

goAML V5.4
TERRORIST FINANCING
ACTIVITY REPORT USER GUIDE

10 September 2025

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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 optimisation of dropdown lists for greater 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 Terrorist Financing Activity report (TFAR) 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 registration platform

In order to submit a TFAR 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 Activity Report (SAR)	Refers to a suspicious or unusual activity 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 activities pursuant to financial sanctions imposed in the United Nations Security Council (UNSC) Resolutions.
TFAR	Refers to a terrorist financing activity report submitted to the FIC in terms of section 29 of the FIC Act.

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

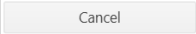




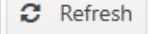


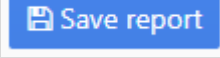

1. Please refer to the registration guideline for accountable institutions and PCC05D for registration-related information
2. It is mandatory on the goAML system, that all fields marked with an asterisk (*), be completed
3. All first letters must be capitalised
4. All fields on the regulatory report, that are not obtained during the course of establishing a particular person's identity or conducting a particular activity, 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 Act, 2001 (Act 38 of 2001) (FIC Act).

4. INTRODUCTION

A person who carries on a 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, has an obligation to submit terrorist financing activity reports (TFARs) to the FIC in terms of section 29(1) of the FIC Act and must utilise the FIC's registration and reporting platform, goAML, for submitting TFARs to the FIC.

It is important to note that section 29(1) of the FIC Act refers to reports of suspicious or unusual activities 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 - 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 - 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 - Allows users to save the captured report details
	Submit – Submit the captured details of the report

6. TERRORIST FINANCING ACTIVITY REPORT BASELINE SCENARIO

The process flow diagram below demonstrates the end-to-end process for uploading a Terrorist Financing Activity Report (TFAR). 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. TFAR)
- **Reporting Person and Location (B)** -
 - **Reporting person** - Linked to the logged in user details, this is the person uploading the TFAR
 - **Location** - Describes the actual geographical area or branch where the activity or series of activities 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 activity (series of activities) occurred

- **Indicators (C)** - Indicators are used to specify the nature or type of suspicious or unusual activity, series of activities 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)
- **Activity (D)** - An activity can refer to an abandoned, proposed, cancelled or attempted transaction, as well as any other non-transaction-based activity. An activity is based on suspicion. In the event of a series of activities, each activity needs to be listed separately on the TFAR form. Concluded transactions should not be summarised/reported in activity reports. **Terrorist Financing Transaction (TFTR)** should be used for this purpose
- **Report parties (E) and Person / Entity / Account (F)** -
 - **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 (G)** - this refers to the fields that are compulsory to be completed. The information that is required is dependent on the report parties 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 information to disclose about the activity relating to goods and services) 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 terrorist financing activity report (TFAR) to the FIC – displaying fields A to G to be completed

Baseline Scenario – Terrorist Financing Activity Report (TFAR) - Single Transaction							
Example	A Report Type	B Reporting Person, Location	C Indicators	D Activity	E Report Parties	F Person / Account Number / Entity / Transaction Item	G Mandatory fields: *
<p>Example</p> <p>Mr Q makes enquiries with his Financial advisor to redeem an investment prematurely in order to buy five paintings to the value of R1 million and deliver it to a known sanctioned jurisdiction.</p>	<p>Log in: Financial Advisor</p> <p>1. Report Type</p> <p>Terrorist Financing Activity Report (TFAR) <input checked="" type="checkbox"/></p> <p>Reason for Reporting (free text)</p> <p>Mr Q are suspected to have ties with a terrorist organisation. The redemption of an investment prematurely to buy five paintings and delivering it to a known sanctioned country seems suspicious, and may be linked to terrorist financing.</p>	<p>2. Reporting Person, Location</p> <p>Financial Advisor</p> <p>Reporting Person and Location of report information</p> <p><small>** Reporters details are auto-linked to the logged-in user. Reporting person's information are hidden from view.</small></p>	<p>3. Indicators</p> <p>Select one or more applicable indicators</p>	<p>4a. Report Parties</p> <p>AND / OR</p> <p>4b. Goods and Services</p> <p><small>ONLY for physical assets</small></p>	<p>* Person</p> <p>* Account Number</p> <p>* Entity</p> <p>* Transaction Item</p>	<p>Person</p> <p>Mr Q</p> <p>Item Type</p> <p>Paintings (Art)</p> <p>Description</p> <p>Five paintings</p> <p>Address</p> <p>Mr Q's address</p> <p>Estimated Value</p> <p>R1 million</p>	<p>* Person</p> <ul style="list-style-type: none"> Title Gender Full name Surname Date of birth ID number Nationality Residence Non-RSA ID / Passport Issuing country RSA Passport Address Telephone number <p>* Account Number</p> <ul style="list-style-type: none"> 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 <p>* Entity</p> <ul style="list-style-type: none"> Name Registered name Incorporated legal form Incorporation / Registration number Incorporation country Telephone number Address Director (one or more) <p>* Transaction Item</p> <ul style="list-style-type: none"> Item Type Description Estimated Value Address

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 goAML EE 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 TERRORIST FINANCING ACTIVITY REPORT BASELINE SCENARIO FIELD A – REPORT TYPE

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

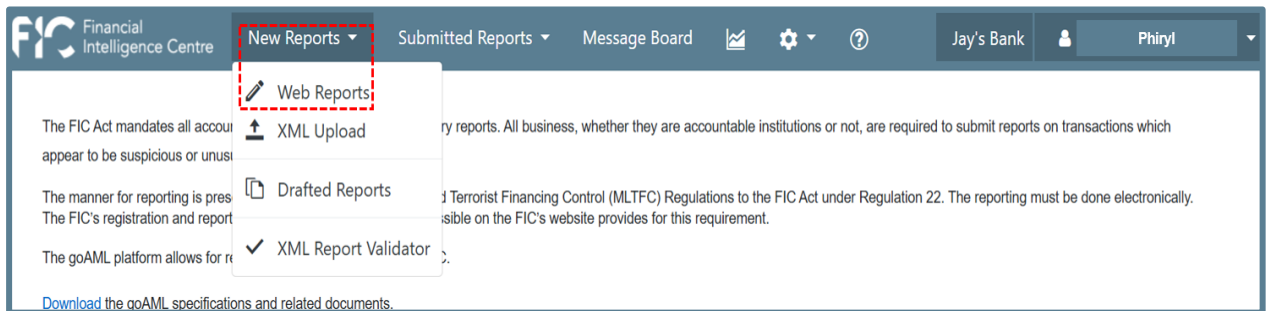


Figure 5: goAML menu bar

The types of report selection will display all the report types. Select “**Terrorist Financing Activity Report (TFAR)**” and click the ‘**Create Report**’ button as shown below in figure 6. Each report contains distinct fields, for example, activity reports will have different fields compared to transaction reports.

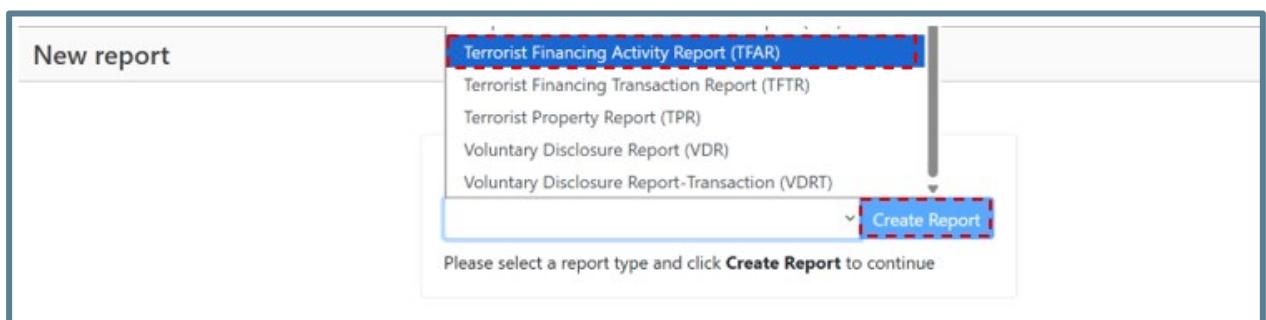


Figure 6: Report type selection interface

After selection, the terrorist financing activity report window will populate with the following fields:

9.1 Report Headers

Figure 7: Terrorist Financing Activity 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 the user to submit the registration form.

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 activity (series of activities) occurred.

The screenshot shows a web form titled "Location*". It contains several input fields: "House number", "Apartment number", "Add. Address 1", and "Add. Address 2". Below these are dropdown menus for "Type" (set to "Physical"), "Address" (set to "13 Candela Street"), "Town" (set to "Centurion"), and "City" (set to "Pretoria"). There are also fields for "Postal/Zip" (set to "0178"), "Country" (set to "SOUTH AFRICA"), and "Province/State" (set to "Gauteng"). A red dashed box highlights the "Type", "Address", "Town", "City", "Postal/Zip", "Country", and "Province/State" fields. A red square icon with a trash can symbol is located in the top right corner of the form.

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 where the activity occurred
- Apartment Number: Indicates the specific unit or flat within a multi-unit building associated with the activity. This is essential for identifying the precise sub-location within a larger property
- Address: Represents the full physical location where the activity 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 activity occurred
- City / Zip: Indicates the city and corresponding postal code relevant to the activity location
- Country: Name of the country where the activity occurred
- Province/State: Name of the province where the activity occurred.

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.

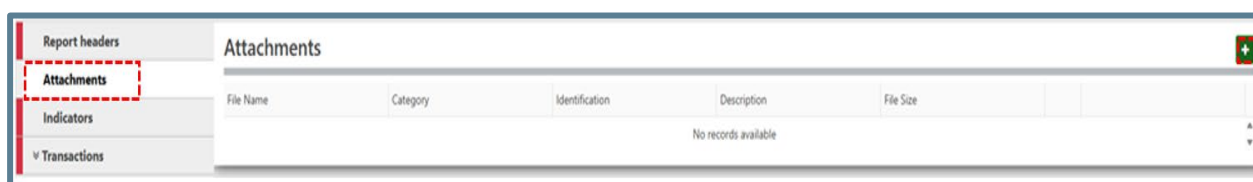



Figure 9: Attachments screen

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.

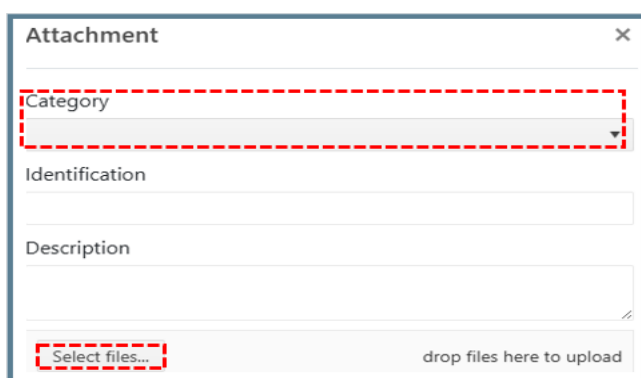


Figure 10: Attachments selection screen

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

BASELINE SCENARIO FIELD C – INDICATORS

9.3 Indicators

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

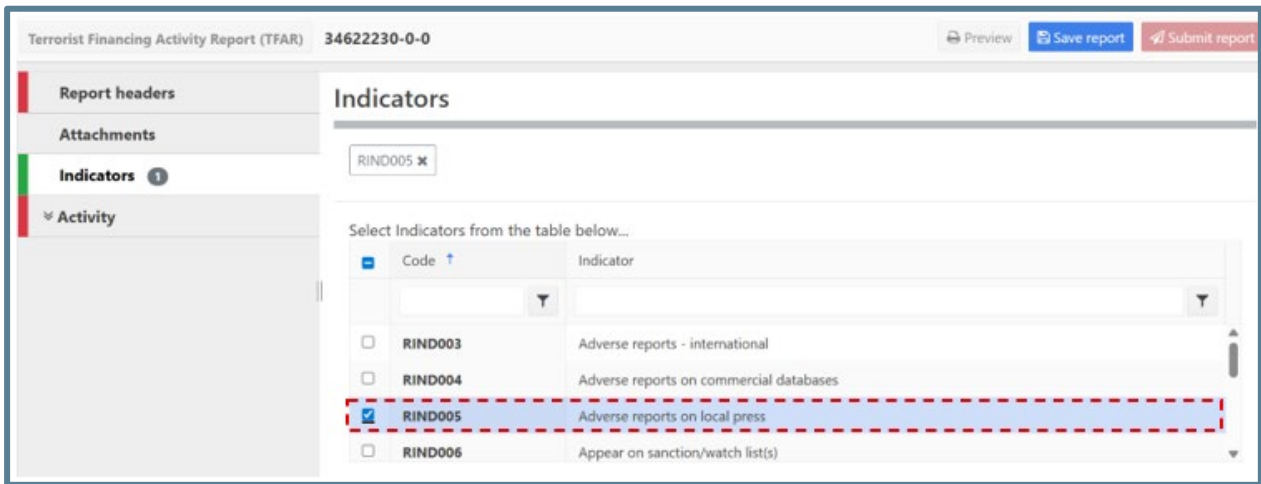


Figure 11: Indicators screen

The accountable 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 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 activity, series of activities and/or reportable event being reported.

BASELINE SCENARIO FIELD D – ACTIVITY

9.4 Activity

An **Activity** 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.

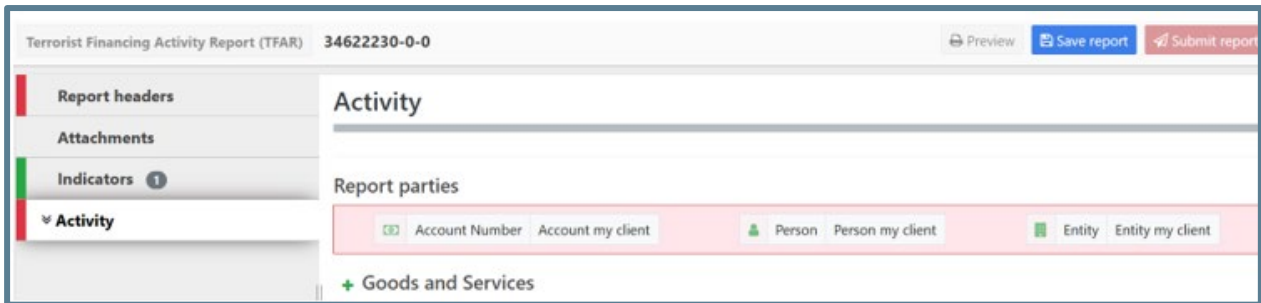


Figure 12: Activity landing screen

BASELINE SCENARIO FIELD E – REPORT PARTIES

9.5 Report Parties

Report parties refer to the group of subjects involved in an activity report, which may include account (s), an entity (ies), or an individual (s). Their details are captured to document their roles and relevance to the reported activity. Accountable institutions can distinguish between parties that are its clients, and parties that are not its clients.

Figure 13: Report parties screen

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

9.6 Report Party Types

The **Party Type** field is required when completing an activity report. Unlike transactional reports, which have clear "From" (payor/sender) and "To" (payee/receiver) sections, activity reports only capture the involved party. To help identify the type of party, users must choose one of the available options: **Person, Account, or Entity**. These options are displayed as selectable choices, and each will be explained in the sections that follow.

9.7 Person Form

Figure 14: Report party – person

To add a **Person** to the activity report, click the **Person** option button. This will launch the **Person form**, where the required person information can be populated. If the person's information has already been captured during the current web session on goAML, you can use the '**Use an existing Person**' button to automatically populate their details.

Figure 15: Person form

Person form has the following fields:

- Comments: Any comments in respect to the person
- Title: e.g. Ms / Dr / Mrs
- Gender: Male / Female / Unspecified
- First Name: A legal name as reflecting in an identification document
- Surname / Last Name: A legal surname as reflecting in an 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)
- Mother's name: Maiden name
- Alias / Known as: An alternative name that a person, entity, or object is known by, other than their official or legal name
- 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 activity

- 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.
- Deceased: No / Yes, if the person has passed away
- Date of Death: The specific calendar date on which the person passed away. This information should be entered accurately if the Deceased field is selected

Capturing Phone Number Fields

To enter phone information associated with the activity, select the append icon to display additional phone fields. The phone form will populate as shown below in figure 16.

The screenshot shows a form titled "Phone #1" with a dropdown arrow and a delete icon. Below the title are four required fields: "* Contact type is required", "* Comm. Type is required", "* Country prefix is required", and "* Number is required". Each field has a dropdown arrow. Below these fields are two text input fields labeled "Extension" and "Comments".

Figure 16: Phone form

The “phone” form has the following fields:

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

Capturing Address Fields

To enter address information associated with the activity, select the append icon to display additional address fields. The address form will populate as shown below in figure 17.

Figure 17: Address form

The “Address” form has the following fields:

- House number: House number associated with the activity
- Apartment number: Apartment number associated with the activity
- Address 1: The location where the activity occurred, if applicable. Provide **Address 1** only if the activity took place at that address
- Address 2: The location where the activity occurred, if applicable. Provide **Address 1** only if the activity 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 activity
- City: Name of the city associated with the activity
- Postal/Zip: Postal code of the city
- Country: Name of the country associated with the activity
- Province/State: Name of the province where the activity occurred
- Comments: Any comments related to the activity

Capturing Identification Fields

To enter the identification information associated with the activity, select the append icon to display additional identification fields. The identification form will populate as shown below in figure 18.

Figure 18: Identification form

The “Identification” form has the following fields:

- Type: It can be a Travel Document / Permit / Passport, etc
- Number: Alphanumeric value of the ID document (e.g. AT08154711 or 8104226008085)
- Issue Date: Identification document issue date
- Expiry Date: The last date of validity of the Identification document
- Issued by: Name of authority that issued the document (e.g. Department of Home Affairs)
- Issue Country: Country where the document was issued
- Comments: Any comments related to the activity




Capturing “Related Person” Form

Figure 19: Related person form

The “Related person” form has the following fields:

- Account relation role: The role of the person 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

- All fields marked with an asterisk (*) needs to be completed
- South Africa is pre-selected as the default country; users 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 activity-related information that may be required.

9.8 Entity form

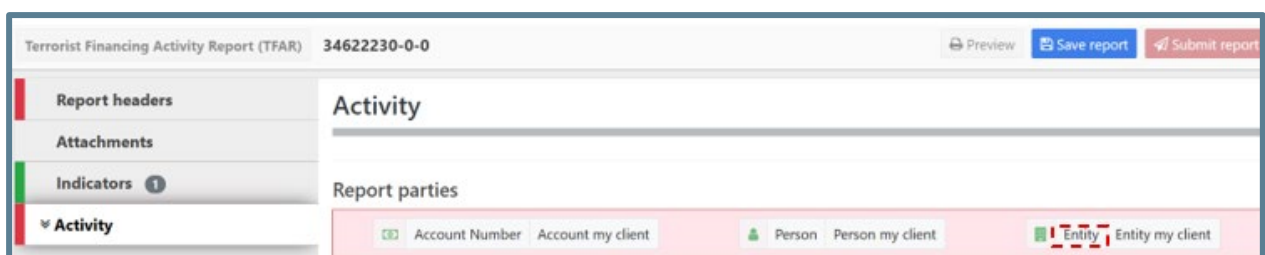


Figure 20: Report party – entity

To add an **Entity** to the activity report, click the **Entity** option button. This will launch the **Entity form**, where the required entity information can be populated. If the entity's

information has already been captured during the current web session on goAML, you can use the **Use an existing entity** button to automatically populate its details.

The screenshot shows the 'Entity' form interface. At the top, there's a tab labeled 'Entity' with a dropdown arrow. Below it is a 'Comments' text area. The main form area contains several input fields: 'Entity name', 'Registered name', 'Incorporation legal form' (a dropdown menu), 'Business', 'Incorp./Reg. Number', 'Incorporation date' (with a calendar icon and 'year/month/day' placeholder), 'Incorporation province/State', 'Incorporation country code' (a dropdown menu), 'Tax number', and another 'Comments' text area. At the bottom, there's a checkbox labeled 'Business closed?' and a 'Date closed' field (with a calendar icon and 'year/month/day' placeholder).

Figure 21: Entity form

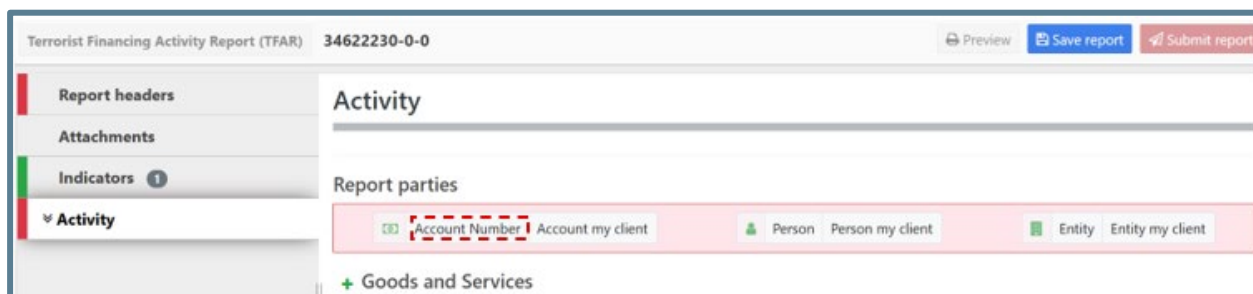
Note: When capturing an entity as 'My Client', it is mandatory to capture at least one director associated with the entity.

- 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.

The “Entity” form has the following fields:

- Comments: Any related comments, if applicable
- 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 in 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 entity
- 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

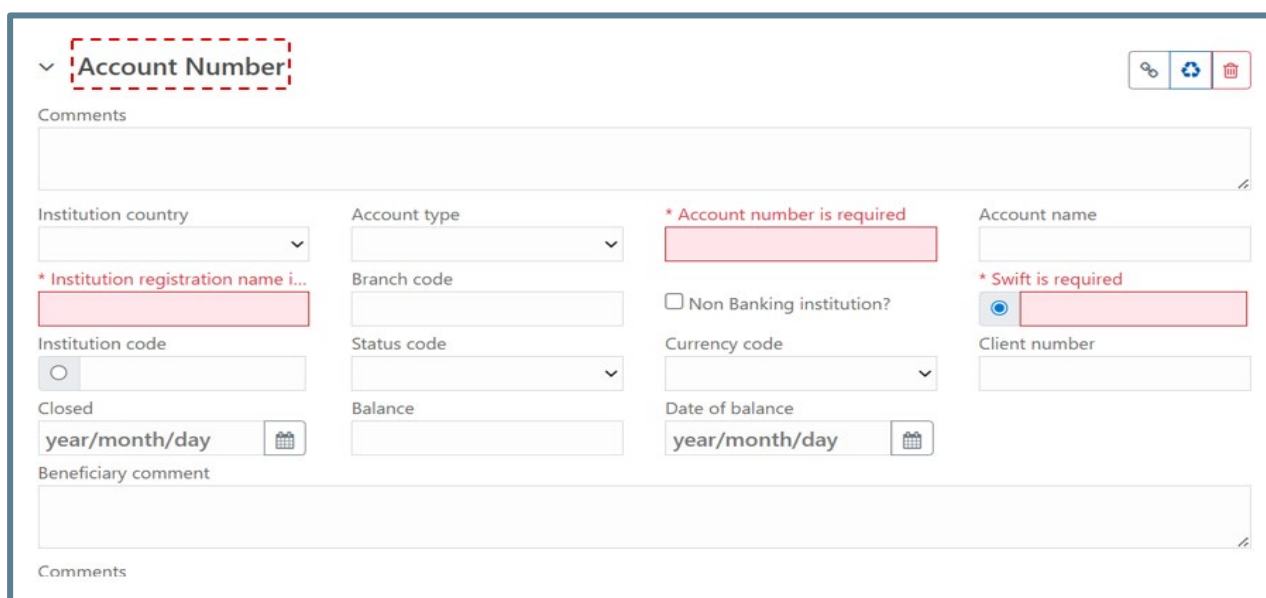
9.9 Account form



The screenshot shows the 'Terrorist Financing Activity Report (TFAR)' interface. The top bar displays the report ID '34622230-0-0' and buttons for 'Preview', 'Save report', and 'Submit report'. The left sidebar contains a menu with 'Report headers', 'Attachments', 'Indicators', and 'Activity'. The 'Activity' section is active, showing a 'Report parties' section with three options: 'Account Number', 'Person', and 'Entity'. The 'Account Number' option is selected and highlighted with a red dashed box. Below the 'Report parties' section, there is a '+ Goods and Services' button.

Figure 22: Report party – Account

To add an **Account** to the activity report, click the **Account number** option button. This will launch the **Account number form**, where the required account information can be populated. If the account information has already been captured during the current web session on goAML, you can use the **Use an existing account** button to automatically populate the details.



The screenshot shows the 'Account Number' form. The form is titled 'Account Number' and has a red dashed box around the title. The form contains several fields and sections:

- Comments:** A text area for comments.
- Institution country:** A dropdown menu.
- Account type:** A dropdown menu.
- * Account number is required:** A red box indicating a required field.
- Account name:** A text field.
- * Institution registration name i...:** A red box indicating a required field.
- Branch code:** A text field.
- * Swift is required:** A red box indicating a required field.
- Institution code:** A text field.
- Status code:** A dropdown menu.
- Currency code:** A dropdown menu.
- Client number:** A text field.
- Closed:** A text field with a date picker icon.
- Balance:** A text field.
- Date of balance:** A text field with a date picker icon.
- Beneficiary comment:** A text area for comments.


Figure 23: Account number form

- Details of a signatory 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’ activity, the account must have a signatory.

The “Account” form has the following fields:

- Comment: Any applicable comments
- 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

9.10 Goods and services

To add **Goods and Services** to the activity report, begin by clicking the  Goods and services option button. The goods and services form will generate as illustrated below in figure 24.

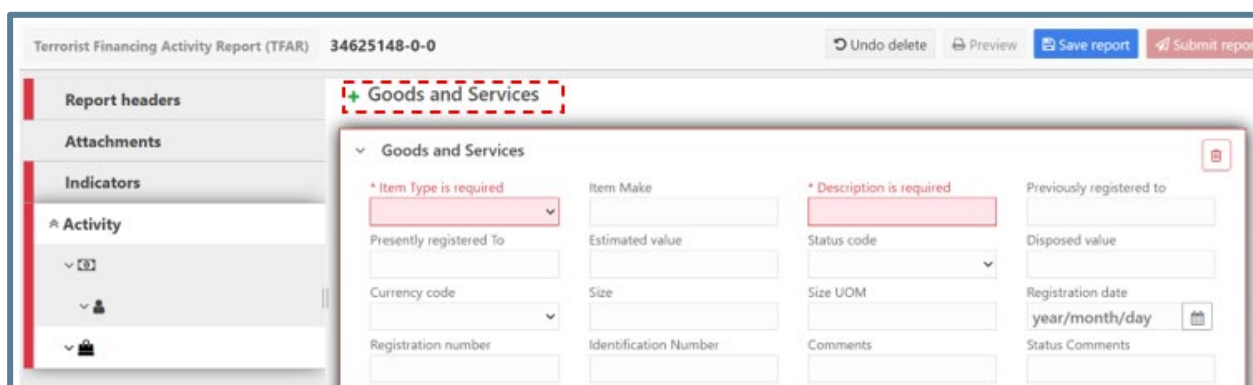


Figure 24: Goods and services form

The “goods and services” form has the following fields:

- Item Type: The type of item (e.g. Vehicle) (required)

- Item Make: Item make (e.g. if the item is a car - BMW)
- Description: Description of the item (e.g. Luxury Car) (required)
- Previously Registered to: Name of previous owner
- Presently Registered To: Name of current owner
- Estimated Value: Estimated value of the item
- Status Code: Status code (e.g. Bought, Hired)
- Disposed Value: Effective value for property transfer (e.g. R500 000.00)
- 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: Any applicable comments
- 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)

10. SUBMITTING A TERRORIST FINANCING ACTIVITY 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 report. Kindly note that once submitted, the report will be locked from being edited by the user.

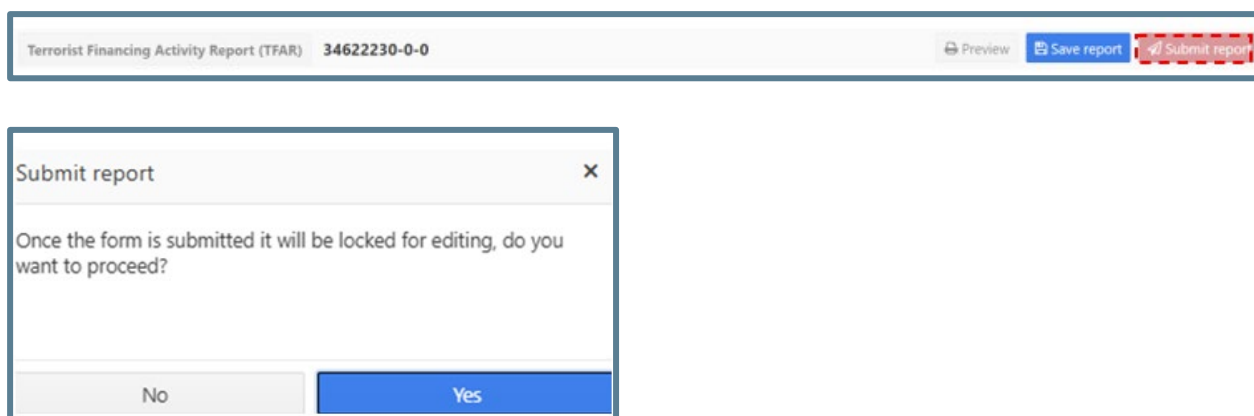


Figure 25: TFAR submission

- 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 reference 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.

