Financial Intelligence Centre

goAML EE V5.4 UPGRADE PROJECT

SUSPICIOUS AND UNUSUAL TRANSACTION REPORT USER GUIDE

VERSION 1.5

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1. EXECUTIVE SUMMARY

This document outlines the enhancements introduced with the goAML V5.4 system upgrade reflecting the recent system enhancements and new features introduced. This transition is essential to ensure continued technical support and system reliability. Version 5.4 introduces several enhancements aimed at improving user experience and system functionality. These include an updated user interface with a new look and feel, replacement of certain free text fields with dropdown menus to enhance data consistency and efficiency. These improvements are expected to streamline operations and align the system with current support standards.

2. OBJECTIVE OF THIS USER GUIDE

The objective of this user guide is to define and outline the steps to be followed when an accountable institution submits a Suspicious and Unusual Transaction report (STR) to the Financial Intelligence Centre (FIC) in terms of section 29(1) of the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) (FIC Act). Please note that the reporter must be registered with the FIC in terms of the FIC Act to access the FIC's registration and reporting platform. To register, accountable institutions can refer to public compliance communication (PCC) 05D (PCC05D) for further guidance.

Access to the reporting platform

In order to submit a STR to the FIC, the accountable institution must access the registration and reporting platform provided by the FIC for this purpose on the FIC's website at **www.fic.gov.za**

3. DEFINITIONS

Administrator/ CO/ MLRO	Refers to the Compliance Officer and Money Laundering Reporting Officer obliged to register and submit a report on behalf of the entity.
Business	Refers to an organisation, institution, or entity (ies) and can be used interchangeably.
Financial Intelligence Centre Act	Refers to the Financial Intelligence Centre Act, 2001 (Act No 38 of 2001).
goAML	Refers to the integrated software solution implemented by the FIC as its preferred ICT platform for registration, reporting, data collection, analysis, case management and secure communications required for the FIC's daily operational functions and requirements.
Individual reporter	Refers to a natural person who acquires user credentials in order to file a report in terms of Section 29 of the FIC Act in their own personal capacity.
Regulations	Refers to the Money Laundering and Terrorist Financing Control Regulations made in terms of section 77 of the FIC Act and promulgated in Government Notice 1595 of 20 December 2002 as amended.
Suspicious and Unusual Transaction Report (STR)	Refers to a suspicious or unusual transaction report submitted in terms of section 29 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

Important information to remember when reporting on the FIC's reporting platform:

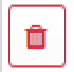
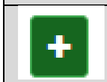
1. Please refer to the registration guideline for accountable institutions and PCC05D for registration-related information
2. It is mandatory on the goAML system, that all fields marked with an asterisk (*), be completed
3. All first letters must be capitalised
4. All fields on the regulatory report, 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"
5. The FIC does not accept any regulatory reports submitted by any means other than via 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 Financial Intelligence, 2001 (Act 38 of 2001) (FIC Act).

4. INTRODUCTION

A person who carries out the business or is in charge of or manages a business or is employed by a business, including all accountable institutions listed in Schedule 1 to the FIC Act have an obligation to submit suspicious or unusual transaction reports (STR) to the FIC in terms of section 29(1) of the FIC Act and must utilise the FIC's registration and reporting platform, goAML.

It is important to note that section 29(1) of the FIC Act refers to reports of suspicious or unusual transactions concerning the proceeds of unlawful activities, money laundering, terrorist financing and financial sanctions offences as opposed to criminal activity in general.

5. goAML WEB ICONS

Icons	Description
Cancel	**Cancel -** Directs the system to disregard the entered details and not save them
	**Preview** - Verify content before taking action, e.g. downloading or approving
	**Print** - To produce physical copies of digital content
	**Print Single Page -** This ensures that only the page currently being viewed is printed
	**Export PDF -** Export the data into PDF format
Refresh	**Refresh** - update or reload the content on a screen
	**Delete -** Delete the uploaded document
	**Add File Attachment -** Allows users to upload or link a file to a form
Save report	**Save** - Allows users to save the captured report details
Submit report	**Submit** – Submit the captured details of the report

6. SUSPICIOUS AND UNUSUAL TRANSACTION REPORT BASELINE SCENARIO

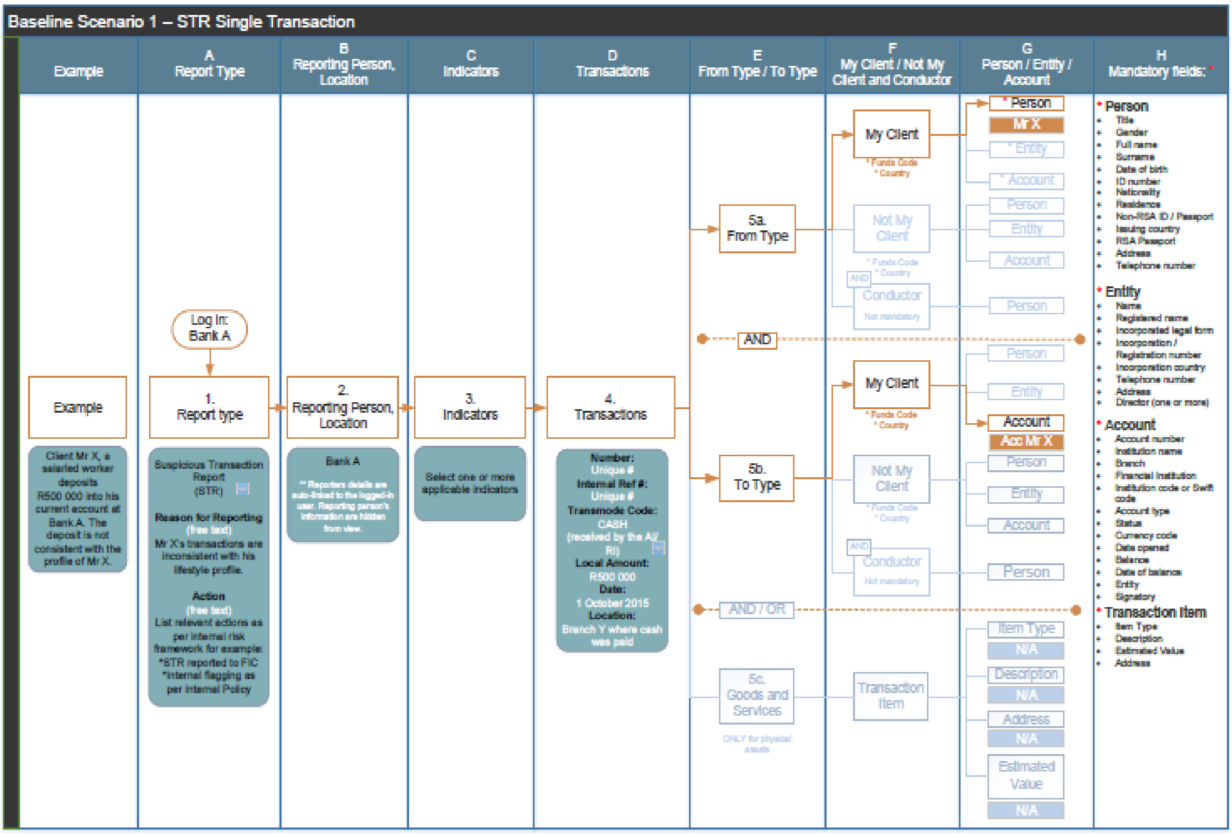
The process flow diagram below demonstrates the end-to-end process for uploading a Suspicious and Unusual Transaction Report (STR). This diagram is given greater detail in the content below. Fields in the flow diagram are labelled A to G.

Field definitions

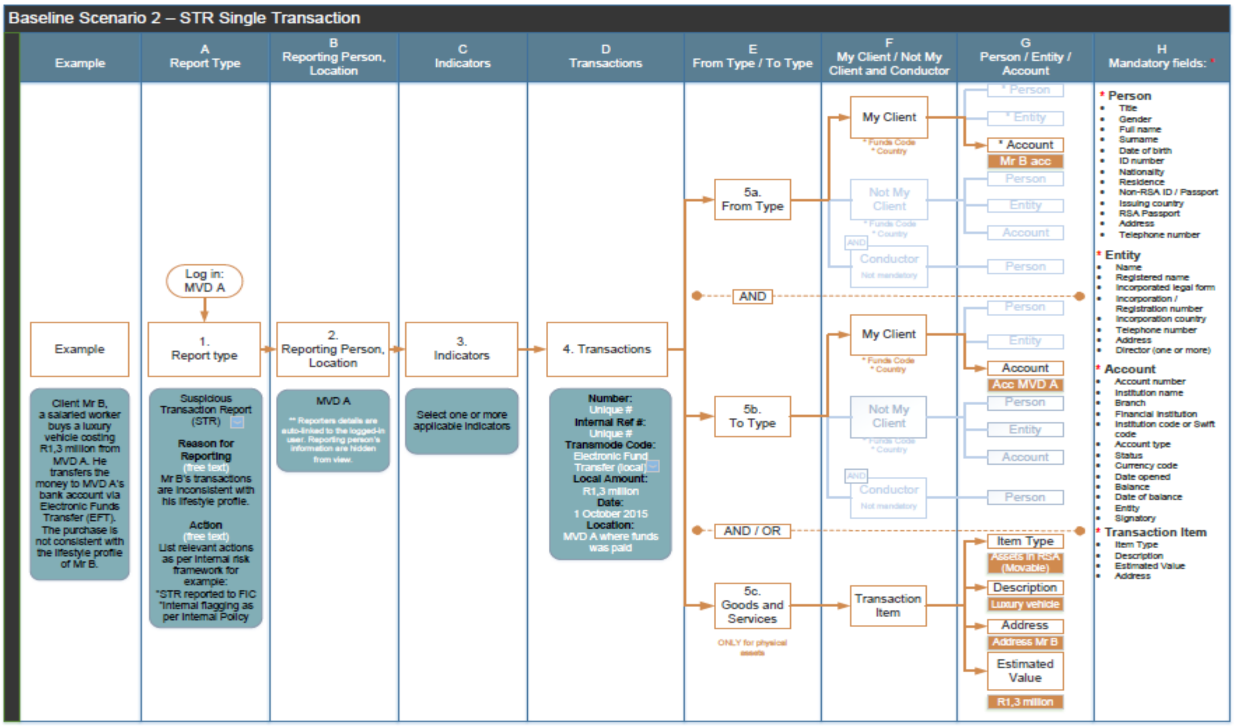
- **Report type (A)** - The type of report (i.e. STR)
- **Reporting Person and Location (B)**
  - **Reporting person** - Linked to the logged in user details, this is the person uploading the STR
  - **Location** - Describes the actual geographical area or branch where the transaction or series of transactions 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) occurred

- **Indicators (C)** - Indicators are used to specify the nature or type of suspicious or unusual transaction, series of transactions and/or reportable event that the institution is reporting to the FIC. The institution is required to review the list of predetermined indicators and select the most appropriate explanation(s)
- **Transactions (D)** - Transaction refers to a transaction concluded between a client and an accountable institution in accordance with the type of business carried on by that institution. In the event of a series of transactions, each transaction needs to be listed separately on the STR form
- **From Type / To Type (E)** - This indicates from where the funds originated (from), and to where the funds were placed (to). Both fields are required to be completed
- **My Client / Not My Client and Conductor (F)** - My Client is the client of the Accountable Institution that is reporting, and Not My Client is not their client (i.e. it can be a Person, Entity or an Account that is held at another Accountable Institution)
- **Person / Entity / Account (G)**
    - **Person** - this refers to a natural person
    - **Entity** - this refers to a legal person / an organisation or a business entity. Note that there is a natural person that will always be linked to an entity (i.e. the director)
    - **Account** - this refers to an account that is held with an accountable institution (e.g. Cheque account or Savings account which is held with a bank). Note that there is a natural person that will always be linked to an account (i.e. the signatory).
- **Mandatory Fields (H)** - this refers to the fields that are compulsory to be completed. The information that is required is dependent on the fields selected in field G (i.e. Person / Entity / Account)**.**
- **Goods and services** - 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)

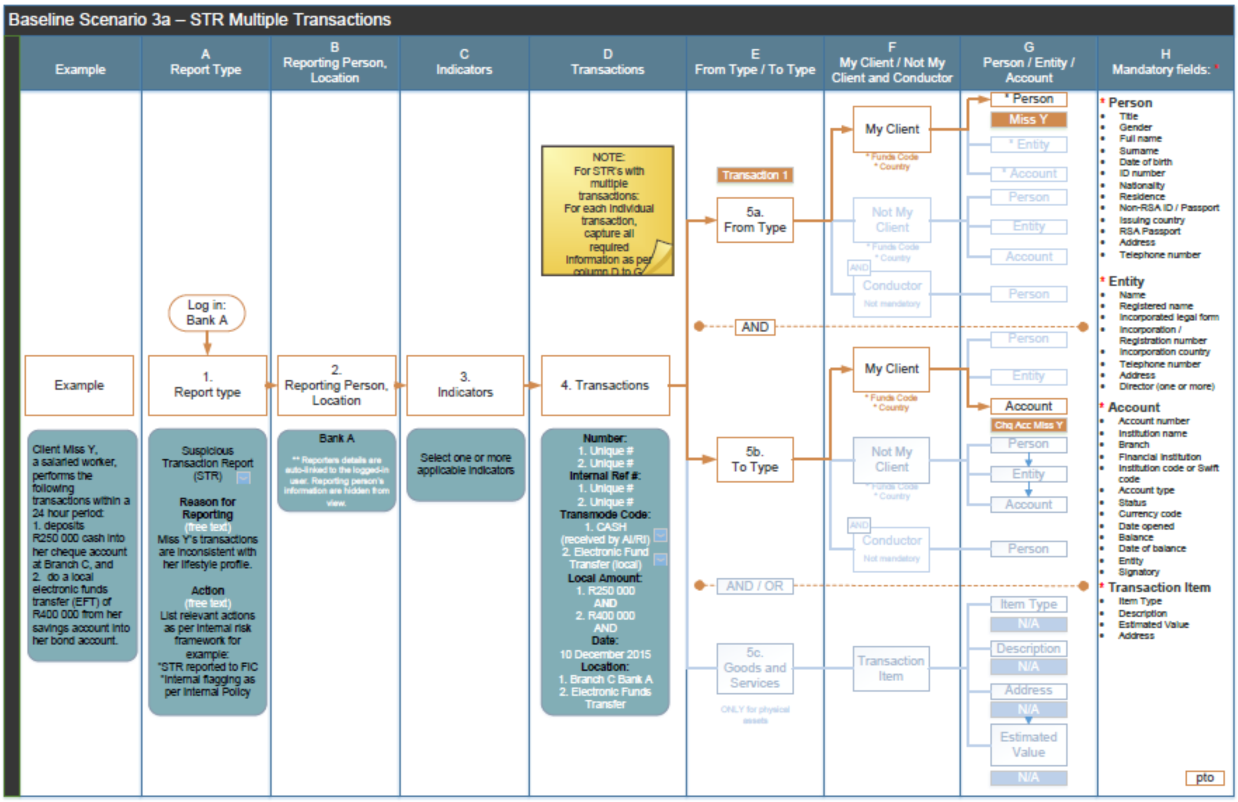
Baseline scenario for submitting a single suspicious transaction report to the FIC with NO goods or services - displaying fields A to G to be completed



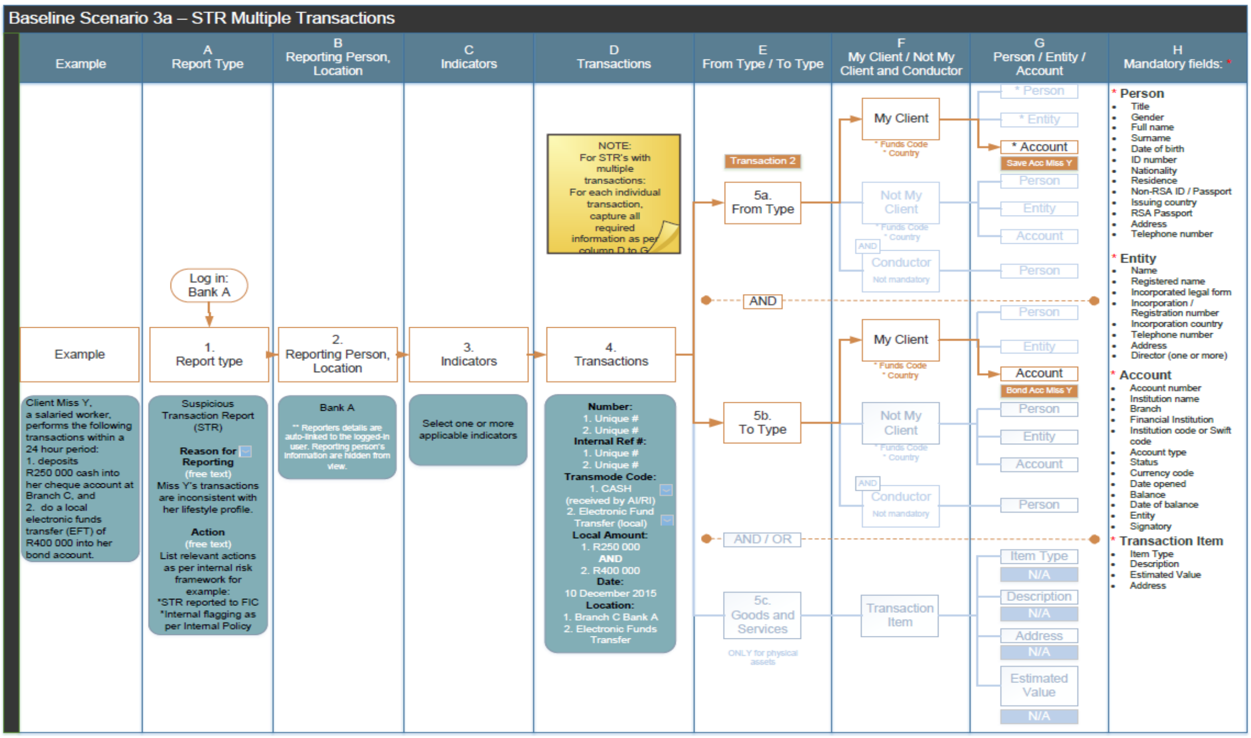
Baseline scenario for submitting a single suspicious transaction report to the FIC WITH goods or services – displaying fields A to G to be completed



Baseline scenario for submitting a multiple suspicious transaction report to the FIC with NO goods or services – displaying fields A to G to be completed



Baseline scenario for submitting a multiple suspicious transaction report to the FIC with NO goods or services – displaying fields A to G to be completed



7. ACCESSING goAML

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

Access the goAML page by clicking the link:

https://goweb.fic.gov.za/goAMLWeb_PRD

- Click on the Login button
- Enter your username in the standard format created during registration

Authenticating with Two Factor Authentication

Step 1: Download the Microsoft / Google Authenticator application on your mobile device

Step 2: Click on goAML login page

Step 3: Enter your username and password in the standard format captured during registration and click 'LOGIN'

- 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.

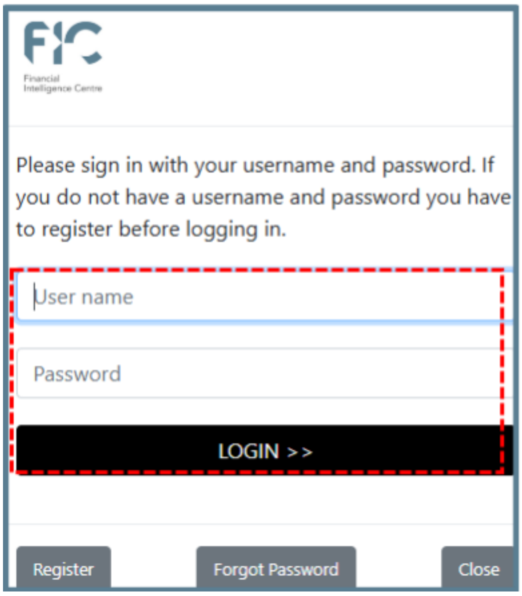


Figure 1: Login page

Caution: Remember to keep your username and password safe.

A QR code authentication page will be displayed as shown in figure 2 below.

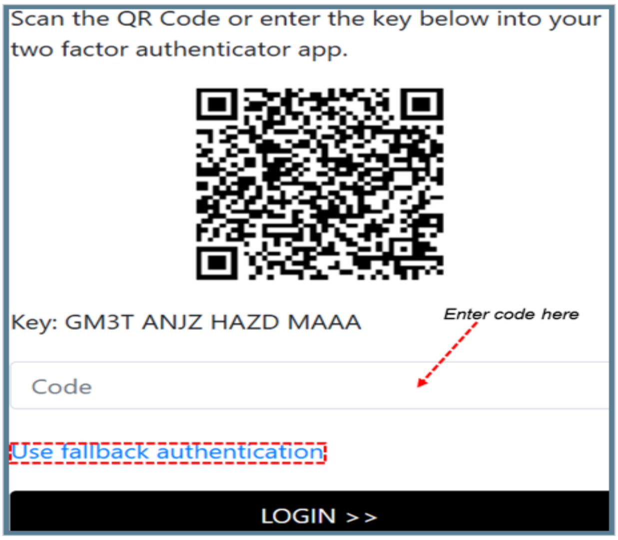


Figure 2: QR Authentication page

- Step 4 (Option 1): Open the authenticator app on your mobile device and scan the QR code
- Step 5: Enter the time-based code displayed from the goAML shortcut in the code field
- (Option 2): Or use fallback authentication: Click on ‘Use Fall back authentication’ option in figure 2 to receive a code via e-mail, enter the code and login. Please note that the code remains valid for five minutes. Once the time elapses, select ‘Use fallback authentication’ to generate a new code.

Figure 3: Authentication screen

8. goAML PLATFORM LANDING PAGE

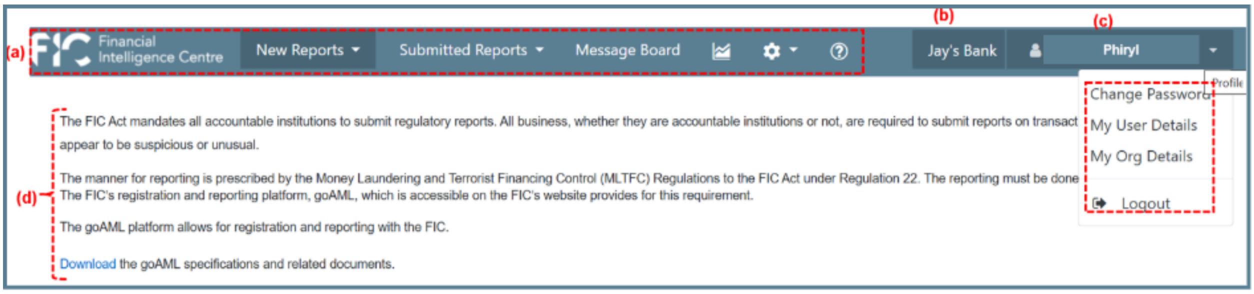


Figure 4: goAML landing page

- Menu Bar - Contains New Reports / Submitted Reports / Message Board / Statistics / Admin / Help. Clicking any of the link items will give a user access to the functionality required (a)
- Logged in user details - Displays the details of the authenticated user e.g. username and associated entity name. The user profile allows you to change Password, My User Details, My Org Details and Logout as a user (b, c)
- Information Bar - Contains the FIC information with links to download goAML documentation (d)

9. CAPTURING A SUSPICIOUS AND UNUSUAL TRANSACTION REPORT

BASELINE SCENARIO FIELD A – REPORT TYPE

To capture a STR, select **New Reports** in the menu bar, and click on **Web Reports**.

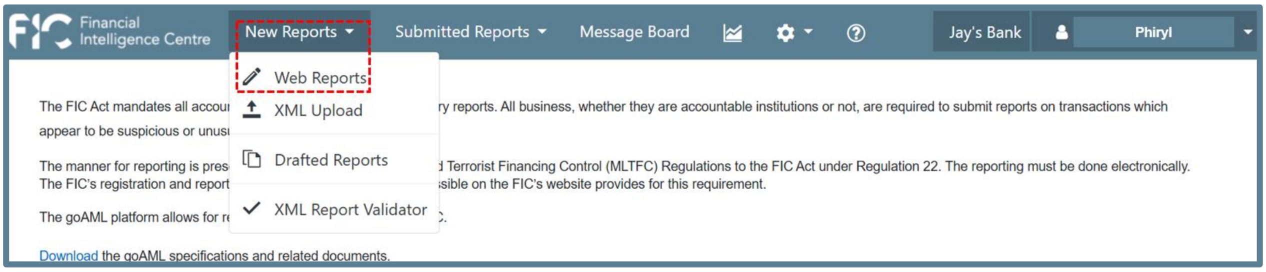


Figure 5: goAML menu bar

The types of report selection will display all the report types. Select "**Suspicious and Unusual Transaction Report (STR)**" and click the **'Create Report'** button as shown below in figure 6. Each report contains distinct fields, for example, transactional reports will have different fields compared to activity reports.

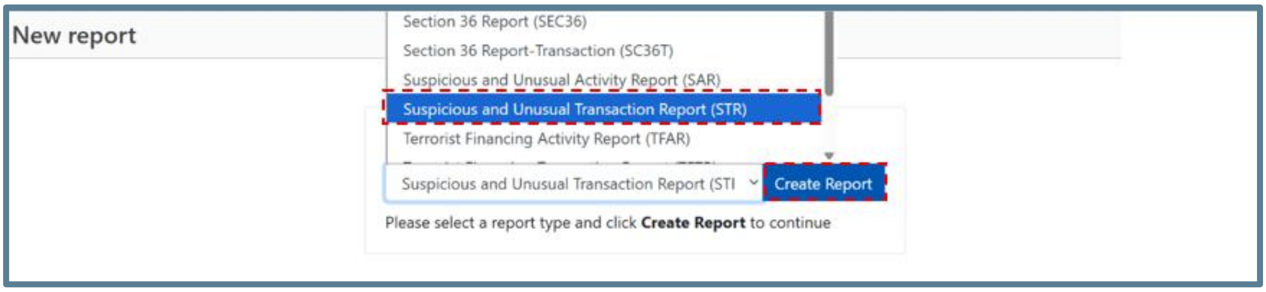


Figure 6: Report type selection interface

After selection, the suspicious and unusual transaction report window will populate with the following fields:

9.1 Report Headers

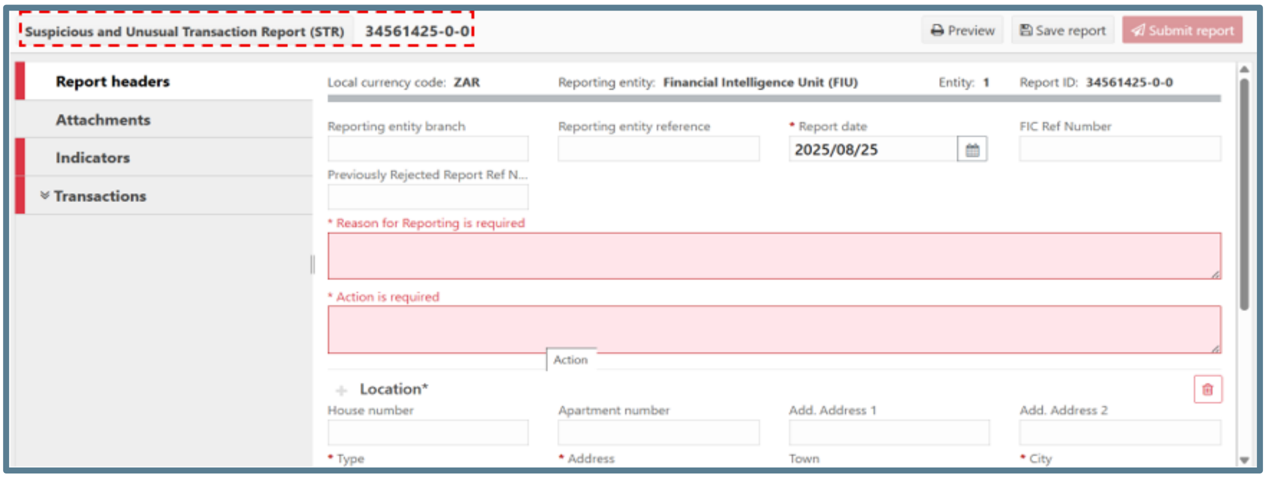


Figure 7: Suspicious and Unusual Transaction Report

Click on each tab on the left to complete its section. When all sections are completed, the red indicator bar on the left will turn green, allowing user to submit the report.

BASELINE SCENARIO FIELD B – REPORTING PERSON AND LOCATION

9.1.1 Reporting Person

The Reporting Person's details are linked to the current logged-in user's details

- Reporting entity branch: Branch that is submitting the report to the FIC
- Reporting entity reference: A unique code or identifier for the reporting entity
- Report Date: Automatically generated with the (current) date that the report has been submitted
- FIC Ref Number: This field is for resubmitting/ remediating previously failed reports and needs to reference the original report number issued by the FIC

- Previously Rejected Report Ref Number: This field is for resubmitting/ remediating previously rejected reports and needs to reference the original report number issued by the FIC.

9.1.2 Location

The location refers to the physical address of the reporting entity (e.g., branch or office) / person submitting the report.

Editing the location

The address of the logged in user is populated in the selected report for capturing. The logged in user must edit or delete the address, if the populated address is not the actual location of where the transaction (series of transactions) occurred.

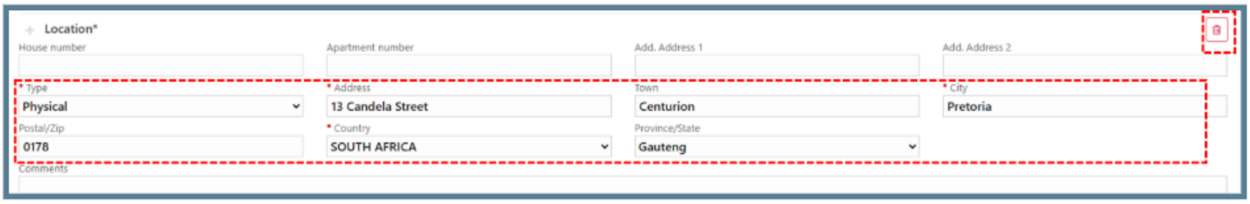


Figure 8: Location screen

The user can delete the address details by clicking the delete icon in figure 8 and then enter the reporting individual’s current location at the time of reporting

- House Number: Specifies the numeric or alphanumeric identifier assigned to a building within a street or complex. This field helps pinpoint the exact location of the property where the transaction occurred
- Apartment Number: Indicates the specific unit or flat within a multi-unit building associated with the transaction. This is essential for identifying the precise sub-location within a larger property
- Address: Represents the full physical location where the transaction took place. This may include street name, house number, apartment number, and other relevant details
- Address 1: Primary line of the address, including the street name and house number
- Address 2: Secondary line of the address, used for additional location details such as building name, floor number, or complex name
- Type: Defines the category of the address provided. It may refer to a business, physical, postal, or private address
- Town: Specifies the town or municipality where the transaction occurred

- City / Zip: Indicates the city and corresponding postal code relevant to the transaction location
- Country: Name of the country associated with the reporting entity
- Province/State: Name of the province associated with the reporting entity.

9.2 Attachments

This section allows the user to upload supporting documents related to the report. While document attachment is available, it is not mandatory.

Figure 9: Attachments screen

To upload a document: Click the **'add'** icon, then choose the appropriate document category from the **dropdown menu**. Complete the **identification** and **description** fields, select the files you wish to attach from their location, and click **'open'** to upload.

Figure 10: Attachments selection screen

The document will be attached under the **'Attachments'** tab.

BASELINE SCENARIO FIELD C – INDICATORS

9.3 Indicators

Report indicators stipulate the circumstances that gave rise to the submission of the report.

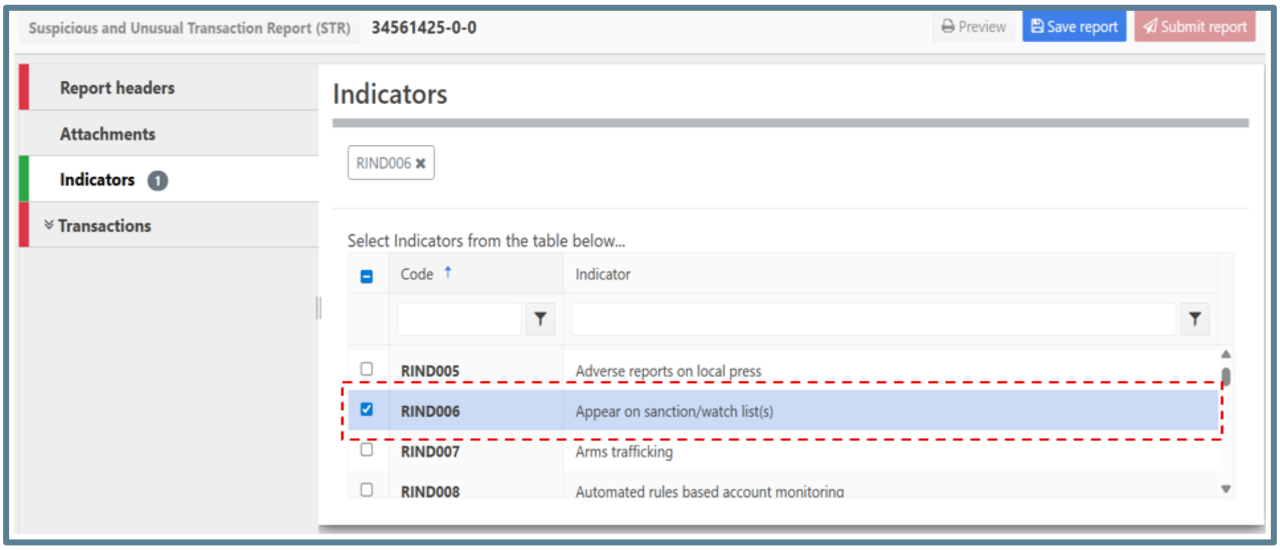


Figure 11: Indicators screen

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 selected, if appropriate. To apply the indicator, tick the checkbox for the indicator applicable to the report as in figure 11.

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 transaction, series of transactions and/or reportable event being reported.

BASELINE SCENARIO FIELD D – TRANSACTIONS

9.4 Transactions

Transactions refer to transactions concluded between a client and an accountable institution in accordance with the type of business carried on by that institution.

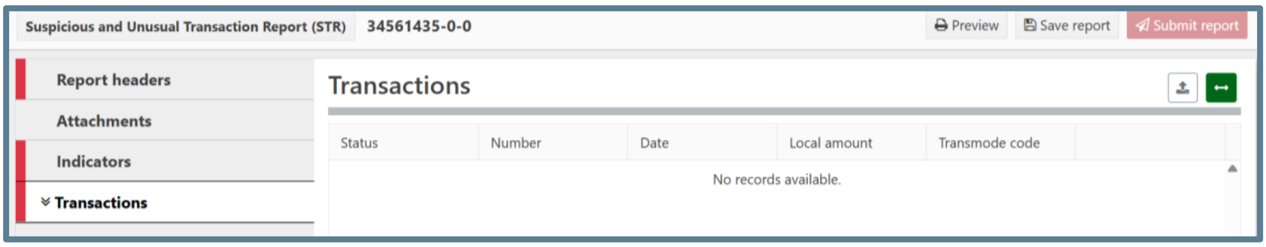


Figure 12: Transactions landing screen

To add the parties involved in the transactions click the **'Add Biparty'** icon. The **Transactions** screen will load as shown below in figure 13.

- **Add biparty** will expand to transactional information. **New transactional information** will have to be captured; mandatory fields are highlighted.

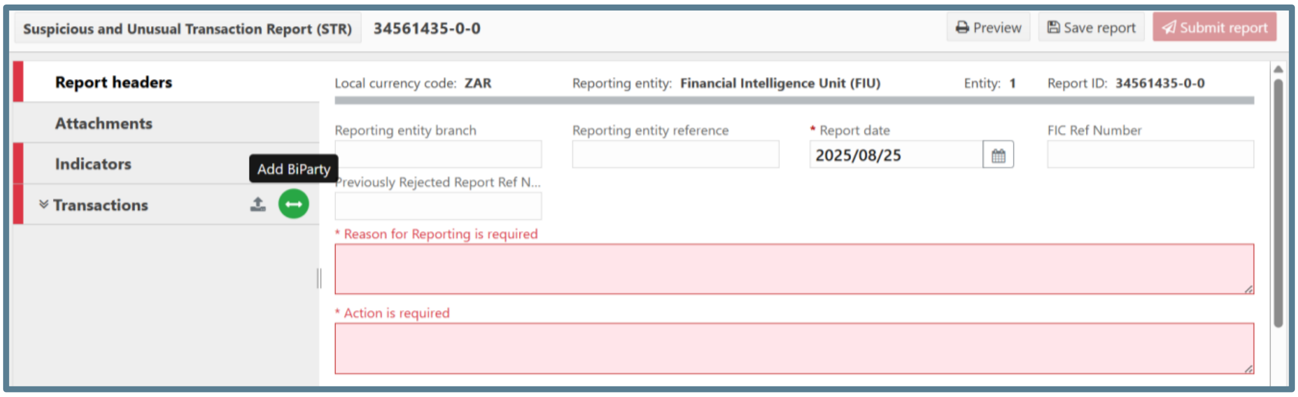


Figure 13: Transactions 'add Biparty' screen

The *Transactions* form has the following fields:

- Reporting Entity Branch: Specifies the branch of the reporting entity where the transaction occurred
- Reporting Entity Reference: Internal reference number used by the reporting entity for tracking
- Report Date: The date the report is being submitted
- FIC Ref Number: This field is for resubmitting/ remediating previously rejected reports and needs to reference the original report number issued by the FIC
- Previously Rejected Report Ref Number: This field is for resubmitting/ remediating previously rejected reports and needs to reference the original report number issued by the FIC.

<u>Mandatory Fields:</u>

  - Reason for Reporting: A description of why the transaction is considered suspicious or unusual
  - Action: Details of any action taken by the reporting entity in response to the transaction.

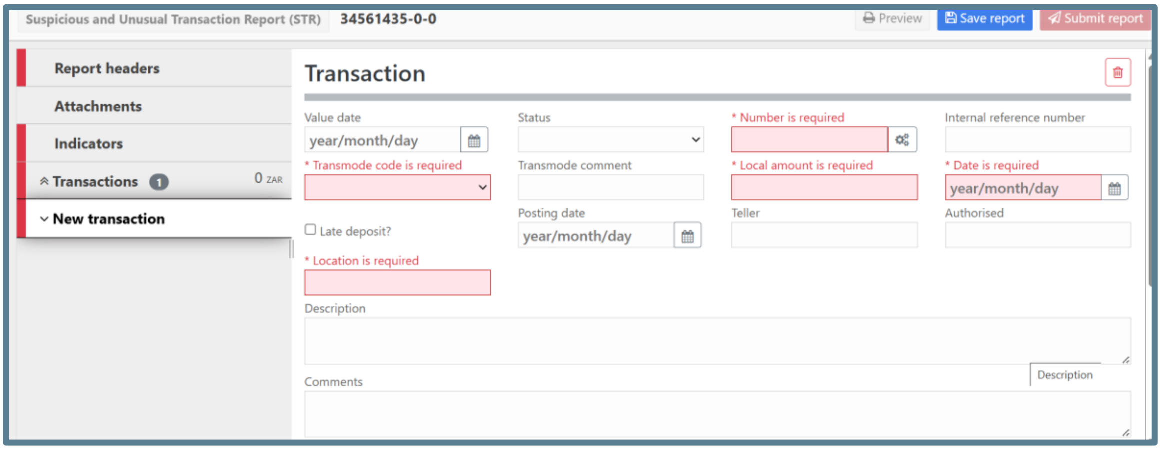


Figure 14: New transaction screen

- Number: Unique transaction number (e.g. bank transaction will be a **Transaction Number**) / in an event of no transaction numbers being available, users can generate a unique reference number from the system by clicking the icon
- Internal reference number: Reporting entity internal transaction reference number
- Transmode code: Indicate how the transaction was carried out by selecting the relevant code from the drop-down list
- Local amount: The value of the transaction in local currency. In the event that a reportable STR transaction is conducted in foreign currency only, the institution would need to provide the FIC with the Rand amount as per the conversion rate applied by the entity on the date of the transaction
- Date: This refers to the date of transaction
- Teller: The teller who conducted the transaction. This is only applicable where a transaction is conducted in-branch
- Authorised: The person who authorised the transaction
- Location: Refers to the branch or geographical area (merchant location / transaction location) where the transaction occurred. Please note that this free-text field is currently used to capture transaction location but will be removed in future updates. Reporters are encouraged to start using the structured address fields by clicking the " " icon next to Address to ensure accurate and standardised location reporting
- Description: List appropriate narrative describing the transaction being reported.

9.4.1 Address

The user can delete the address details by clicking the delete icon in figure 15 and then enter the reporting individual's current address at the time of reporting.

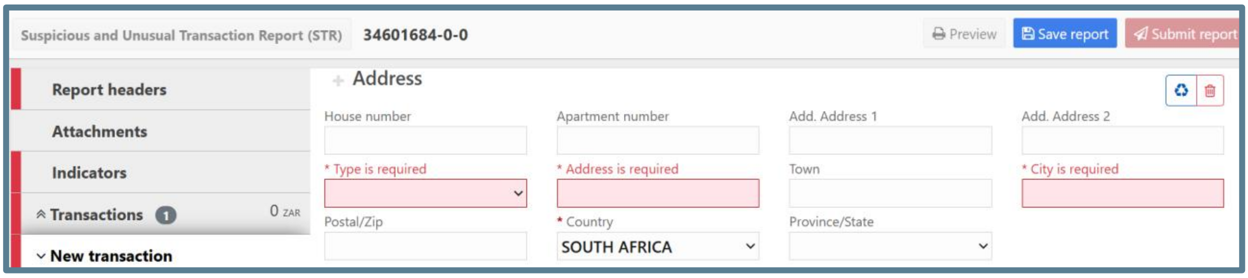


Figure 15: Address form

The Address form has the following fields:

- House Number: Specifies the numeric or alphanumeric identifier assigned to a building within a street or complex. This field helps pinpoint the exact location of the property where the transaction occurred
- Apartment Number: Indicates the specific unit or flat within a multi-unit building associated with the transaction. This is essential for identifying the precise sub-location within a larger property
- Address: Represents the full physical location where the transaction took place. This may include street name, house number, apartment number, and other relevant details
- Address 1: Primary line of the address, including the street name and house number
- Address 2: Secondary line of the address, used for additional location details such as building name, floor number, or complex name
- Type: Defines the category of the address provided. It may refer to a business, physical, postal, or private address
- Town: Specifies the town or municipality where the unusual/suspicious activity/transaction(s) occurred
- City / Zip: Indicates the city and corresponding postal code relevant to the transaction location
- Country: Name of the country associated with the reporting entity
- Province/State: Name of the province associated with the reporting entity.

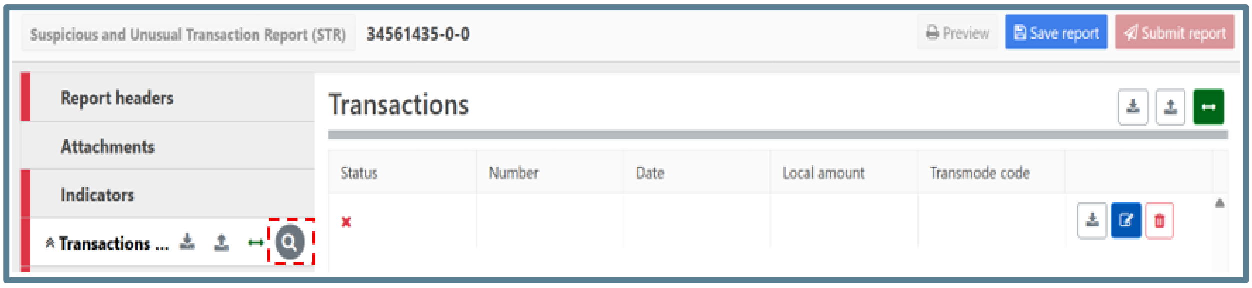


Figure 16: Search function

The search function in the *Transactions* section of the STR interface is designed to help users quickly locate specific transactions within the report.

BASELINE SCENARIO FIELD E – FROM TYPE / TO TYPE

9.4.1 From type ‘Person My Client’ Form

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

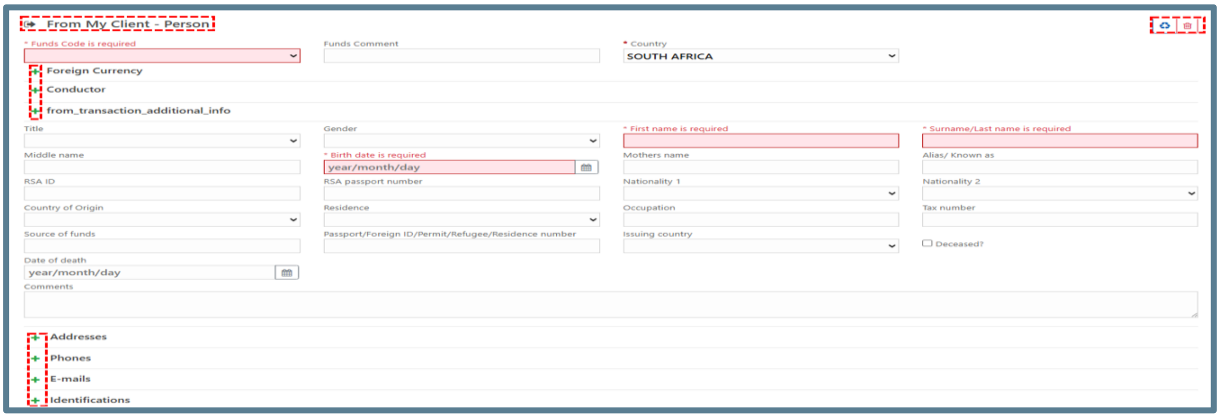


Figure 17: Person My Client form

- All fields marked with an asterisk (*) needs to be completed
- South Africa is pre-selected as the default country; reporters can update this field if the country is not South Africa
- Click on use existing person icon to quickly select a previously saved person’s details
- Clicking on delete icon , will delete all captured person details in the current form
- Click append icon to open additional fields and enter any further transaction-related information that may be required.

The Person “My Client” form has the following fields:

- Funds code: Type of funds used in conducting transaction (e.g., Cash)
- Foreign Currency: If transactions were conducted in foreign currency on the date of the transaction, provide the foreign currency code, foreign currency amount and conversion/exchange rate applicable to institution for said transaction.
- First name: A legal name as reflecting in the identification document

- Surname/Last name: A legal surname as reflecting in the identification document
- Middle name: This is the name that appears between a person's first name and last name
- Birth date: Date of birth/ can be typed in from calendar in ccyy/mm/dd format (e.g. 1999/02/25)
- RSA ID: 13-digit South African ID Number (e.g. 9902251109876)
- RSA passport number: South African passport number
- Nationality 1: Refers to the first nationality in cases where an individual holds multiple nationalities. It may or may not be the same as the primary nationality
- Nationality 2: Refers to an additional nationality for individuals who are legally recognised as citizens of more than one country
- Country of origin: The country in which a person is deemed to have originated
- Residence: Refers to the current residence country of the person
- Occupation: This refers to the job title of the person
- Tax number: The tax number of the individual whose details are being captured
- Source of funds: Refers to the origin of the money used in a specific transaction
- Passport/Foreign ID/Permit/Refugee/Residence number: The identification number that is associated with a non-South African natural person
- Issuing country: The country which issued the respective Passport/Foreign ID/Permit/Residence number.

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

9.4.2 To type 'Entity Not My Client' Form

The **Entity Not My Client** will populate the form to be completed as shown below in figure 18.

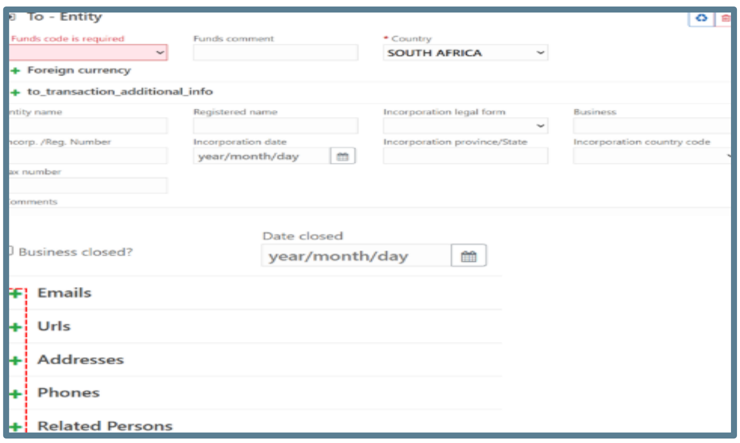


Figure 18: Entity Not My Client form

- **South Africa** is pre-selected as the default country; reporters can update this field if the country is not South Africa
- The form populates with a single required ‘**funds code’** field, indicated by an asterisk (*)
- Click append icon to open additional fields and enter any further transaction-related information that may be required
- An account could belong to an entity, and when capturing an entity as 'My Client', it is mandatory to capture at least one director associated with the entity.

The “**Entity Not My Client**” and “**Entity My** Client” form has the following fields:

- Foreign Currency: If transactions were conducted in foreign currency on the date of the transaction, provide the foreign currency code, foreign currency amount and conversion/exchange rate applicable to institution for said transaction.

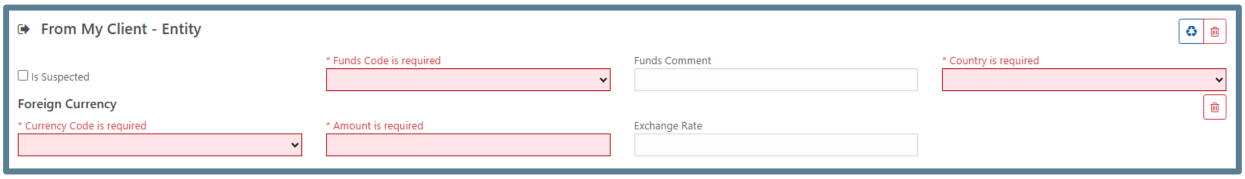


Figure 19: Entity my client form

- Funds code: Type of funds used in conducting transaction (e.g., Cash)
- Funds comment: Description of the funds code
- Country: Country where the transaction was conducted
- Entity name: Name of the entity involved
- Registered name: The Registered name of the institution (CIPC)
- Incorporation Legal form: The legal form of the entity
- Business: Business activities of the entity
- Incorp./Reg.Number: The registration number of the entity / company issued by the relevant authority (e.g. Chamber of Commerce/ CIPC etc.)
- Incorporation date: Incorporation registration date in ccyy/mm/dd format
- Incorporation province/state: Name of the province/state involved
- Incorporation country code: Incorporation registration country code, select from a list
- Tax number: The entity tax number
- Comments: Any comments related to the transaction

- Business closed: Select the checkbox if the business is closed; leave it blank if the business remains open
- Date closed: If entity is closed, specify the date of closure in ccyy/mm/dd format

Capturing Address Fields

To enter address information associated with the transaction, select the append icon to display additional address fields. The address form will populate as shown below in figure 20.

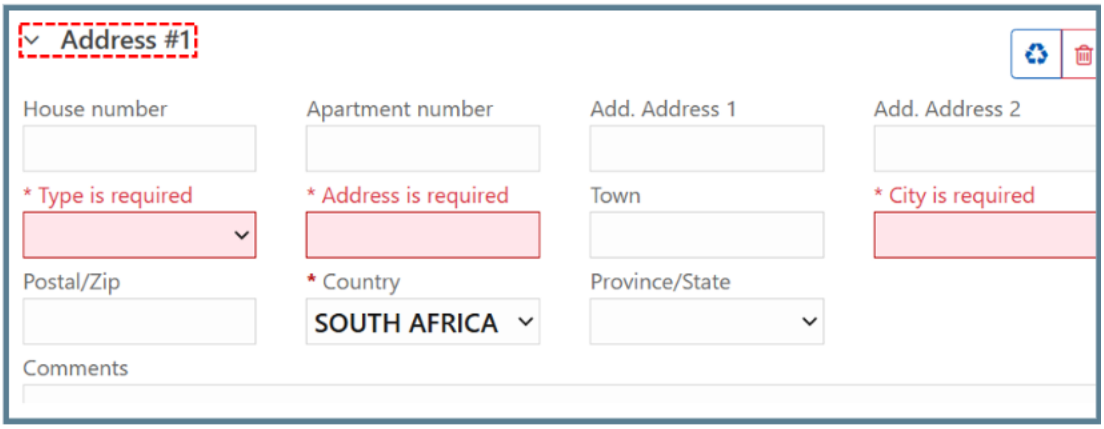


Figure 20: Address form

The "Address" form has the following fields:

- House number: House number associated with the transaction
- Apartment number: Apartment number associated with the transaction
- Address 1: The location where the transaction occurred, if applicable. Provide **Address 1** only if the transaction took place at that address
- Address 2: The location where the transaction occurred, if applicable. Provide **Address 1** only if the transaction took place at that address
- Type: Refers to the type of address. Select the type of address from the list
- Address: Physical address associated with the transaction
- City: Name of the city associated with the transaction
- Postal/Zip: Postal code of the city
- Country: Name of the country associated with the transaction
- Province/State: Name of the province where the transaction occurred

Capturing Phone Number Fields

To enter phones information associated with the transaction, select the append icon to display additional phone fields. The phone form will populate as shown below in figure 21.

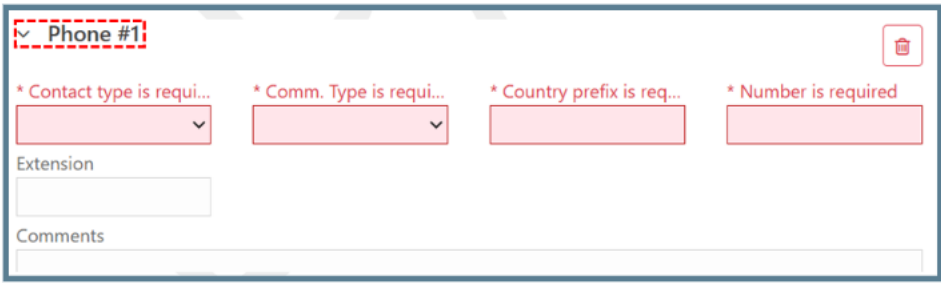


Figure 21: Phone form

The “phone number” form has the following fields:

- Contact type: Type of contact associated with the transaction.
- Comm. Type: The method of communication linked to the transaction
- Country prefix: Country prefix linked to the transaction
- Number: Contact number linked to the transaction
- Extension: Phone number extension linked to the transaction
- Comments: Any comments related to the transaction

9.4.3 From type Account My Client

Account my client will populate the form to be completed as shown below in figure 22.

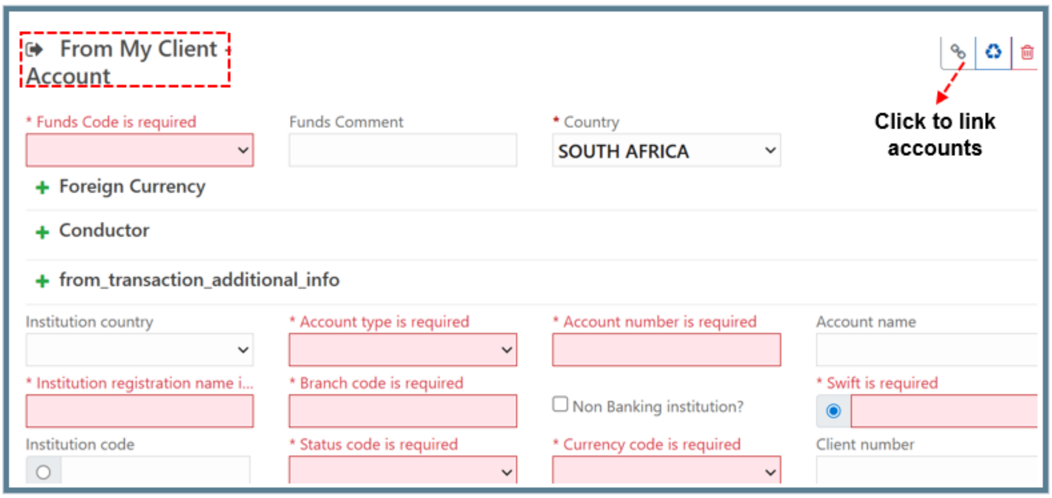
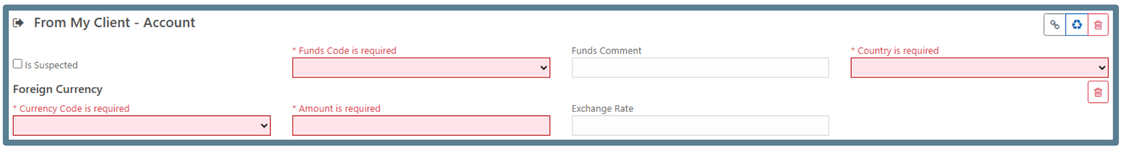


Figure 22: Account form

- Details of related persons must be recorded when the account holder is a client of the accountable institution
- Whenever the involved Account / Person / Entity is the client of the reporting entity, more details may be demanded from the client, and the reporting entity must have the information as part of the adherence to the “Know Your Customer” (KYC) requirements 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
- For an ‘account my client’ transaction, the account must have a signatory
- **South Africa** is pre-selected as the default country; users can update this field if the country is not South Africa.

The “Account” form has the following fields:

- Funds code: Type of funds used in conducting transaction (e.g., Cash)
- Foreign Currency: If transactions were conducted in foreign currency on the date of the transaction, provide the foreign currency code, foreign currency amount and conversion/exchange rate applicable to institution for said transaction.



- Funds comment: Comments if funds code is known
- Country: Country where the transaction took place
- Institution country: Country where an institution holding the account is based or registered
- Account type: Type of account (e.g. Trust or Client)
- Account number: the bank Account number (for non-banking institutions the account number can refer to the client number/profile number assigned by the institution)
- Account name: The official name associated with the account, used to identify the account holder or entity
- Institution registration name: Name of the institution where account is held
- Branch code: Branch where the account is held
- Swift: Bank identifier code used to specify a particular bank
- Institution code: Institution identifier code if a Swift code is not available
- Status code: Account status when transaction was initiated (e.g. Active/Closed)

- Currency code: Currency the account is kept in
- Closed: Date account closed if applicable
- Balance: The account balance at the time of reporting
- Date of balance: Date of account balance
- Beneficiary comment: Any remarks or notes regarding the beneficiary
- Comments: Any other comments, if applicable
- Capturing “IP Address”

To access the IP Address field, click the “+” icon next to Additional Info. If the Internet Protocol Address (IP Address) pertaining to the device by means of which the transaction was conducted by means of an internet transaction facility, it must be provided where readily available.

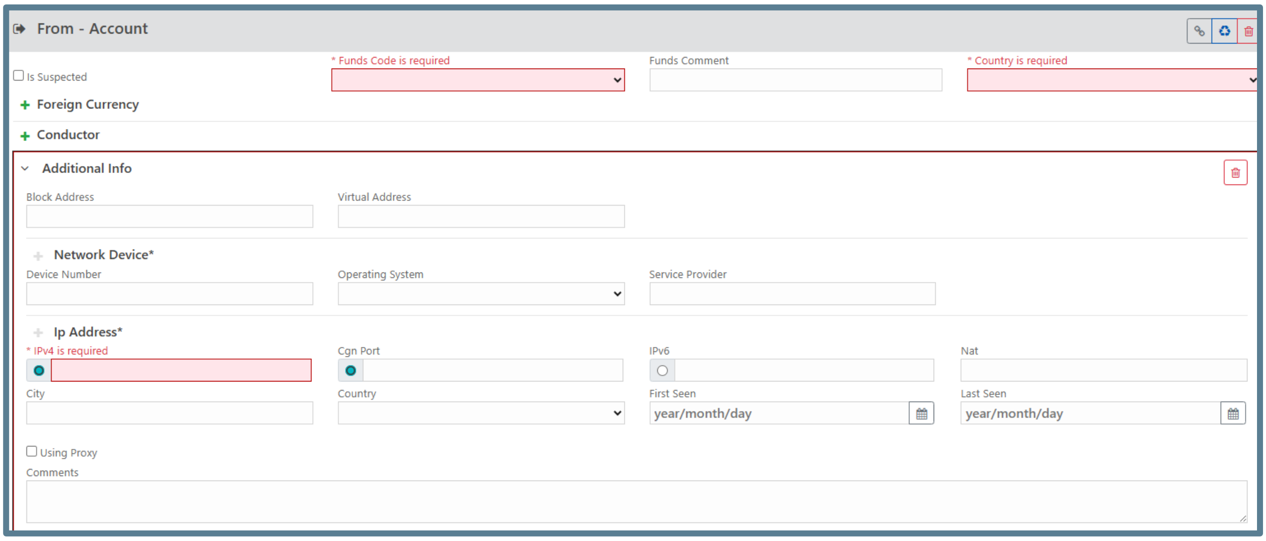


Figure 23: Account form

The “Account” form has the following fields:

- Comments: Any comments, if applicable
- Funds code: Type of funds used in conducting transaction (e.g., Cash) (required)
- Funds comments: Description of the funds code
- Country: Country where the transaction was conducted (required)
- Block address: Unique identifier that specifies the location of a fixed-size block of data in memory or storage
- Virtual address: Refers to the computer’s way of showing where data is stored in memory, which the system later translates to a real location
- Device number: The number or ID of the device being used
- Operating System: The system that the device uses, e.g. Windows or Android

- Service provider: The name of the company that provides the accountable institution with internet or phone service
- IPv4: To be selected if the entity or user is using an older type of internet address (required)
- Cgn Port: The port number used for shared internet connections
- IPv6: To be selected if entity or person is using a newer type of internet address
- Nationality: To be ticked if the internet connection uses a shared address
- City: Name of the city
- Country: Name of the country
- First Seen / Last Seen: Pick the dates when the address was first and last noticed
- Using Proxy: Tick this box if a proxy (a middleman server) is used
- Comments: Add any extra comments, if applicable

Capturing "Related Person" Form

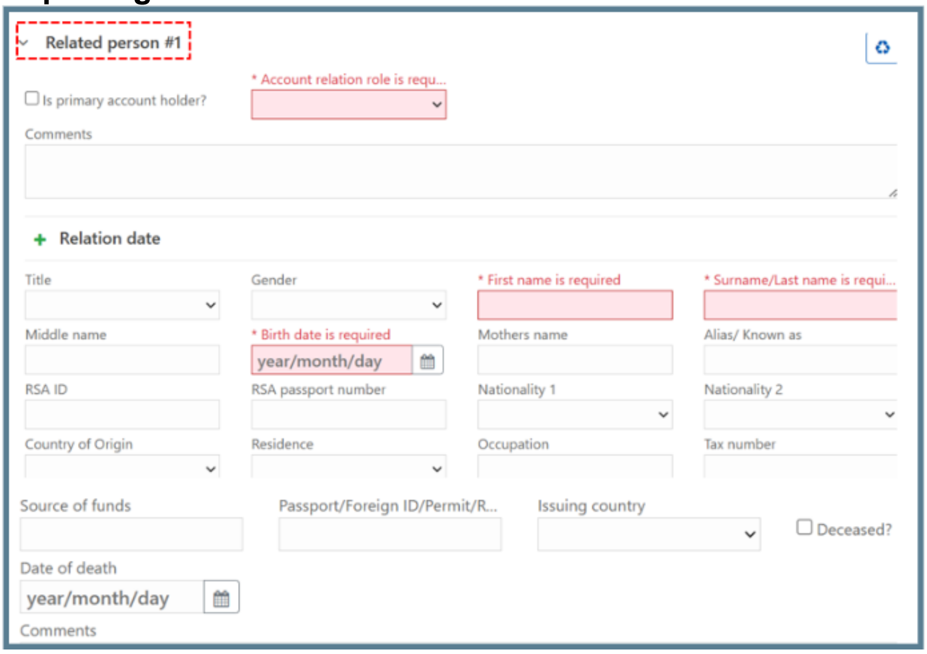


Figure 24: Related person form

The "Related persons" form has the following fields:

- Account relation role: The role of the person is in relation to the account
- Comments: Any comments in respect of the related person
- Title: Title of the related person
- Gender: Gender of the related person
- First name: First name of the related person
- Surname/Last name: Surname/Last name of the related person
- Birthdate: Birth date of the related person
- RSA ID: RSA ID of the related person

- RSA passport number: RSA passport number of the related person
- Passport/Foreign ID/Permit/Residence number: Identification number from the related person's official non-South African document
- Issuing country: The country that issued the respective Passport/Foreign ID/Permit/Residence number of the related person
- Occupation: The related person's current occupation or job title
- Tax number: The related person's South African Revenue Service (SARS) tax reference number
- Source of funds: Specifies the origin of the funds used

10. SUBMITTING A SUSPICIOUS AND UNUSUAL TRANSACTION REPORT TO THE FIC

Once all the required details have been provided, the bar on the left of the tabs will turn green, to enable the user to submit the form. Kindly note that once submitted, the report will be locked from being editing by the user.

Figure 25: STR submission

- Once the form is submitted, the pop-up screen will display with the report reference number. The reference number is used for any report related enquiries.
- A notification e-mail with the refence number will be sent to the user's e-mail address which was entered during the registration process.
- The report receipt will be accessible via the goAML message board. This receipt will indicate whether the submission was accepted or rejected, helping ensure transparency and tracking.