



Financial
Intelligence Centre

goAML

REGISTRATION GUIDE

For accountable institutions

UPDATED 2023

CONTENTS

OBJECTIVE OF THIS GUIDELINE	3
ACCESS TO THE REGISTRATION PLATFORM	3
LEGAL DISCLAIMER	3
IMPORTANT INFORMATION	3
ABBREVIATIONS/DEFINITIONS	4
1. INTRODUCTION	5
1.1. Prerequisites.....	5
1.2. Adding goAML URL to the trusted sites.....	5
1.3. Enabling pop ups.....	6
1.4. Adding goAML to favourites.....	7
1.5. Add a shortcut for goAML to desktop.....	7
1.6. goAML web icons.....	8
2. ACCOUNTABLE INSTITUTION PROCESS FLOW	9
3. goAML Web	10
4. REGISTRATION ON goAML	11
4.1. Compliance officer ID document and authorisation letter.....	11
4.2. Register an accountable institution.....	11
4.3. Register as an organisation.....	11
4.3.1. Registration type.....	12
4.3.2. Registering organisation.....	12
4.3.3. Registering person (compliance officer).....	15
4.3.4. Attachments.....	16
4.4. Approving a registration.....	17
4.5. MLRO registration.....	17
4.6. E-mail notifications.....	18
5. Logging onto goAML Web	19
5.1. Forgot password.....	19
6. APPROVING A REGISTRATION REQUEST (MLRO APPROVAL)	20
7. Delegation on goAML	22
7.1. Create new delegating institution.....	22
7.2. Change delegating accountable institution.....	24
7.3. Recall delegation.....	27
7.4. Updating details of delegated accountable institution.....	27
8. Changing a user password	29
9. Change/Update my user details	30
10. Change/Update my institutional (Org) details	31
11. goAML SUPPORT	31

OBJECTIVE OF THIS GUIDELINE

The objective of this guideline is to define and outline the steps to be followed when an accountable institution registers with the Financial Intelligence Centre (FIC) 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 FIC's 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

ACCESS TO THE REGISTRATION PLATFORM

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

LEGAL DISCLAIMER

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

IMPORTANT INFORMATION

Take the following into account when registering on the goAML system:

- An accountable 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 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 FIC prior to activation
- The compliance officer must approve all MLRO registrations prior to the FIC's final approval
- Supporting documents such as certified identity document and authorisation letter must be attached as part of the registration applications to the FIC
- All first letters must be in capital letters
- Words typed in ALL capital are not allowed.

ABBREVIATIONS/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	Refers to an accountable institution (listed in Schedule 1 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 FIC's website.
FIC Act	Refers to the Financial Intelligence Centre Act, 2001 (Act 38 of 2001), as amended
Money laundering reporting officer (MLRO)	<p>Is envisaged to be a person, other than the compliance officer, with the responsibility and authority to submit intelligence reports to the FIC on behalf of the accountable institution. Not all AIs 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:</p> <ul style="list-style-type: none"> • 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 an 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

1. INTRODUCTION

The FIC 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. The registration and reporting platform is called goAML. Accountable institutions have an obligation to register with the FIC in terms of section 43B of the FIC Act read with the Regulations to the FIC Act and will utilise goAML for registration.

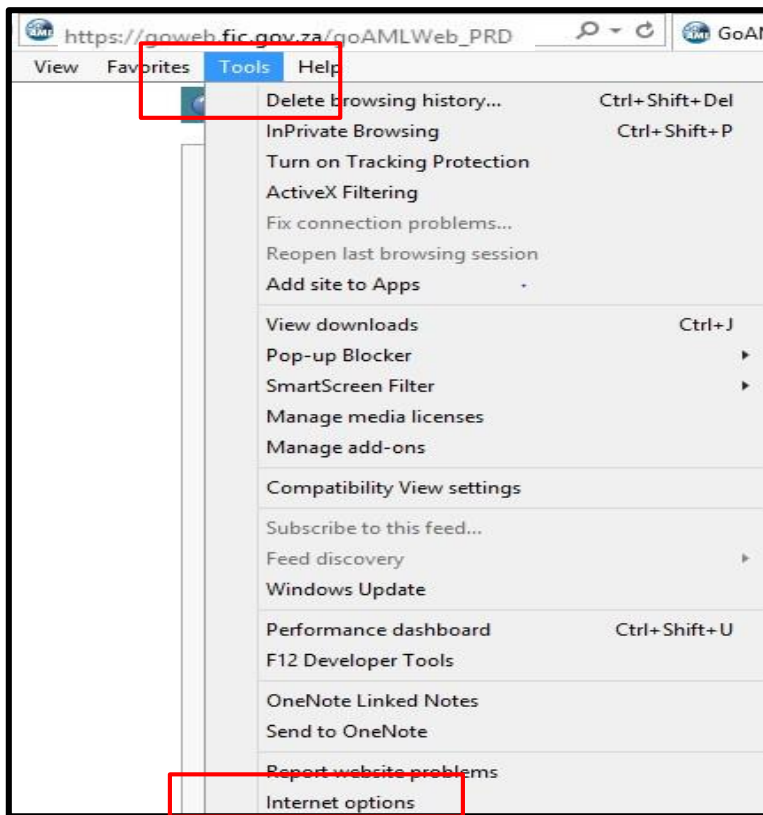
1.1. Prerequisites

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.

1.2. Adding goAML URL to the trusted sites

Open your Internet browser and navigate to the goAML website, on the top menu bar:

- Select the **Tools** tab
- Select **Internet options**

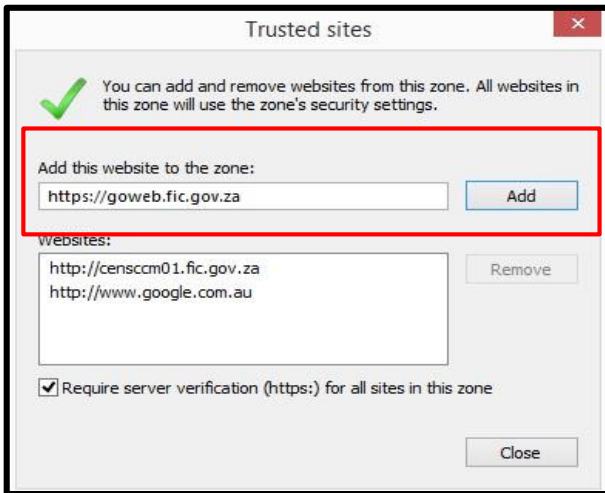
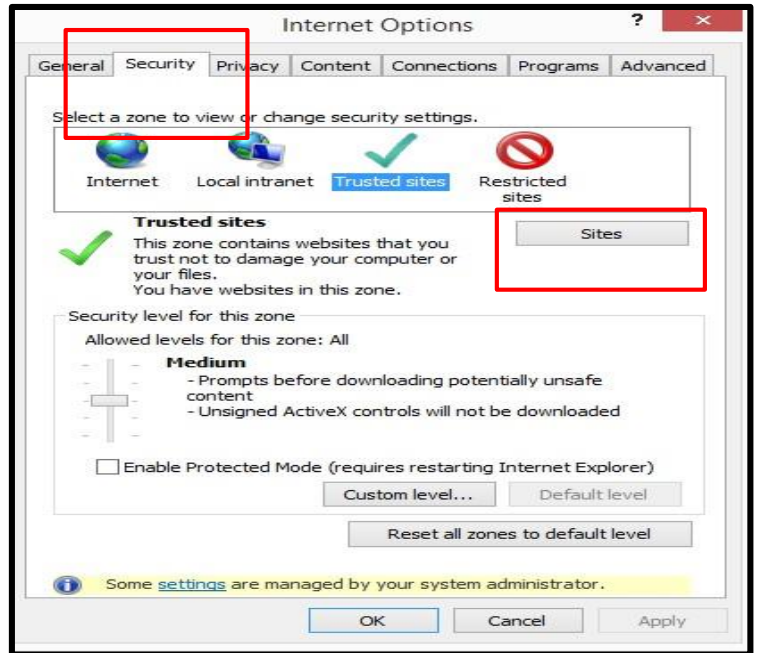


Security settings:

- Select the **Security** tab
- Select the **Trusted** Icon
- Click on **Sites**

From Add website to the zone:

- Click on **Add**
- Click on **Close**



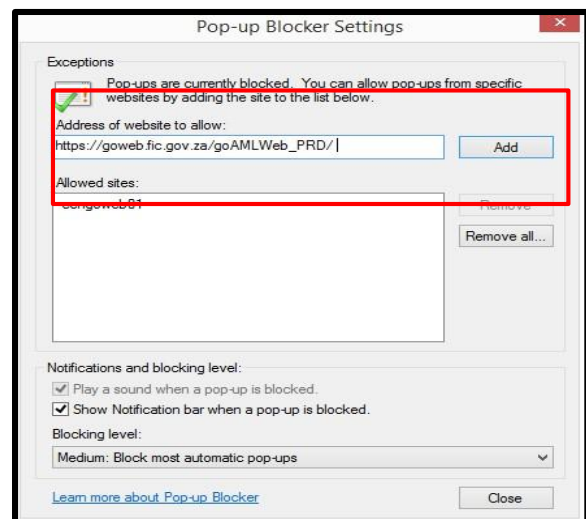
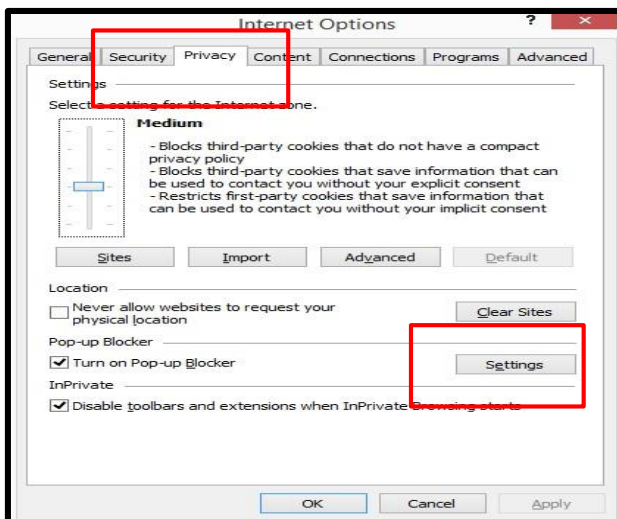
1.3. Enabling pop ups

On the top menu bar

- Select **Tools** and **internet options**

On 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**

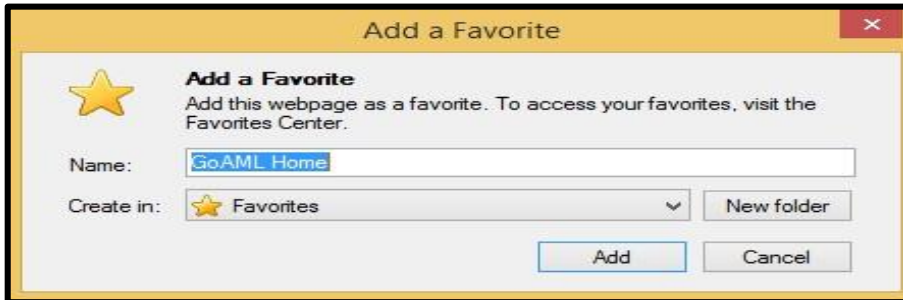


1.4. Adding goAML to favourites

- Type https://goweb.fic.gov.za/goAMLWeb_PRD in web address box and press enter
- Click on the **menu** bar
- **Favourites** and **add a favourite**
- **Add a favourites**

The **Add favourite** pop up will be displayed

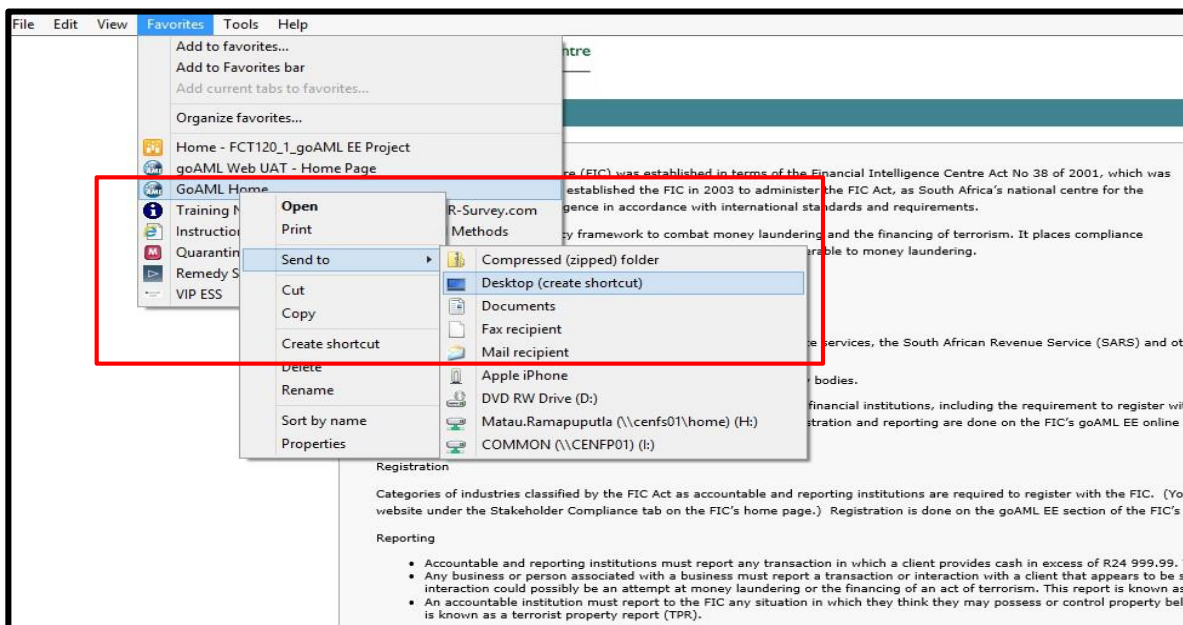
- Click on the **Add** button and goAML will add to the Favourite list.



1.5. Add a shortcut for goAML to desktop

On the **menu** bar








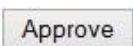
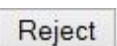

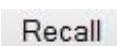
- Click **Favourites**
- Right click **goAML home**
- Click **Send to**
- Click **Desktop (create shortcut)**



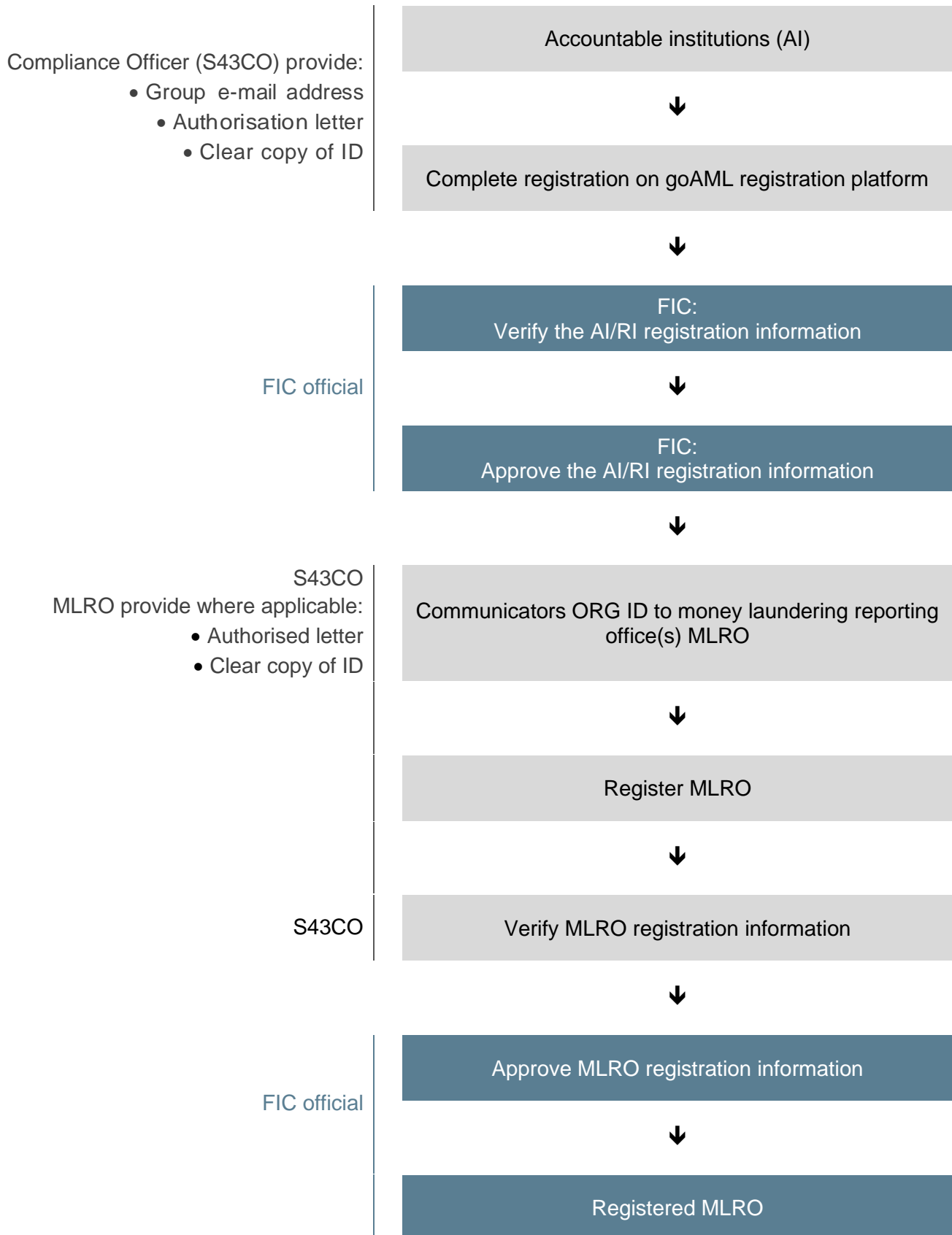
The goAML icon as shown will then be available from the desktop.



1.6. 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

2. ACCOUNTABLE INSTITUTION PROCESS FLOW



3. 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 menu:** Register as person or register as organisation
- **LOGIN menu:** 'Log in' or 'forgot password'

FIC
Financial Intelligence Centre

HELP REGISTER LOGIN
Register As Person
Register As Organisation

REGISTER AND REPORT

The Financial Intelligence Centre Act, 2001 (Act 38 of 2001) (FIC Act) introduces a regulatory framework which imposes specific compliance obligations upon all persons, businesses and accountable institutions. Note: Section 29 applies to all businesses and section 26B applies to all persons.

The compliance obligations - including accountable institutions registering with and filing of regulatory reports with the Financial Intelligence Centre (FIC) - are critical to assisting in identifying the proceeds of crime, combating money laundering, terrorist financing and financing of the proliferation of weapons of mass destruction.

The FIC interprets and analyses the regulatory reports filed by accountable institutions and other persons to produce financial intelligence to support law enforcement, prosecutorial authorities and other competent authorities in their work.

• Before any institution or person can submit a regulatory report, they must first register with the FIC. Persons or entities listed in Schedule 1 of the FIC Act must register within 90 days of their business being established.

• Registration can only be done on this goAML portal. Registration with the FIC is free of charge.

Registration

• The three primary regulatory reporting streams for accountable institutions are cash threshold reports, suspicious and unusual transaction reports, and terrorist property reports.

• All these reports must be filed on goAML and this system accepts individual reports and those sent in batches.

Reporting

All queries relating to goAML should be directed as follows:

- **LOG** a compliance query
- **DOWNLOAD** the "goAML Registration Guideline for Accountable Institutions"
- **VIEW** the step-by-step videos on how to register or update your details on goAML

CONTACT THE FIC CALL CENTRE AT +27 12 641 6000 OPTION 1

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.

4. REGISTRATION ON goAML

4.1. Compliance officer ID document and authorisation letter

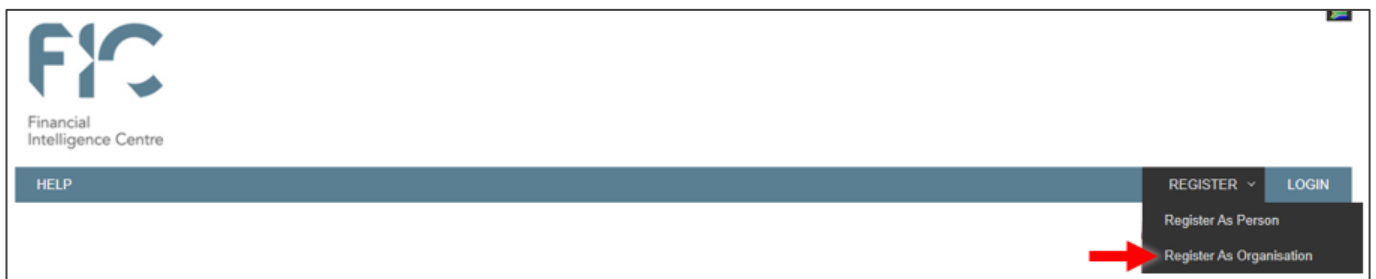
All accountable institutions are required to register on the goAML platform before submitting reports. A copy of the reporter's (compliance officer) certified identity document or passport must be attached with the authorisation letter and submitted to the FIC for approval to gain access to goAML. Compliance officers 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.

4.2. Register an accountable 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:

- Click on the **REGISTER**
- Click **Register as organisation**
- The registration screen is loaded and displayed.



4.3. Register as organisation

The **Register as organisation** page will display with the **headings** to be captured. The headings are:

- Registration type
- Registering organisation
- Registering person
- Attachments

4.3.1. Registration type

The registration type has three entity types to select from:

- Reporting entity
- Stakeholder
- Supervisory body.

All accountable 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

4.3.2. Registering organisation

The registering organisation section is for completing the information of the FIC Act Schedule item.

Registering Organisation

Organisation Business Type* [dropdown] is financial Yes No

Name [text] Trading As* [text]

Incorp./Reg.Number [text] Swift/Bic [text]

Registered Name [text] Incorporation Legal Form [dropdown]

Incorporation City [text] Incorporation State/Province [text]

Incorporation Country [dropdown] Name of holding company [text]

Contact Person [text] E-mail* [text]

License Number [text]

Phones * + [add]

Addresses * + [add]

Reporting Obligation *

ID	Schedule	Item	Description
1	1 - Accountable Institution	S1- Attorney- Cape Law Society	Cape Law Society
2	1 - Accountable Institution	S12- Trust Company	Financial Intelligence Centre
3	1 - Accountable Institution	S13- Estate Agent	Estate Agency Affairs Board
4	1 - Accountable Institution	S14- Authorised Users of an Exchange	Financial Services Board
5	1 - Accountable Institution	S15- Unit Trusts (Collective Investment Schemes Managers)	Financial Services Board
6	1 - Accountable Institution	S16- Bank	Banking Supervision Department: South African

Close

Please note

AI may only select their applicable schedule item as per Schedule 1 (accountable institutions) of the FIC Act and may only register one Schedule item at a time.

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	E.g. Gauteng
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 e-mail address of the compliance officer

Please note:

The unique requirements for the name field and duplicate the name in the trading as field.

Phone: Institution contact details

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

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

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)- Gautena	Gautena Gambling Board

Reporting obligation refers to the **supervisory body** that the accountable 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

Please note: Only one reporting obligation per registration may be selected

4.3.3. 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"/>

Username	Unique username for logging into the system, no duplicates 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
E-mail	Unique business e-mail 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
Compliance officer	MLRO, Director etc.

RSA Passport

Non RSA ID/Passport? No Yes

Passport/Foreign ID/Permit /Refugee/Residence Number* Issuing Country*

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	Enter applicable
Issuing country	Country where non South African passport/ID document was issued

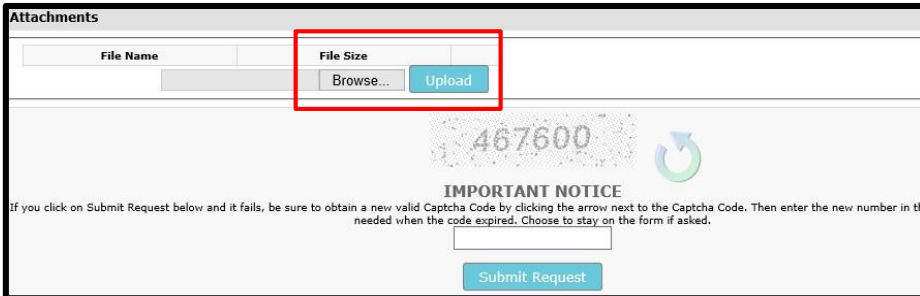
Please note: The contact details provided for the accountable institution and the (compliance officer) must be the business contact details.

4.3.4. Attachments

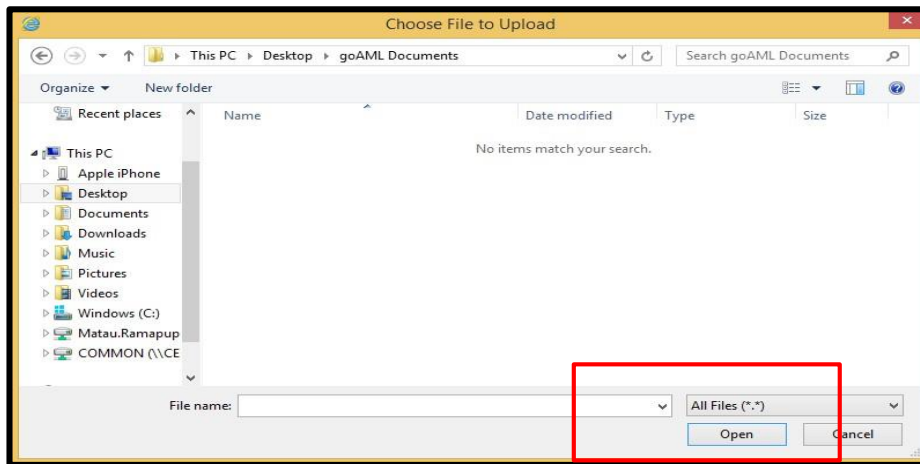
Users are required to attach an authorisation letter from the entity and a certified copy of the applicable identity document (copy of ID document and/or passport document).

To upload a document

- Click **Browse** button



- 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**
- 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.

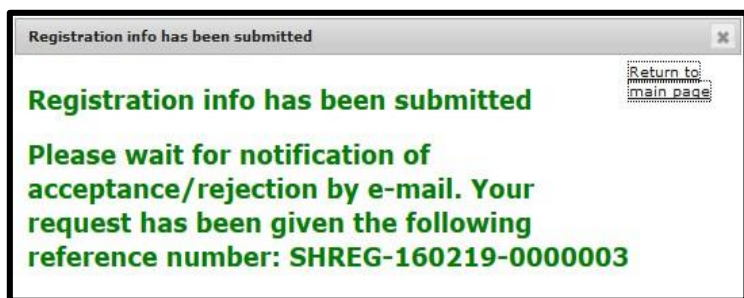
Please note: Refresh the captcha code by clicking the arrow if the registration screen has been opened for a long amount of time.

- 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.



4.4. Approving a registration

Once the request has been submitted the FIC 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 e-mail from the FIC 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 (MLROs) will be required to register as a person, which is discussed next.

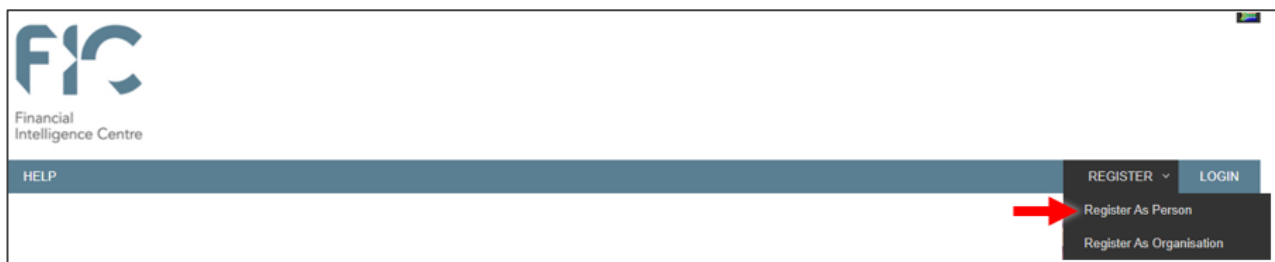


4.5. MLRO registration

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

On the navigation bar

- Click on **REGISTER**
- 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
- Submit request.

The FIC will verify, accept or reject the request.

A screenshot of a registration form titled "Registration Type". It includes a checkbox for "Individual User". Below that is a section for "Registering Person" with several fields: "Organisation ID*" (highlighted with a red box and containing the value "30"), "User Name*", "E-mail*", "Password*", "Confirm Password*", "Gender" (a dropdown menu), "Title", "First Name*", and "Surname/Last Name*".

4.6. E-mail notifications

Registering users for accountable institutions will receive e-mail notifications informing them of the submitted registration request. E-mails will be sent to users for different reasons during registration. 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 and the goAML Org ID will be found on the e-mail

Dear Ms More

CONFIRMATION OF ENTITY REGISTRATION

Your request with ID number SHREG-160323-0000115 has been accepted. A new organization was created with ID: 185 You may now log in to the website using your credentials entered during registration.


Reporting Entity Name	Bank of Training
Reporting Entity Reference number	
goAML Reporting Entity ID	185
Date of Registration	2016/03/23
Reporting Entity Administrator	Ms Lesego More
Reporting Entity Administrator Email	Lesego.M@goaml.za

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.

Tue 2015/06/23 01:12 PM

goAML <goAMLT@fic.gov.za>
FIC: Request for account rejected

To: Phambili Mtzaca

 You forwarded this message on 2015/06/23 01:12 PM.

Your request with ID number "SHREG150623-0000010" has been rejected with the following reason: "@Matau: Please Specify: Gender, Title, Birth Date and Occupation."

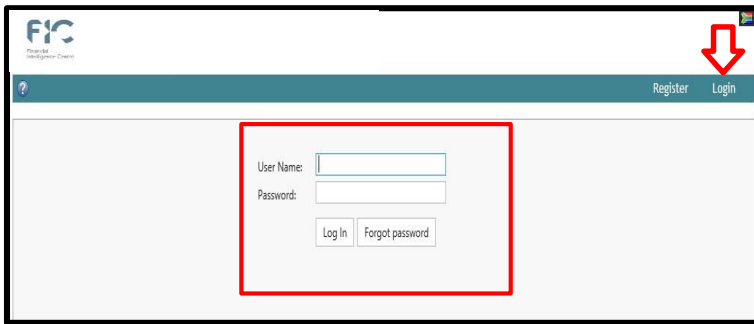
Registrations will be rejected on goAML for the following reasons:

- If the accountable institution registers an account without linking a user to the account, sharing of account credentials is not allowed
- If the accountable institution provides incomplete or inaccurate information on the system while registering
- If there is more than one Schedule item, as each Schedule must be registered individually
- If the accountable 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 e-mails from goAML

5. 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 **Username** in the standard format captured during registration.
- Enter your password in the standard format of case sensitive, alpha caps, alphanumeric, numeric and characters. E.g. Test12345@ and click **Log in** button to proceed.



5.1. 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 **Username**
- Enter **E-mail**
- Click on **Submit**



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



- **Reset password request** page will populate.
- Enter **Username, e-mail, new password, confirm new password**
- Click **Change password**
- New password will be reset.

6. 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 Financial Intelligence Centre Act 38 of 2001 (the FIC Act) mandates all accountable institutions to submit Cash Threshold Reports (CTR). Furthermore the FIC Act mandates all accountable and reporting institutions to submit Terrorist Property Reports (TPR) and requires all business (which include accountable and reporting institutions) to submit Suspicious Transaction Reports (STR) in terms of section 28; 28A and 29 respectively. The manner of reporting is prescribed by the Act.

- The **User change requests** page will be displayed with the following fields

Drag a column header here to group by that 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	

Page 1 of 1 (1 items) [1] Page size: 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: 08 May 2015 End Date: 08 June 2015 Refresh

- **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 e-mail
- **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
- **Username:** Requester's login username
- **Created on:** Date of the request

- **Preview:** Clicking **Preview** generates and displays the report form.
- **Expand all:** Click the **Expand all** link to display the complete report
- **Collapse all:** Click the **Collapse all** link to see the abridged form.

Preview - Mozilla Firefox

fictestgoweb01/FTB/WebRegistration/ActionsOnEntityCR?ReportID=fa3ccb3-3554-442e-8d52-ac2c44

[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 Copv.pdf	81105
Authorisation Letter .pdf	81105

ACTIONS:

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 e-mail informing them of the status of the request.

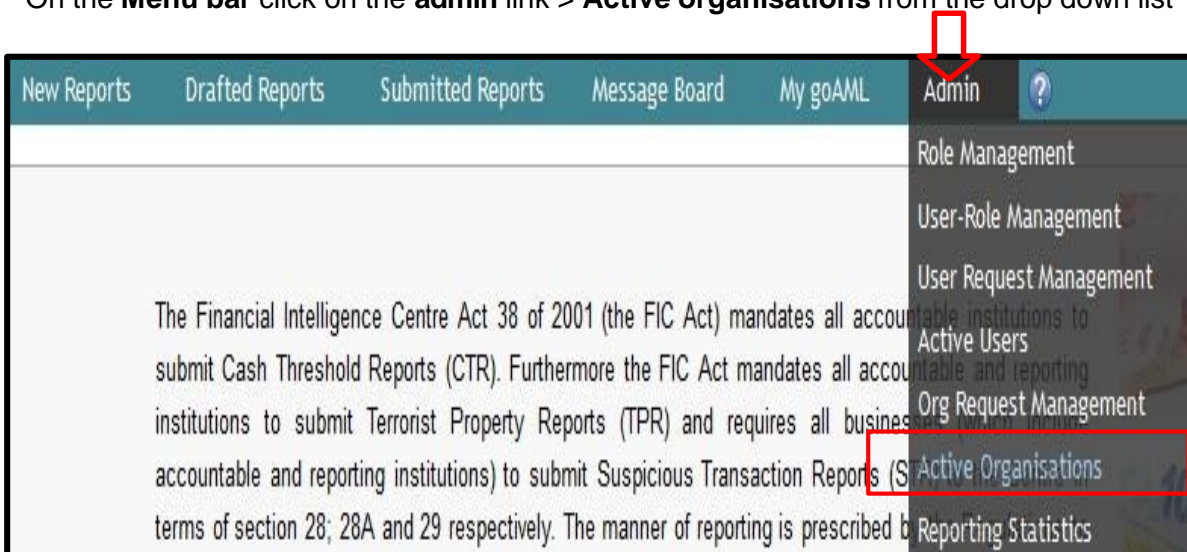
Caution: If the attachments are not visible on the preview window, use the internet explorer web browser.

7. Delegation on goAML

Delegation on goAML refers to delegating reporting and other compliance functions to another accountable 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/office/principal 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.

7.1. 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**

The screenshot shows the 'Active Organisations' page. At the top, there are navigation tabs: 'New Reports', 'Drafted Reports', 'Submitted Reports', 'Message Board', 'My goAML', 'Admin', and 'Logout'. Below the navigation is a header for 'Active Organisations'. Underneath, there are filters for 'Start Date' (22 August 2015) and 'End Date' (22 September 2015). A table below shows a list of organisations with columns: 'Org ID', 'Org Status', 'Org Name', 'is delegating', 'agency type', 'Created On', and '#'. One row is visible with '23', 'Active', 'XYZ Bank', and 'Bank'. Below the table, there are two buttons: 'Change Selected Delegating Organisation' and 'Create New Delegating Organisation'. The 'Create New Delegating Organisation' button is highlighted with a red box.

Please note: Create new delegating organisation is used to register accountable institutions that are **not** registered already on goAML.

Registration type window populates > complete the form for the respective the accountable institution you wish to register > attach the necessary documents > the FIC will approve/reject the request

- E-mail notification of the status of the request will be send to the user

The screenshot shows the 'Registration Type' form. The 'Registration Type' header is highlighted with a red box. Below it is the 'Registering Organisation' section, which contains various fields for registration details. The fields include: 'Organisation Business Type*' (dropdown), 'is financial' (radio buttons for Yes/No), 'Name*' (text), 'Trading As*' (text), 'Incorp./Reg.Number' (text), 'Swift/Bic' (text), 'Registered Name' (text), 'Incorporation Legal Form' (dropdown), 'Incorporation City' (text), 'Incorporation State/Province' (text), 'Incorporation Country' (dropdown), 'Name of holding company' (text), 'Contact Person' (text), 'E-mail*' (text), and 'Licence Number' (text). There are also sections for 'Phones * +', 'Addresses * +', and 'Reporting Obligation * +'. At the bottom, there is an 'Attachments' section with a table for 'File Name' and 'File Size', and a 'Submit Request' button.

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

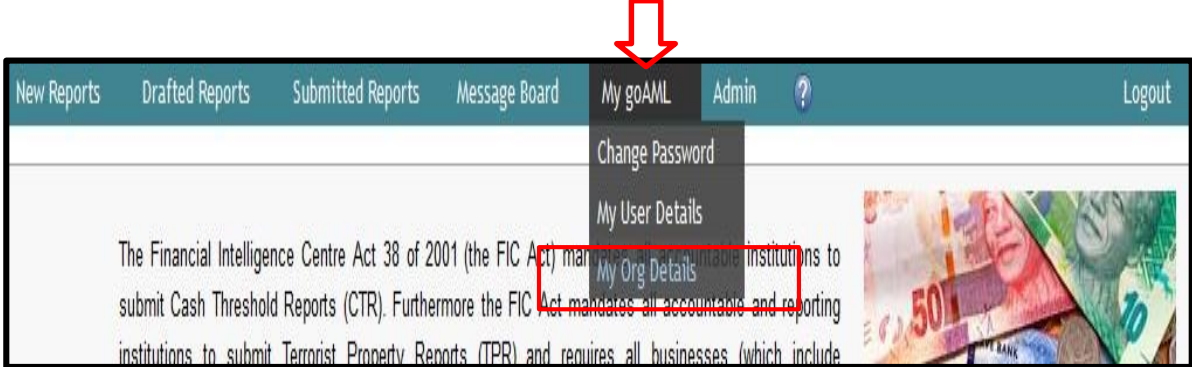
7.2. Change delegating accountable institution

A registered accountable institution on goAML can delegate certain functions described below to another registered accountable 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




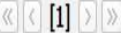

- The **Active organisations** page will be displayed with the following field
- Click the **Changes selected**


Active Organisations

Delegating Organisation 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 



Please note: Change selected delegating organisation is used to delegate accountable institutions that are registered.

Registration type window populates > select the Change **delegation organisation ID** by clicking the check box

Registering Organisation

Change Delegation Organisation ID 30 Delegate Organization ID

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* Phambili.Mzaca@fic.gov.za

License Number

Phones * +

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

Addresses * +

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

Reporting Obligation * +

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

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 FIC will approve/reject the request
- E-mail notification of the status of the request will be send to the user.

Change Delegation Organisation ID 30 Delegate Organization ID 23

7.3. Recall delegation

After clicking the **Submit request** button, the action window populates this window allows the user to **recall** the delegation > click **Recall** reversing the delegation.

Expand All | Collapse All
Request Type: Existing Org. Delegation Modification
Request Status: Waiting for Supervisory Body to Verify

Request: SHREG-150922-000014

Reporting Entity

Entity: true

Organisation ID 30	Delegate Organization ID 23	Reg. Number 994428700	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

Phones

Contact Type Comm. Type	Business Business Contact
Country Prefix Number Extension	Tel 27 81252363 Comments

Addresses

Type	Business
Address	1258 Centurion
Town	Centurion
City	Pretoria
Postal/Zip	0122
Country	SOUTH AFRICA
Province/State	Gauteng
Comments	

Reporting Obligation

ID	Schedule	Item	Description
6	1 - Accountable Institution	S16- Bank	Banking Supervision Department, South African Reserve Bank

Comments

File Name File Size

ACTIONS:

Recall

7.4. Updating details of delegated accountable institution

Only the compliance officer can update the details of the delegated accountable 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**

Active Organisations

Start Date: 20 September 2015 End Date: 20 October 2015

Drag a column header here to group by that column

Org ID	Org Status	Org Name	is delegating	agency type	Created On	#
30	Active	Phambili Bank		23 Bank	2015/09/22	

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

Phambili Bank

Change Selected Delegating Organisation

Create New 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

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

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	S16 - Bank	Banking Supervision Department, South African Reserve Bank

Attachments

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

Submit Request

Once the request has been submitted the FIC will be responsible for authenticating and verifying the registration information update captured along with the required document attachments and verify/approve/reject accordingly.

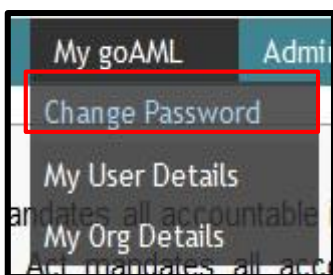
The compliance officer will receive an e-mail stating the approval or rejection of the registration information.

8. Changing a user password

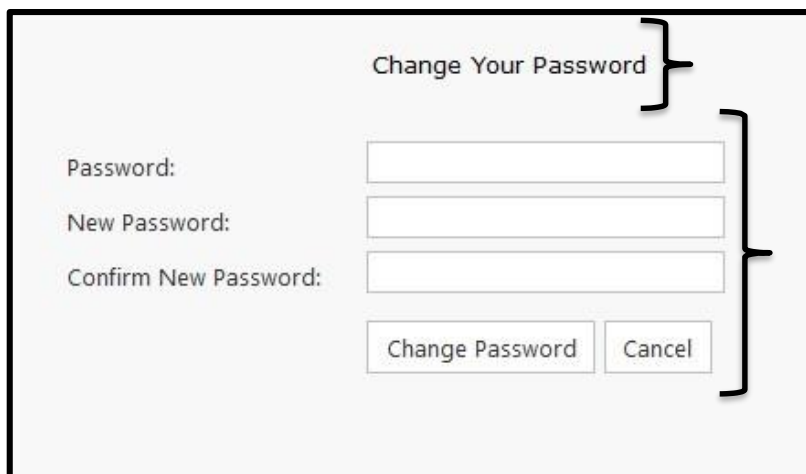
goAML users can change their password when required by using the My goAML functionality **Change password** after logging in to goAML.

The link is accessible by hovering the mouse pointer on the menu bar **My goAML**

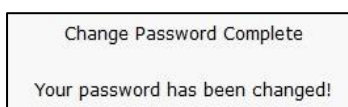
- Click **Change password**



- The Change your password populates

A screenshot of the 'Change Your Password' form. The form has a title 'Change Your Password' at the top right. 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 two buttons are grouped together.

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

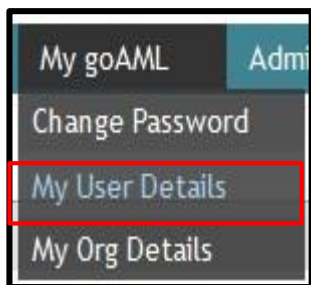


- The Password change message populates to confirm the change

9. 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*	Sipho	E-mail*	sipho.mohlala@xyzbank.bank.co
Gender	Female	Title	Mr
First Name*	Sipho	Surname/Last Name*	Mohlala
Birth Date	1993/11/09	RSA ID Number	9311090203052
Nationality	SOUTH AFRICA	Occupation	CO
RSA Passport			
Non RSA ID/Passport?	<input checked="" type="radio"/> No	<input type="radio"/> Yes	

Phones * +

Contact Type	Comm. Type	Country Prefix	Number	
Business	Business Contact Tel	27	2523636	<input type="button" value="x"/>

Addresses * +

Address	City	Province/State	Postal/Zip	Country	
1252 Pretoria	Pretoria	Gauteng	0122	SOUTH AFRICA	<input type="button" value="x"/>

Attachments

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

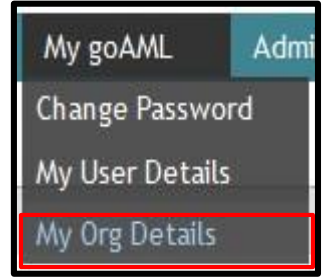
Please note: All changes made to user details must be verified and approved by the compliance officer and the FIC.

10. Change/Update my institutional (Org) details

The compliance officer can change their accountable institution details when required by using the My goAML functionality **My Org details**.

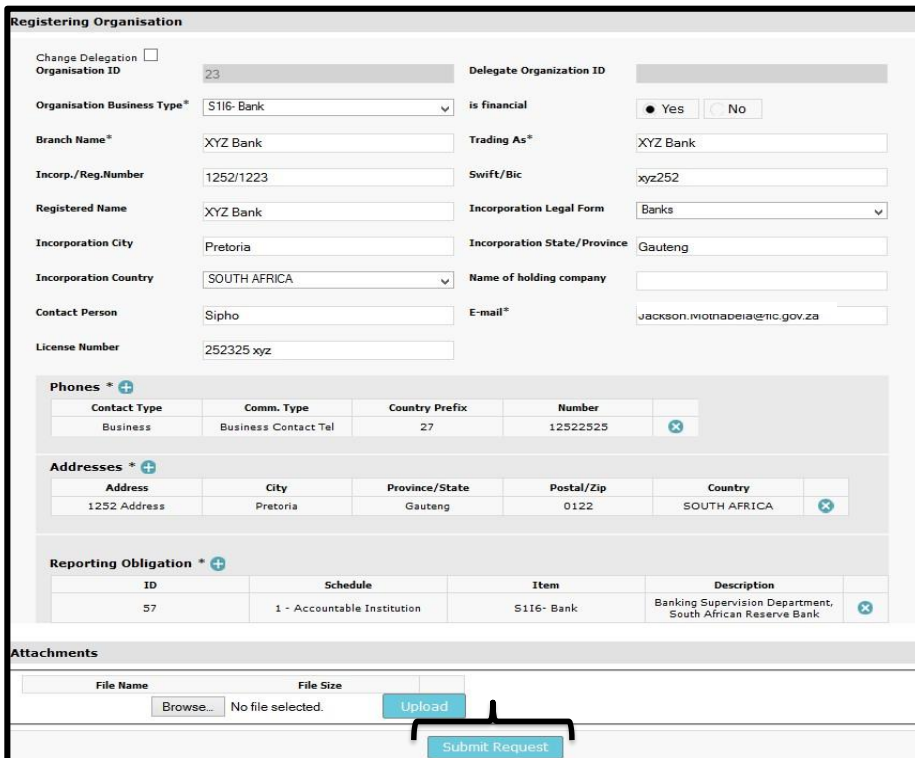
The link is accessible by hovering the mouse pointer on the menu bar **My goAML**

- Click **My Org details**



The registering organisation window populates

- Update the details as required
- Attach required documents
- Click **Submit request**

A screenshot of the 'Registering Organisation' form. The form contains various input fields for details such as Organisation ID, Business Type, Branch Name, and Contact Person. It also includes sections for 'Phones', 'Addresses', and 'Reporting Obligation' with table-like structures. At the bottom, there is an 'Attachments' section with a file upload area and a 'Submit Request' button.

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

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

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

Please note: Only the compliance officer can change the accountable institution details and all changes made to accountable institution details must be verified and approved by the FIC.

11. goAML SUPPORT

For goAML support contact the FIC:

- Log a web query on the FIC website
- FIC compliance contact centre: +27 12 641 6000