



Financial
Intelligence Centre

A large, abstract geometric pattern is located on the left side of the page. It features a series of overlapping triangles and squares in various shades of blue and grey, creating a complex, crystalline structure that extends from the top left towards the bottom right.

goAML EE V5.4 STAKEHOLDER REGISTRATION USER GUIDE

19 AUGUST 2025

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1. OBJECTIVE OF THIS DOCUMENT

The objective of this guideline is to define and outline in detail the steps to be followed when registering a stakeholder's profile with the Financial Intelligence Centre (FIC).

This guideline must be read in conjunction with the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) (FIC Act) and the Money Laundering and Terrorist Financing Control Regulations to the FIC Act.

Definitions

Definitions	Descriptions
Entity (ies)	Refers to organisation, institution or business and can be used interchangeably.
FIC Act	Refers to the Financial Intelligence Centre Act, 2001 (Act No 38 of 2001), as amended.
goAML EE	Refers to an integrated software solution implemented by the FIC as its preferred IT platform for registration, reporting (for this document purposes requesting), data collection, analysis, case management and secure communications required for the FIC's daily operational functions and requirements.
IRID/IRD	Refers to an incoming request for information domestic submitted to the FIC in terms of section 40 of the FIC Act, as amended.
Message board	Refers to goAML EE's email functionality, the message board has all functionalities and similar features of a general mailbox.
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 41154 of 29 September 2017 as amended.
Report (ing)	Refers to the request for information. Requests are used to complete subject information.
Sanctioning officer (SO)	Refers to person, other than the authorised officer, with the responsibility and authority to register the organisation and appoint authorised officers within the organisation. Sanctioning officers will have their own login credentials, and they cannot use the authorised officers credentials to fulfil this role.

Supervisory body (SB)	Refers to a functionary or institution referred to in Schedule 2.
Stakeholder	Refers to an organisation that is eligible to exchange information with the FIC as prescribed under the FIC Act as amended.

Important information to be considered when registering on the goAML reporting (requesting) platform:

- An organisation/institution must appoint a sanction officer (SO) as per their protocol structure; the first person to register on behalf of the organisation must be the SO
- An organisation is not restricted in the number of authorised officers (AO's) it can register; there are no limitations imposed on this process.
- All fields marked with an asterisk (*) are mandatory and must be completed as part of the registration process
- The SO must approve all AO's registrations prior to the FIC's final approval
- 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
- The sharing of user credentials is not permitted.
- If the sanction officer (SO) needs to create a new delegation structure, SO must contact FIC for further assistance.

2. INTRODUCTION

As South Africa's national centre for the gathering and analysis of financial regulatory 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, and 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 regulatory 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.

The FIC has implemented an integrated software solution as its preferred platform for registration, reporting (in this case requesting), data collection, analysis, case management, and secure communications to its daily operational functions and requirements. In terms of the Financial Intelligence Centre Act, 2001 (Act 38 of 2001), requesting entities are required to register with the FIC.

3. goAML EE WEB

The URL for accessing goAML is [goAML](#).

Please note that the above URL link for accessing goAML is designated for the user acceptance testing (UAT) environment. Ensure you use the correct link for the corresponding environment (UAT Testing environment for testing purposes or Production environment for the live system). When a user enters the URL into their web browser, the goAML EE homepage will open. The landing page features these main options: **Register**, **Report**, and **Contact** information. To get started, first-time users need to register by selecting the **Register** button as illustrated in figure 1

4. goAML LANDING PAGE

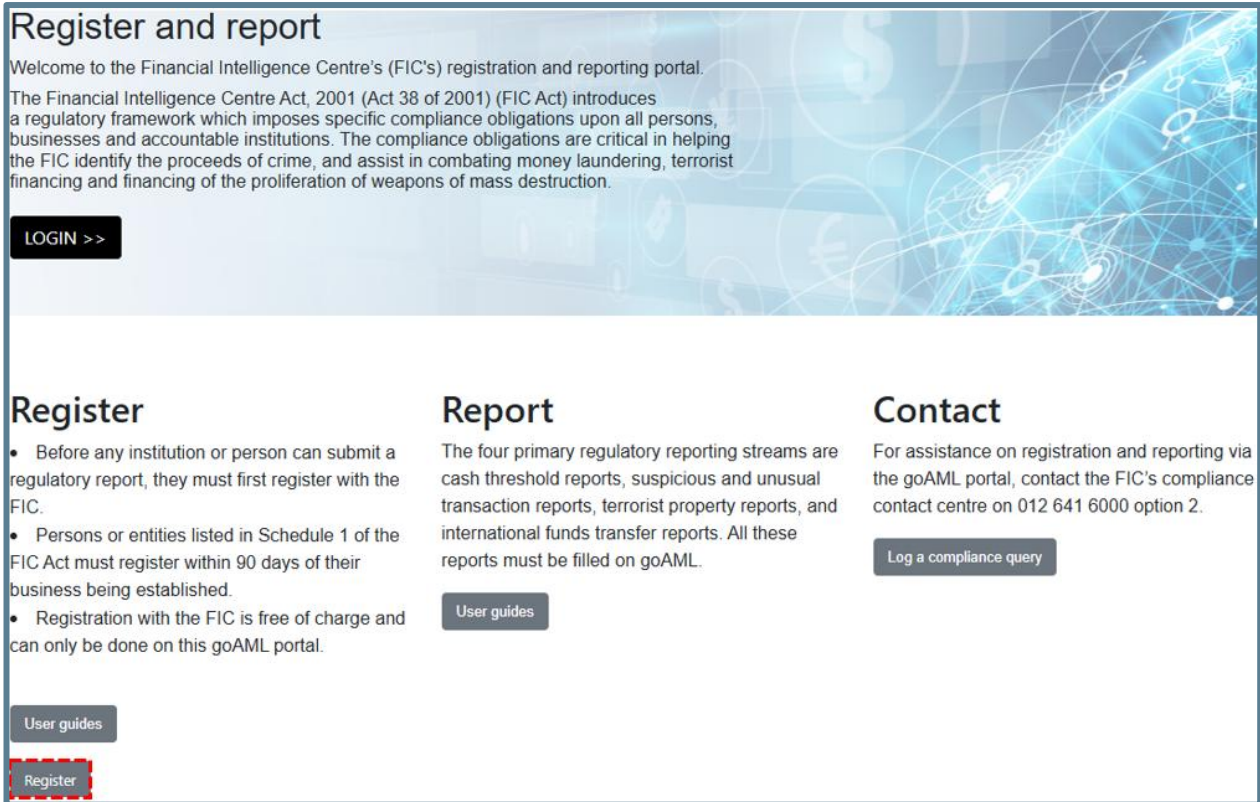


Figure 1: goAML landing page

The stakeholder must register by clicking the **register** button located at the bottom left of the page to capture the credentials.

5. goAML REGISTRATION TILES

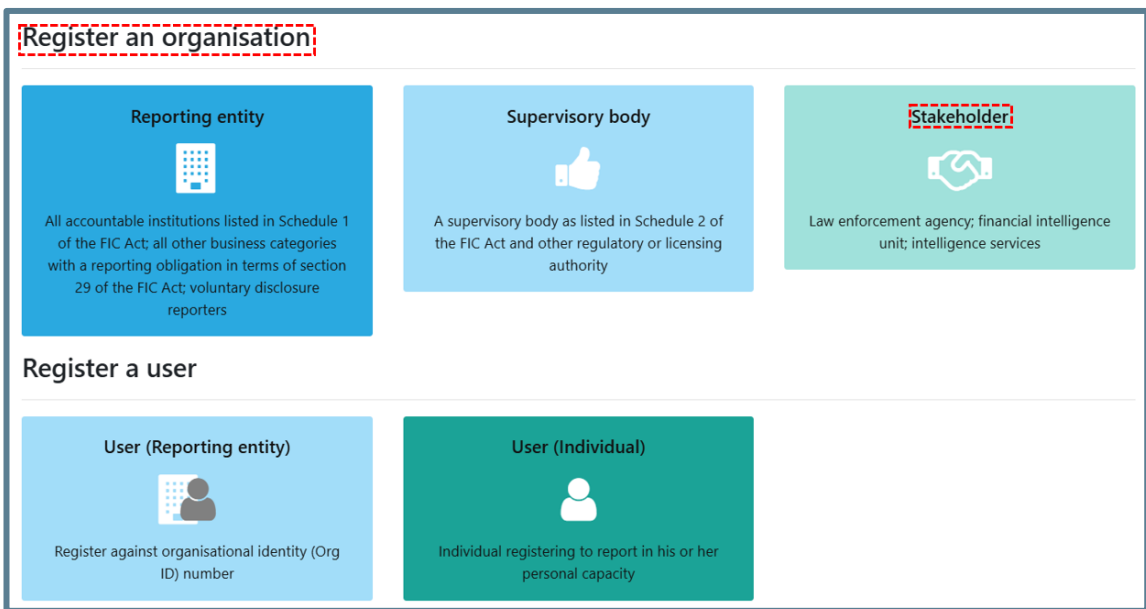


Figure 2: goAML registration tiles

Note:

- South Africa will be preselected in the 'country fields'; users can modify their selection by using the drop-down menu
- The requesting entity's official e-mail address must be valid as it will be used for the login validation code delivery and official correspondence with the organisation
- All fields marked with an asterisk (*) are required to be completed before submitting the registration form

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

- All users are required to register on the goAML platform before submitting the request.
- A copy of the user's certified identity document and or authorisation letter must be attached and submitted to the FIC for approval in order to gain access to goAML.

6. REGISTER THE STAKEHOLDER ON goAML

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

The screenshot shows the 'Register an organisation' window with the 'Stakeholder' tab selected. The sidebar on the left has four tabs: '1. Stakeholder', '2. Administrator', '3. Attachments', and '4. Preview and submit'. The 'Stakeholder' tab is active and highlighted with a red bar. The main content area is titled 'Stakeholder' and contains several required fields marked with an asterisk (*). These fields include: 'Organisation business type is required' (dropdown), 'E-mail is required' (text), 'Incorporation legal form' (dropdown), 'Incorporation country' (dropdown), 'Licence number' (text), 'Name is required' (text), 'Incorp./Reg.Number' (text), 'Incorporation city' (text), 'Name of holding company' (text), and 'Trading As is required' (text). There is also a checkbox for 'tick if this is a financial institution'. At the bottom, there are expandable sections for 'Addresses' and 'Phones'. A red message bar at the bottom left states 'Cannot submit until the form is complete' with a 'Cancel' button.

Figure 3: Register stakeholder window

The user must complete all the required fields. Once all tabs are completed, the **red bar** on the left will turn green, enabling the user to submit the registration.

6.1. Stakeholder details

- 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 name: trading as name is a name used by an entity that is different from the registered entity name.
- E-mail: E-mail address of the entity registering.

Note:

- Address and Phones fields are optional when registering stakeholders

6.1.1. Address

- Type of address: The type of address associated with the entity. This can be business, physical, postal or private contact details
- Address: The location details specifying where the entity is situated
- City: The name of the city where the entity operates
- Province/State: The name of the province where the entity is situated
- Country: The name of the country where the entity is situated
- Zip/postal code: the postal code of the town or city where the entity operates

6.1.2. Phones

- Contact type: The preferred method of communication for reaching the entity. This can be business or private contact details
- Comm.type: The preferred method of communication
- Country prefix: Refers to the international dialling code of a country e.g +27
- Number: The preferred contact number to be used. Numeric, digits (e.g. 0126416000)

6.2. Administrator form

This section requires the administrator's details, specifically the individual authorised to submit the request 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.

6.2.1. Administrator details

- Title: Title of the person / administrator registering on behalf of the organisation e.g. Ms/Dr/Mrs/ADV
- First Name: A legal name as reflecting in the identification document
- Surname / Last Name: Legal surname as reflecting in the identification document
- Gender: Gender of the person / administrator registering on behalf of the organisation e.g. Male / Female / unspecified
- Occupation: Official job title of the administrator registering on behalf of the organisation e.g. Director etc.
- Birth Date: 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: A unique identifier used to access the system
- 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, complete passport/foreign ID/permit number/refugee number/Asylum seeker field)
- Password: A secure login credential between 5 to 10 characters long, combining uppercase and lowercase letters, numbers, and special symbols.
- Confirm Password: Retype the created unique password
- E-mail: Official e-mail address of the administrator registering on behalf of the entity

6.2.2. Address

- Type of address: 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 city where the entity operates
- Province/State: The name of the province where the entity is situated
- Country: The name of the country where the entity is situated
- Zip/postal code: the postal code of the town or city where the entity operates

6.2.3. Phones

- Contact type: The preferred method of communication for reaching the entity. This can be business or private contact details
- Comm.type: The preferred method of communication
- Country prefix: This is the unique set number added before a phone number to indicate the country the number belongs e.g +27
- Number: The preferred contact number to be used. Numeric, digits (e.g. 0126416000)

6.3. Attachments

This section requires the user to attach a copy of the ID and/or an authorisation letter. To add documents, click the attachment tab. The next screen will appear 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.

6.4. 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 illustrated in figure 6

Figure 6: Form preview

To finalise registration, click the **Preview and submit** tab. A final confirmation screen will appear, indicated by a green bar on the left, confirming that all required information has been completed.

Figure 7: goAML registration final screen

Enter the verification code shown in the Preview and submit section into the designated code field. Then, click ‘Submit organisation’ button to complete the registration, or select ‘Cancel’ to withdraw the process. Once the registration form has been submitted, the pop-up screen will display with the SHREG reference number. A notification e-mail with the SHREG reference number will be sent to the registering user’s e-mail address entered during the registration process.

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: Registration confirmation

Note:

- The **SHREG** reference number will be used for any registration related enquiries.
- 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 provided an incomplete registration forms or completed the forms with inaccurate information
- If the required attachments to verify registration are missing