*) are mandatory and should be completed.
• The user needs to consider business rules applicable to the various regulatory reports when reporting and apply them along with the applicable regulations and sections of the FIC Act.

• All fields on the regulatory report should be completed with full particulars of information that the institution is expected to have as either part of the course of establishing a particular person’s identity or the conducting of a particular transaction(s).

• All fields on the regulatory report, that are not obtained during the course of establishing a particular person’s identity or conducting a particular transaction, but should be obtained as part of commercial practice, should be completed with as much of the information as readily available. In an instance where the reporting institution does not have information readily available, they are to populate mandatory fields with “not obtained”.

• We advise all users to clear/delete their browsing histories frequently and restart their browsers afterwards. This should include the deletion of cookies and passwords in order for the new goAML web forms to load correctly.

• All First Letters of words must be in Capital Letters.

• Words typed in ALL Capital Letters are not allowed.

• The FIC does not accept any regulatory reports submitted unless it was submitted on the goAML system. Regulatory reports must accordingly be submitted in the prescribed format and timeframes. Failure to submit regulatory reports within the prescribed timeframes constitutes a finding of non-compliance in terms of the FIC Act. Always report any goAML incidents/queries to the FIC immediately.

• Ensure that all users log relevant ICT queries / incidents to the FIC by means of the formal channels.
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<tr>
<th>Section</th>
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2. Introduction

Accountable and reporting institutions have an obligation to submit cash threshold reports to the FIC in terms of section 28 of the FIC Act and must utilise goAML for submitting cash threshold reports to the FIC.

The obligation to report in terms of section 28 of the FIC Act arises when a transaction, or series of aggregated transactions, is concluded with a client by means of which cash in excess of the prescribed amount, that is, R24 999, 99:

- is paid by the accountable or reporting institution to the client, or to a person acting on behalf of the client, or to a person on whose behalf the client is acting; or

- is received by the accountable or reporting institution from the client, or from a person acting on behalf of the client, or from a person on whose behalf the client is acting.

Cash is defined in section 1 of the FIC Act as:

a) coin and paper money of the Republic or of another country that is designated as legal tender and that circulates as, and is customarily used and accepted as, a medium of exchange in the country of issue; and

b) travellers’ cheques.

goAML is accessible by going to the FIC’s website, www.fic.gov.za, and selecting the “Register or Report” functionality.

A Cash Threshold Report Aggregation contains related transactions whereby the transactions added up exceed the threshold. In such an instance, these multiple, related transactions must submitted on the registration and reporting platform of the FIC.
3. **goAML Web Icons**

<table>
<thead>
<tr>
<th>Icons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add" /></td>
<td>Add</td>
</tr>
<tr>
<td><img src="image" alt="Cancel" /></td>
<td>Cancel instructs goAML not to capture the detail</td>
</tr>
<tr>
<td><img src="image" alt="Close" /></td>
<td>Close</td>
</tr>
<tr>
<td><img src="image" alt="Preview" /></td>
<td>Preview</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Print</td>
</tr>
<tr>
<td><img src="image" alt="Remove" /></td>
<td>Remove the uploaded document</td>
</tr>
<tr>
<td><img src="image" alt="Upload" /></td>
<td>Upload a document</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save</td>
</tr>
<tr>
<td><img src="image" alt="Save Report" /></td>
<td>Save a report</td>
</tr>
<tr>
<td><img src="image" alt="Submit Report" /></td>
<td>Submit a report</td>
</tr>
<tr>
<td><img src="image" alt="Show Attachments x 0" /></td>
<td>Shows the number of attached documents</td>
</tr>
<tr>
<td><img src="image" alt="NEW REPORTS" /></td>
<td>Upload XML and web reports</td>
</tr>
<tr>
<td><img src="image" alt="DRAFTED REPORTS" /></td>
<td>Access drafted and submitted reports</td>
</tr>
<tr>
<td><img src="image" alt="SUBMITTED REPORTS" /></td>
<td>View submitted reports</td>
</tr>
<tr>
<td><img src="image" alt="MESSAGE BOARD" /></td>
<td>Access mail messages on goAML</td>
</tr>
<tr>
<td><img src="image" alt="MY GOAML" /></td>
<td>Change password and user details</td>
</tr>
<tr>
<td><img src="image" alt="ADMIN" /></td>
<td>Access statistics</td>
</tr>
<tr>
<td><img src="image" alt="LOGOUT" /></td>
<td>Logout of goAML</td>
</tr>
</tbody>
</table>
4. **Cash Threshold Report (CTRA) Baseline Scenario**

The below process flow diagram demonstrates the end to end process of uploading a Cash Threshold Report Aggregation (CTRA). This diagram is given greater detail in the content below. Fields in the flow diagram are labelled A to G.

**Example used for this process flow:**

Baseline scenario refers to how a Cash Threshold Report Aggregation (CTRA) should be uploaded for cash withdrawals adding up to R25 000 at Bank A, branch Y on the goAML platform.

### 4.1 Field Definitions

- **Report type (A)** – The type of report (i.e. CTRA)
- **Reporting Person and Location (B)**
  - Reporting Person - Linked to the logged in user details, this is the person uploading the CTRA;
  - Location - Describes the actual geographical area / branch where the transaction or series of transactions occurred. The address of the logged in user is populated in the selected report for capturing. The logged in user must edit or delete the address, if the populated address is not the actual location of where the transaction (series of transactions) occurred.
- **Indicators (C)** – Indicators are used to specify the nature or type of suspicious or unusual activity that the institution is reporting to the FIC. The institution is required to review the list of pre-determined indicators and select the most appropriate explanation(s).
- **Transactions (D)** - “Transaction” means a transaction concluded between a client and an accountable institution or reporting institution in accordance with the type of business carried on by that institution. In the event of a series of transactions, each transaction needs to be listed separately on the CTRA form
- **From Type / To Type (E)** – This indicates from where the funds originated (from), and to where the funds were placed (to). Both fields are required to be completed
- My client / Not my client and Conductor (F) – Denotes if the “from/to type” selected is the institutions’ client, or not the institutions’ client. i.e. The person/entity who paid the cash is not the client of the institution, and the person/entity receiving the cash is the client of the institution

- Person / Entity / Account (G)
  - Person - this refers to a natural person
    Note: If a person physically receives or pays cash, “person” is selected
  - Entity - this refers to a legal person. Note that there is a natural person that will always be linked to an entity (i.e. The signatory).
    Note: If an entity physically receives or pays cash, “entity” is selected
  - Account - this refers to an account held with an accountable institution (e.g. Cheque account held with a bank)
    Note: When cash is deposited or withdrawn to/from an account, then “account” will be selected

- Mandatory Fields (H) – this refers to the fields that are compulsory to be completed. The information that is required is dependent on the fields selected in field G (i.e. Person / Entity / Account)
4.2 Baseline scenario for submitting cash threshold reports to the FIC – displaying fields A to G to be completed
5. Accessing goAML

Accountable and reporting institutions can access the goAML platform by utilising the username and password captured during the registration process. Authentication will always be required before gaining access to goAML.

- Go to the FIC’s website, [www.fic.gov.za](http://www.fic.gov.za) and select the “Click here to REGISTER OR REPORT” banner
- Access goAML page by clicking on reporting forms; OR access the link directly by using [https://goweb.fic.gov.za/goAMLWeb_PRD](https://goweb.fic.gov.za/goAMLWeb_PRD)
- Click on the **Login** link
- Enter your user name in the standard format captured during registration
- Enter your password in the standard format of Case sensitive, Alpha Caps, Alphanumeric, numeric & Char e.g. Test12345@ and click **Log In** button to proceed.

**Caution:** Remember to keep your username and password safe.
6. goAML platform landing page

The landing page has the following visible items

- **Logged in user details** - details which user is logged in for which institution (e.g. Sipho from XYZ Bank)[a]

- **Menu Bar** - contains **New Reports** / Drafted Reports / Submitted Reports / Message Board / My goAML / Admin / Help / Logout. Clicking any of the link item will give a user access to the functionality required (i.e. clicking message board populates the message board)[b]

- **Information Bar** - contains the FIC information with links to download goAML documentation[c]

- **Logout** - allows you to logout as a user[d].

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[a] (Sipho) XYZ Bank

[b] The Financial Intelligence Centre Act 38 of 2001 (the FIC Act) mandates all accountable institutions to submit Cash Threshold Reports (CTR). Furthermore the FIC Act mandates all accountable and reporting institutions to submit Terrorist Property Reports (TPR) and requires all businesses (which include accountable and reporting institutions) to submit Suspicious Transaction Reports (STR) to the Centre in terms of section 28; 28A and 29 respectively. The manner of reporting is prescribed by the Regulations to the Act under section 22. The reporting must be done electronically by means of the Centre’s web-based portal or a batch reporting method.

The Centre has chosen goAML as its preferred IT platform to handle all its reporting, data collection, analysis, and case management and secure communications required for the Centre’s daily operational functions and requirements. The goAML system will in future standardise all report types and also clearly distinguish between activity reports and bi-party (“to” and “from”) transaction reports, and the batch reporting method will be limited to transaction reporting which includes the current CTR, TPR and STR reports. The goAML XML Schema will be utilised by the Centre for all future batch and electronic web-based portal reporting and will have to be adapted and implemented by all of the Reporting entities that file Intelligence reports with the Centre.

goAML is an integrated software solution developed and maintained by the United Nations Office of Drugs and Crime (UNODC) specifically for use by financial intelligence units (FIUs) internationally and has to date been deployed to twenty one (21) other FIUs. goAML is specifically designed to meet the data collection, management, analytical, document management, workflow and statistical needs of any FIU irrespective of its size. Please refer to [UNODC website](#) for further information in relation to the system and related products and services.

Click [here](#) to download goAML specifications and related documents.
7. Capturing a Cash Threshold Report Aggregation

7.1 Select a new Report

The link for uploading reports is accessible by hovering the mouse pointer on the menu bar.

- **New Reports** > **click Web Reports**

Once selected, a general reporting template will be generated.

7.2 Reporting template - overview

The form for creating new reports is loaded and displayed. The form fields Entity and Reporting Person are automatically completed and cannot be changed. The Reporting Person details are linked to the logged in user details.
BASELINE SCENARIO FIELD A – REPORT TYPE

7.3 Select Report Type

The type of report to be submitted is selectable from the **Type** drop down list, each report type will have unique fields i.e. transactional reports fields will differ from activity report fields.

- To capture a CTRA, select from the **Type** drop down list > select **Cash Threshold Report Aggregation**
Report Type window populates with the following fields:

- **Entity** – Automatically filled in and cannot be changed (Linked to Login ID)
- **Type** – Type of Report (e.g. STR)
- **Submission Date** – Automatically generated once the report is submitted
- **Reason for Reporting** (mandatory) – Grounds for suspicion
- **Action** (mandatory) – Action taken (e.g. Reported the activity to Law Enforcement)
- **Reporting Entity Reference** – Reporting Entity internal transaction reference number
- **Reporting Entity Branch** – Branch where the transaction took place (mandatory)
- **FIC Ref Number** - This field is for resubmitting failed / rejected reports and needs to reference the original report number issued by the FIC
BASELINE SCENARIO FIELD B – REPORTING PERSON AND LOCATION

7.4 Reporting Person

Reporting Person - Full details of the report’s reporting person automatically filled in (Linked to Login ID).

![Reporting Person](image)

7.5 Location

Describes the actual geographical area / branch where the transaction or series of transactions occurred. The address of the logged in user is pre-populated with the address of the registered profile. The logged in user must edit or delete the address if the populated address is not the actual location of where the transaction (series of transactions) / activity occurred. The address is to be completed in full, including the postal code if available.

![Location](image)

7.6 Editing Location

Click the edit icon

![Location with edit icon](image)

- Address form populates > Edit the fields
The “**Use an existing Address**” button is used to populate Address information that was already captured on the web session on goAML:

- **Type** – It can be Business, Operational, Private, Public, Unknown
- **Town** – Name of town / district as part of a city
- **Postal / Zip** – The postal code of the city
- **Province / State** – Name of the province
- **Address** – Physical Address - details like street name, house number etc.
- **City** – Name of the city
- **Country** – Name of the country
- **Comments** – If any

**BASELINE SCENARIO FIELD C – INDICATORS**

### 7.7 Indicators

Indicators are used to specify the nature of the activity the institution is reporting to the FIC – in this instance either CASH RECEIVED or CASH PAYED. The institution is required to review the list of pre-determined indicators on the scroll down list, and select the most appropriate explanation(s). More than one “**Report Indicator**” may be provided. To select the appropriate indicator:

- **Click Add** to select the appropriate indicator for the report
Type in the **Indicator Code** [a] > click **Search Button** [b] > select by checking the **Indicator** [c] > **Close** [d].

- Or **Scroll** > select by checking the **Indicator** > **Close**

- The selected **Indicator** will be displayed on the form. Click **X** to delete the searched indicator

Whilst multiple report indicators may be provided, a business rule exists that indicates that a minimum of one report indicator per report must be included.

**Note:** the above selection of indicator is for demonstration purposes only. The institution is required to review the list and select the most appropriate indicator for the activity being reported.
BASELINE SCENARIO FIELD D – TRANSACTIONS

7.8 Transactions

“Transaction” means a transaction concluded between a client and an accountable or reporting institution in accordance with the type of business carried on by that institution. In the event of a series of transactions, each transaction needs to be listed separately on the CTRA form, and the specific location of each transaction must be noted.

Transactions details are added as follows:

- Click Add button to capture transaction details for the report

![Transactions Add Button](image)

- The transaction form populates with details of the report to be completed

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number*</td>
<td>Unique transaction number (e.g. bank transaction will be an Account Number)</td>
</tr>
<tr>
<td>Internal Reference Number</td>
<td>Reporting Entity internal transaction reference number</td>
</tr>
<tr>
<td>Transmode Code</td>
<td>Description if the transmode code is Unknown or Other</td>
</tr>
<tr>
<td>Date</td>
<td>Date of transaction (e.g. ccyy/mm/dd)</td>
</tr>
<tr>
<td>Local Amount</td>
<td>The value of the transaction in local currency (e.g. R35000)</td>
</tr>
</tbody>
</table>

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• Transmode Code – How the transaction was conducted, select from list (e.g. Cash)

Please Note: For non-banking institutions there must be a unique transaction number (Number*) that will enable the institution to identify the relevant transaction and the client number/profile may be used in this instance

Note: a series of transactions needs to be captured separately and users are not allowed to summarise transactions and report as one amount

- Late Deposit - This field is applicable in cases where the customer drops cash in a box at a bank after the bank's working hours. In all such cases, the "Value Date" will be different from transaction date as the bank will process this transaction the next day
- Teller – The teller who conducted the transaction. This is only applicable where a transaction is conducted in-branch
- Authorised – Person who authorised the transaction
- Location – Branch / Location where the transaction took place When adding multiple transactions, the location of each transaction must be noted
• Description – List additional information in relation to the late deposit if available

Adding multiple transactions:
The reporting entity is required to add each transaction separately. The reporting entity may not add these values together and report it as one transaction.

To add another transaction, repeat the steps in 7.8 Transactions. The reporting entity is to repeat this process for every individual transaction that relates to the aggregated amount.
BASELINE SCENARIO FIELD E – FROM TYPE / TO TYPE

7.9 From Type / To Type

Transactional reports on goAML are structured as bi-party transactions with a From and To part to every transaction. A transaction report will always have a From (Payee) and To (Receiver) side which will need to be completed by the reporter.

One of the parts of the From Type and To Type has to be “my client” or "not my client". A client whether "my client" or "not my client" will always be, either an account, entity and/or person - a variation of the three and may be one or multiple. The mandatory information fields that need to be completed will differ as per the FIC requirements (e.g. if it’s “my client”, first name, surname, ID and date of birth are mandatory whilst the “not my client” only name and surname will be mandatory).

BASELINE SCENARIO FIELD F – MY CLIENT / NOT MY CLIENT AND CONDUCTOR

7.10 My Client / Not my client

The difference would be the part of the transaction where it is “My Client” versus just a “Not My Client” as it will influence how many of the fields will be mandatory.

- Click the > My Client radio button > The From My Client button displays > click the Add button
The **From Party** form displays, complete the details

- **Funds Code** – Type of funds used in initiating transaction (e.g. Cash)
- **Country** – Country where transaction was initiated
- **Funds Comment** – Description, if funds code is Unknown

### 7.11 Foreign Currency

Clicking the **Foreign Currency** add button generates a form with mandatory **Currency Code**, **Amount** and **Exchange Rate** fields

- **Currency Code** – Describes the currency for the transaction
- **Amount** – Transaction amount in foreign currency
- **Exchange Rate** – Exchange rate used for transaction (i.e. numeric value)
7.12 Conductor

A Conductor is a person carrying out the transaction and is an optional field. Clicking the Conductor add button generates a Person form.

7.13 Person Form

The below screen will generate once the conductor has been selected. “Use an existing Person” button is used to populate Person information that was already captured on the web session on goAML.
• Clicking the Yes radio button populates additional fields to be completed

<table>
<thead>
<tr>
<th>Non RSA ID/Passport?</th>
<th>☐ No</th>
<th>☒ Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Passport/Foreign ID/Permit/Refugee Deceased?</td>
<td>☐ No</td>
<td>☒ Yes</td>
</tr>
<tr>
<td>Date of Death</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Title** – e.g. Ms / Dr / Mrs
- **First Name** – First name of the person
- **Middle Name** – Middle name of the person
- **Birth Date** – Date of birth/ can be typed in / from calendar in cyy/mm/dd format
- **Mothers Name** – Maiden Name
- **RSA ID No** – 13 digit South African ID Number This is a mandatory field in the event that it is my client and said client has a SA ID Number (e.g. 7404080408069)
- **Nationality 1** – The status of belonging to a particular nation, whether by birth or naturalisation
- **Country of Origin** – The country in which a person is deemed to have originated
- **Occupation** – Job title of the person
- **Gender** – Male / Female
- **Surname / Last Name** – Surname of the reported person
- **Prefix** – Any name prefix (e.g. titles of nobility - Duke)
- **Birth Place** – Place of birth
- **Alias / Known As** – Also known as name or other aliases
- **RSA Passport** – South African passport number
- **Nationality 2** – The status of belonging to a particular nation, whether by birth or naturalisation
- **Residence** – Select the current residence country of the person
- **Employer Name** – Record of Employer details
- **Tax Number** – The tax number of the individual whose details are being captured
- **Tax Reg. Number** – The person’s tax registration number issued by tax authorities
- **Source of Wealth** – The source of wealth / income of the individual whose details are being captured. **(NOTE: As per the Regulations, this is the information relating to Source of Funds)**
- **Non RSA ID / Passport?** – No / Yes
• Foreign Passport / Foreign ID / Permit / Refugee / Residence Number – If reported person is not a South African citizen/resident (thus no SA ID Number and/or SA Passport Number) and thus the Non South African Number/Document field is “Yes”, the completion of a Passport / Foreign ID / Permit/Refugee / Residence number is mandatory

• Issuing Country – The country which issued the respective Foreign Passport / Foreign ID / Permit / Refugee / Residence Number

• Deceased – No / Yes, if the person has passed away

• Date of Death – If the person has passed away, then the date of passing is required in ccyy/mm/dd format

7.14 Phone

<table>
<thead>
<tr>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Type</td>
</tr>
<tr>
<td>Country Prefix</td>
</tr>
<tr>
<td>Extension</td>
</tr>
</tbody>
</table>

• Contact Type - It can be Business, Operational, Private, Public, Unknown

• Comm. Type - It can be Landline, Mobile, Satellite

• Country Prefix - e.g. 27

• Number - Numeric, digits (e.g. 0128012556)

• Extension - Numeric

• Comments - if any
7.15 Address

- **Type** - It can be Business, Operational, Private, Public, Unknown
- **Town** - Name of Town / district as part of a city
- **Postal / Zip** - the postal code of the city (e.g. 0122)
- **Province / State** - name of the province (e.g. Gauteng)

7.16 Identification

- **Type** – It can be Travel Document / Permit / Passport etc.
- **Issue Date** – Identification document issue date
- **Issued by** - Name of authority that issued the document (e.g. Department of Home Affairs)
- **Number** - alphanumeric value of the ID document (e.g. AT08154711 or 8104226008085)
- **Expiry Date** - The last date of validity of the Identification document
- **Issue Country** - Country where the document was issued
7.17 Email

Email – person’s email address

7.18 Employer Address and Employer Phone

Clicking the *Employer Address / Phone* add button generates person’s employers form to be completed

7.19 Save and Cancel Button

- Save – The save button adds information to the person’s form
- Cancel – To cancel or discard the current screen information
7.20 Party Type

The Party Type refers to the source and destination party in relation to the CTRA being reported to the FIC. This means the party to The Party Type can be either a Person, Account or Entity, and/or a combination of these. This means the source can be either a Person, Account or Entity. This also means that the destination can be either a Person, Account or Entity.

7.21 Person My Client

Where the client of the accountable or reporting institution is a person. Clicking the Person radio button will generate Person My Client field > click the Add button to generate the form, refer to paragraph 7.13 Person form.

7.22 Account My Client

Clicking the Account radio button generates Account My Client field > click the Add button to generate the form.

- Whenever the involved Account / Person / Entity is the client of the reporting entity, more details may be demanded on the client, and the reporting entity must have the
information as part of the adherence to the client identification and verification requirements in terms of the FIC Act.

- In the instance of an account of a minor both the details of the minor and guardian authorised to transact on his/her behalf should be captured

The “**Use an existing Account**” button is used to populate **Account** information that was already captured on the web session on goAML.

- **Account Number** - Account number (for **Non-Banking** institution the account number can refer to the client number/profile number assigned by the institution)
- **Institution Registration Name** - Name of the institution where account is held
- **Name** - The type of account that is being referred to- i.e. Trust account, savings account or client account etc.
- **Branch Code** – Branch where the account is held

- **Non Banking Institution?** – Yes (if institution is **not** a bank)
- **Code or SWIFT?** – Choose Institution Code
- **SWIFT** - SWIFT code according to ISO 9362 (e.g. XYZ001)
- Non Banking Institution? – No (If institution is bank)
- Code or SWIFT? – Choose SWIFT Code
- Institution Code - Institution code is the code issued to Reporting Entity by FIC

<table>
<thead>
<tr>
<th>Account Type*</th>
<th>Status Code*</th>
<th>Currency Code*</th>
<th>Beneficiary</th>
<th>IBAN</th>
<th>Client Number</th>
<th>Opened*</th>
<th>Closed</th>
<th>Balance*</th>
<th>Date of Balance*</th>
</tr>
</thead>
</table>

- Account Type - Type of account (e.g. Trust or Client)
- Currency Code - Currency the account is kept in
- IBAN (International Bank Account Number) - is a number attached to all accounts, the code identifies the country the account belongs to, the account holder's bank and the account number.
- Opened – Date account opened in ccyy/mm/dd format
- Balance - The account balance at the time of reporting
- Status Code - Account status when transaction was initiated (e.g. Active / Closed)
- Beneficiary - Ultimate beneficiary of the account (Should be completed where the beneficiary is different from signatory)
- Client Number - Client number
- Closed - Date account closed in ccyy/mm/dd format
- Date of Balance – The date of account balance in ccyy/mm/dd format
Please Note: When a branch / business unit / franchise is reporting an account which belongs to a group / head office or other registered reporting entity on goAML- the relevant goAML Org ID of said group/head office / reporting entity must be listed to ensure that bucket / ledger / suspense accounts are reported properly.

Clicking the **Entity** add button generates the **Entity** form, the form is used to complete the details of the business entity owning the account, for **Entity** form refer to 7.23 **Entity My Client**.

![Entity](image)

Clicking the **Signatory (ies)** add button generates the **Signatory (ies)** form, the form is used to complete the details of the **Person(s)** with access to the account

![Signatory](image)

- **Is Primary** - Identifies the primary account holder. Only one signatory may be marked as primary account holder
- **Role** - The role of the signatory (e.g. Beneficiary, Account Holder)
- **Person** - populates Person form refer paragraph 7.13

![Beneficiary Comment](image)

- **Beneficiary Comments** – Any special remark on the beneficiary
- **Comments** - If any
Please Note: In instances where an account has multiple signatories, all of the signatory details need to be captured.

**Save and Cancel Button**

- Save – The save button adds information to the Account form
- Cancel – To cancel or discard the current screen information

### 7.23 Entity My Client

Clicking the Entity radio button generates **Entity My Client** field > click the Add button to generate the form

![Entity My Client form](image)

The **“Use an existing Entity”** button is used to populate Entity information that was already captured on the web session on goAML
- Name – Name of the entity
- Incorporation Legal Form - The legal form of the entity
- Incorporation Number - The registration number of the entity / company in the relevant authority (e.g. Chamber of Commerce/ CIPC etc.)
- Incorporation State / Province - Name of the province
- E-mail - Entity email address
- Tax Number – The entity tax number
- Comments – If any
- Business Closed? – Yes / No
- Registered Name – The Registered name of the institution (CIPC)
- Business – Business area of the entity
- Incorporation Date - Incorporation registration date in ccyy/mm/dd format
- Incorporation Country Code - Incorporation registration country code, select from a list
- Licence Number - Licence Number issued by the applicable supervisory body as listed in Schedule 2 to the FIC Act
• Date Closed – If entity is closed, specify the date of closure in ccyy/mm/dd format

• Reg. Number - Registration Number provided to the tax authority and also extend to include relevant licensing or supervisory registration / trading number provided to the institution

Clicking the **Phones** add button generates the phones form, for **Phone** form refer to **7.14 Phone**

**Phones** * 

Clicking the **Address** add button generates the address form, for **Address** form refer to **7.15 Address**

**Addresses** * 

Clicking the **Director(s)** add button generates the Person(s) form, complete the details of the individual authorised as directors, for **Person** form refer to **7.13 Persons**

**Director(s)** * 

7.24 **To Type**

**To Type** fields are similar to the **From Type** fields therefore the fields will not be discussed further

**To Type**

7.25 **Goods and Services**

• Clicking the **Goods and Services** Add button generates **Transaction form**
The **Transaction** form is used to capture the transaction item details

<table>
<thead>
<tr>
<th>Transaction Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Type*</td>
<td>Item Make</td>
</tr>
<tr>
<td>Description*</td>
<td>Previously Registered To</td>
</tr>
<tr>
<td>Presently Registered To</td>
<td>Estimated Value</td>
</tr>
</tbody>
</table>

- **Item Type** – The type of item (e.g. Vehicle)
- **Description** – Description of the item (e.g. Luxury Car)
- **Presently Registered To** – Name of current owner
- **Item Make** – Item maker (e.g. if the item is a car - BMW)
- **Previously Registered To** – Name of previous owner
- **Estimated Value** – Estimated value of the item

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Code</td>
<td>Disposed Value</td>
</tr>
<tr>
<td>Currency Code</td>
<td>Size</td>
</tr>
<tr>
<td>Size UOM</td>
<td>Registration Date</td>
</tr>
<tr>
<td>Registration Number</td>
<td>Identification Number</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

- **Status Code** – Stats code (e.g. Bought, Hired)
- **Currency Code** – Used to report service conducted in foreign currency
- **Size UOM** – Unit of measurement (e.g. square meters)
- **Disposed Value** – Effective value for property transfer (e.g. R500 000.00)
- **Size** – Size of the property
- **Registration Date** – Official registration date in ccyy/mm/dd format
- **Identification Number** – Any number that can identify the item (e.g. Car Plate Number)
- Registration Number – Official registration number (e.g. Car VIN Number)
- Comments- if any

Clicking the **Address** add button generates the address form, for **Address** form refer to

### 7.15 Address

<table>
<thead>
<tr>
<th>Status Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Status Comments - If any

### 7.26 Adding Multiple Transactions

- GoAML users are able to add multiple transactions on a single report. To add Multiple transactions

- Click the Transactions Add Button field > and the Transactional form will populate > complete the details and Save the transactions. Captured transactions can be edited by clicking the Edit button.

<table>
<thead>
<tr>
<th>Transactions</th>
<th>#</th>
<th>Number</th>
<th>Date</th>
<th>Local Amount</th>
<th>Transmode Code</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>TRNW-161201-00000013</td>
<td>2015/07/15</td>
<td>500000</td>
<td>In-Branch</td>
<td>Complete</td>
</tr>
</tbody>
</table>
7.27 Saving / Submitting the report

Submit Report - CTRA reports can be submitted using the **Submit Report** Button.

Save Report - Save the CTRA reports for editing later. The FIC advises that users should save the report whilst completing the various sections and before submission to ensure the draft report is available in the event of a time-out error.

Show Attachments x 0 – documents can only be attached after saving the report, this button must be used to attach documents such as identification document (ID), proof of address, deposit slips, multimedia files and client information.

Please Note: All transaction information must be captured as structured information per report type and no transactional information that should have been captured as structured data may be attached to the report.
7.28 Attaching a document to a saved report

After saving the report your entity will have the following screen visible on goAML:

• Select the “Show Attachments” Button
• A pop-up screen will appear. Select Choose File > Browse > select the file for upload > select “Upload” to save it on the system.

This step can be repeated for multiple attachments to a maximum of 20MB.

• Once the entire report has been completed- please remember to press the “Submit Report” function.
8. Reviewing saved and submitted reports

8.1 Reviewing a saved report

- Login using your user details see paragraph 5;
- Click on DRAFTED REPORTS> Not Submitted Web Reports

- [a] Select the date range for the reporting period required;
- [b] Click on the search icon

- To make amendments to the report, select the “pencil” icon [a]. Selecting this will open the reporting page, as discussed above.
- To delete the report, select the “x” [b]
- To review the report, select the “eye” icon [c]. The report is NOT editable in this view.
### Report ID
- Reference number automatically assigned to report once saved

### Report type
- The type of report being reported

### Created by
- The name of the user who saved the report

### Last updated by
- The person who amended the reporting information

### Org Name
- The name of the entity the report is being submitted for

### Transactions
- Number of transactions captured (only applicable to transaction reports)

### Status
- Refers to the status of the report

### Last updated on
- Date when last amendments were made

### Days before cleanup
- Details how many days remaining before the system removes this data from the goAML system

### #
- Provides options to either view, edit or delete the report

---

### Not Submitted Web Reports

**Start Date:** 09 April 2017  
**End Date:** 09 May 2017

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Report Type</th>
<th>Created By</th>
<th>Last Updated By</th>
<th>Org Name</th>
<th>Transactions</th>
<th>Status</th>
<th>Last Updated On</th>
<th>Days before Cleanup</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>3494135-0-0</td>
<td>Cash Threshold Report Aggregation (CTRA)</td>
<td>Sipho</td>
<td>Sipho</td>
<td>XXZ Bank</td>
<td>0</td>
<td>Not submitted</td>
<td>2017/05/09</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>3494134-0-0</td>
<td>Terrorist Financing Transaction Report (TFTR)</td>
<td>Sipho</td>
<td>Sipho</td>
<td>XXZ Bank</td>
<td>0</td>
<td>Not submitted</td>
<td>2017/05/09</td>
<td>15</td>
<td>[b]</td>
</tr>
<tr>
<td>3494133-0-0</td>
<td>Terrorist Financing Activity Report (TFAR)</td>
<td>Sipho</td>
<td>Sipho</td>
<td>XXZ Bank</td>
<td>0</td>
<td>Not submitted</td>
<td>2017/05/09</td>
<td>15</td>
<td>[c]</td>
</tr>
<tr>
<td>3494132-0-0</td>
<td>Terrorist Property Report (TPR)</td>
<td>Sipho</td>
<td>Sipho</td>
<td>XXZ Bank</td>
<td>0</td>
<td>Not submitted</td>
<td>2017/05/09</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>3494131-0-0</td>
<td>Suspicious Transaction Report (STR)</td>
<td>Sipho</td>
<td>Sipho</td>
<td>XXZ Bank</td>
<td>0</td>
<td>Not submitted</td>
<td>2017/05/09</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>3494130-0-0</td>
<td>Suspicious Activity Report (SAR)</td>
<td>Sipho</td>
<td>Sipho</td>
<td>XXZ Bank</td>
<td>0</td>
<td>Not submitted</td>
<td>2017/05/09</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>3494127-0-0</td>
<td>Cash Threshold Report (CTR)</td>
<td>Sipho</td>
<td>Sipho</td>
<td>XXZ Bank</td>
<td>0</td>
<td>Not submitted</td>
<td>2017/05/09</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>
8.2 Reviewing a submitted report

- Login using your user details see paragraph 5;
- Click on SUBMITTED REPORTS> Web Reports

- [a] Select the date range for the reporting period required;
- [b] Click on the search icon

- To review the report, select the “eye” icon [a]
- To save the report, select the “disk” icon [b].

- Report ID - reference number automatically assigned to report once saved
- Report type – the type of report being reported
- Transactions - Number of transactions captured (only applicable to transaction reports)
- Status – refers to the status of the report
- Created by – the name of the user who saved the report
- Last updated by – the person who amended the reporting information
- Created On – date report was generated
- Org Name – the name of the entity the report is being submitted for

The following active status options are available for submitted reports:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved or Accepted; scheduled for processing</td>
<td>The state after the report has been successfully filtered through applying business rules or rejection rules. These rules are applied on the goAML DeskTop client component. The status is then propagated to the web component.</td>
</tr>
<tr>
<td>Archived - accepted</td>
<td>The state of a report archived whilst the report was still in the state of approve or accepted.</td>
</tr>
<tr>
<td>Archived - invalid structure</td>
<td>The state of a report archived whilst the report was still in the state of invalid structure.</td>
</tr>
<tr>
<td>Archived - not submitted</td>
<td>The state of a report archived whilst the report was still in the state of not submitted.</td>
</tr>
<tr>
<td>Archived - reverted not submitted</td>
<td>The state of a report archived whilst the report was still in the state of reverted - not submitted.</td>
</tr>
<tr>
<td>Archived - reverted original copy</td>
<td>The state of an original copy of the report archived whilst it was still in the state of reverted.</td>
</tr>
<tr>
<td>Archived - waiting to be reverted</td>
<td>The state of a report archived whilst the report awaits to be reverted whilst in failed validation or rejected state.</td>
</tr>
<tr>
<td>Failed Filtering</td>
<td>The state of the report reached after the report has failed filtering, i.e. applying business or rejection rules. These rules are applied on the goAML DeskTop client component. The status is then propagated to the web component.</td>
</tr>
<tr>
<td>Failed Integration</td>
<td>The state of the report reached after the report has failed integration, i.e. processing it into the goAML data store. These rules are applied on the goAML DeskTop client component. The status is then propagated to the web component.</td>
</tr>
<tr>
<td>Failed Loading</td>
<td>The state of the report reached after the report has failed bulk loading into the goAML DeskTop client component. The status is then propagated to the web component.</td>
</tr>
<tr>
<td>Failed Validation</td>
<td>The state of the report reached after the report has failed XML Schema Definition (“XSD”) validation rules.</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Failed Validation; <strong>Invalid Structure</strong></td>
<td>The state of the report reached after the report has failed to comply with XML Schema Definition (“XSD”).</td>
</tr>
<tr>
<td>Filtered; pending approval</td>
<td>The state of the report reached after the report has successful filtering, i.e. applying business or rejection rules. These rules are applied on the goAML DeskTop client component. The status is then propagated to the web component.</td>
</tr>
<tr>
<td>Loaded; pending filtering</td>
<td>The state of the report reached after the report has successful bulk loading of reports. These rules are applied on the goAML DeskTop client component. The status is then propagated to the web component.</td>
</tr>
<tr>
<td>Marked for Rejection</td>
<td>The state of the report reached after the report has successful filtering, i.e. applying business or rejection rules but not approved. These rules are applied on the goAML DeskTop client component. The status is then propagated to the web component.</td>
</tr>
<tr>
<td>Not submitted</td>
<td>The state of the report saved on the website as drafts, i.e. not submitted reports. Applicable for reports that are manually captured via the web.</td>
</tr>
<tr>
<td>Processed</td>
<td>The state of the report reached after the report has completed all steps required successful, and it is the end state for this process. The status is then propagated to the web component.</td>
</tr>
<tr>
<td>Processing</td>
<td>The state of the report reached after the report has successfully been loaded and ready for validation against the XSD.</td>
</tr>
<tr>
<td>Rejected</td>
<td>The state of the report reached after the report has either resulted in an unexpected error or failing approval state.</td>
</tr>
<tr>
<td>Report integration in progress</td>
<td>The state of the report reached after the report has been approved and integration into goAML data store has commenced. This takes place on the goAML DeskTop client component and the status is then propagated to the web component.</td>
</tr>
<tr>
<td>Report Transfer in progress</td>
<td>The state of the report reached after the report has been successfully validated against the XSD and in the process of being transferred to the goAML DeskTop client component.</td>
</tr>
<tr>
<td>Reverted</td>
<td>The state of the report reached after the report has reached the failed validation or rejected. The intent and purpose of this action is to enable users to correct the causes of failures and re-submit.</td>
</tr>
<tr>
<td>Reverted - Not submitted</td>
<td>The state of the report reached after the report has reached the failed validation or rejected. The intent and purpose of this action is to enable users to correct the causes of failures and re-submit.</td>
</tr>
<tr>
<td>Transferred From Web</td>
<td>The state of the report reached after the report has been successfully transferred to the goAML DeskTop client component.</td>
</tr>
<tr>
<td>Unexpected Error</td>
<td>The state of the report reached after the report has encountered errors, during the XSD validation, that were not expected and should be brought to the attention of the FIC.</td>
</tr>
</tbody>
</table>
8.3 Reviewing report status via the Message Board

- Login using your user details see paragraph 5;
- Click on MESSAGE BOARD

- Review messages in the Inbox by selecting the message
- Read the attachment that will open. This will detail the report status
9. Important reporting tips

- Reporting entities are advised to monitor the goAML Message Board and "Submitted Reports" menu to track the progress of their reports. Please await the processing outcome before attempting to resubmit or remediate regulatory reports as this may cause duplication of regulatory reports.
- In the event of a failed/rejected regulatory report the reporting entity must remediate the regulatory report as per the defined process to ensure that they discharge their reporting obligations successfully.
- Always ensure that web reports are saved before submitting it on goAML Web.
- Available attachments (i.e. copy of ID) may be uploaded and submitted with the initial regulatory report submitted to the FIC.
- Download copies of all web reports submitted and save on the reporting entity’s internal systems for record keeping purposes.
- Monitor the “Draft Reports” menu - FIC has noticed that many reporting entities have saved regulatory reports as drafts, but have not yet finalised and submitted all regulatory reports (i.e. have not discharged their reporting obligation).
10. Reporting Process workflow
For goAML support contact the FIC:

Log a web query: Click HERE for compliance queries

-ENDS-

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