



# **financial intelligence centre**

## **REPUBLIC OF SOUTH AFRICA**

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**REVISED PUBLIC COMPLIANCE COMMUNICATION NO.03A –  
(PCC03A REISSUED)  
SUPPLEMENTARY INFORMATION APPLICABLE TO PCC03  
ELECTONIC VERIFICATION SYSTEMS OF ASYLUM SEEKER AND REFUGEE  
PERMITS**

The Financial Intelligence Centre (the Centre) provides the guidance contained in this Public Compliance Communication (PCC) in terms of its statutory function under section 4(c) of the Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001) (the FIC Act) read together with Regulation 28 of the Money Laundering and Terrorist Financing Control Regulations (the Regulations) issued in terms of the FIC Act.

Section 4(c) of the FIC Act empowers the Centre to provide guidance in relation to a number of matters concerning compliance with the obligations of the FIC Act.

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## **PCC Summary**

**PCC03A has been revised and takes effect from the date of issue of this PCC. The previous version of this PCC is hereby withdrawn. PCC03A is an addendum to and forms part of PCC03 which was previously issued by the Centre. PCC03A should be read in conjunction with PCC03.**

**An electric online verification process has been implemented by the Department of Home Affairs (the DHA) as the preferred option for a bank to verify the authenticity and integrity of section 22 and 24 permits, issued in terms of the Refugees Act, Act No 130 of 1998 (the Refugees Act), to asylum seekers and refugees.**

**In addition, the alternative mechanism for the verification of asylum seeker permit information by the DHA at the various regional offices where the asylum seeker application was made is available to accountable institutions that are unable to utilise the electronic online verification process.**

**This PCC provides clarity regarding the on-line asylum seeker permit verification process and provides the updated contact details of the Refugee Reception Offices.**

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## **Objective**

The objective of this PCC is to provide further clarity on the processes available for asylum seeker and refugee permit verification.

### **1. Abbreviations used in this PCC:**

ASM	Asylum Seeker Management
DHA	Department of Home Affairs
NIIS	National Immigration Information System
SABRIC	South African Banking Risk Information Centre

### **2. Introduction**

- 2.1 Accountable institutions may, in the absence of an official identification document referred to in PCC03, rely on the permits issued in terms of section 22 and section 24 of the Refugees Act as an alternative for asylum seekers and refugees when transacting with, or entering or conducting a business relationship with, such persons.
- 2.2 The reliance on such permits is conditional upon the accountable institution first verifying the information contained in such a permit with the DHA, in the manner described below.
- 2.3 The requests for verification from accountable institutions may only be directed to the dedicated verification capability provided by the DHA.

**3. The process to acquire to the online verification service by a bank:**

3.1 An electronic online verification process has been implemented by the DHA as the preferred option for banks to verify the authenticity and integrity of section 22 and 24 permits, issued in terms of the Refugees Act, to asylum seekers and refugees.

3.2 In order for a bank to acquire access to the online verification service it must:

3.2.1 Contact the Commercial Crime Office at SABRIC (011 847 3000) to obtain the User Administration Form and the User Guide which sets out the process for accessing the NISS website.

3.2.2 Inform SABRIC of the source Internet Protocol Address (IP address) from where the bank would be accessing the online verification system;

3.2.3 Complete the User Administration Form which identifies the Bank System Administrator and the Users of the NIIS website;

3.2.4 Ensure that the bank stamp is included on the form where requested and

3.2.5 Send the completed User Administration Form via e-mail to the Chief Directorate, DHA Asylum Seeker Management at [ASVerification@dha.gov.za](mailto:ASVerification@dha.gov.za).

3.3 The DHA will advise the users at the bank of their passwords and implement user access. The DHA will furthermore implement the access to the NIIS from the bank IP address.

**4. Procedure for verification at the bank after electronic on-line verification has been approved**

4.1 When a person claiming to be an asylum seeker or refugee approaches a bank of their choice to open an account or conduct a single transaction, the bank must request the person to present the following documentation;

4.1.1 An original section 22 permit, or

4.1.2 An original section 24 permit, or

4.1.3 An original Refugee Identity Book.

4.2 The bank must access the NIIS website by logging in and searching the website using the file number on the permit or the refugee identity number.

- 4.3 A negative outcome may indicate that the permit cannot be verified on the NIIS system. In such an instance, the prospective client should be referred to a Refugee Reception Office.
- 4.4 Positive outcomes will result in the following:
- 4.4.1 The bank will receive a File Number with a section 22 or section 24 permit, or
  - 4.4.2 The bank will receive the client's identity number displayed on the results screen if the original Refugee identity Book was used.
- 4.5 The permit security number may be used for additional verification purposes. An example is that the permit has been printed on an official section 22 or section 24 security paper. In addition, the security number appears twice at the bottom of the page, the first number is pre-printed as part of the security paper, and the second number must correspond to the first number, and is printed onto the security paper.
- 4.6 An audit trail will be kept by the NIIS system. All connections and data exchanged will be audited and saved on the NIIS system with a transaction number.

## **5. Verification process at Refugee Reception Offices**

- 5.1 The requests for verification of permits from accountable institutions may only be directed to the dedicated verification capability provided by the DHA.
- 5.2 Requests for verification should therefore be forwarded to the Refugee Reception Office (RRO) where the asylum seeker application was made. The relevant RRO can be established by referring to the permit reference number which indicates which RRO received the application. The permit has a reference number on the top left side that starts with three (3) letter indicating the office that received the application.
- 5.3 Contact details for the various RROs have been provided by the DHA and are attached to this PCC.

- 5.4 With all request for verification, the DHA will require the accountable institution to provide them with the following details of the permit holder:
- 5.4.1 Names and surname;
  - 5.4.2 Date of birth;
  - 5.4.3 Photograph;
  - 5.4.4 Reference number; and
  - 5.4.5 Country of origin.
- 5.5 The verification steps with the DHA mentioned above require accountable institutions to confirm that:
- 5.5.1 The documentation used during the identification process are authentic DHA documents;
  - 5.5.2 The identity particulars provided by the person transacting with the accountable institution correspond with the information provided by the DHA concerning the person to whom the permit in question was issued, and
  - 5.5.3 The permit produced is current and valid, in other words the permit has not yet expired.
- 5.6 Accountable institutions must first successfully verify with the DHA the information contained in a permit presented to it, as described above, before it may place reliance upon such a permit.
- 5.7 If an accountable institution is unable to obtain confirmation from the verification process of any one of the above mentioned factors, it must cease transacting with the client.

## **6. Conclusion**

- 6.1 The content of PCC03A is hereby revised and replaces the previously issued PCC03A, with effect from the date of issue of this revised PCC03A.
- 6.2 For any further enquiries regarding PCC03A, contact the Centre on 0860 222 200, or by send an email to: [fic\\_feedback@fic.gov.za](mailto:fic_feedback@fic.gov.za)

**Issued by:**

**The Director  
Financial Intelligence Centre  
27 March 2015**

## Contact details for Refugee Reception Office (RRO) Centre Managers

Provinces	Contact person	Address	Phone & Cell	E-Mail Address
Port Elizabeth	Mr Sabelo Ngxitho	Cnr Lavina and Stone street, Nashua Building North End Port Elizabeth 6001	Cell 083 542 1264	<a href="mailto:Sabelo.ngxitho@dha.gov.za">Sabelo.ngxitho@dha.gov.za</a>
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