USER GUIDE ON HOW TO SEARCH / SUBSCRIBE / UNSUBSCRIBE / DOWNLOAD THE TARGETED FINANCIAL SANCTIONS LIST
Objective of this user guide

The objective of this user guide is to define and outline the steps to be followed when downloading / searching / subscribe to / unsubscribe to receive alerts and notifications of changes regarding the Targeted Financial Sanctions List.

This user guide is applicable to the following persons/institutions:

- Accountable institutions (AI) listed in Schedule 1 to the Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001) (FIC Act)
- Reporting institutions (RI) listed in Schedule 3 to the FIC Act
- The Public

Access to the Targeted Financial Sanctions List

The AI/RI / the Public at large 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 Guidance Notes 4A, 6 and 7. In this guideline, unless the context indicates otherwise:

“Permitted Financial Services (PFS)” refers to an application to permit a person to conduct financial services or deal with property in the circumstances permitted in terms of section 26C of the FIC Act.

“Targeted Financial Sanctions (TFS)” refers to the measures to restrict sanctioned persons and entities from having access to funds and property under their control and from receiving financial services in relation to such funds and property by requiring accountable institutions, reporting institutions and other persons to freeze property and transactions pursuant to financial sanctions imposed in the United Nations Security Council (UNSC) Resolutions.

“The Targeted Financial Sanctions List” refers to the list of individuals and entities provided and maintained by the FIC.

Important information to remember before accessing the Targeted Financial Sanctions List:

- The FIC provides the Targeted Financial Sanctions List and software to make information more accessible concerning individuals and entities identified in notices issued from time to time by the Director of the FIC under section 26A(3) of the Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001, the FIC Act) as amended.
- The use of the Targeted Financial Sanctions List and software does not absolve the user from the responsibility of referring to the abovementioned notices.
- Users of the Targeted Financial Sanctions List and software are also encouraged to refer to the Consolidated List issued by the United Nations Security Council and further information made available by the United Nations concerning sanctioned individuals and entities.
- Users of the Targeted Financial Sanctions List and software are to exercise their own skill and care in relation to the users’ legal obligations under the FIC Act. The FIC accepts no liability for any non-compliance or any loss suffered as a result of reliance on or the use of the Targeted Financial Sanctions List and software.

of the Targeted Financial Sanctions List and/or software issued and made available by the FIC. By continuing to use this list and/or software, you take note and agree to the above disclaimer.
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2. **Introduction**

The Targeted Financial Sanctions List is made available for downloading from the FIC’s website. The next section will discuss the prerequisites for accessing, downloading, searching, subscribing and unsubscribing to receive alerts and notifications of changes and amendments to the Targeted Financial Sanctions List.

3. **Prerequisites**

The Targeted Financial Sanctions List functionalities is compatible with Internet Explorer version 9 and up, Firefox, Google Chrome. Safari web browser is not supported. The URL (web address) must be added to the trusted sites and pop ups must be allowed to avoid the site from being blocked.

4. **Targeted Financial Sanctions List web icons**

<table>
<thead>
<tr>
<th>Icons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td>Clear</td>
</tr>
<tr>
<td>Download</td>
<td>Download</td>
</tr>
<tr>
<td>Download Manual PFS Form</td>
<td>Download Manual PFS Form</td>
</tr>
<tr>
<td>Print</td>
<td>Print</td>
</tr>
<tr>
<td>Search</td>
<td>Search Person</td>
</tr>
<tr>
<td>Subscribe</td>
<td>Subscribe</td>
</tr>
<tr>
<td>Submit</td>
<td>Submit</td>
</tr>
<tr>
<td>Unsubscribe</td>
<td>Unsubscribe</td>
</tr>
<tr>
<td>Upload</td>
<td>Upload</td>
</tr>
<tr>
<td>QUICK LINKS</td>
<td>Quick Links</td>
</tr>
</tbody>
</table>
5. Accessing the Targeted Financial Sanctions List

The Targeted Financial Sanctions List can be accessed by all interested parties. This includes AlIs / RIIs and the public. No authentication is required before gaining access to the Targeted Financial Sanctions List. To access the Targeted Financial Sanctions List:

- Visit the FIC website, [www.fic.gov.za](http://www.fic.gov.za), click “Targeted Financial Sanctions” from the Quick Links menu or

- Go to the Centre’s website, [www.fic.gov.za](http://www.fic.gov.za), click the “International” dropdown list and select “Targeted Financial Sanctions” from the drop-down menu.
6. Targeted Financial Sanctions List landing page

The landing page has the following visible items:

- **Introduction to Targeted Financial Sanctions** - A brief description of the targeted financial sanctions.[a]

- **Menu Bar** – What is TFS / Search the TFS List / Permitted Financial Services / Subscribe / Unsubscribe / Disclaimer / Frequently Asked Questions. Clicking any of the link items, populates the item description (e.g. click “What is Targeted Financial Sanctions?”).[b]
- **Quick Links** - navigation links that must be clicked when navigating through the site
  Search / Subscribe / Unsubscribe / Download / Application for Permitted Financial Services. [c]
- **Published Notices** - contains targeted financial sanctions published notices. [d]

- **Explore Targeted Financial Sanctions** - contains the navigation links with detailed information of TFS related topics. [e]
7. **Search the Targeted Financial Sanctions List**

7.1. **Search Person / Search Entity Tabs**

For the purpose of this user guide, an entity refers to an organisation, company, business or undertaking listed on the Targeted Financial Sanctions List. A person refers to an individual listed on the Targeted Financial Sanctions List.

To search for a particular person / entity on the Targeted Financial Sanctions List, users can use the **Search Person / Search Entity** tabs. This **Search Person / Search Entity** tabs allows the user to search for (e.g. specific person or entity name on the Targeted Financial Sanctions List). The next section will discuss the steps to search for a person or an entity.

- Click **Search the TFS List button** from the menu bar > click the **Click here** link

The search page displays the **Search Person / Search Entity** tabs (the tabs provides the user with the ability to search for a person or entity listed on the Targeted Financial Sanctions List); the **Legal Disclaimer** and **Date** of the last update (See pic. below). The details of the Search Person / Search Entity will be discussed in detail next:
7.2. Search Person Tab

The Search Person tab can be used to search the Targeted Financial Sanctions List by providing the Name / Identification number or Passport number / Place of Birth / Date of Birth / Nationality of the listed person.

- Name – Any of searched person’s names (e.g. Kim)
- Place of Birth – Person’s place of birth (e.g. Pretoria)
- Nationality – The status of belonging to a particular nation, whether by birth or naturalisation (e.g. South African)
• Identification Number - Person's identification (ID) number (i.e. 13digit South African ID Number (e.g. 7404080408069)) or Passport Number (e.g. 429680371)
• Date of Birth – Person's date of birth (e.g. 11/03/1971)

Search Person and Clear Button

• Search Person - The search person button searches for information provided in the current screen fields
• Clear - To clear or discard the current screen information and start a new Person Search
7.3. Search for Person’s details

To search for person’s details using the Name field > click the Search Person tab > type in the name of the person (e.g. Kim) > click the Search Person button.

- A search result generates a list of Names with the keywords (e.g. Kim), visible on the search results will be Search Date, Search Keywords, Title, Name, ID Number or Passport Number, Designation, Date of Birth, Place of Birth and Nationality.
- Click the **search button** to view detailed individual person search result information.

Caution: Refer to **Annexure A: Individuals** for full list of field descriptions.
7.4. Download / Print / Filter the search person results

- To download the search results, click the **Download button** > the downloads will be available from the downloads folder.

- To print the person, search results click the **Print button** > the document will print out the person search results.

Caution: Ensure that the machine is connected to a printer.
To filter the search results further > type additional criteria in (e.g. Yemen) in the **Filter results** text box > the search results will now display a list with the nationality Yemen.
7.5. Search Entity Tab

The entity tab can be used to search for the **Name / Address / Other information** of a listed entity on the Targeted Financial Sanctions List.

- Name – The name of the entity (e.g. Amin)
- Address – The entity’s address (place of business)
- Other Information / Comment – Comment

**Search Entity and Clear Button**

- Search Entity - The search entity button searches for information captured in the current screen fields.
- Clear - To clear or discard the current screen information.
7.6. Searching for an Entity

To search for an entity’s details using the name field > click the **Search Entity** tab > type in the name of the entity (e.g. ENGINEERING) > click the **Search Entity** button.

- A search result generates a list of **Names** with the keywords (e.g. ENGINEERING), visible on the search results will be the **Address** and **Other Information**. Users are also to **Download / Print / Filter** the search results.
• Click the **search button (⁺)** to view detailed entity search information.

![Entity Details](image1)

7.7. **Download / Print / Filter the search entity results**

• To download the search results, click the **Download button** > the downloads will be available from the downloads folder.

![Search Person](image2)
• To print the search results, click the **Print button** > the document will print out the search results.

Caution: Ensure that the machine is connected to a printer.

• To filter the search results further > type in (e.g. T.M.G) in the **Filter results** text box > the search results will now display a list with the letter T.M.G.
8. Subscribe to the Targeted Financial Sanctions List

Updates to the Targeted Financial Sanctions List will be applied whenever the UNSCR list gets updated. The date of the changes will reflect on the search person or search entity tabs and on the downloadable pdf document. Users who require notifications on the updates to the Targeted Financial Sanctions List are encouraged to subscribe to the List by following these easy steps:

- Click **Subscribe** from the menu bar > click the subscribe **Clicking here** link.

- The subscribe to list page displays, this page is used to capture the subscriber’s details when subscribing to the list, the subscriber must complete all mandatory fields - Name, organisation and email address.

- Name – The name of the subscriber
- Organisation – The name of entity the subscriber belongs to (e.g. XYZ bank or Not Applicable)
- Email Address – Email address provided to receive notifications on
Subscribe Button

Subscribe – The subscribe button saves the subscription information captured in the current screen fields.

Subscribe to the Targeted Financial Sanctions List:

To subscribe to the list > complete the **Name, Organisation** and **Email Address** > click the **Subscribe** button.

- The “Please check email inbox to confirm your subscription” window populates appears > check Inbox / Junk folders for the subscription email.

- Users will receive an email notification; requesting them to confirm the subscription to the Targeted Financial Sanctions List > confirm the subscription by clicking the here link.
Caution: If you don’t receive any confirmation to subscribe notification email, check the Junk E-mail folder.

- The **Subscription Confirmation** window populates > confirm subscription by clicking the **Confirm Subscription** button.
• The **Subscribe** confirmation window populates with the message to check emails.

![Subscribe Confirmation Window](image)

Users will receive an email confirming successful subscription.

**Unsubscribe**

• Users will have the option to Unsubscribe from the Targeted Financial Sanctions List > to Unsubscribe click the **here** link.

![Unsubscribe Email](image)

**Disclaimer**

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The use of the Targeted Financial Sanctions List and software does not absolve the user from the responsibility of referring to the abovementioned notices.


Users of the Targeted Financial Sanctions List and software are to exercise their own skill and care in relation to the users’ legal obligations under the FIC Act.

The FIC accepts no liability for any non-compliance or any loss suffered as a result of reliance on or the use of the Targeted Financial Sanctions List and/or software issued and made available by the FIC.

By continuing to use this list and/or software, you take note and agree to the above disclaimer.

![Unsubscribe Link](image)
9. **Unsubscribe to the Targeted Financial Sanctions List**

Users who want to stop receiving alerts and notifications of changes to the Targeted Financial Sanctions List are able to **Unsubscribe** to the List by following these easy steps:

- Click **Unsubscribe** from the menu bar.

- The Unsubscribe to list page displays; this page is used to capture the email address that will be removed from the subscription list.

  Email Address – Email address of the subscriber.

  **Unsubscribe Button**

  Unsubscribe – The unsubscribe button removes the subscription information of captured email address in the current screen fields.
Unsubscribe to the Targeted Financial Sanctions List

To unsubscribe from receiving alerts and notifications of changes to the Targeted Financial Sanctions List > complete the Email Address > click the Unsubscribe button.

- The “Please check your email to complete Unsubscribe from the Targeted Financial Sanctions Alert mailing list window populates > check Inbox / Junk folders to unsubscribe.

- Users will receive an email notification to confirm their removal from the subscription list, > confirm the unsubscribe by clicking the here link.

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• The **Unsubscribe** to list confirmation window populates > confirm to unsubscribe from the list by checking the confirming **Unsubscribe** box > click the **Unsubscribe** button.

![Unsubscribe](image)

• The **unsubscribe** window appears with the message confirming the removal of the user from the sanctions alert list.

![Unsubscribe Confirmation](image)

You have successfully un-subscribed from the Targeted Financial Sanctions Alert mailing list.

Click here to visit the Targeted Financial Sanctions page.

• Users will also receive an email confirming the removal from the list.

![Unsubscribe Email](image)

Dear Subscriber,

This is a confirmation message that you have successfully unsubscribed. You will no longer receive alerts and notifications related to Targeted Financial Sanctions (TFS).

- **CLICK HERE** for the disclaimer on unsubscribing
- Unsubscribed by mistake? **CLICK HERE** to re-subscribe

Yours sincerely

The Financial Intelligence Centre

Disclaimer

The FIC provides the Targeted Financial Sanctions List and software to make information more accessible concerning individuals and entities identified in notices issued by the Director of the FIC under section 26A(3) of the Financial Intelligence Centre Act, 2001 (Act 38 of 2001, the FIC Act).

The use of the Targeted Financial Sanctions List and software does not absolve the user from the responsibility of referring to the abovementioned notices.
10. Download the Targeted Financial Sanctions List

Download the PDF / XML / EXCEL

The Targeted Financial Sanctions List is available for downloading in three formats PDF / XML / EXCEL, to download the list:

- Click the Download List from quick links.

The Downloads page will display with three downloadable format options, the Targeted Financial Sanctions List can be downloaded as a PDF / XML / EXCEL format. The three download format options will be discussed in detail next.
10.1. Download PDF Format

The FIC recommends that the users download the PDF format for ease of use and readability. To download the PDF document:

- Click the PDF button from the downloads menu.

- Once clicked, a PDF document will be populated. The document will be available for downloading or printing.

<table>
<thead>
<tr>
<th>A. Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRI.004 Name: ALI AKBAR AHMADIAN</td>
</tr>
<tr>
<td>Title: DOB: POB:</td>
</tr>
<tr>
<td>Designation: Vice Admiral Identification Number: Passport Number: Nationality: Listed on: 24-03-2007</td>
</tr>
<tr>
<td>Address: Living Expense Status: Other information: Position changed. [Old Reference #: I.47.D.2]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KPI.070 Name: KU JA HYONG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: DOB: 08-09-1957 POB:</td>
</tr>
<tr>
<td>Designation: Ku Ja Hyong is a Foreign Trade Bank chief representative in Libya Identification Number: Passport Number: Nationality: Democratic People's Republic of Korea Listed on: 22-12-2017</td>
</tr>
<tr>
<td>Address: Libya Living Expense Status: Other information: Location Libya. Gender: male</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KPI.033 Name: RI WON HO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: DOB: 17-07-1964 POB:</td>
</tr>
<tr>
<td>Designation: DPRK Ministry of State Security Official Identification Number: Passport Number:</td>
</tr>
</tbody>
</table>

Caution: Refer to Annexure A: Individuals and Entities for full list of field descriptions.
10.2. **Download Extensible Mark-up Language (XML) Format**

The extensible mark-up language (XML) is used to structure electronic documents, and its aim is to separate presentation, structure, and meaning from the actual content. The Centre recommends that ICT developers should download the **XML** format of the Targeted Financial Sanctions List. To download the **XML** format:

- Click the **XML button** from the downloads menu.

- Once clicked, the **XML format** will be populated. The document will be available for downloading.

```xml
<?xml version="1.0" standalone="true"?>
  <NewDataSet>
    <Table>
      <INDIVIDUAL_Id>1632</INDIVIDUAL_Id>
      <TITLE/>
      <FIRST_NAME>ALI AKBAR</FIRST_NAME>
      <SECOND_NAME>AHMADIAN</SECOND_NAME>
      <Full_Name>ALI AKBAR AHMADIAN</Full_Name>
      <DESIGNATION>Vice Admiral</DESIGNATION>
      <Listed_ON>24-03-2007</Listed_ON>
      <NATIONALITY/>
      <REFERENCE_NUMBER>IRI.004</REFERENCE_NUMBER>
      <UN_LIST_TYPE>Iran</UN_LIST_TYPE>
      <COMMENTS>Position changed. [Old Reference # 1.47.D.2]</COMMENTS>
      <VERSION_NUM>1</VERSION_NUM>
      <DateInserted>10-10-2018</DateInserted>
      <TYPE_OF_DATE>EXACT</TYPE_OF_DATE>
      <YEAR>1961</YEAR>
      <BIRTHPLACE_x0020_CITY>Kerman</BIRTHPLACE_x0020_CITY>
      <BIRTHPLACE_x0020_COUNTRY>Iran (Islamic Republic of)</BIRTHPLACE_x0020_COUNTRY>
      <PLACE_OF_BIRTH>Kerman Iran (Islamic Republic of)</PLACE_OF_BIRTH>
    </Table>
  </NewDataSet>
```

Caution: Refer to Annexure A: Individuals and Entities for full list of field descriptions.
10.3. **Download EXCEL Format**

The Centre recommends that ICT developers should download the **EXCEL** format for additional fields related to the Targeted Financial Sanctions List. The **EXCEL** document contains more additional fields than the **Pdf** format. To download the **EXCEL** document:

- Click the **EXCEL button** from the downloads menu.

- Once clicked, an **EXCEL document** will be populated. The document will be available for downloading.

Caution: Refer to Annexure A: Individuals and Entities for full list of field descriptions.
11. Annexure A

UNITED NATIONS SECURITY COUNCIL (UNSC) TARGETED FINANCIAL SANCTIONS (TFS) CONSOLIDATED LIST: PERMANENT REFERENCE NUMBERS AND UNIQUE IDENTIFIERS

<table>
<thead>
<tr>
<th>Sanctions Regime</th>
<th>Permanent Reference Numbers as indicated on the UNSC Consolidated List</th>
<th>Two Digit Country Code</th>
<th>Country of Non-State Actor (where applicable)</th>
<th>Committee and Year</th>
<th>Entity</th>
<th>Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD.001</td>
<td>Somalia</td>
<td>SD</td>
<td>UNSCR 1591 (29 March 2005)</td>
<td>SDe</td>
<td>SDi</td>
<td></td>
</tr>
<tr>
<td>ML.001</td>
<td>Mali</td>
<td>ML</td>
<td>UNSCR 2374 (5 September 2017)</td>
<td>MLe</td>
<td>MLI</td>
<td></td>
</tr>
<tr>
<td>YE.001</td>
<td>Yemen</td>
<td>YE</td>
<td>UNSCR 2140 (26 February 2014)</td>
<td>Yee</td>
<td>Yei</td>
<td></td>
</tr>
<tr>
<td>SS.001</td>
<td>South Sudan</td>
<td>SS</td>
<td>UNSCR 2206 (3 March 2015)</td>
<td>SSe</td>
<td>SSi</td>
<td></td>
</tr>
<tr>
<td>LY.001</td>
<td>Libya</td>
<td>LY</td>
<td>UNSCR 1970 (26 February 2011)</td>
<td>LYe</td>
<td>LYi</td>
<td></td>
</tr>
</tbody>
</table>

1 https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#identifiers and acronyms

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11.1. Composition of the list

The United Nations Security Council (UNSC) Consolidated List consists of two sections, specified below:

1. Individuals
2. Entities and other groups

Individuals are listed alphabetically by their names as it appears in Latin script. Entities are also arranged in alphabetical order. Narrative summaries of reasons for listing, where available, can also be found on the respective Committees’ webpage.

The Consolidated Sanctions List maintained on this website will indicated the latest updated list which supersedes all previous versions.

A notification will be published after changes to the respective sanctions list has been adopted and interested parties can subscribe to receive future alerts of such updates, changes and amendments on the List.

11.2. Identifiers and acronyms in the list

The Consolidated Sanctions List has several identifying fields. Where information is lacking, the letters "na" (not available) denote that the Committee has not yet been able to obtain it. Explanations of the fields are provided below.

11.3. Individuals

*Permanent reference number:* indicate which sanctions regime concerns respective names, for example, permanent reference numbers starting with “QD” refer to the Al-Qaida Sanctions regime whereas permanent reference numbers starting with CF refer to names listed under the Security Council sanctions regime concerning the Central African Republic. The following letter “i” refers to individuals and “e” to entities (see table above).

- *Name 1, Name 2, Name 3, Name 4:* Four separate name fields have been provided in order to accommodate the full range of naming conventions used in all cultures.
• In many instances, individuals included in the List are represented by less than four names. There are several possible reasons for this, such as: a) information regarding some parts of the complete name is unavailable; or b) the naming convention used for that individual does not employ all four components.

• \textit{Name (original script)}: Name as it would appear in the original script (e.g. Arabic, Cyrillic, Farsi/Dari, etc.)

• \textit{Title}: Honorary, professional, religious or other title (current or last held).

• \textit{Designation}: Official title/position/occupation.

• \textit{DOB}: Date of birth, including alternative date(s) of birth.

• \textit{POB}: Place of birth, including alternative place(s) of birth.

• \textit{Good quality a.k.a.:} Alias (es) (also known as) sufficient for a positive identification. Note that names in this field are not separated as Name 1, 2, 3, 4 but are listed as full names.

• \textit{Low quality a.k.a.:} Alias (es) (also known as) probably insufficient alone for a positive identification.

• \textit{Nationality}: previous or current nationality or citizenship.

• \textit{Passport no.}: Passport, travel or substitute/auxiliary document number(s).

• \textit{National identification no.}: such as ID card numbers, Social Security numbers, Fiscal Code or Tax Identification numbers

• \textit{Address}: permanent, temporary or previous residence(s) or address (es) for correspondence.

• \textit{Listed on}: date on which the Sanctions Committee placed the individual on its Sanctions List and of any amendments it made regarding the listed individual.

• \textit{Other information}: Supplementary information relevant to identification of the individual.

11.4. \textbf{Entities}

Permanent reference number. Similar to the reference system for individuals (see table above).

• \textit{Name}: name of entity and any acronyms.

• \textit{Name (original script):} name as it would appear in the original script (e.g. Arabic, Cyrillic, Farsi/Dari,)

• \textit{A.k.a.:} Alias (es) (also known as) and any acronyms.
- **F.k.a.**: formerly known as and any acronyms.
- **Address**: Address (es) where entity is domiciled or registered or has branch (es) / office(s) or correspondence address (es).
- **Listed on**: date on which the Sanctions Committee placed the entity on its Sanctions List and of any amendments it made regarding the listed entity.
- **Other information**: Supplementary information relevant to identification of the entity.
12. Targeted Financial Sanctions Support

For TFS support contact the Centre:

Log a web query:  http://www.fic.gov.za/ContactUs/Pages/ComplianceQueries.aspx

-ENDS-

Updated and Issued by
The Financial Intelligence Centre
March 2019