



GOAML REGISTRATION GUIDELINE



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Abbreviations

CTR	Cash Transaction Report
FIA	Financial Intelligence Agency
goAML	Government Office on Anti-Money Laundering
RE	Reporting Entity
STR	Suspicious Transaction Report
SAR	Suspicious Activity Report
UNODC	United Nations Office on Drugs and Crime

1.0. Introduction

1.1 The Financial Intelligence Act of 2019 requires reporting entities¹ to file reports to the Financial Intelligence Agency (FIA) in terms of Sections 33,34 and 37. The reports to be filed with the Agency in accordance with the above cited Sections are the Suspicious Transaction Report² (STR), Cash Transaction Report³ (CTR) and reports on Wire Transfers⁴. In order to facilitate reporting, the FIA procured a system known as goAML to enable reporting entities to file statutory reports online. The goAML is an integrated software solution specifically developed by the United Nations Office on Drugs and Crime for use by Financial Intelligence Units (FIUs) throughout the world. The system is used for registration, reporting, data collection, analysis, case management and secure communications required for FIUs' daily operational functions.

2.0. Purpose

2.1 Reporting entities and other stakeholders must be registered in order to gain access to goAML. The purpose of this User Guide is therefore to provide a step by step guidance to reporting entities and other stakeholder to register on goAML.

3.0. Overview of the goAML reporting platform

¹ Refers to specified parties as designated under schedule I of the FI Act and accountable institutions as designated under schedule III of the FI Act.

² See *section 33* of the FI Act

³ See *section 34* of the FI Act and *Regulation 19*

⁴ See *section 37* of the FI Act and *Regulations 24 and 25*. Wire transfers consist of Electronic Fund Transfers (EFTs) and International Fund Transfers (IFTs).

3.1 GoAML runs on the following browsers:

- Internet Explorer version 9 and up
- Firefox
- Google Chrome, however it does not run on Safari.

3.2 The URL must be used on trusted sites and pop ups enabled to avoid the site being blocked.

3.3 goAML operates on two environments namely the training and the live environment. The training environment is meant for use by reporting entities and other stakeholders to practice submission of reports while the live environment is used to file live data. Entities are expected to first register on the training platform and practice completion and submission of reports using dummy data. The FIA goAML Administrators will assess the quality of submitted reports and give feedback and guidance where needed. Upon satisfactory practice, the FIA goAML Administrators will advise concerned entities to register on the live goAML to enable filing of live reports.

4.0 Who Should Register?

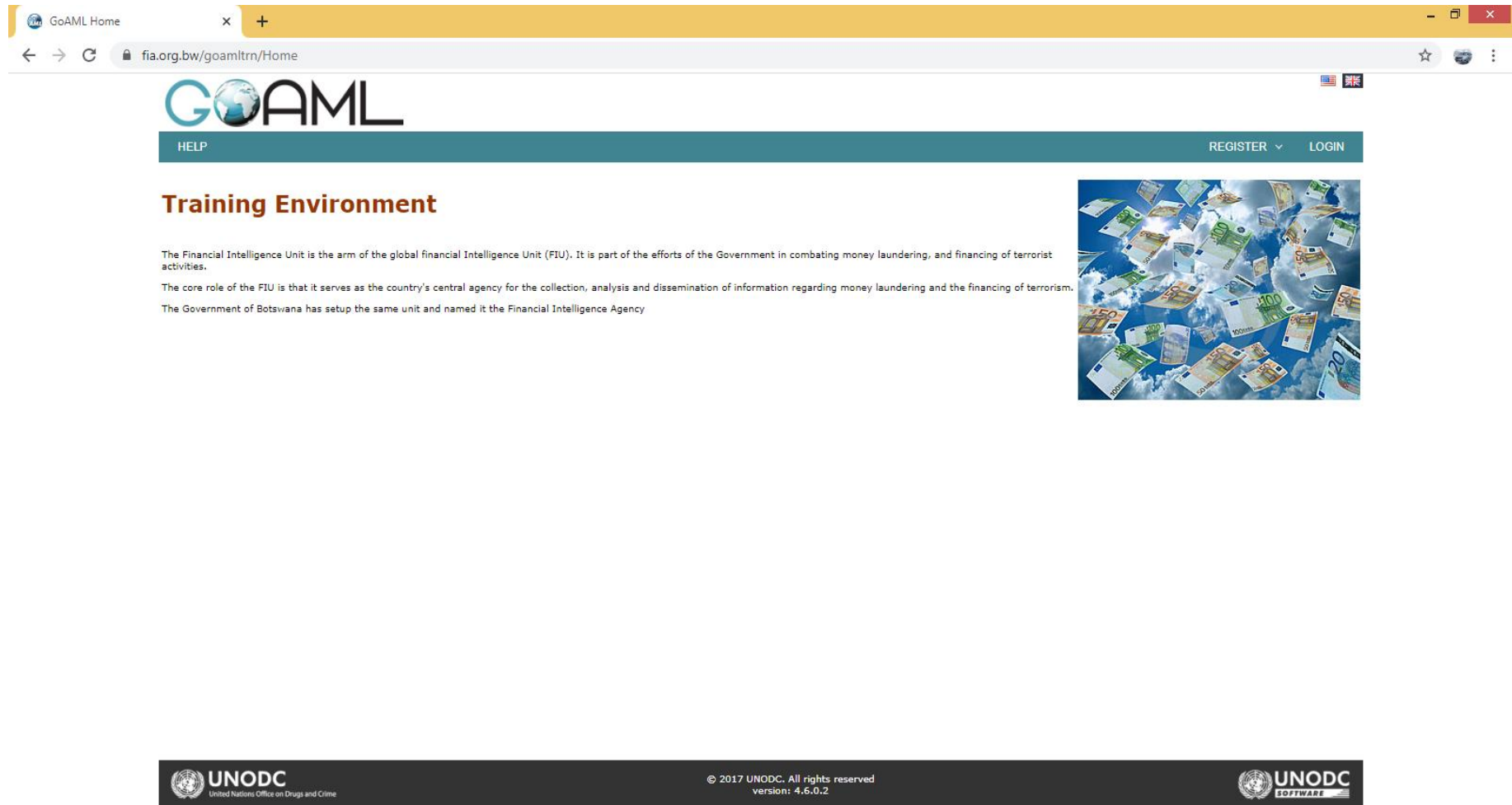
4.1 The designated Compliance Officer⁵ should register as the contact person for purposes of managing the goAML account. The first step is to register the entity by providing the details of the organization under the **Registering Organization** section of the online registration form. The registering officer will automatically become the default Administration User of the goAML web account for the registering entity. The details of the Compliance Officer should be provided under the **Registering Person** section. For business continuity

⁵ See section 12(1) (a) of the FI Act.

purposes, we recommend registration of more than one compliance officer and a maximum of three (3) officers.

5.0 Getting Started

- 5.1 To register on the GoAML “training environment” use URL <https://www.fia.org.bw/goamltrn>
- 5.2 Where a reporting entity or stakeholder has been assessed by the FIA goAML Administrator as ready to report through the live environment, registration should be done at URL <https://www.fia.org.bw/goamlcln>
- 5.3 Below is the pictorial step by step guidance for goAML registration on the training environment. Please note that the same process applies when registering on the live environment.



6.0. Register As Organisation

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



HELP

REGISTER

LOGIN

Register As Person

Register As Organization

Training Environment

The Financial Intelligence Unit is the arm of the global financial Intelligence Unit (FIU). It is part of the efforts of the Government in combating money laundering, and financing of terrorist activities.

The core role of the FIU is that it serves as the country's central agency for the collection, analysis and dissemination of information regarding money laundering and the financing of terrorism.

The Government of Botswana has setup the same unit and named it the Financial Intelligence Agency



6.1. Registration Type

The registration type has three entity types to select from **Reporting Entity / Stakeholder / Supervisory Body**. All specified parties and accountable institutions that have a reporting obligation in terms of the FIA Act 2019 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

Registering Organization

Organization Business Type*	Dummy Sector ▼	is financial	☐ Yes ☒ No
Name*	Star (Pty) Ltd	acronym*	Star (Pty) Ltd
Incorp. Num	BW0000654123	Swift/Bic*	654123
Commercial Name		Incorporation Legal Form	Proprietary Limited (Pty) Ltd ▼
Incorp. City	Gaborone	Incorporation District	
Incorp. Country	BOTSWANA ▼	Name of holding company	
Contact Person	Motimedi Motlhotlho	Email*	motlhotlho@email.com
URL	www.star.co.bw		

Phones +

Addresses +

Organization Business Type – Business types (e.g. Bank) > Click **Drop down and select appropriate business type**

E.g Is it a financial institution or not (banks, money remitters, SACCOS, NPO etc.)

Name – The unique name of the registering institution (e.g. Star (Pty) Ltd)

Acronym – Acronyms for institutions / Initials for individuals

Incorp. Num - Company registration number (from CIPA, Registrar of Societies, and Department of Cooperatives etc.)

Swift /Bic – Unique swift code, only mandatory for financial institutions

Commercial Name – Provide commercial name however, the field is not mandatory

Incorporation Legal Form - Entity type (Pty, Ltd, CC, SOC etc.) > Click **Drop down and select appropriate entity type**

Incorp. City - (e.g. Gaborone, Tsabong, Gweta etc.)

Incorporation District – (e.g Central, North East, however the field is not mandatory)

Incorpo. Country - (e.g. Botswana)

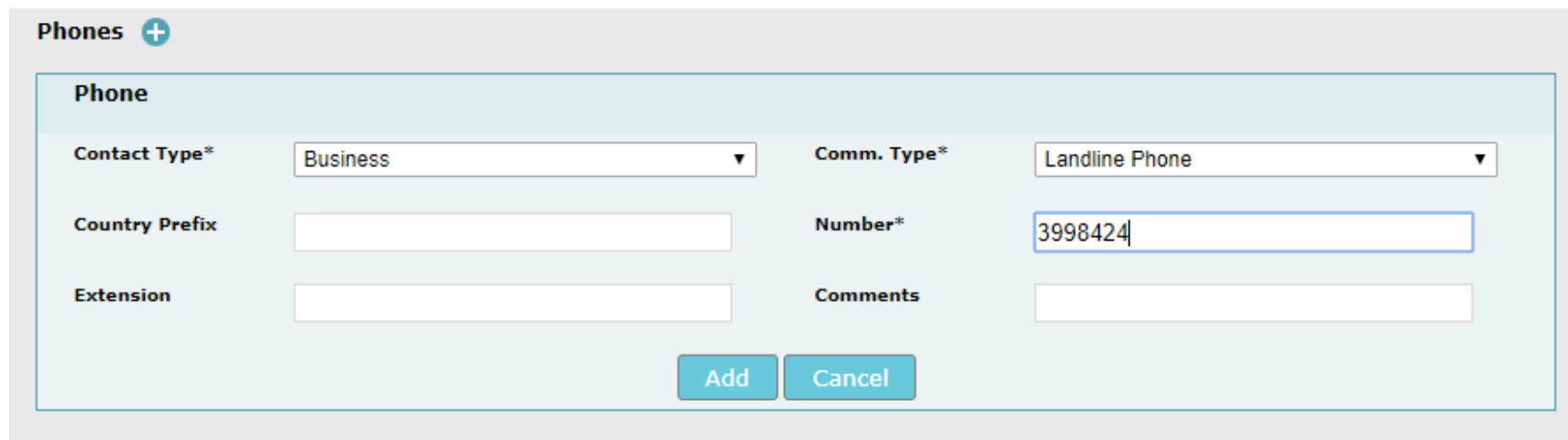
Name of holding company – Only if associated with holding company

Contact Person - Full name and surname of the Compliance Officer / Authorized Person

E-mail – Preferably a group e-mail account which will be accessible by all Authorized Users of the goAML system or alternatively the email address of the Compliance Officer

URL – Company website, if any

6.1.1 Phone – Institution Phone Numbers > Click the **plus next “Phone”**



The screenshot shows a web form titled "Phones" with a plus icon next to the title. The form is divided into two columns. The left column contains "Contact Type*" (a dropdown menu with "Business" selected), "Country Prefix" (a text input field), and "Extension" (a text input field). The right column contains "Comm. Type*" (a dropdown menu with "Landline Phone" selected), "Number*" (a text input field with "3998424" entered), and "Comments" (a text input field). At the bottom of the form are two buttons: "Add" and "Cancel".

Contact Type - This can be Business, Private, or other > Click **the appropriate contact type**

Comm. Type - This can be Landline, Mobile, Satellite > Click **the appropriate communication type**

Country Prefix - e.g. +267 (Not mandatory)

Number - Numeric, digits (e.g. 128012556)

Extension - Numeric (e.g. 5425) - not mandatory

Comments - if any

“Click Add to save the entered phones details”

6.1.2 Address – Institution Address > Click the **plus next “Address”**

Addresses +

Address

Type* Business ▼

Address* Plot 1234, Queens Road Main Mall

Town

City* Gaborone

Zip

Country* BOTSWANA ▼

State

Comments

Add Cancel

Type - This can be Business, Private, and Other > Click **the appropriate type**

Address - Physical Address- details like street name, house number etc.

Town - Name of town / district as part of a city (not mandatory)

City - Name of the city

Zip - The postal code of the city (if any)

Country - Name of the country of residence

State - not applicable for persons in Botswana

Comments - If any

"Click Add to save the entered address details"

6.2 Registering Person

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*	MotlhotlhoM	Email*	motlhotlho@email.com
Password*		Confirm Password*	
Gender	Male ▼	Title	Mr
First Name*	Motimedi	Last Name*	Motlhotlho
Birth Date	01/03/1980	DO NOT FILL THIS FIELD	
Nationality	BOTSWANA ▼	Occupation	Compliance Officer
ID Number	653212356		
Passport?	☒ No ☐ Yes		
Phones +			
Addresses +			

User Name – Unique username for logging into the system, no duplicates are allowed (between 4 and 50 characters)

Email – Unique business Email of the person

Password – Password must be 5 to 10 characters, include capital alpha, alphanumeric and no special characters (e.g. Goaml321)

Confirm Password – Retype the password

Gender – Male / Female

Title – e.g. Ms / Dr / Mrs

First Name – First name of the user

Last Name – Surname of the user

Birth Date – Date of birth > Click **field and select the appropriate birth date from the calendar**

Nationality – As displayed in the National ID card, Passport or any other identification instrument

ID Number – 9 digit Botswana ID Number (e.g. 653212356)

Occupation – Official job title of the user, i.e. Compliance Officer, Director etc.

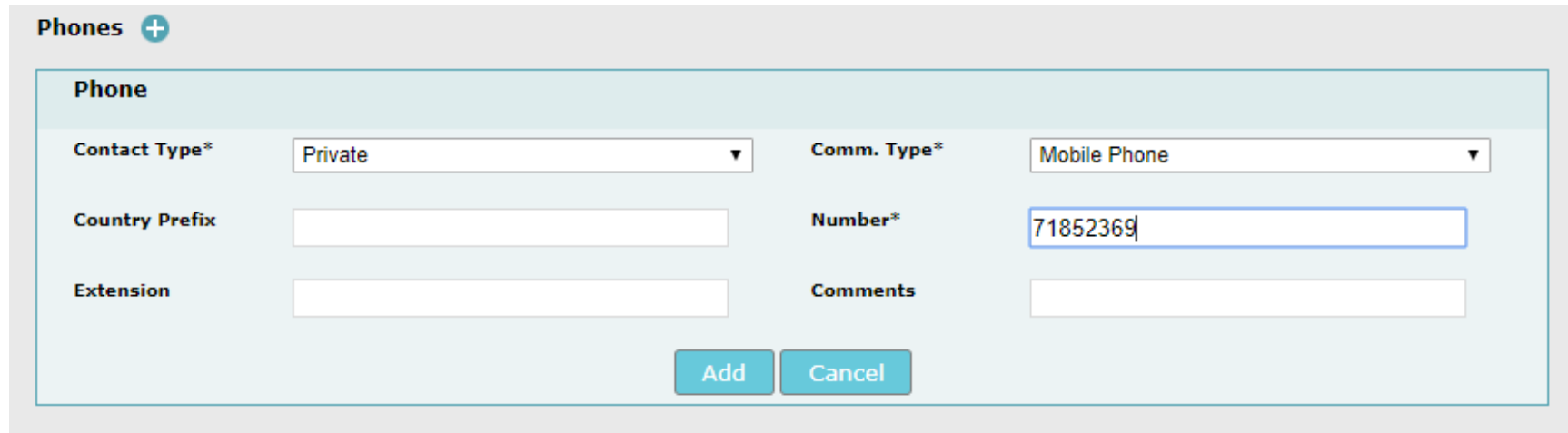
***“Where the Registering Person is not a citizen of Botswana
Passport details will be required”***

Passport?	☐ No	☒ Yes
Passport Number*		Passport Country

Passport Number – Non Botswana passport / Foreign ID/ Permit/ Refugee / Residence number

Issuing Country – Country where non-Botswana Passport / ID document was issued

6.2.1 Phone – Registering Person Phone Numbers > Click the **plus next “Phone”**



The screenshot shows a web form titled "Phones" with a plus icon. Inside the form, there is a section titled "Phone" with the following fields:

Phone	
Contact Type*	Private
Comm. Type*	Mobile Phone
Country Prefix	
Number*	71852369
Extension	
Comments	

At the bottom of the form are two buttons: "Add" and "Cancel".

Refer to instructions under “**Phone** – Institution Phone Numbers”

6.2.2 Address – Registering Person address > Click the **plus next “Address”**

Addresses 

Address

Type*	Private	Address*	Plot 7896, Block 9
Town		City*	Gaborone
Zip		Country*	BOTSWANA
State		Comments	

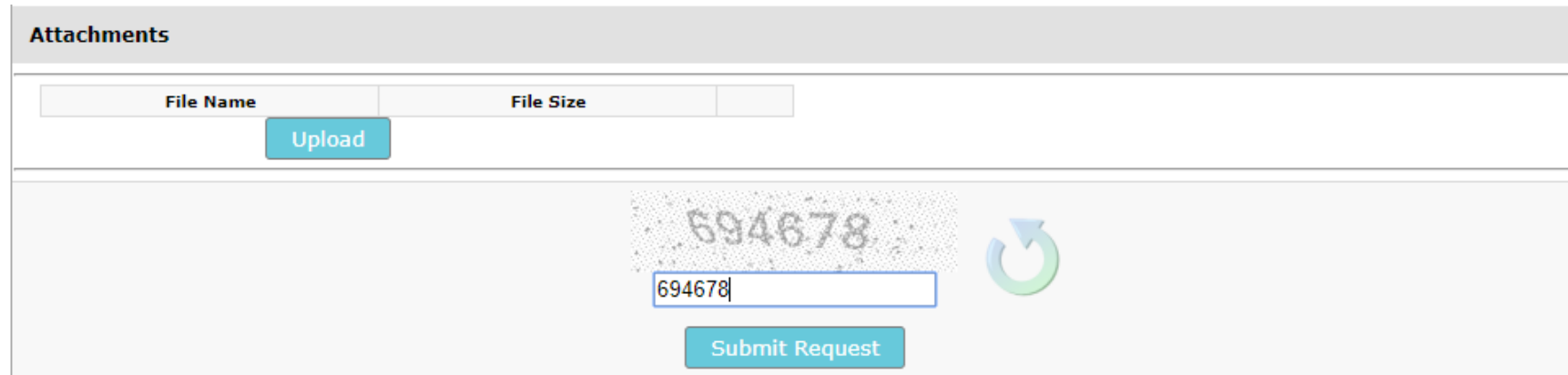
Refer to instructions under “**Address** – Institution Address”

“The contact details provided for the Specified Party, Accountable Institution and the Compliance Officer must be business contact details”

6.3. Attachments

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

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



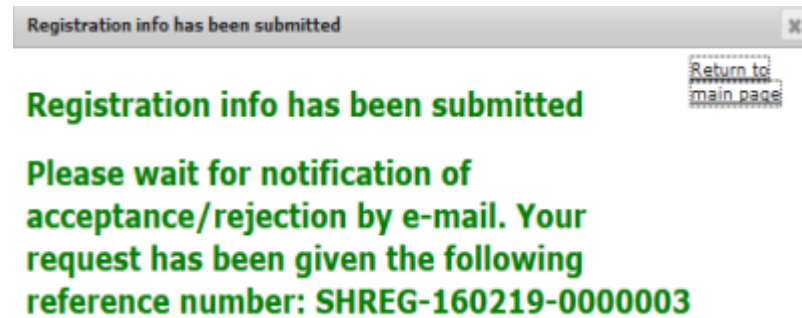
The screenshot shows a web interface titled "Attachments". It features a table with two columns: "File Name" and "File Size". Below the table is a blue "Upload" button. Below the "Upload" button is a large light gray area containing a CAPTCHA. The CAPTCHA displays the number "694678" in a distorted font. Below the CAPTCHA image is a text input field containing the number "694678". To the right of the input field is a circular refresh button with a green arrow. Below the input field and the refresh button is a blue "Submit Request" 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 time or when receive a message "**Incorrect Captcha**", when trying to submit.

Type in the numbers as it appears > click **Submit Request**

Once the registration form has been submitted, a reference number will be assigned. The reference number should be used for any registration related enquiries.



The Applicant will receive an email notification to the effect that the goAML account has been activated. The User can now log into the goAML account and start practice.

Contact Us:

Private Bag 0190, Gaborone
Tel: (+267) **399 8400**
Fax: (+267) **393 1754**
Email: mfed-pro@gov.bw

www.finance.gov.bw



FIA Department
Compliance Division

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FINANCIAL INTELLIGENCE AGENCY

NAME :

SIGNATURE:

Approval
Date_____