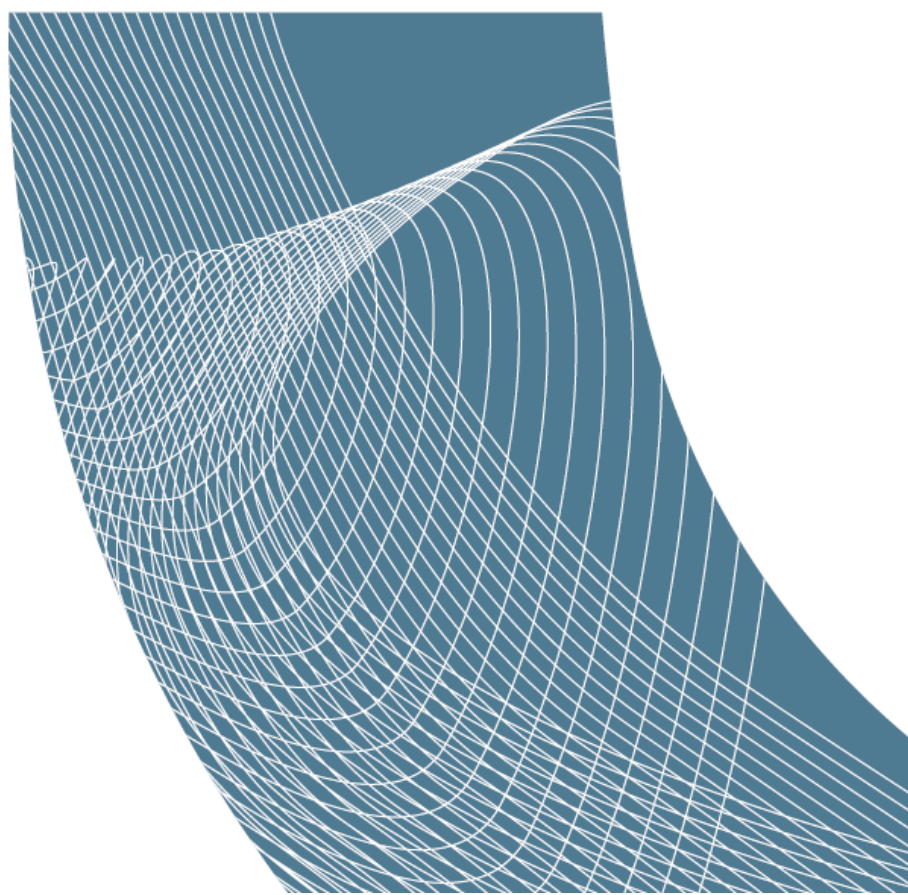
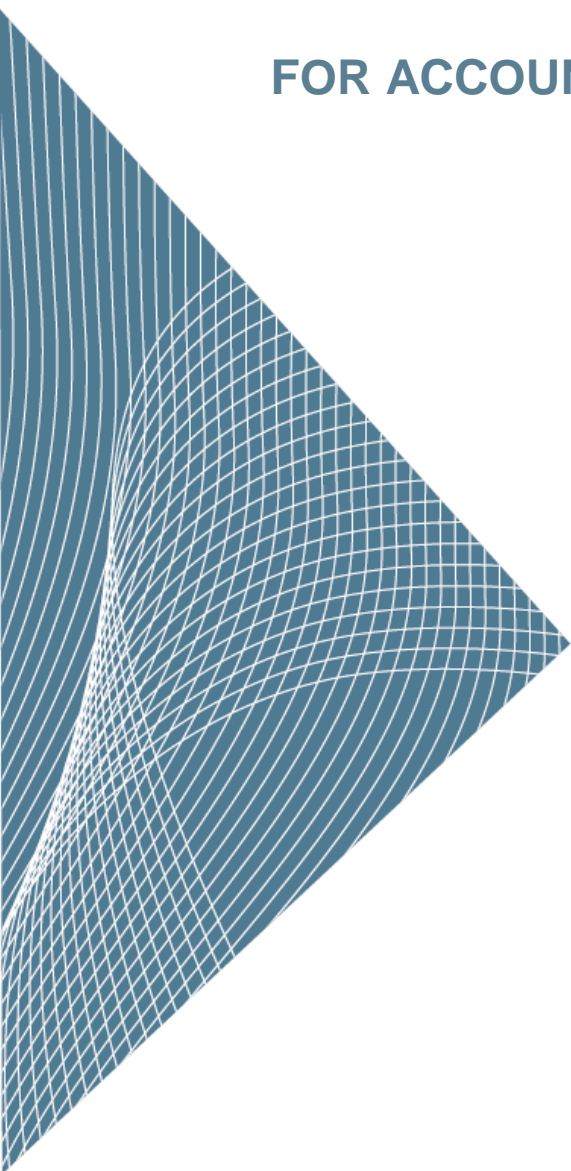




Financial
Intelligence Centre

goAML REGISTRATION GUIDELINE FOR ACCOUNTABLE AND REPORTING INSTITUTIONS





Financial
Intelligence Centre

Private Bag X177, Centurion, 0046

0860 222 200

www.fic.gov.za

[CLICK HERE FOR COMPLIANCE QUERIES](#)

Objective of this guideline

The objective of this guideline is to define and outline the steps to be followed when an accountable or reporting institution registers with the Financial Intelligence Centre (the Centre) in terms of section 43B of the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) (the FIC Act) and the relevant Regulations of the Money Laundering and Terrorist Financing Control Regulations (the Regulations) to the FIC Act, on the Centre's new registration and reporting platform called goAML.

This registration guideline is applicable to the following persons/institutions:

- Accountable institutions listed in Schedule 1 to the FIC Act
- Reporting institutions listed in Schedule 3 to the FIC Act

Access to the registration platform

In order to register the institution must access the portal provided by the Centre for this purpose on the Centre's website at www.fic.gov.za.

Legal Disclaimer

The Centre reserves the right to amend, modify or change the contents of this document.

Definitions

This guideline must be read in conjunction with the FIC Act and the Regulations in relation to the definitions of terms. In this guideline, unless the context indicates otherwise:

“**AI/RI**” refers to an Accountable Institution (listed in Schedule 1 to the FIC Act) and Reporting Institution (listed in Schedule 3 to the FIC Act).

“**Business**” refers to organisation, institution or entity (ies) and can be used interchangeably.

Compliance Officer refers to person who is tasked, for purposes of the registration process, to ensure that the details of the accountable institutions are correctly submitted on the Centre’s website.

“**FIC Act**” refers to the Financial Intelligence Centre Act, 2001 (Act No 38 of 2001), as amended.

“**Money laundering reporting officer**” (**MLRO**) is envisaged to be a person, other than the Compliance Officer, with the responsibility and authority to submit intelligence reports to the Centre on behalf of the accountable or reporting institution. Not all AI/RI will have MLROs. Institutions that are smaller do not have MLROs, only larger institutions that have more reports will have both Compliance Officers, and MLROs as well **MLRO** will have his/her own login credentials, he/she may not use the **Compliance Officer**’s credentials to fulfil this role. On goAML there will be various **MLRO** roles, the roles are:

- MLRO Web Reporting (Money Laundering Reporting Officer - web reporting only);
- MLRO Batch Reporting (Money Laundering Reporting Officer - batch reporting only);
- MLRO All (Money Laundering Reporting Officer - all reporting and message board).

“**Person**” refers to a natural person who registers to file a report in terms of Section 29 of the FIC Act in their own personal capacity or **MLRO** as defined.

“**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 an integrated software solution implemented by the Centre as its preferred IT platform for registration, reporting, data collection, analysis, case management and secure communications required for the Centre’s daily operational functions and requirements

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

- An accountable or reporting institution must register one Compliance Officer only;
- There is no restriction on the number of MLRO’s an institution can register;
- The first person to register on behalf of the AI/RI must be the Compliance Officer;
- All fields with an asterisk (*) are mandatory and must be completed as part of the registration process;
- All registrations must be approved by the Centre prior to activation;
- The Compliance Officer must approve all MLRO registrations prior to the Centre’s final approval;

- Supporting documents such as certified identity document and authorisation letter must be attached as part of the registration applications to the Centre;
- All First Letters must be in Capital Letters;
- Words typed in ALL Capital are not allowed.

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2. Introduction

The 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 Centre’s daily operational functions and requirements. The new registration and reporting platform is called goAML. Accountable and reporting institutions have an obligation to register with the Centre in terms of section 43B of the FIC Act read with the Regulations to the FIC Act and will utilise goAML for registration.

2.1 Prerequisites

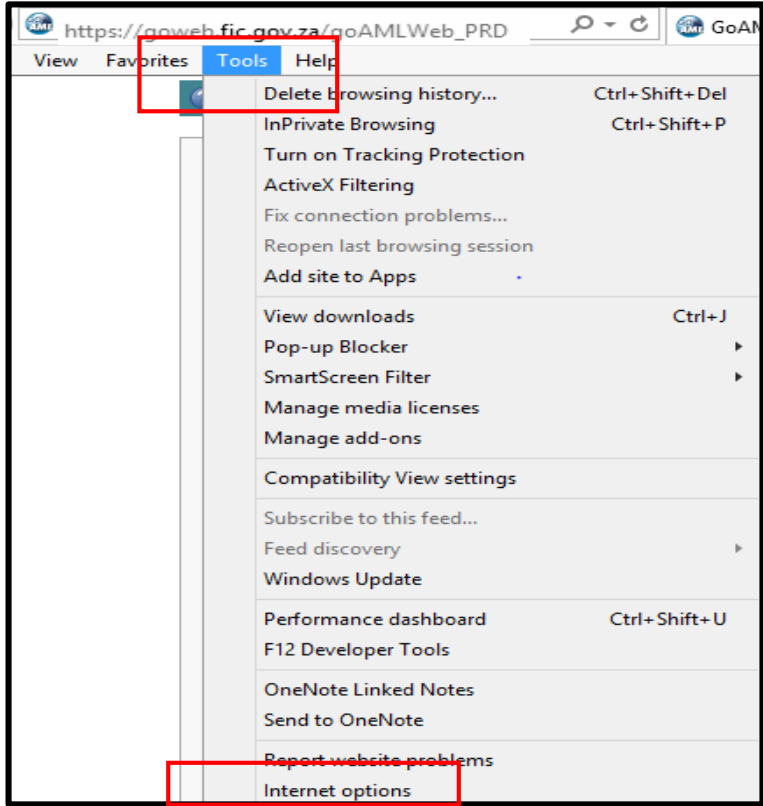
goAML runs within Internet Explorer version 9 and up, Firefox, Google Chrome but not on **Safari**. The URL must be added to the trusted sites and pop ups must be enabled to avoid the site being blocked.

2.2 Adding goAML URL to the trusted sites

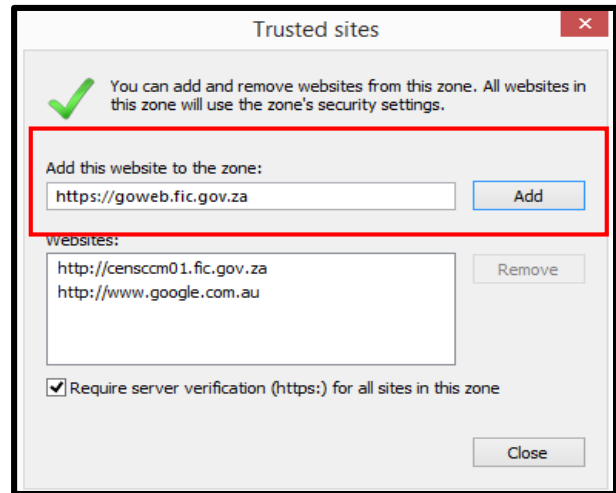
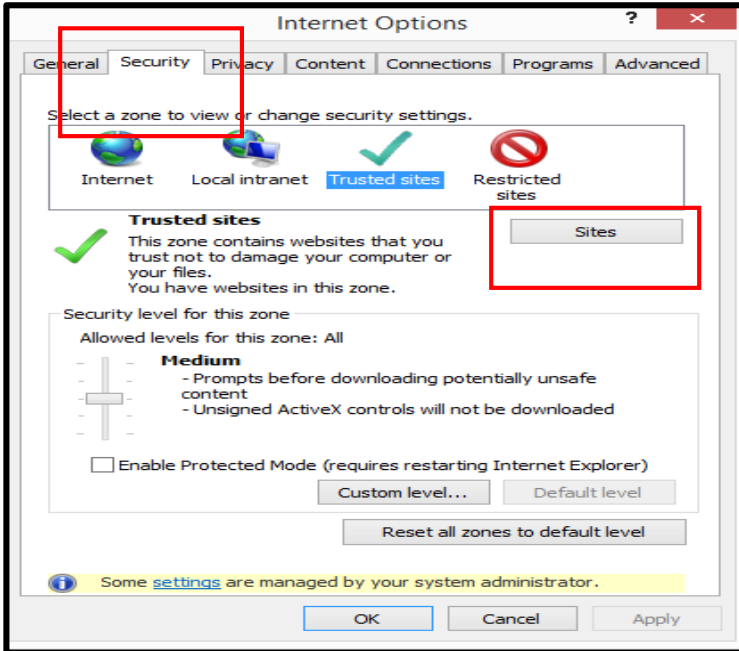
- Open Internet Explorer and navigate to the goAML website



- On the top Menu Bar, **Select Tools > Internet Options**

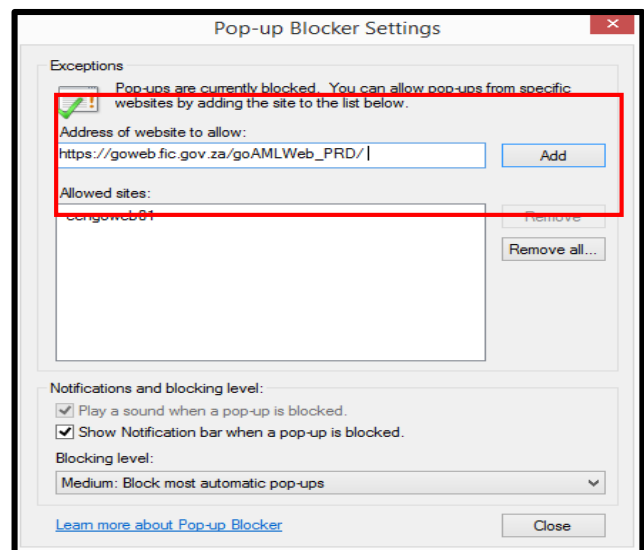
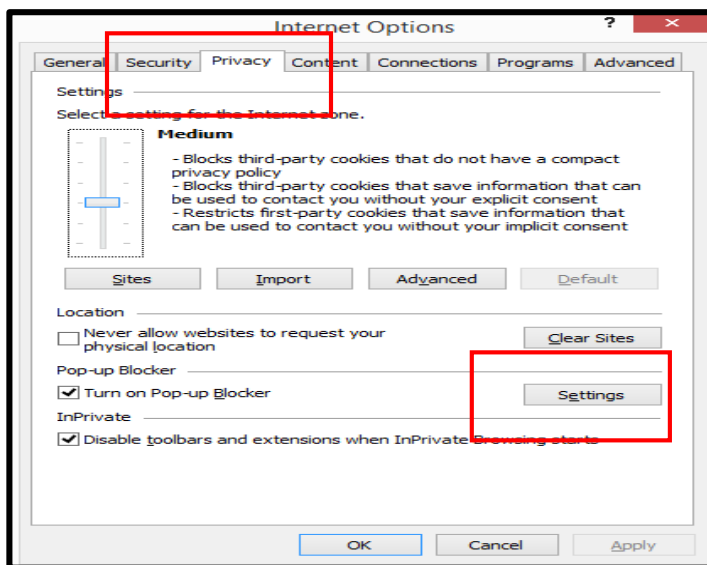


- Select the **Security Tab** > Select the **Trusted Icon** > Click on **sites**
- Add website to the zone > click on **Add** > click on **Close**



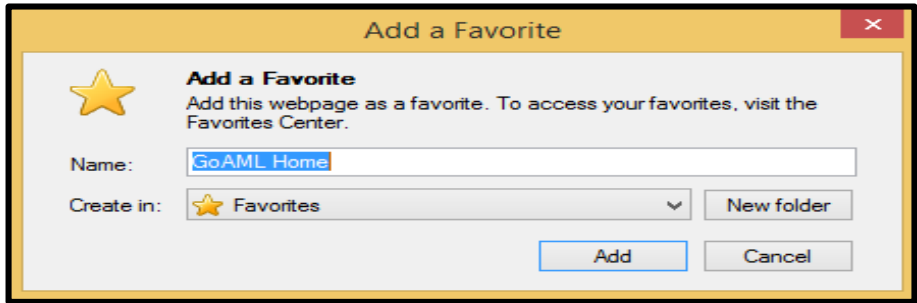
2.3 Enabling Pop Ups

- On the top **Menu Bar** > Select **Tools** > **Internet Options**
- Click the **Privacy Tab** > Click on the **Settings** button Add https://goweb.fic.gov.za/goAMLWeb_PRD to the Address of website to allow > click on **Add** > click on **Close**



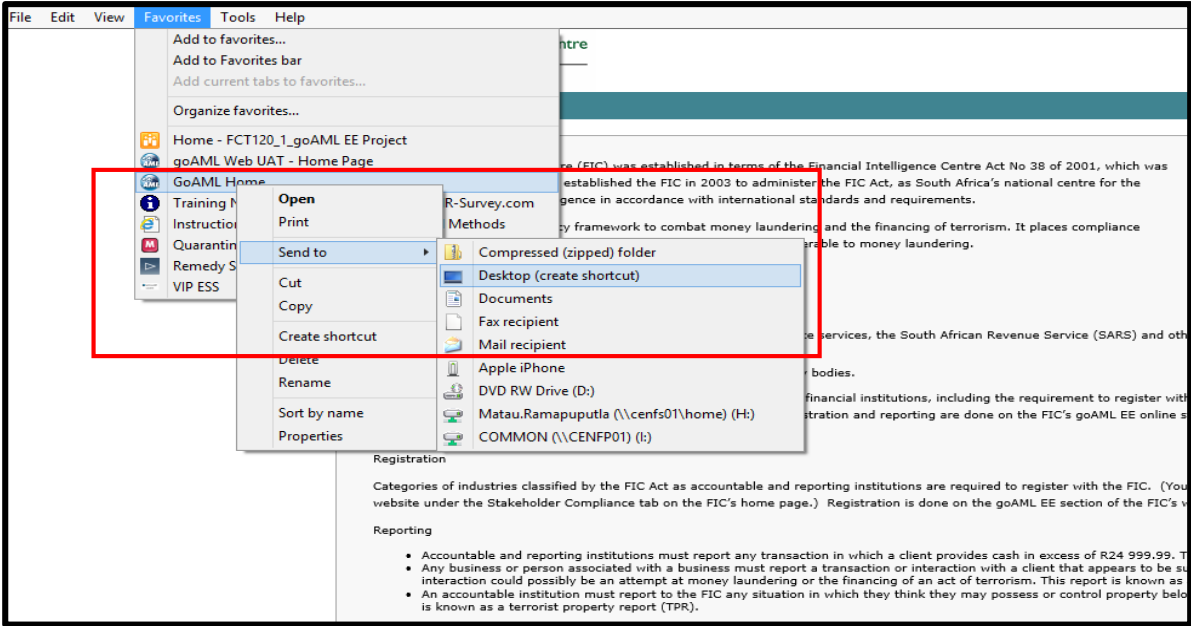
2.4 Adding goAML to Favourites

- Type https://goweb.fic.gov.za/goAMLWeb_PRD in web address box and press enter
- Click on the **Menu bar > Favourites > “Add to Favourites**
- The **Add Favourite** pop up will be displayed > click on the **Add** button and goAML will added to the Favourite list.



2.5 Add a Shortcut for goAML to Desktop










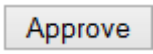
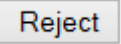

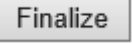
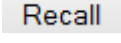
- On the **Menu bar > Click Favourites > Right click goAML > Send To > Desktop (create shortcut)**



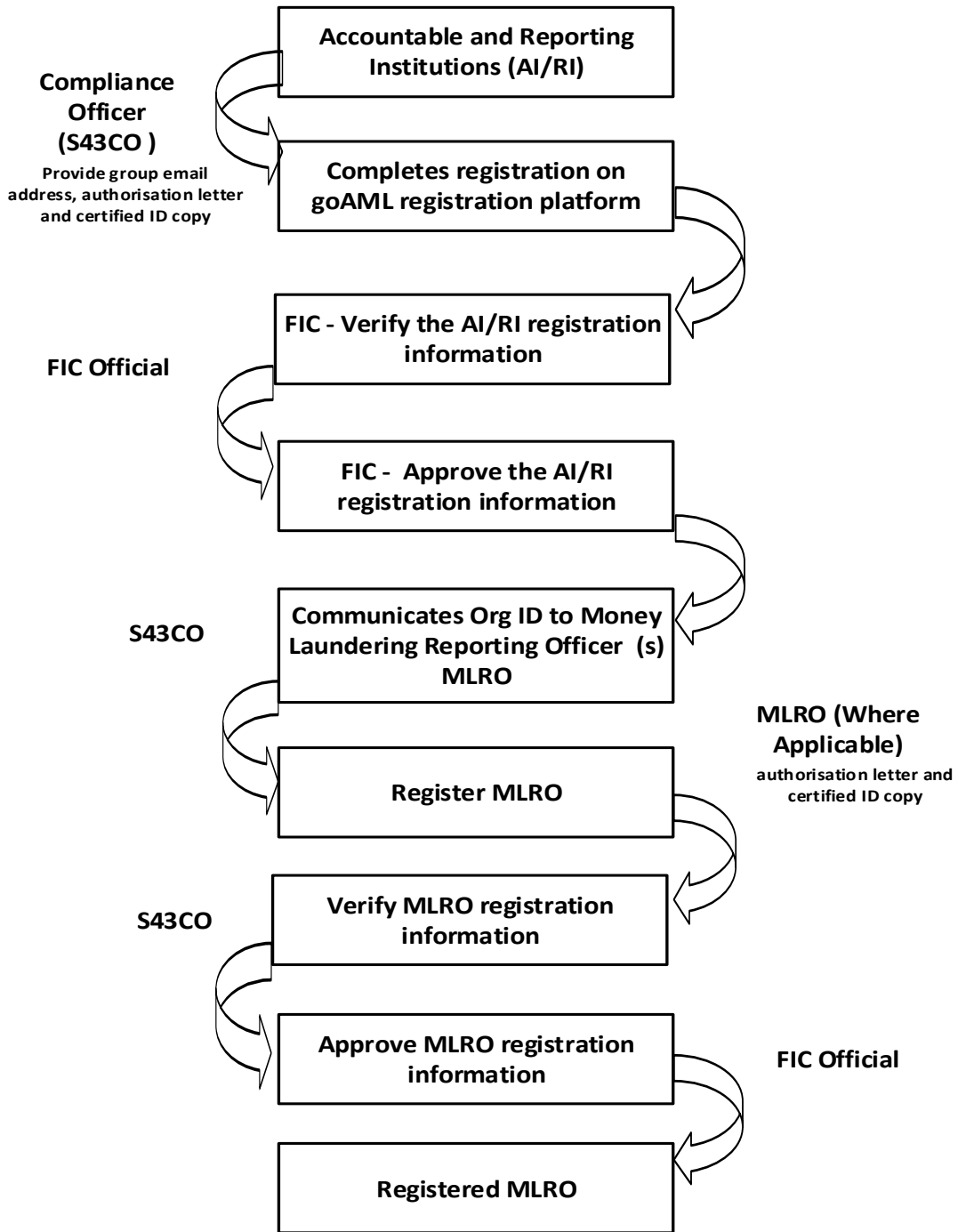
- The goAML icon as shown will then be available from the desktop



2.6 goAML Web Icons

Icon	Description
	Add
	Add the captured detail
	Instructs goAML to cancel the capturing of the details
	Close
	Preview
	Print
	Remove the uploaded document
	Refresh
	Upload a document
	Approve a registration
	Reject a registration
	Verify registration details
	Finalise approval of the registration
	Recall to reverse delegation

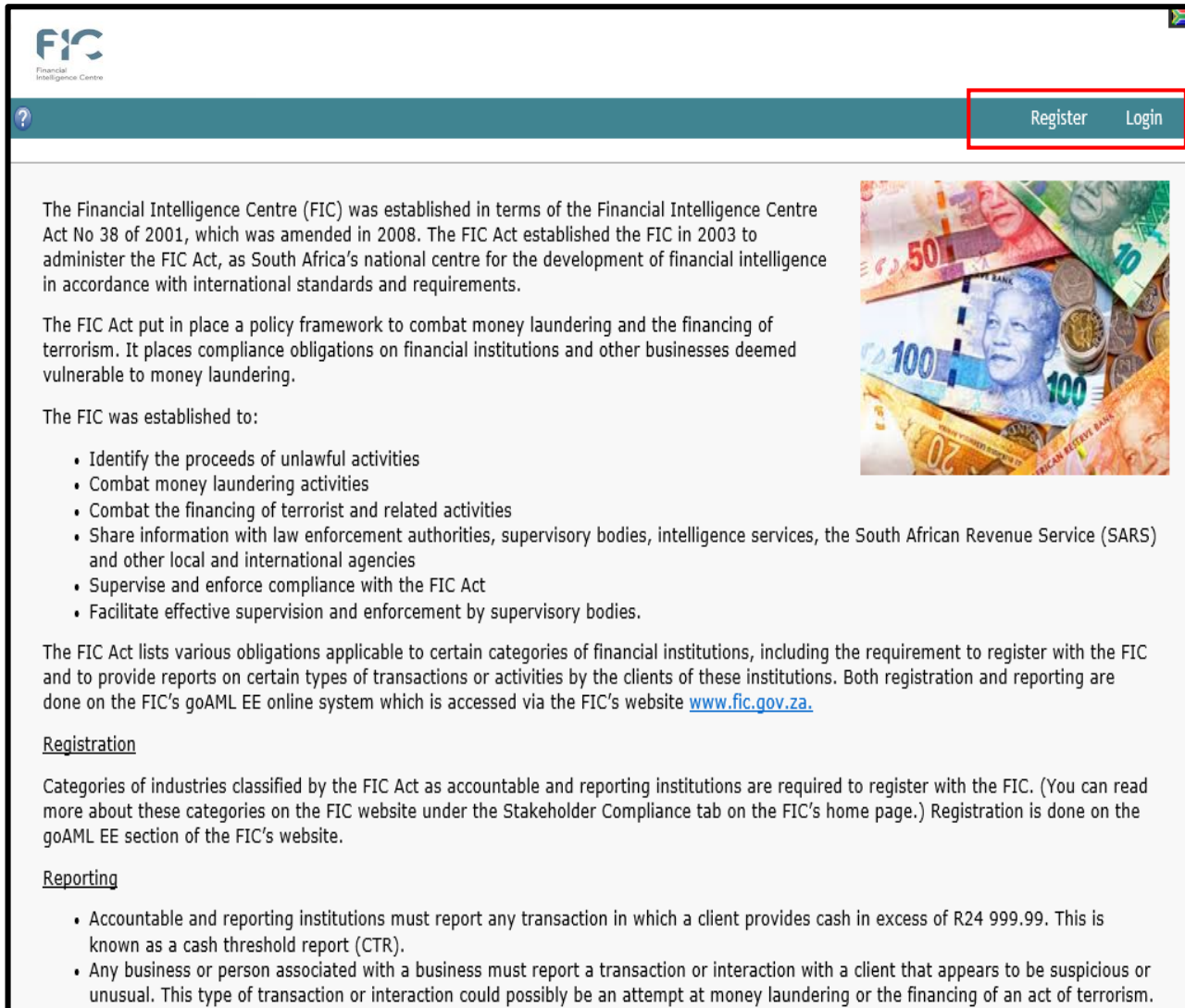
3. Accountable and Reporting Institution Process Flow



4. goAML Web

The URL for accessing goAML is https://goweb.fic.gov.za/goAMLWeb_PRD. When a user types in the URL into the web browser window, the goAML page is launched. The goAML landing page will display with the **Register** and **Login** links.

- **Register** Link – contains the **Register as a Person** and **Register as Organisation** links
- **Login** link – contains the **Login** and **Forgot Password** links



The screenshot shows the goAML web page. At the top left is the FIC logo. In the top right corner, there are two buttons: "Register" and "Login", which are highlighted with a red box. Below the navigation bar, there is a question mark icon on the left and a stack of South African banknotes (50, 100, and 200 Rand) on the right. The main content area contains the following text:

The Financial Intelligence Centre (FIC) was established in terms of the Financial Intelligence Centre Act No 38 of 2001, which was amended in 2008. The FIC Act established the FIC in 2003 to administer the FIC Act, as South Africa's national centre for the development of financial intelligence in accordance with international standards and requirements.

The FIC Act put in place a policy framework to combat money laundering and the financing of terrorism. It places compliance obligations on financial institutions and other businesses deemed vulnerable to money laundering.

The FIC was established to:

- Identify the proceeds of unlawful activities
- Combat money laundering activities
- Combat the financing of terrorist and related activities
- Share information with law enforcement authorities, supervisory bodies, intelligence services, the South African Revenue Service (SARS) and other local and international agencies
- Supervise and enforce compliance with the FIC Act
- Facilitate effective supervision and enforcement by supervisory bodies.

The FIC Act lists various obligations applicable to certain categories of financial institutions, including the requirement to register with the FIC and to provide reports on certain types of transactions or activities by the clients of these institutions. Both registration and reporting are done on the FIC's goAML EE online system which is accessed via the FIC's website www.fic.gov.za.

Registration

Categories of industries classified by the FIC Act as accountable and reporting institutions are required to register with the FIC. (You can read more about these categories on the FIC website under the Stakeholder Compliance tab on the FIC's home page.) Registration is done on the goAML EE section of the FIC's website.

Reporting

- Accountable and reporting institutions must report any transaction in which a client provides cash in excess of R24 999.99. This is known as a cash threshold report (CTR).
- Any business or person associated with a business must report a transaction or interaction with a client that appears to be suspicious or unusual. This type of transaction or interaction could possibly be an attempt at money laundering or the financing of an act of terrorism.

If the user has registered and has therefore already obtained user credentials, the user can log in with such credentials. If not, the user must register using the register link on the top right of the page, in order to obtain user credentials to be able to use the application.

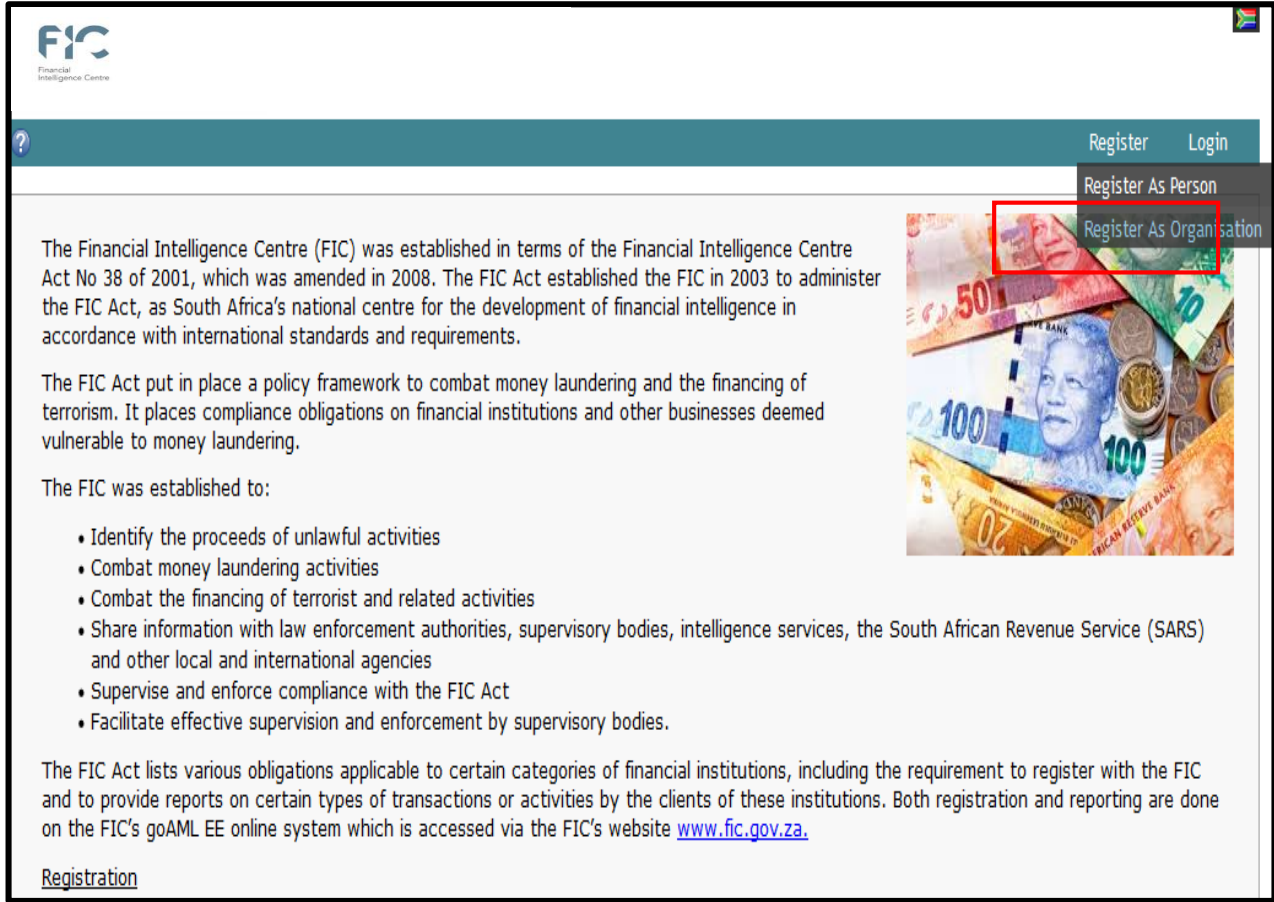
5. Registration on goAML – Compliance Officer ID document and authorization letter

All accountable and reporting institutions are required to register on the goAML platform before submitting reports. A copy of the reporter’s (Compliance Officer) certified identity document or passport must be attached with the authorisation letter and submitted to the Centre for approval in order to gain access to goAML. Compliance Officer are required to register their institution / organisation and all other associated users (MLROs) that need to access the goAML system must also register user accounts.

5.1 Register An Accountable and Reporting Institution

Once registration is completed the institution will gain access to the system and also acquire an goAML organisational identity number (Org ID). An Org ID will be used by an institution as the unique identifier for that institution and allows goAML users belonging to that particular institution to have access to information relating to that institution.

- On the Navigation bar > Hover (move) the mouse pointer on the **Register** link > Click **Register As Organisation** > The registration screen is loaded and displayed.



The “Register As Organisation” page will display with the **Headings** to be captured. The headings are

- Registration Type
- Registering Organisation
- Registering Person
- Attachments

5.2 Registration Type

The registration type has three entity types to select from **Reporting Entity / Stakeholder / Supervisory Body**. All accountable and reporting institutions that have a reporting obligation in terms of the FIC Act **must select Reporting Entity**.

Registration Type

Please select the type of organization you are registering as, and then enter your organization details

Entity type:

Reporting Entity

Stakeholder

Supervisory Body

5.3 Registering Organisation

The Registering Organisation section is for completing the information of the FIC Act Schedule Item.

Registering Organisation

Organisation Business Type* is financial Yes No

Name Trading As*

Incorp./Reg.Number Swift/Bic

Registered Name Incorporation Legal Form

Incorporation City Incorporation State/Province

Incorporation Country Name of holding company

Contact Person E-mail*

License Number

Phones *

Addresses *

Reporting Obligation *

ID	Schedule	Item	Description
1	1 - Accountable Institution	SI1- Attorney- Cape Law Society	Cape Law Society
2	1 - Accountable Institution	SI2- Trust Company	Financial Intelligence Centre
3	1 - Accountable Institution	SI3- Estate Agent	Estate Agency Affairs Board
4	1 - Accountable Institution	SI4- Authorised Users of an Exchange	Financial Services Board
5	1 - Accountable Institution	SI5- Unit Trusts (Collective Investment Schemes Managers)	Financial Services Board
6	1 - Accountable	SI6- Bank	Banking Supervision Department, South African

Please Note: AI/RI may only select their applicable schedule item as per Schedule 1 (accountable institutions) and Schedule 3 (reporting institutions) of the FIC Act; and may only register one schedule item at a time.

5.4 Registering Accountable and Reporting Institution Details are Added As Follows

Organisation Business Type*	<input type="text"/>	is financial	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name*	<input type="text"/>	Trading As*	<input type="text"/>
Incorp./Reg.Number	<input type="text"/>	Swift/Bic	<input type="text"/>
Registered Name	<input type="text"/>	Incorporation Legal Form	<input type="text"/>
Incorporation City	<input type="text"/>	Incorporation State/Province	<input type="text"/>
Incorporation Country	<input type="text"/>	Name of holding company	<input type="text"/>
Contact Person	<input type="text"/>	E-mail*	<input type="text"/>
Licence Number	<input type="text"/>		

- Organisation Business Type – List of business types as per schedule 1 and 3 of the FIC Act (e.g. Bank)
- Name – The unique name of the registering institution (e.g. XYZ Bank)
- Incorp./Reg. Number - Company registration number (CIPC)
- Registered Name - The Registered name of the institution (CIPC)
- Incorporation City - (e.g. Pretoria)
- Incorporation Country - (e.g. South Africa)
- Contact Person - Full name and surname of the Compliance Officer
- Licence Number - License Number issued by the applicable supervisory body as per schedule 2 of the FIC Act
- is financial – Is it a financial institution with a Swift/Bic code (banks, money remitters etc.)
- Trading As – The unique trading as name of the registering institution
- Swift /Bic – Unique swift code, only mandatory for financial institutions
- Incorporation Legal Form - Please indicate the entity type (Pty, Ltd, CC, SOC etc.)
- Incorporation State / Province – Province
- Name of holding company – Only if associated with holding company
- E-mail – Preferably a group e-mail account which will be accessible by all authorised users of the goAML EE system or alternatively the email address of the Compliance Officer

Please Note: The unique requirements for the name field and duplicate the name in the trading as field

5.5 Phone – Institution Phone Numbers

- Contact Type - This can be Business, Operational, Private, Public, Unknown
- Country Prefix - e.g. +27
- Extension - Numeric (e.g. 5425)
- Comm. Type - This can be Landline, Mobile, Satellite
- Number - Numeric, digits (e.g. 128012556)
- Comments - if any

5.6 Address – Institution Address

- Type - This can be Business, Operational, Private, Public, Unknown
- Town - Name of town / district as part of a city
- Postal / Zip - The postal code of the city (e.g. 0122)
- Province / State - Name of the province (e.g. Gauteng)
- Address - Physical Address- details like street name, house number etc.
- City - Name of the city
- Country - Name of the country
- Comments - If any

5.7 Reporting Obligation

Reporting Obligation refers to the **supervisory body** that the accountable and reporting institution belongs to (e.g. the supervisory body for Banks is the South African Reserve Bank).

- Select the relevant **Supervisory Body** for the registering AI / RI

Reporting Obligation

ID	Schedule	Item	Description
4	1 - Accountable Institution	SI4- Authorised Users of an Exchange	Financial Services Board
5	1 - Accountable Institution	SI5- Unit Trusts (Collective Investment Schemes Managers)	Financial Services Board
6	1 - Accountable Institution	SI6- Bank	Banking Supervision Department, South African Reserve Bank
7	1 - Accountable Institution	SI7- Mutual Bank	Banking Supervision Department, South African Reserve Bank
8	1 - Accountable Institution	SI8- Long-Term Insurer	Financial Services Board
9	1 - Accountable Institution	SI9- Gambling (Bookmakers)- Gauteng	Gauteng Gambling Board

[Close](#)

Please Note: Only one Reporting Obligation per registration may be selected

5.8 Registering Person (Compliance Officer)

The registration details of the Compliance Officer must be provided in this section. This section registers the individual on the system and goAML saves the username and password during this phase.

Registering Person			
User Name*	<input type="text"/>	E-mail*	<input type="text"/>
Password*	<input type="text"/>	Confirm Password*	<input type="text"/>
Gender	<input type="text" value="v"/>	Title	<input type="text"/>
First Name*	<input type="text"/>	Surname/Last Name*	<input type="text"/>
Birth Date	<input type="text"/>	RSA ID Number	<input type="text"/>
Nationality	<input type="text" value="v"/>	Occupation	<input type="text"/>

- User Name – Unique username for logging into the system, no duplicates are allowed
- Password – Password must be between 5-10 characters, include capital alpha, alphanumeric and special characters (e.g. Goaml321#)
- Gender – Male / Female
- First Name – First name of the user
- Birth Date – Date of birth/ can be typed in from calendar in ccyy/mm/dd format
- Nationality - The status of belonging to a particular nation, whether by birth or naturalisation
- Email – Unique business Email of the person
- Confirm Password – Retype the password
- Title – e.g. Ms / Dr / Mrs
- Surname / Last Name – Surname of the user
- RSA ID Number – 13 digit South African ID Number (e.g. 7404080408069)
- Occupation – Official job title of the user, i.e. Compliance Officer, MLRO, Director etc.

RSA Passport	<input type="text"/>
Non RSA ID/Passport?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Passport/Foreign ID/Permit /Refugee/Residence Number*	<input type="text"/>
Issuing Country*	<input type="text" value="v"/>

- RSA Passport – South African passport number
- Non RSA ID/Passport? – If not a South African citizen / resident with RSA ID or Passport
- Passport / Foreign ID/ Permit/ Refugee / Residence number – Non South African passport / identity number
- Issuing Country – Country where non South African Passport / ID document was issued

Please Note: The contact details provided for the accountable and reporting institution and the (Compliance Officer) must be the business contact details.

5.9 Attachments

Users are required to attach an authorisation letter from the entity and a certified copy of the applicable identity document (copy of ID document and/or passport document).

- To Upload a document > Click **Browse** button

Attachments

File Name	File Size

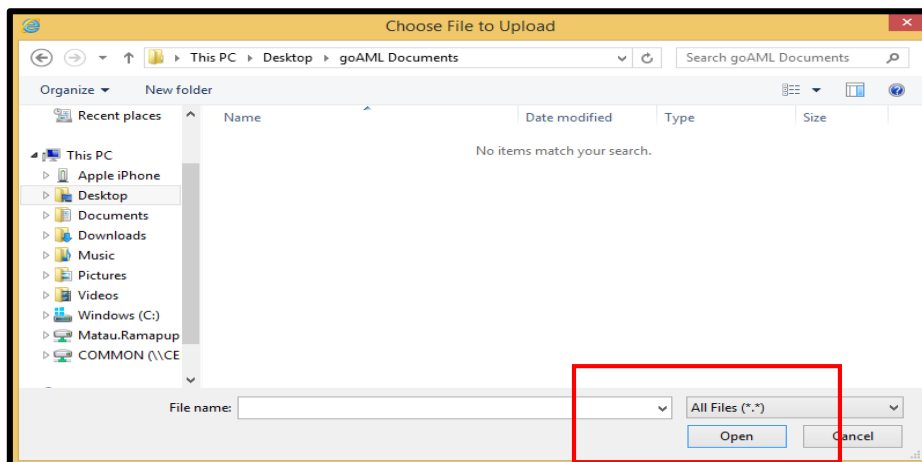
Browse... Upload

467600

IMPORTANT NOTICE
If you click on Submit Request below and it fails, be sure to obtain a new valid Captcha Code by clicking the arrow next to the Captcha Code. Then enter the new number in the needed when the code expired. Choose to stay on the form if asked.

Submit Request

- The **Choose file to Upload** window will display > Select the document to attach from the desired location and click **Open**



- The file name will be ready for upload > click **Upload**

File Name	File Size	
ID Copy.pdf	81105	X
Authorisation Letter .pdf	81105	X

No file selected.

- To delete an already loaded document, click the **X** button.

Before submitting the request the user has to type the **Captcha** (sequence of digits that appears on the screen in this case) into the box without making any errors.

Please Note: Refresh the captcha code by clicking the arrow, if the registration screen has been opened for a long amount of time.

- Type in the numbers as it appears > click **Submit Request**
- Once the registration form has been submitted, a registration submitted form will populate with the registration reference number. The reference number is used for any registration related enquiries.

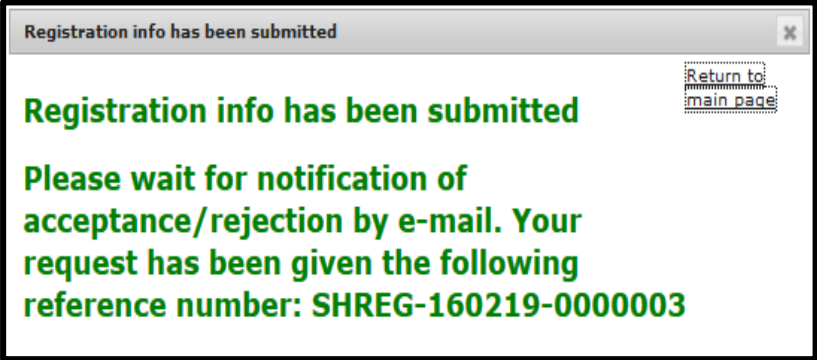


IMPORTANT NOTICE

If you click on Submit Request below and it fails, be sure to obtain a new valid Captcha Code by clicking the arrow next to the Captcha Code. Then enter the new number in the field below. This is only needed when the code expired. Choose to stay on the form if asked.

5.10 Approving a registration

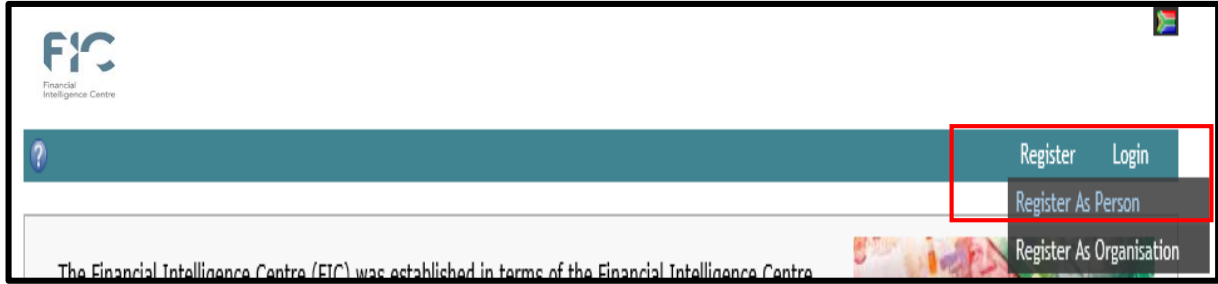
Once the request has been submitted the Centre will be responsible for authenticating and verifying the registration captured, along with the required document attachments and will approve/reject the registration accordingly. The Compliance Officer will receive an email from the Centre stating the approval or rejection of the registration. Once the registration has been approved, the Compliance Officer is required to communicate the Organisational ID to users within their own institution who are permitted to use the system. These users (MLRO's) will be required to register as a person, which is discussed next.



5.11 MLRO Registration

Where an institution uses MLRO(s) such MLRO(s) must obtain the applicable goAML Org ID from their Compliance Officer.

- On the Navigation bar > move the mouse pointer on the Register button > Click **Register As Person** > The registration screen is loaded and displayed



- The goAML Org ID must be listed in the Organisational ID field > complete the Registering Person > upload Attachments > and Submit request. The Compliance Officer and/ the Centre will verify, accept or reject the request.

Registration Type

Please select if you are registering as an individual not belonging to an organisation, and then enter your personal details:

Individual User

Registering Person

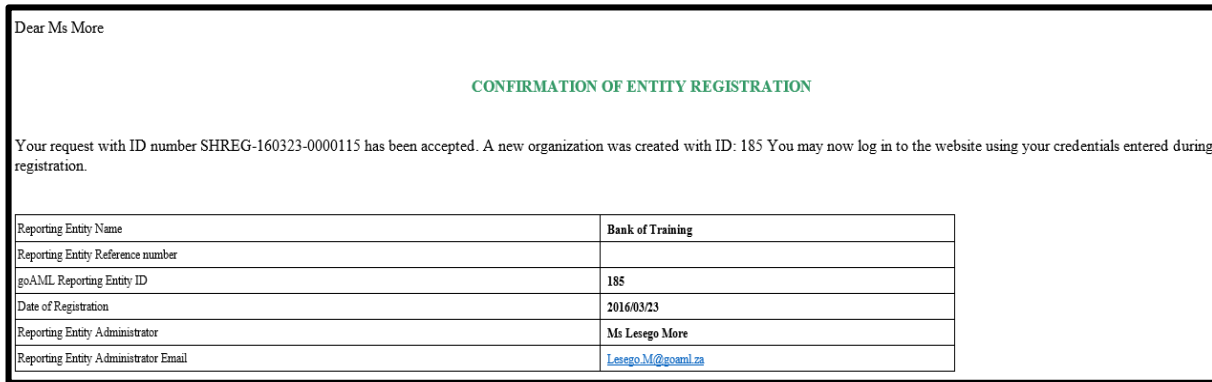
Organisation ID*	<input type="text" value="30"/>		
User Name*	<input type="text"/>	E-mail*	<input type="text"/>
Password*	<input type="text"/>	Confirm Password*	<input type="text"/>
Gender	<input type="text" value="v"/>	Title	<input type="text"/>
First Name*	<input type="text"/>	Surname/Last Name*	<input type="text"/>

For Registering Person and Attachment refer to 5.8 and 5.9

6. Email Notifications

Registering users for accountable and reporting institutions will receive email notifications informing them of the submitted registration request. Emails will be sent to users for different reasons during registration.

- When the Centre is satisfied with the captured registration details and attached documents, the user will be notified by email about the acceptance of the registration and the goAML Org ID will be found on the mail



- When the Centre is **not** satisfied with the captured registration details and attached documents, the user will be notified by email about the rejected registration



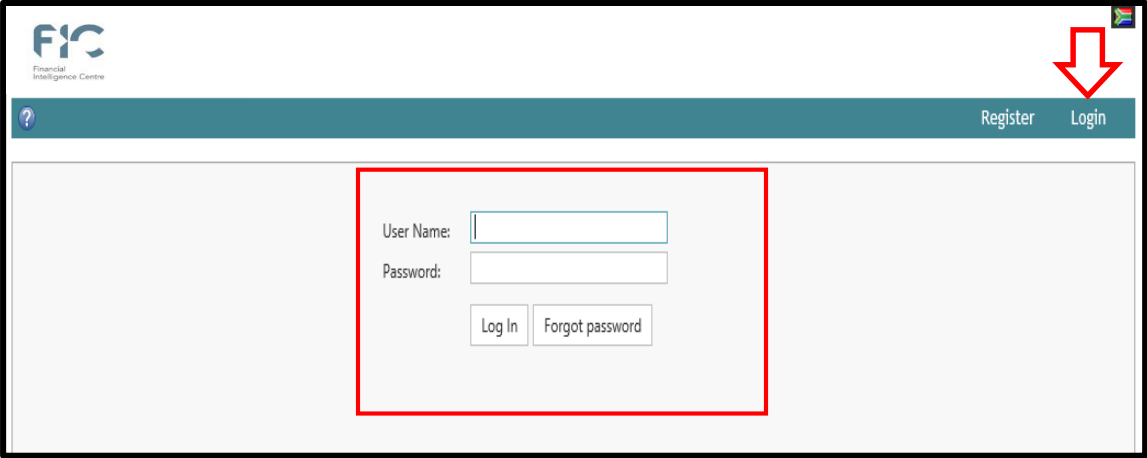
Registrations will be rejected on goAML for the following reasons:

- If the accountable and reporting institution registers an account without linking a user to the account, sharing of account credentials is not allowed;
- If the accountable and reporting institution provides incomplete or inaccurate information on the system whilst registering;
- If there is more than one schedule item, as each schedule must be registered individually;
- If the accountable and reporting institution provided incomplete registration forms, or complete the forms with inaccurate information;
- If no attachments required to verify registration are included.

Please Note: Check spam / junk folder in the event that you do not receive emails from goAML

7. Logging onto goAML Web

- Once registration is completed the user will gain access to the system, by using the username and password captured during registration. Authentication will always be required before gaining access to goAML.
- Click on Login page.
- Enter your user name in the standard format captured during registration.
- 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.



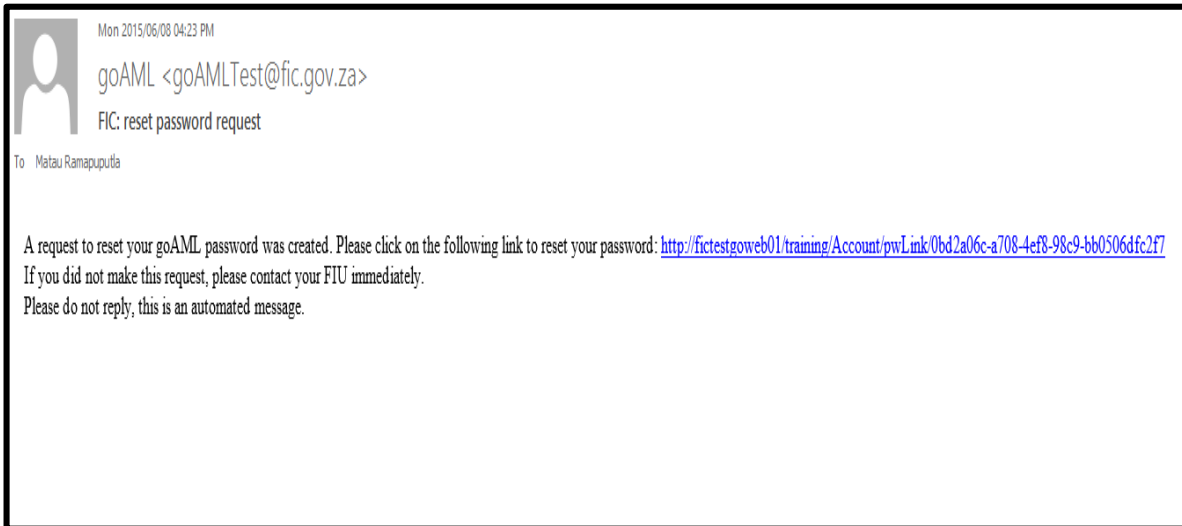
7.1 Forgot Password

Before contacting the goAML support team for a password reset, the goAML system provides users with the **Forgot Password** button next to **Log In** button.

- Click **Forgot Password** button.
- The Reset Password Request window populates, enter **User Name** > **Email** > **Submit**



- goAML user will receive an email with a link. Click on the **link**



- **Reset Password Request** page will populate.
- Enter **User Name / Email / New Password / Confirm New Password** and Click **Change Password**. New password will be reset.

FIC
Financial
Intelligence Centre

Register Login

Change Your Password

User Name:

E-mail:

New Password:

Confirm New Password:

8. Approving a Registration Request (MLRO Approval)

After logging in, the Compliance Officer will have access to the goAML home page which will be displayed on the information bar

- On the **Menu bar** click on the **Admin > User Request Management** from the drop down list



The screenshot shows the goAML menu bar with the following items: New Reports, Drafted Reports, Submitted Reports, Message Board, My goAML, Admin, and a help icon. The Admin dropdown menu is open, showing options: Role Management, User-Role Management, **User Request Management** (highlighted with a red box), Active Users, Org Request Management, Active Organisations, and Reporting Statistics. In the background, a text box contains information about the Financial Intelligence Centre Act 38 of 2001.

- The User Change Requests page will be displayed with the following fields

The screenshot shows the 'User Change Requests' page. It includes filters for Start Date (14 June 2015) and End Date (14 July 2015), and a 'Requests View Type' section with radio buttons for All, Active, Pending my actions, and In progress. Below the filters is a table with the following data:

Change Request Ref.	Type	Request Status	Org Name	Org ID	User Name	Created On	#
SHREG-150714-0000002	New User	Waiting for RE Admin to Verify	XYZ Bank		3 Pilose	2015/07/14	

The 'Request Status' cell for the first row is highlighted with a red box. At the bottom, there is a pagination bar showing 'Page 1 of 1 (1 items)' and a page size dropdown set to 20.

- User Change Requests fields can be searched using the dates fields > Click the **Refresh** button to load user request for the date specified

Start Date End Date

- Start Date – Initial date of the user change request
- End Date – End date of the user change request
- Requests View Type can be used to search by type of request

Requests View Type:

All

Active

Pending my actions

In progress

- **All** – includes all requests irrespective of status; the different statuses are Active, Pending my actions and In progress
- **Active** – Active on the system
- **Pending my action** – Request waiting to be actioned
- **In progress** – Requests that are in progress

User Change Requests fields can be dragged by header to group by column

Change Request Ref.	Type	Request Status	Org Name	Org ID	User Name	Created On	#
SHREG-150714-0000002	New User	Waiting for RE Admin to Verify	XYZ Bank		3 Pilose	2015/07/14	

- Change Request Ref – Used as a referral whilst requesting assistance to the FIC, the number is sent to users by a notification email
- Type – New User / Existing User
- Request Status – Options provided are Waiting for Verification / Activated / Rejected / Waiting for Supervisory Body Approval
- Org Name – Name of the institution linked to the requester
- Org ID – Organisation / Institution ID linked to the requester
- User Name – Requester’s login user name
- Created On – Date of the request

- Clicking **Preview** > generates and displays the report form
- Click the **Expand All** link to display the complete report, or click the **Collapse All** link to see the abridged form

Expand All | Collapse All

Request Type: New Entity
Request Status: Waiting for Supervisory Body to Verify

Request: SHREG-151019-0000001

Reporting Entity
Entity: true

Reporting Person
Person: Verkyk, Siyanda

File Name	File Size
ID Copy.pdf	81105
Authorisation Letter .pdf	81105

ACTIONS:

Reject Verify Approve Finalize

Comments

- The information displayed on the report form must be verified, as well as the attachments (copy of certified ID and authorisation letter)
- After verification action must be taken to either **Reject / Verify / Approve / Finalise** the request and ensure to add **Comments**
- The Compliance Officer will be able to **Reject / Verify / Approve** the request and must ensure to add **Comments** for each action
- After the Request has been finalised the user will receive an email informing them of the status of the request.

Caution: If the attachments are not visible on the preview window, use the internet explorer web browser.

9. Delegation on goAML

Delegation on goAML refers to delegating reporting and other compliance functions to another accountable and reporting institution in a complex institutional structure.

Delegation can only be applied by complex institutional structures with multiple business units and/or branch structures. Delegation can be done in two methods namely, a branch / business unit handing over to the head office / principle group structure or registered institution handing over their reporting and other compliance functions to another institution in the event of a change in the institutional structures.

9.1 Create New Delegating Institution

- After logging in, the Compliance Officer will have access to the goAML home page which will be displayed on the information bar.
- On the **Menu bar** click on the **Admin** link > **Active Organisations** from the drop down list



Please Note: The user must ensure that, they are logged in as the user for the main head office / group account already registered on goAML (hence the user needs to logon with the credentials from the first goAML registration which had been approved).

- The **Active Organisations** page will be displayed with the following field > click the **Create New Delegating Organisation**

Active Organisations

Start Date: 22 August 2015 End Date: 22 September 2015

Drag a column header here to group by that column

Org ID	Org Status	Org Name	is delegating	agency type	Created On	#
23	Active	XYZ Bank		Bank	2015/09/03	

Page 1 of 1 (1 items) Page size: 20

Change Selected Delegating Organisation

Create New Delegating Organisation

Please Note: Create New Delegating Organisation is used to register accountable and reporting institutions that are **not** registered already on goAML

- **Registration Type** window populates > complete the form for the respective the accountable and reporting institution you wish to register > attach the necessary documents > the Centre will approve / reject the request > Email notification of the status of the request will be send to the user

Registration Type

Registering Organisation

Organisation Business Type*	<input type="text"/>	is financial	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Name*	<input type="text"/>	Trading As*	<input type="text"/>		
Incorp./Reg.Number	<input type="text"/>	Swift/Bic	<input type="text"/>		
Registered Name	<input type="text"/>	Incorporation Legal Form	<input type="text"/>		
Incorporation City	<input type="text"/>	Incorporation State/Province	<input type="text"/>		
Incorporation Country	<input type="text"/>	Name of holding company	<input type="text"/>		
Contact Person	<input type="text"/>	E-mail*	<input type="text"/>		
Licence Number	<input type="text"/>				

Phones * +

Addresses * +

Reporting Obligation * +

Attachments

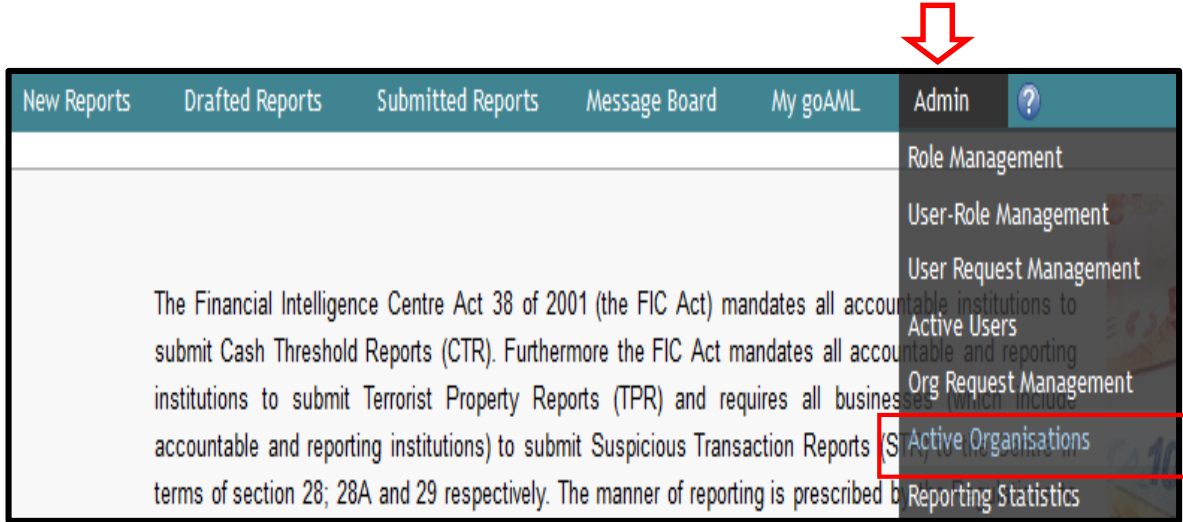
File Name	File Size	
		Browse... <input type="button" value="Upload"/>

Please Note: Use unique information for the following fields, Name, Trading As, Inc. / Reg. Number and Email. The fields may not have been used previously.

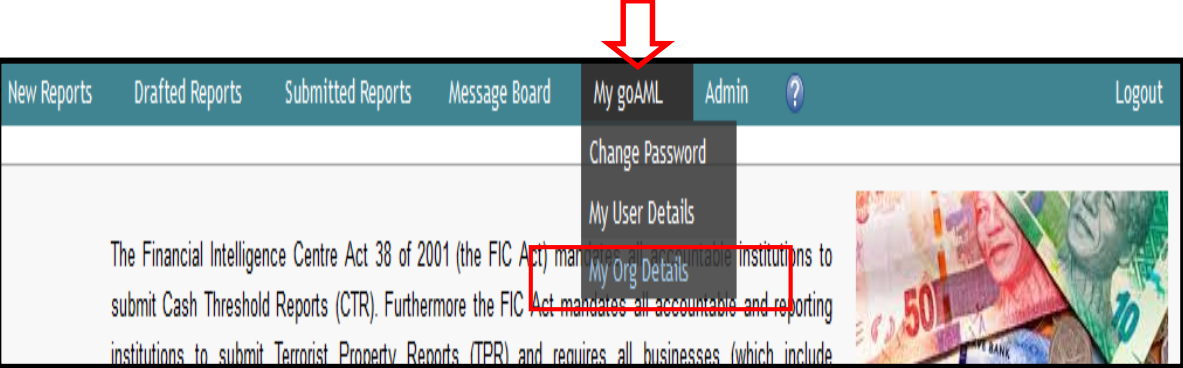
9.2 Change Delegating Accountable and Reporting Institution

A registered accountable or reporting institution on goAML can delegate certain functions described below to another registered accountable or reporting institution. Both the delegated institution and the delegating institution will be able to report and manage the related compliance functions. This method of delegation will also be used for the following:

- An already registered branch / business unit can delegate its reporting responsibility to the principal group structure
- Branches/ business units that are linked to an institution needs to be delegated to another institution in the instance of a sale of business or merger for example.
- After logging in, the Compliance Officer will have access to the goAML home page which will be displayed on the information bar.
- On the Menu bar click on the **Admin** link > **Active Organisations** from the drop down list / or




- On the Menu bar click on the **My goAML** link > **My Org Details** from the drop down list




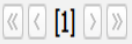
- The **Active Organisations** page will be displayed with the following field > click the **Change Selected Delegating Organisation**

Active Organisations

Start Date: 22 August 2015 End Date: 22 September 2015 

Drag a column header here to group by that column

Org ID	Org Status	Org Name	is delegating	agency type	Created On	#
23	Active	XYZ Bank		Bank	2015/09/03	

Page 1 of 1 (1 items)  Page size: 20

Change Selected Delegating Organisation

Please Note: Change Selected Delegating Organisation is used to delegate accountable and reporting institutions that are registered

- **Registration Type** window populates > select the **Change Delegation Organisation ID** by clicking the checkbox

Registering Organisation

Change Delegation

Organisation ID Delegate Organization ID

Organisation Business Type* is financial Yes No

Name* Trading As*

Incorp./Reg.Number Swift/Bic

Commercial Name Incorporation Legal Form

Incorporation City Incorporation State/Province

Incorporation Country Name of holding company

Contact Person E-mail*

License Number

Phones * +

Contact Type	Comm. Type	Country Prefix	Number	
Business	Business Contact Tel	27	81252363	✕

Addresses * +

Address	City	Province/State	Postal/Zip	Country	
1258 Centurion	Pretoria	Gauteng	0122	SOUTH AFRICA	✕

Reporting Obligation * +

ID	Schedule	Item	Description	
6	1 - Accountable Institution	SI6- Bank	Banking Supervision Department, South African Reserve Bank	✕

The **Change Delegation** dialog box populate > click **OK**

Are you sure you want to change delegation?

OK

Cancel

- **The Delegate Organisational ID** is populated > Capture the **Organisational ID** > **Attach** the necessary documents > **Submit Request** > The Centre will approve / reject the request > Email notification of the status of the request will be send to the user

Change Delegation

Organisation ID Delegate Organization ID



9.3 Recall Delegation

After clicking the **Submit Request** button, the action window populates this window allows the user to **recall** the delegation > click **Recall** to reverse the delegation

[Expand All](#) | [Collapse All](#)

Request Type: Existing Org. Delegation Modification
Request Status: Waiting for Supervisory Body to Verify

Request: SHREG-150922-0000014

Reporting Entity

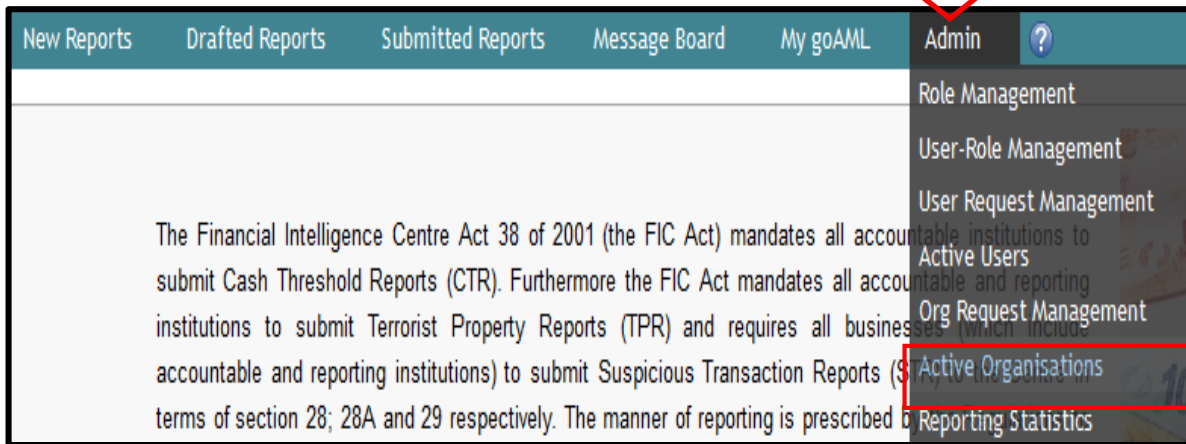
Entity:			
true			
Organisation ID 30	Delegate Organization ID 23	Reg. Number	Organisation Business Type Bank
Name Phambili Bank	Trading As Phambili Bank - Centurion	Incorp./Reg.Number 994428700	Swift/Bic 2526934
Commercial Name Phambili Bank	Incorporation Legal Form Banks	Incorporation City Pretoria	Incorporation State/Province Gauteng
Country SOUTH AFRICA	is financial true	Name of holding company Phambili Bank	Contact Person Phambili
E-mail Phambili.Mzaca@fic.gov.za			
License Number			
Contact Type Comm. Type	Business Business Contact		
Country Prefix Number	Tel 27 81252363		
Extension	Comments		
Type	Business		
Address	1258 Centurion		
Town	Centurion		
City	Pretoria		
Postal/Zip	0122		
Country	SOUTH AFRICA		
Province/State	Gauteng		
Comments			
ID	Schedule	Item	Description
6	1 - Accountable Institution	S16- Bank	Banking Supervision Department, South African Reserve Bank
File Name	File Size		

9.4 Updating details of Delegated Accountable and Reporting Institution

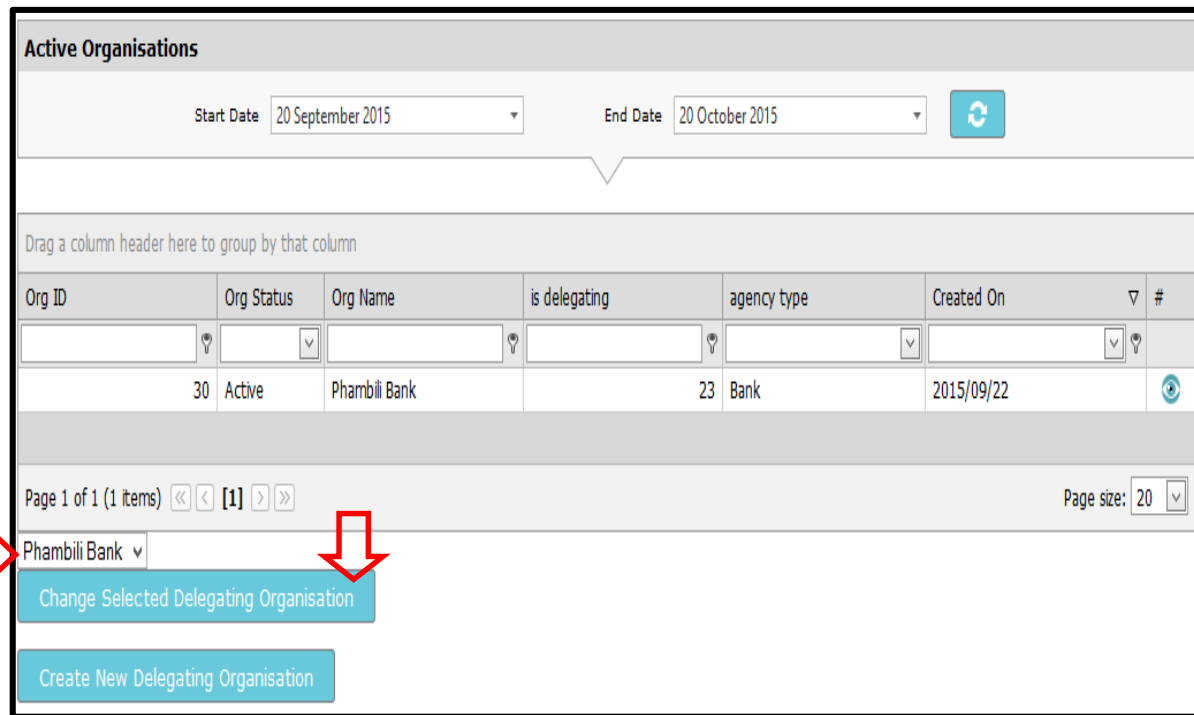
Only the Compliance Officer can update the details of the delegated accountable and reporting institution.

After logging in, the Compliance Officer will have access to the goAML home page which will be displayed on the information bar.

- On the Menu bar click on the **Admin** link > **Active Organisations** from the drop down list



- The **Active Organisations** page will be displayed with the following field > Select the **delegated branch** (e.g. Phambili Bank) from the drop down list > click the **Change Selected Delegating Organisation**



- **Registration Type** window populates > update the details as required > click **Submit Request**

Registering Organisation

Change Delegation

Organisation ID: 30 Delegate Organization ID: 23

Organisation Business Type*: Bank is financial: Yes No

Name*: Phambili Bank Trading As*: Phambili Bank - Centurion

Incorp./Reg.Number: 994428700 Swift/Bic: 2526934

Commercial Name: Phambili Bank Incorporation Legal Form: Banks

Incorporation City: Pretoria Incorporation State/Province: Gauteng

Incorporation Country: SOUTH AFRICA Name of holding company: Phambili Bank

Contact Person: Phambili E-mail*: info@phanbiligaml.co.za

License Number: 0205212521

Phones * +

Contact Type	Comm. Type	Country Prefix	Number	
Business	Business Contact Tel	27	81252363	<input checked="" type="checkbox"/>

Addresses * +

Address	City	Province/State	Postal/Zip	Country	
1258 Centurion	Pretoria	Gauteng	0122	SOUTH AFRICA	<input checked="" type="checkbox"/>

Reporting Obligation * +

ID	Schedule	Item	Description	
6	1 - Accountable Institution	S16- Bank	Banking Supervision Department, South African Reserve Bank	<input checked="" type="checkbox"/>

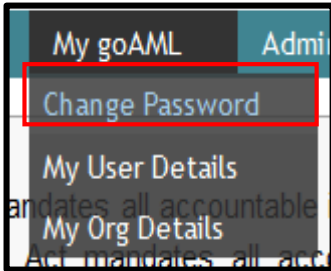
Attachments

File Name	File Size	
Browse... No file selected.		Upload

- Once the request has been submitted the Centre will be responsible for authenticating and verifying the registration information update captured along with the required document attachments and verify/approve/reject accordingly. The Compliance Officer will receive an email stating the approval or rejection of the registration information.

10. Changing a User Password

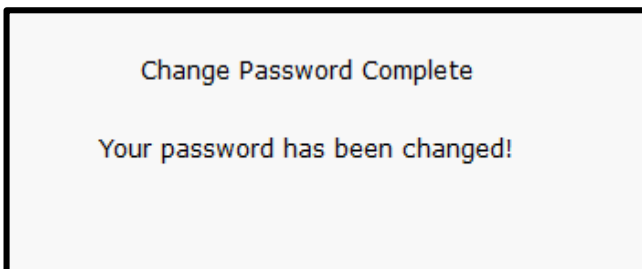
goAML users can change their password when required by using the My goAML functionality **Change Password** after login into goAML. The link is accessible by hovering the mouse pointer on the menu bar **My goAML** > click **Change Password**



- The **Change your password** populates

A screenshot of the 'Change Your Password' form. The form has a title 'Change Your Password' at the top. Below the title are three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the form are two buttons: 'Change Password' and 'Cancel'. Brackets on the right side of the form indicate that the three input fields and the 'Change Password' button are grouped together.

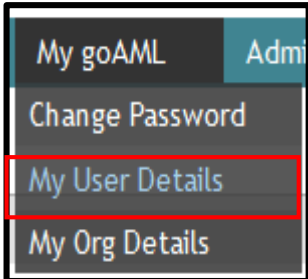
- Enter the **old Password / New Password / Confirm New Password** and Click **Change Password**. New password will be changed



- The Password change message populates to confirm the change.

11. Change / Update My User Details

goAML users can change their user details when required by using the My goAML functionality **My User Details**. The link is accessible by hovering the mouse pointer on the menu bar **My goAML** > click **My User Details**



- The Registering Person window populates > update the details as required > attach required documents > click **Submit Request**

Registering Person

Organisation ID: 23

User Name*: Siphio E-mail*: siphio.mohlala@xyzbank.bank.co

Gender: Female Title: Mr

First Name*: Siphio Surname/Last Name*: Mohlala

Birth Date: 1993/11/09 RSA ID Number: 9311090203052

Nationality: SOUTH AFRICA Occupation: CO

RSA Passport:

Non RSA ID/Passport? No Yes

Phones * +

Contact Type	Comm. Type	Country Prefix	Number
Business	Business Contact Tel	27	2523636

Addresses * +

Address	City	Province/State	Postal/Zip	Country
1252 Pretoria	Pretoria	Gauteng	0122	SOUTH AFRICA

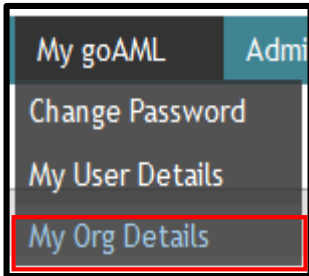
Attachments

File Name	File Size
<input type="button" value="Browse..."/>	No file selected.

Please Note: All changes made to user details must be verified and approved by the Compliance Officer (Compliance Officer) and the FIC.

12. Change / Update My Institutional (Org) Details

The Compliance Officer can change their accountable and reporting institution details when required by using the My goAML functionality **My Org Details**. The link is accessible by hovering the mouse pointer on the menu bar **My goAML** > click **My Org Details**



- **The Registering Organisation** window populates > update the details as required > attach required documents > click **Submit Request**

Registering Organisation

Change Delegation

Organisation ID: 23 Delegate Organization ID: [Empty]

Organisation Business Type*: S116- Bank is financial: Yes No

Branch Name*: XYZ Bank Trading As*: XYZ Bank

Incorp./Reg.Number: 1252/1223 Swift/Bic: xyz252

Registered Name: XYZ Bank Incorporation Legal Form: Banks

Incorporation City: Pretoria Incorporation State/Province: Gauteng

Incorporation Country: SOUTH AFRICA Name of holding company: [Empty]

Contact Person: Siphon E-mail*: jackson.motnabeia@fic.gov.za

License Number: 252325 xyz

Phones * +

Contact Type	Comm. Type	Country Prefix	Number
Business	Business Contact Tel	27	12522525

Addresses * +

Address	City	Province/State	Postal/Zip	Country
1252 Address	Pretoria	Gauteng	0122	SOUTH AFRICA

Reporting Obligation * +

ID	Schedule	Item	Description
57	1 - Accountable Institution	S116- Bank	Banking Supervision Department, South African Reserve Bank

Attachments

File Name	File Size
Browse... No file selected.	

Please Note: Only the Compliance Officer can change the accountable and reporting institution details and all changes made to accountable and reporting institution details must be verified and approved by the FIC.

13. goAML Support

For goAML Support Contact the Centre:

e-mail: fic_feedback@fic.gov.za

Log a web query: [CLICK HERE FOR COMPLIANCE QUERIES /](#)

Compliance Contact Centre: 0860 222 200

-ENDS-

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The Financial Intelligence Centre

23 August 2016