goAML EE V5.4 REPORTING ENTITY REGISTRATION USER GUIDE

04 JULY 2025

Legal disclaimer

Unless specific written consent is obtained from the Financial Intelligence Centre (FIC) the information contained in this document may not be shared with any third parties.

By reading this document you acknowledge the confidentiality of such and agree to be bound by the copyright that subsists in Financial Intelligence Centre's intellectual ideas, views and their representation as expressed in this material.

CONTENTS

1. ABBREVIATIONS

Abbreviation	Definition
C&P	Compliance and Prevention
FIC	Financial Intelligence Centre
FIC Act	Financial Intelligence Centre Act, 2001 (Act 38 of 2001)
ID	Identity document
Org	Organisation
QR	Quick response

2. OBJECTIVE OF THIS DOCUMENT

This guideline aims to define and describe the process to be followed when an accountable institution or any other person or any other entity with an obligation to submit the report in terms of the section 29 of the the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) (FIC Act). The accountable institution must have login credentials in order to submit reportable transaction and/or series of transactions to the FIC in terms of section 28, 28A, 29, 31 of the FIC Act.

To access the registration platform and to acquire user credentials, the reporting person must access the portal provided by the FIC on the FIC's website at www.fic.gov.za.

Definitions

The guideline must be read in conjunction with the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) (FIC Act) and the Regulations for definitions of terms used in the guideline.

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	Refer 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.
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.
Administrator/ Compliance Officer/ MLRO	Refers to the Compliance Officer and Money laundering reporting officer who is obliged to register and submit a report on behalf of the entity.

Important information to be taken into account when registering on the goAML system:

- All fields with an asterisk (*) are mandatory and must be completed as part of the registration process
- All registrations must be approved by the FIC prior to activation
- Supporting documents such as an identity document (ID) and authorisation letter must be attached as part of the registration process to the FIC
- All First Letters must be in Caps
- Words typed in ALL Caps are not allowed.

3. INTRODUCTION

As South Africa's national centre for the gathering and analysis of financial transaction data, the role of the Financial Intelligence Centre (FIC) is to safeguard the integrity of the country's financial system and its institutions. In pursuit of this, the Financial Intelligence Centre Act, 2001 (Act 38 of 2001), mandates the FIC to identify the proceeds of crime, combat money laundering and the financing of terrorism, facilitate effective supervision and enforcement of the Act.

Under this legislation, financial and non-financial institutions are required to fulfil certain compliance obligations, including filing of transactions reports to the FIC. The information provided in these reports form the basis upon which analysis is conducted to develop financial intelligence reports for use by a wide range of law enforcement agencies and other government institutions to facilitate the administration and enforcement of the laws of the Republic. The FIC Act also sets out the enforcement and penalty regime for non-compliance with the FIC Act.

Financial Intelligence Centre has implemented an integrated software solution as its preferred platform for registration, reporting, data collection, analysis, case management and secure communications required for the FIC's daily operational functions and requirements. Accountable institutions wishing to file reportable transactions with the FIC electronically in terms of section 28, 28A, 29, 31 of the FIC Act must obtain user credentials on the goAML platform to file the report in the prescribed manner.

4. goAML WEB

The URL for accessing goAML is goAML.

When a user types in the URL into the web browser window, the goAML landing page is launched. The goAML landing page will display with the Register and Login links as illustrated in figure 1.
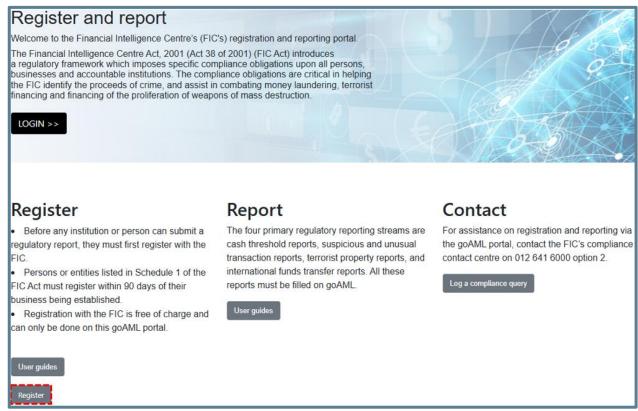
5. goAML LANDING PAGE

Figure 1: goAML landing page

If the user has registered and has therefore already obtained user credentials, the user can log in with such credentials.

If the user has not yet registered, they must click on the registration link located at the bottom left of the page to obtain their credentials and gain access to the application as illustrated in figure 2.
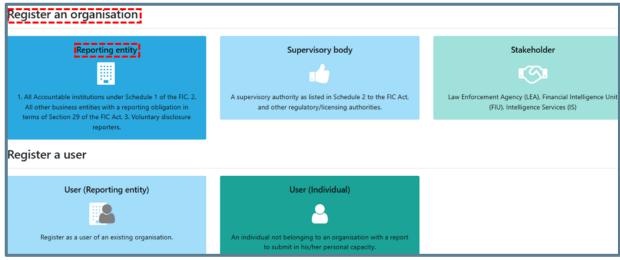
6. goAML REGISTRATION TILES

Figure 2: goAML registration tiles

> **Note:**
> - South Africa will be preselected in the **'Country field'**; users can modify their selection by using the drop-down menu.
> - The entity's e-mail address must be valid, as it will be used for the login code delivery and official correspondence with the organisation.

Registration tiles contain the **'Register an organisation'** and **'Register a user'** sections.

- All users are required to register on the goAML platform before submitting reports
- A copy of the reporter/user's identity document (SA ID or certified Passport copy if user is non-South African) and an authorisation letter must be attached and submitted to the FIC for approval in order to gain access to goAML.

7. REGISTER THE REPORTING ENTITY ON goAML

The registration details of the entity must be provided in this section. This section registers the reporting entity on the goAML system. To register the entity, click the **'Reporting entity'** tile in figure 2, The registration screen will be loaded and display as illustrated in figure 3.
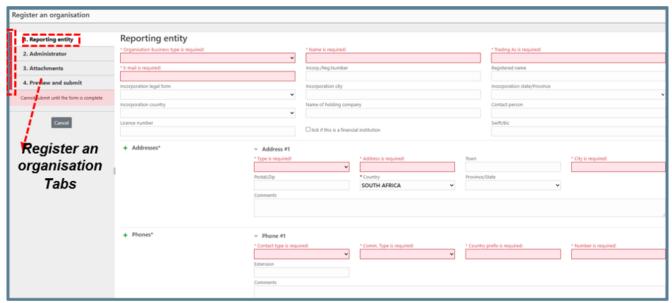

Figure 3: Reporting entity window

Fill in each tab on the left by clicking on one of them. Once all tabs are completed, the *red bar* on the left will turn green, enabling the user to submit the registration.

7.1. *Reporting entity details*

All fields marked with an asterisk (*) are required to be completed before submitting the registration form.

- Organisation business type: The classification of an entity based on the type of organisation it is associated with

- Name: Name of the entity registering

- Trading as: A trading as name refers to the name under which an entity conducts business, which may be either identical to or different from its officially registered name

- E-mail: A valid e-mail address of the entity registering.

7.1.1. Address

- Type: The type of address associated with the entity. This can be business, physical, postal or private contact details

- Address: This is the location details specifying where the entity is situated

- City: The name of the place where the entity operates

- Country: This is the country where the entity is registered

- Postal/Zip code: Postal or zip code of the area (e.g. Centurion, 0062)

7.1.2. Phones

- Contact type: The preferred method of communication for reaching the entity. This can be business or private contact details

- Comm.type: Type of communication to be utilised

- Country prefix: This is the unique set number added before a phone number to indicate the country the number belongs e.g. +27

- Number: Contact number to be utilised. Numeric, digits (e.g. 0126416000)

7.2. *Administrator tab*

This section requires the administrator's details, specifically the individual authorised to submit the report on behalf of the entity. To enter the required information, click the **'Administrator tab'**. The next screen will display as shown in Figure 4.
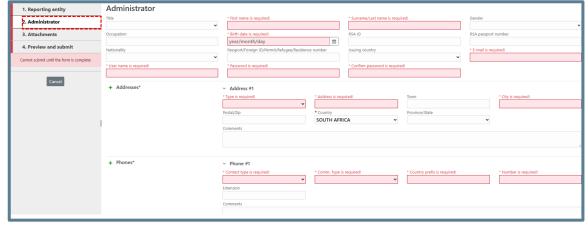
Figure 4: Administrator form

To submit the registration, make sure to fill in all the required fields on the left by clicking through the tabs. Once all mandatory fields are completed, the red bar will turn green, and the user will be able to complete the registration process.

All fields marked with an asterisk (*) are required to be completed before submitting the registration form.

7.2.1. Administrator details

- First Name: A legal name as reflecting in the identification document
- Surname / Last Name: Legal surname as reflecting in the identification document
- Birth Date: Date of birth/ can be typed in from calendar in ccyy/mm/dd format (e.g. 1999/02/25)
- RSA ID Number: 13-digit South African ID Number (e.g. 9902251109876)
- Username: Must include a minimum of four characters, can be in a format of numbers and / or letters. No white space and special characters allowed.
- Nationality: The status of belonging to a particular nation, whether by birth or naturalisation (If nationality is SA, RSA ID field becomes mandatory. If non-RSA residence, passport/foreign ID/permit number/refugee number/Asylum seeker)
- Password: Must be between 5-10 characters, a combination of uppercase and lowercase letters, numbers, and special characters. Do not base the password on personal information or common words.
- Confirm Password: Retype the created unique password
- E-mail: Valid unique e-mail of the person.

7.2.2. Address

- Type: The type of address associated with the entity. This can be business, physical, postal or private contact details

- Address: This is the location details specifying where the entity is situated

- City: The name of the place where the entity operates

- Country: This is the country where the entity is registered

- Postal/Zip code: Postal or zip code of the area (e.g. Centurion, 0062).

7.2.3. Phones

- Contact type: The preferred method of communication for reaching the entity. This can be business or private contact details

- Comm.type: Type of communication to be utilised

- Country prefix: This is the unique set number added before a phone number to indicate the country the number belongs e.g +27

- Number: Contact number to be utilised. Numeric, digits (e.g. 0126416000).

7.3. Attachments

This section requires the user to attach copy of the ID or certified passport if user is non-SA and an authorisation letter that includes the individual's first name, last name, ID, and role of the registrant. This action will load the screen as shown in figure 5

Figure 5: Attachment window

To upload a document: Click on **'Select files'** or '**drop files here to upload'** options.
Select the document to attach from the desired location and click '**Open'**.
The document will be attached under the **'Attachments'** tab.

7.4. Preview and submit

Once all the required details are provided, the **'Preview and submit'** tab will turn green, to enable the user to review and submit the form as shown in figure 6.
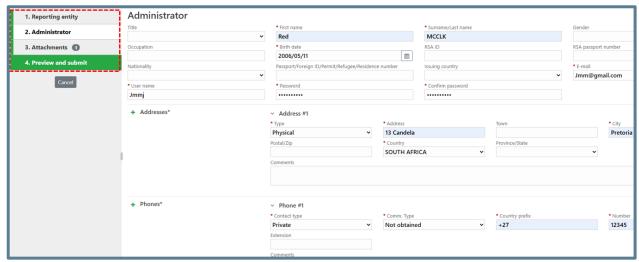
Figure 6: Form preview

Click the **'Preview and submit'** tab to finalise registration. The final screen will display with the green bar on the left to confirm that all required information is completed.

Enter the Captcha code before submitting the form.

Click on the **'Submit organisation'** button or **'Cancel'** to revoke the registration.
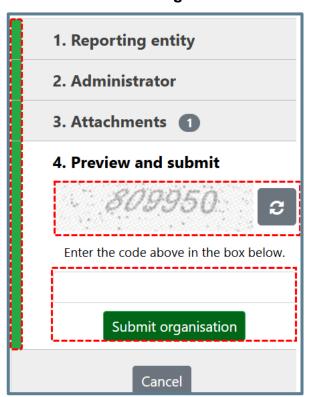

Figure 7: goAML registration final screen

Once the registration form has been submitted, the pop-up screen will display with the registration reference number. The reference number is used for any registration related enquiries. A notification e-mail with the refence number will be sent to the registering user's e-mail address entered during the registration process.

7.5. Notification screen

Registration info has been submitted

Please wait for notification of acceptance/rejection by e-mail. Your request has been given the following reference number:
SHREG-250410-0000001

Figure 8: Notification screen

- When the FIC is satisfied with the captured registration details and attached documents, the user will be notified by e-mail about the acceptance of the registration.
- When the FIC is not satisfied with the captured registration details and attached documents, the user will be notified by e-mail about the rejected registration.

Registrations will be rejected on goAML for the following reasons:

- If the user registers with an incorrect org ID or invalid org ID (e.g. org ID 2) of the existing accountable institution
- If the user provided an incomplete registration forms or completed the forms with inaccurate information
- If a sole proprietary registers as an individual user.

_____

8. LOGGING ONTO goAML WEB

Once registration is approved, the user will gain access to the system by using the username and password captured during registration. Second authentication will always be required before gaining access to goAML.

- **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 on **'LOGIN'**.
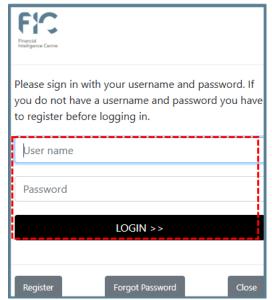
Figure 9: Login page

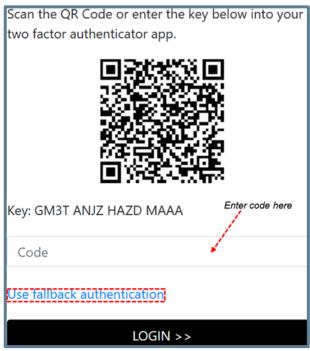A QR code authentication page will be displayed as shown in figure 10.

Figure 10: 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 10 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 11: Authentication screen

9. UPDATING USER DETAILS OR ACCOUNT DETAILS
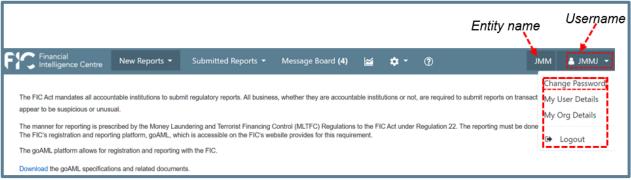
10.1 Change password

Figure 12: goAML langing page

The goAML system gives users the ability to update details, including password, user details, and org details.

- On the goAML landing page, hover the mouse curser over the username (**JMMJ**) and select **'Change Password'** as illustrated in figure 12. This will open the Change Password dialog box, where users can enter their current password, set a new password, and confirm the new password as illustrated in figure 13
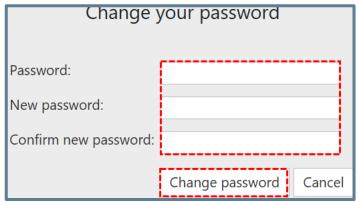
Figure 13: Change password dialog

10.2   My user details

On the goAML landing page, hover the mouse curser over the username (**JMMJ**) and select **'My user details'** as illustrated in figure 12. This will open the **user details** form, where users can update the details and submit request as illustrated in figure 14.
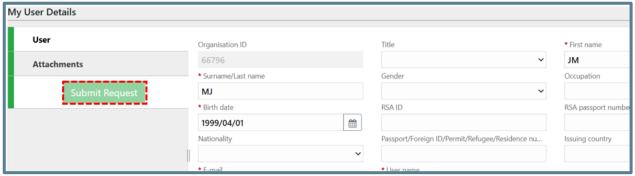

Figure 14: User details

10.3   My Org details

On the goAML landing page, hover the mouse curser over the username (**JMMJ**) and select **my org details** as illustrated in figure 12. This will open the **'My Org Details'** form, where users can update the details and submit request as illustrated in figure 15.
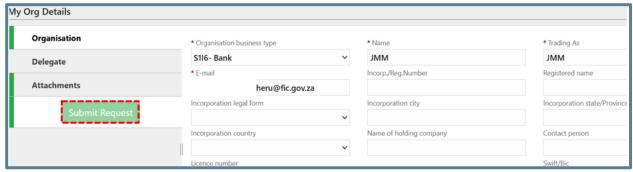

Figure 15: Organisation details

Note:

Changes to 'My User Details' and 'My Org Details' will be effective upon approval from FIC. When amending the entity name and /or CIPC number, the entity name and/or CIPC number, CIPC documents are required.