USER GUIDE FOR ACCOUNTABLE INSTITUTIONS TO SUBMIT A TERRORIST PROPERTY REPORT (TPR) IN TERMS OF SECTION 28A OF THE FINANCIAL INTELLIGENCE CENTRE ACT 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 institution submits a Terrorist Property Report (TPR) to the Financial Intelligence Centre (the FIC) in terms of section 28A of the FIC Act. Please note that the accountable institution must be registered with the FIC in order to access the FIC’s registration and reporting platform. In order to register, an accountable institution can refer to Public Compliance Communication 05B for further guidance.

This user guide is applicable to accountable institutions listed in Schedule 1 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.

Access to the registration platform
In order to submit a TPR to the FIC, the accountable 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” refers to an accountable institution (listed in Schedule 1 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.

“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 will have MLROs. 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 28A 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.

“TPR” refers to a terrorist property report submitted to the FIC in terms of section 28A of the FIC Act.

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 TPR 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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2. Introduction

Accountable institutions have an obligation to submit terrorist property reports (TPR) to the FIC in terms of section 28A of the FIC Act and must utilise goAML for submitting a TPR to the FIC.

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

<table>
<thead>
<tr>
<th>Icons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="add.png" alt="Add Icon" /></td>
<td>Add</td>
</tr>
<tr>
<td><img src="cancel.png" alt="Cancel Icon" /></td>
<td>Cancel instructs goAML not to capture the detail</td>
</tr>
<tr>
<td><img src="close.png" alt="Close Icon" /></td>
<td>Close</td>
</tr>
<tr>
<td><img src="preview.png" alt="Preview Icon" /></td>
<td>Preview</td>
</tr>
<tr>
<td><img src="print.png" alt="Print Icon" /></td>
<td>Print</td>
</tr>
<tr>
<td><img src="remove.png" alt="Remove Icon" /></td>
<td>Remove the uploaded document</td>
</tr>
<tr>
<td><img src="upload.png" alt="Upload Icon" /></td>
<td>Upload a document</td>
</tr>
<tr>
<td><img src="save.png" alt="Save Icon" /></td>
<td>Save</td>
</tr>
<tr>
<td><img src="save_report.png" alt="Save Report Icon" /></td>
<td>Save a report</td>
</tr>
<tr>
<td><img src="submit_report.png" alt="Submit Report Icon" /></td>
<td>Submit a report</td>
</tr>
<tr>
<td><img src="show_attachments.png" alt="Show Attachments Icon" /></td>
<td>Shows the number of attached documents</td>
</tr>
<tr>
<td><img src="new_reports.png" alt="NEW REPORTS Icon" /></td>
<td>Upload XML and web reports</td>
</tr>
<tr>
<td><img src="drafted_reports.png" alt="DRAFTED REPORTS Icon" /></td>
<td>Access drafted and submitted reports</td>
</tr>
<tr>
<td><img src="submitted_reports.png" alt="SUBMITTED REPORTS Icon" /></td>
<td>View submitted reports</td>
</tr>
<tr>
<td><img src="message_board.png" alt="MESSAGE BOARD Icon" /></td>
<td>Access mail messages on goAML</td>
</tr>
<tr>
<td><img src="my_goaml.png" alt="MY GOAML Icon" /></td>
<td>Change password and user details</td>
</tr>
<tr>
<td><img src="admin.png" alt="ADMIN Icon" /></td>
<td>Access statistics</td>
</tr>
<tr>
<td><img src="logout.png" alt="LOGOUT Icon" /></td>
<td>Logout of goAML</td>
</tr>
</tbody>
</table>
4. **Terrorist Property Report (TPR) Baseline Scenario**

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

4.1. **Field Definitions**

- **Report type (A)** – The type of report (i.e. TPR)
- **Reporting Person and Location (B)**
  - Reporting Person - Linked to the logged in user details, this is the person uploading the TPR;
  - Location - Describes the actual geographical area / branch where the transaction or series of transactions occurred. The address of the logged in user, is populated with 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) and/or reportable event occurred;
- **Indicators (C)** - An indicator in relation to TPR means the type of report submission. This is selected using predefined fields. The institution is required to review the list of pre-determined indicators and select the most appropriate explanation(s).
- **Activity (D)** - means a transaction has not been concluded between a client and an accountable institution.
- **Goods and services (D)** – this information is required to further describe the physical assets that are linked to the funds. This is only compulsory should this be a physical asset (i.e. Where there is more to the transaction than just the flow of funds), and is captured as the last step of the report capturing prior to ‘saving and submitting’ to the FIC. The following information is mandatory when completing this section:
  - Item type – if this is a moveable or immovable property within or outside the Republic of South Africa
  - Description – brief description of the property involved (e.g. Luxury vehicle)
  - Address – address where the property can be located
- Estimated value - estimated value of the property at time of report being submitted
- Reporting Parties (E) - Can either be a person / Account / Entity
- Person / Entity / Account (F)
  - 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 (G) – 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)
Baseline scenario for submitting terrorist property report (TPR) to the FIC – displaying fields A to G to be completed

<table>
<thead>
<tr>
<th>Terrorist Property Report (TPR) - Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example</strong></td>
</tr>
<tr>
<td>1. Report Type</td>
</tr>
<tr>
<td>2. Reporting Person, Location</td>
</tr>
<tr>
<td>3. Indicators</td>
</tr>
<tr>
<td><strong>AND/OR</strong></td>
</tr>
<tr>
<td><strong>4a. Report Parties</strong></td>
</tr>
<tr>
<td><strong>4b. Goods and Services</strong></td>
</tr>
<tr>
<td><strong>4c. Transaction Item</strong></td>
</tr>
<tr>
<td><strong>F</strong> Person / Account Number / Entity / Transaction Item</td>
</tr>
<tr>
<td><strong>G</strong> Mandatory fields:*</td>
</tr>
<tr>
<td>*Person</td>
</tr>
<tr>
<td>Company X</td>
</tr>
<tr>
<td>Account Number</td>
</tr>
<tr>
<td>Chq acc 123</td>
</tr>
<tr>
<td>Balance</td>
</tr>
<tr>
<td>Signatory</td>
</tr>
<tr>
<td>Co X Director</td>
</tr>
</tbody>
</table>

**Mandatory fields:**
- **Person**
  - Title
  - Gender
  - Full name
  - Surname
  - Date of birth
  - ID number
  - Nationality
  - Residence
  - Non-RSA ID / Passport
  - Issuing country
  - RSA Passport
  - Address
  - Telephone number

**Account Number**
- Account number
- Institution name
- Branch
- Financial Institution
- Institution code or Swift code
- Account type
- Status
- Currency code
- Date opened
- Balance
- Date of balance
- Entity
- Signatory

**Entity**
- Name
- Registered name
- Incorporated legal form
- Incorporation / Registration number
- Incorporation country
- Telephone number
- Address
- Director (one or more)

**Transaction Item**
- Item Type
- Description
- Estimated Value
- Address

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User guide to submit terrorist property report (TPR) on the registration and reporting platform of the Financial Intelligence Centre

Version 2.0 | 02 October 2017
Baseline scenario for submitting terrorist property report (TPR) to the FIC – displaying fields A to G to be completed

Terrorist Property Report (TPR) - Reporting of potential client which was found to be on UN 1267 list (as part of client identification and verification)

<table>
<thead>
<tr>
<th>Example</th>
<th>A Report Type</th>
<th>B Reporting Person, Location</th>
<th>C Indicators</th>
<th>D Activity</th>
<th>E Report Parties</th>
<th>F Person / Account Number / Entity / Transaction Item</th>
<th>G Mandatory fields:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>1. Report Type</td>
<td>2 Reporting Person, Location</td>
<td>3. Indicators</td>
<td>AND / OR</td>
<td>4th Report Parties</td>
<td>S28A TPR **</td>
<td>* Person</td>
</tr>
<tr>
<td>Financial Service Provider (FSP) X is in the process of rendering financial services to Mrs. Y. As part of Financial Service Provider X's client on-boarding processes, Mrs. Y is screened against the UN1267 list, and it is detected that Mrs. Y appears on the UN1267 list.</td>
<td>Terrorist Property Report (TPR) Reason for Reporting (Case List) Mrs. Y appears on the UN1267 list. Action (Case List) List relevant actions as per internal risk framework. For example: *TPR reported to FIC and no further services were rendered</td>
<td>Financial Service Provider X Reporting Person and Location of report information. **Reporters information goes through a automated system.</td>
<td>** Search for TPR</td>
<td>4a Report Parties</td>
<td>*Person</td>
<td>Person</td>
<td></td>
</tr>
<tr>
<td>Log in: FSP X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Person
- Title
- Gender
- Full name
- Surname
- Date of birth
- ID number
- Nationality
- Residence
- Non-RSA ID / Passport
- Issuing country
- RSA Passport
- Address
- Telephone number

*Account Number
- Account number
- Institution name
- Branch
- Financial institution
- Institution code or Swift code
- Account type
- Status
- Currency code
- Date opened
- Balance
- Date of balance
- ETR
- Signatory

*Entity
- Name
- Registered name
- Incorporated/large form
- Incorporation / Registration number
- Incorporation country
- Telephone number
- Address
- Director (one or more)

*Transaction Item
- Item Type
- Description
- Estimated Value
- Address

ONLY for property under the control of the accountable institution.
### Baseline scenario for submitting terrorist property report (TPR) to the FIC – displaying fields A to G to be completed

#### Terrorist Property Report (TPR) - Reporting of existing client added to the UN1267 list (ongoing screening against UN1267)

<table>
<thead>
<tr>
<th>Example</th>
<th>A Report Type</th>
<th>B Reporting Person, Location</th>
<th>C Indicators</th>
<th>D Activity</th>
<th>E Report Parties</th>
<th>F Person / Account Number / Entity / Transaction Item</th>
<th>G Mandatory fields</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example</strong></td>
<td><strong>Log in:</strong> Attorney X</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Attorney X has an established business relationship with Client Mr Y and holds funds totaling R75 000 in a trust account for Client Mr Y. As part of Attorney X’s ongoing screening against UN1267 list, it is detected that Mr Y has been added to the UN1267 list.</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>TPR</strong></td>
<td><strong>Reason for Reporting (TPR)</strong></td>
<td><strong>Account Number</strong></td>
<td><strong>Balance</strong></td>
<td><strong>Signatory</strong></td>
<td><strong>Mr Y</strong></td>
<td><strong>Item Type</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>328A TPR</strong></td>
<td><strong>Report Parties</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attorney X Reporting Person and Location of report information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TPR</strong> reported to FIC and funds frozen</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>AND / OR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4b. Goods and Services</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ONLY for property under the control of the account holder, institution</strong></td>
<td></td>
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</tr>
</tbody>
</table>
5. Accessing goAML

Accountable 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 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.
- 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 \[d\].
7. Capturing a Terrorist Property Report

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 TPR, select from the **Type** drop down list > select **Terrorist Property Report (TPR)**
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. TPR)
- **Submission Date** – Automatically generated once the report is submitted
- **Reason for Reporting** – Grounds for reporting
- **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)

7.5 Location

Describes the actual geographical area / branch where the transaction or series of transactions occurred, or where the client attempted to transact, or where the RE attempted to onboard or screen the client. 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.

7.6 Editing Location

Click the edit icon

- 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 or type of suspicious or unusual activity the institution is reporting to the FIC. 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 – ACTIVITY**

**7.8 Activity**

“Activity” means a transaction has not been concluded between a client and an accountable institution. An Activity form represents an event where a list of subjects (person / account /
entity) and goods and services are related directly to the report without the need of a transaction:

- Click Add button to capture activity details for the report and details of the report need to be completed

- Clicking the Activity add button generates the activity form and details of the report need to be completed. Two fields are generated > Report Parties and Goods and Services

BASELINE SCENARIO FIELD E – REPORTING PARTIES

7.9 Reporting Parties

Report parties represents a collection of involved subjects (Account(s) / Entity(ies) / Person(s)) for the activity report. To capture the details of the involved parties

- Click Report Parties add button > The Report Party form populates. Complete the reporting party details, at least one party should be included
- Significance - The significance value refers to the scale of involvement of a person. If a person’s significance value is 9, it means this subject is highly involved in a transaction whereas, a subject will value 2 is mildly involved
- Reason – Why the subject is involved in the current report
- Comments – If any

BASELINE SCENARIO FIELD F – PARTY (PERSON / ENTITY / ACCOUNT)

7.10 Party Type

The field party type in an activity report it is mandatory; the reporter must indicate whether the party type is a person, account or entity, as the report does not have a From (payee) and To (receiver) side like a transactional report. Party Type has three radio button Person / Account / Entity that are discussed next:

7.11 Person Form

- Click the Person radio button > The Person add button displays > Click the Add button > the Person add button, to generate the 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
- 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 ccyy/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

<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/Residence Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deceased?</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Date of Death</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• 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

7.12  Phone

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Comm. Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></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
- Extension - Numeric
- Number - Numeric, digits (e.g. 0128012556)
- Comments - if any

7.13  Address

<table>
<thead>
<tr>
<th>Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Type
- Address
- Town
- City
- Postal/Zip
- Country
- Province/State
- Comments

Use an existing 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)

7.14 Identification

<table>
<thead>
<tr>
<th>Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong> – It can be Travel Document / Permit / Passport etc.</td>
</tr>
<tr>
<td><strong>Issue Date</strong> – Identification document issue date</td>
</tr>
<tr>
<td><strong>Issued by</strong> – Name of authority that issued the document (e.g. Department of Home Affairs)</td>
</tr>
<tr>
<td><strong>Comments</strong> – If any</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type*</th>
<th>Number*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>Expire Date</td>
</tr>
<tr>
<td>Issued by</td>
<td>Issue Country</td>
</tr>
<tr>
<td>Comments</td>
<td>SOUTH AFRICA</td>
</tr>
</tbody>
</table>

• 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

7.15 Email

<table>
<thead>
<tr>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E-mail Address</strong></td>
</tr>
</tbody>
</table>

• Email – person’s email address
7.16 Employer Address and Employer Phone

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

![Employer Address and Employer Phone](image)

7.17 Save and Cancel Button

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

7.18 Account

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

![Account](image)

- 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 of the entity where the account is held

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Status Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency Code</td>
<td>Beneficiary</td>
</tr>
<tr>
<td>IBAN</td>
<td>Client Number</td>
</tr>
<tr>
<td>Opened</td>
<td>Closed</td>
</tr>
<tr>
<td>Balance?</td>
<td>Date of Balance</td>
</tr>
</tbody>
</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 account must be reported in a standardised format to avoid unnecessary duplication of information.

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 **7.20 Entity**.

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

- 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 7.11**

- 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.
7.19 Save and Cancel Button

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

7.20 Entity

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

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

- **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 7.12

**Phone**

Clicking the **Address** add button generates the address form, for **Address** form refer to 7.13

**Address**

Clicking the **Director(s)** add button generates the Person (s) form, complete the details of the individual authorised as directories, for **Person** form refer to 7.11

**Director(s)**

**7.21 Goods and Services**

- Clicking the **Goods and Services** Add button generates **Transaction form**

**Goods and Services**

The **Transaction form** is used to capture the transaction item details

<table>
<thead>
<tr>
<th>Transaction Item</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Type</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>Presently Registered To</strong></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

### Table

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Disposed Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>currency Code</td>
<td>Size</td>
</tr>
<tr>
<td>Registration Number</td>
<td>Registration Date</td>
</tr>
<tr>
<td>Identification Number</td>
<td></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)
- **Registration Number** – Official registration number (e.g. Car VIN Number)
- **Comments** - if any

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

### 7.13 Address

![Status Comments](image)

**Status Comments - If any**

#### 7.22 Saving / Submitting the report

![Report Form](image)
Submit Report - TPR reports can be submitted using the Submit Report Button.

Save Report - Save the TPR 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 activity information must be captured as structured information per report type and no activity and/or transactional information that should have been captured as structured data may be attached.

7.23 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
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
- Org Name – the name of the entity the report is being submitted for
- Transactions - Number of transactions captured (only applicable to transaction reports)
• 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

• Status – refers to the status of the report
• Submitted on – date when report was submitted to the FIC
• # - provides options to either view or save the report

The following active status options are available for submitted reports:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approved or Accepted:</strong> 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>Failed Validation; Invalid Structure</td>
<td>The state of the report reached after the report has failed to comply with XML Schema Definition (“XSD”).</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</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>
<tr>
<td>Uploaded</td>
<td>The state of the report reached after the report has been successfully uploaded or submitted.</td>
</tr>
<tr>
<td>Validated; scheduled for loading</td>
<td>The state of the report reached after the report has been successfully transferred to the goAML DeskTop client component and ready for bulk processing on the goAML DeskTop client component.</td>
</tr>
<tr>
<td>XML Bulk Loading in progress</td>
<td>The state of the report reached after the report has been successfully transferred to the goAML DeskTop client component and xml file bulk loading is in progress on the goAML DeskTop client component.</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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