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

23 August 2016
WELCOME

• General information & session rules
AGENDA

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

• Estate agencies are accountable institutions in terms of the FIC Act

• Estate agencies must register with the FIC - section 43B

• Registration – within prescribed period and prescribed manner

• How?
  ✓ On the new registration platform
  ✓ New website – easy access
Registration in terms of the FIC Act

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

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

PART 1
Registration Process

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

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

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

I will therefore be acting as the Compliance Officer of ABC Estate Agents.

Trust that you find it in order.

Regards,

Mtuzimele Ndzima |
Getting started

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

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

Capturing registration details

• Log onto the FIC website and click on REGISTER OR REPORT

• Alternatively, access the link using the following URL: https://goweb.fic.gov.za/goAMLWeb_PRD
Demonstration - adding a user to a previously registered entity
Registration process – adding a new user

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

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

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

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

Username

• The user determines the username
• Usernames are unique

Password

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

Email address

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

- User Name: Mtuzimela01
- E-mail: CAPReports@fic.gov.za
- Password: ********
- Confirm Password: ********
- Gender: Female
- Title: Ms
- First Name: Mtuzimele
- Surname/Last Name: Ndzima
- Birth Date: 1990/07/26
- RSA ID Number: 9007263637083
- Nationality: SOUTH AFRICA
- Occupation: Owner
- RSA Passport:
- Non RSA ID/Passport: Yes

Phones:
- Contact Type: Business
- Comm. Type: Business Contact Tel
- Country Prefix: 27
- Number: 012641000

Addresses:
- Address: Homes Park Office Suite 100, Number 25 Baker Avenue
- City: Centurion
- Province/State: Gauteng
- Postal/Zip: 0157
- Country: SOUTH AFRICA
Registration process - adding a new user

- Complete all the mandatory information of the Compliance Officer
  - Personal information
  - Email / contact information (business address and telephone number)

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

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

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

- Once the file name generates, select Upload

![Upload button and file details]

- Enter the Captcha Code and Submit

![Captcha code andSubmit Request button]
Registration process - adding a new user

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

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

  
  Fri 2015/08/19 4:59 PM
  goAML <WebSupport@fic.gov.za>
  FIC: Request for account accepted
  To: CAP Reports

  Your request with ID number "UATSHREG-160819-00000111" has been accepted. You may now log in to the website using your credentials entered during registration.

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

- Do not email any documents to the FIC as these documents must be uploaded during the registration process.
Demonstration on how to update the estate agency details after the user has been approved by the FIC
Registration process - updating entity information

- After the first user has been approved they must log in to goAML and update the entity information.
- This is done by accessing the goAML homepage.
- Select the logon and then enter the user name and password captured during registration.
The Compliance Officer is now required to update ALL mandatory fields.

If not updated, the registration will be rejected.

The email address migrated is NOT valid, and only a placeholder. Not updating this will prevent further communication to the entity from the FIC.
Registration process – updating entity information

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

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

• Confirmation of registration via email after entity successfully updated

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

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

- Select the Forgot Password
- Enter your goAML user name and email and submit
- An email will be emailed with a link will be send. Please select the link that will take you to the goAML password reset page
Password reset

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

• NB - username and password from the old system is no longer valid and WILL NOT work on goAML
General goAML functionality

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

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 Territorial Property Reports (TPR) and require all businesses (which include accountable and reporting institutions) to submit Suspicious Transaction Reports (STR) to the Centre in terms of section 28(2) 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.

Please note that FIC has undertaken its pilot testing phase and the reporting mechanisms is purely for testing purposes and should not be used for reporting as per the prescription of the FIC Act. Please note that all queries relating to the goAML SE Pilot should be directed to the dedicated communication channel EnhanceAlert@fic.gov.za.

Click [here](#) to download goAML specifications and related documents.
New Reports

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

- Once the report has been submitted the system will generate
  - a notification
  - and unique reference number

- Reports will be processed and users will receive report receipt to advise of the final statuses (see submitted reports and message board)
Drafted Reports

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

- All submitted reports can be viewed for 90 days.
- User can download and save copies of all reports submitted for record keeping purposes.
- Reports that get rejected must be reverted and remediated/fixed.
Reverting of rejected web reports

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

- Message board will list all report receipts and other notifications from the FIC
- Message board is used to send request for information and should be monitored frequently
Message board

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

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

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

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

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

• Please ensure that these reports are reverted and remediated accordingly

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

Example of reporting cash purchase of property

<table>
<thead>
<tr>
<th>Example</th>
<th>A Report Type</th>
<th>B Reporting Person and Location</th>
<th>C Indicators</th>
<th>D Transactions</th>
<th>E From Type / To Type</th>
<th>F My Client / Not My Client and Conductor</th>
<th>G Person / Entity / Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company X buys a property from Estate Agent (EA) for R300 000</td>
<td>Log in: EA</td>
<td>Reporting Person and Location</td>
<td><strong>Log in: EA</strong></td>
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<td><strong>From Type</strong></td>
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User guides
Queries [www.fic.gov.za](http://www.fic.gov.za)

Compliance Contact Centre 0860 222 200