



**financial intelligence centre**

**REPUBLIC OF SOUTH AFRICA**

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**goAML TEST ENVIRONMENT**

**INFORMATION PACK**

**04 December 2015**

**Welcome to the goAML test environment of the Financial Intelligence Centre.  
We hope you as a potential goAML user will enjoy exploring this new platform.  
Your feedback and comments are important to us.**

**IMPORTANT READING BEFORE YOU COMMENCE WITH TESTING THE GOAML ENVIRONMENT**

***goAML goes live in April 2016:***

- 1. The goAML system will only go live in April 2016.*
- 2. Any documents, reports or activities on this test site will not constitute your institution's official documentation, nor your final registration or user credentials in the go AML production solution*
- 3. In the period up to April 2016, all stakeholders subject to the Financial Intelligence Centre Act, must continue to use the current FIC website ([www.fic.gov.za](http://www.fic.gov.za)) for registration, reporting and information purposes.*

***Four innovations for all goAML users:***

- 1. Capability to submit all reports, single or batches, to the FIC*
- 2. Option to use an automated, business-to-business tool supplied by the FIC to optimise successful and speedier reporting capability in the case of batch reporters*
- 3. A Message Board which will provide goAML users and the FIC with the option for two-way, direct communication.*
- 4. A functionality to monitor all registration details (entity and persons) and the statistics of all reports submitted to the FIC.*

**LET'S GET STARTED ON TESTING THE NEW GOAML ENVIRONMENT**

***Important Note: Please read through the entire section below before commencing with testing.***

- 1. All potential goAML users (those stakeholders having registration and reporting obligations in terms of the Financial Intelligence Centre Act (No 38 of 2001 as amended) (the FIC Act)) are encouraged to thoroughly test and familiarise themselves with the new goAML test environment up to April 2016.*

2. *The registration and reporting obligations for goAML users (applicable to accountable and reporting institutions) and the reporting obligations by business related persons, in terms of the FIC Act, are set out below, as follows:*

**Accountable Institution Obligations**

1. *Register with the FIC*
2. *Submit the following reports to the FIC*
  - *Suspicious and unusual transaction reports*
  - *Cash threshold reports – any cash transaction with a client in excess of R24, 999.99*
  - *Reports relating to property associated with terrorist and related activities*
3. *Respond to FIC requests in terms of section 27 (advise the FIC of clients) and 32 (furnishing of additional information) of the FIC Act*

**Reporting Institution Obligations**

1. *Register with the FIC*
2. *Submit the following reports to the FIC:*
  - *Suspicious and unusual financial transactions*
  - *Cash threshold –any transaction with a client in excess of R24, 999.99*
3. *Respond to FIC requests in terms of section 32 (furnishing of additional information) of the FIC Act*

**Reporting Obligations of Business related persons**

1. *Obtain user credentials from the FIC as a business related person*
2. *Submit the following reports to the FIC:*
  - *Suspicious and unusual financial transactions*
3. *Respond to FIC requests in terms of section 32 (furnishing of additional information) of the FIC Act*

3. The FIC recommends that accountable and reporting institutions that have large structures should engage the goAML test environment using multi-disciplinary teams of persons responsible for compliance, risk, information technology and other areas.

4. It is important to note that a person who is related to a business (the business related person) and who wishes to submit suspicious or unusual financial transaction reports to the FIC in terms of section 29 of the FIC Act, must first obtain user credentials on the goAML platform to enable that person to submit such a report electronically to the FIC.
  
5. The FIC has created a test environment which will be accessible via the following URL [https://goStage.fic.gov.za/goAMLWeb\\_UAT](https://goStage.fic.gov.za/goAMLWeb_UAT). It is important you read and follow the steps on how to register or obtain user credentials as set out in the attached goAML Test Environment Information Pack ([click here](#)).

### **How to enter the goAML Test environment**

To enter the goAML test environment please complete the Test Environment Access form ([click here](#)), and attach it to your registration request or request to obtain user credentials.

The information gleaned from the access form helps us keep a log of the number of and types of industries, and the persons who are testing our new goAML platform.

- You will be asked to send the completed access form to the FIC via our web system, for detail verification and approval (which will take approximately 5 working days). Attach form as part of the registration process on [https://goStage.fic.gov.za/goAMLWeb\\_UAT](https://goStage.fic.gov.za/goAMLWeb_UAT).
- When you submit the access form, the FIC will verify your registration or user credentials, and send you a confirmation e-mail confirming your registration status or user credentials. (Please refer to the [goAML Registration User Guide for further details](#)).
- When you submit the access form, the FIC will verify your registration or user credentials, and send you a confirmation e-mail confirming your registration status or user credentials. (Please refer to the [goAML Registration User Guide for further details](#)).
- We ask for your patience when waiting for confirmation from the FIC of your registration status or confirmation of your user credentials as all our current

registrants (30 461 as at 31 March 2015) will be testing the new goAML system and we will need to verify each access form.

### **goAML user guides**

Accompanying this information are goAML user guides which are designed to help you through each of the abovementioned aspects. We would like you to look at [\(click here to download\)](#) the registration and reporting user guides, consult them and keep them handy as you go through the tests, which are summarised below.

#### **Step 1: The Registration Process / Obtaining User Credentials**

- ✓ Test whether you are able to **register your accountable or reporting institution (or obtain user credentials for a business related person)** successfully;
- ✓ For accountable or reporting institutions, each individual usually involved in compliance matters in your institution, should test whether they are able to register successfully (e.g. compliance officers and money laundering reporting officer);
- ✓ Alternatively, if a business (not in its capacity as an accountable or reporting institution), then the person who has requested user credentials for a business related person (also providing the details that related business), should test whether it has successfully obtained user credentials to report on goAML.

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#### **Step 2: Submission of reports**

**There are two options of submitting reports:**

##### **Option 1: single reports via the web or uploading of batch reports via the web**

- ✓ Test submitting a cash threshold report (report on transactions in excess of R24, 999.99) single and or batch;
- ✓ Test submitting a cash threshold report aggregation (aggregate of smaller amount which combined comes above R24, 999. 99 within the prescribed period);
- ✓ Test submitting a suspicious transaction report single and or batch;
- ✓ Test submitting a suspicious activity report (new report format);
- ✓ Test submitting a terror property report(new report format);
- ✓ Test submitting a terrorist financing activity report (new report format);

- ✓ Test submitting a terrorist financing transaction report (new report format);
- ✓ Test submitting an additional information file report (new report format);
- ✓ Test submitting an additional information file transaction report (new report format).

### **Option 2: Business-to-business mechanism (System-to-system methodology)**

*Do note that this option is used to support automated reporting.*

*It requires uploading of technical documents ([click here for the documents](#)) which enable the reporting stakeholder's system to 'talk' directly to the FIC, via a goAML-installed system interface.*

*The interface is also geared to identify whether the stakeholder's reports meet the rules for successful reporting to the FIC.*

- ✓ You will be able to test this business-to-business linkage following the installation of technical programme documents supplied by the FIC
- ✓ Test whether your reports meet the rules for successful reporting

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### **Step 3: The Message Board (New functionality)**

- ✓ Check the functionality of the Message Board (Do consult the applicable user guide);
- ✓ Test whether you are able to receive/send messages on the Message Board;
- ✓ Test whether you can archive messages. NOTE: institutions are not to delete messages, but **must instead archive all messages**.

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### **Contact Details**

Should you encounter any technical errors or have compliance questions during the process of testing, please communicate via the following methods:

- Log a query on the FIC website ([click here](#)) - details of query must include "goAML testing query"; or
- Call the Compliance Contact Centre: 0860 222 200

Ends.

**Issued by**

**The Financial Intelligence Centre**

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