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Foreword

goAML is an integrated and modular system designed to fit the needs of any Financial Intelligence Unit. The goAML solution is executed in the following steps – collection, collation, analysis (rule-based, risk score and profiling), case workflow and intelligence dissemination. The data sent by the financial institutions goes to a common database and becomes accessible to the FIU compliance and analysis staff. The goAML system then permits data for analysis. goAML processes and analyzes high volumes of reports on suspicious transactions or cash transactions of any kind. The reports are fully populated with all the information needed for analysis to begin, from full customer details through to transactional details for multiple time frames. The system also permits electronic data collection and dissemination from other Sources such as Tax and Law Enforcement authorities, Property Registrars, Vehicle Registrars etc.

The guide aims to assist persons from reporting institutions authorised to access to the goAML Web application to register on goAML and use goAML to report STR and exchange information with FIU.
1 Getting Started – The User Interface

The goAML Web application (“goAML Web”) is not freely accessible; you must have special access permissions to be able to work with it.

When you enter the URL into your Web browser window or you click on the following URL https://www.mrugoaml.fiumauritius.org/, the goAML Mauritius Home Page will be launched.

To file real STR, you will be required to click on goAML Production. For testing purposes, you will be required to click on goAML Test.

The first page you will be taken to is the goAML login page. Click on Login on the top-right corner of the screen to log in.

If you already have your user credentials, you can just log in with them (see section 1.4: Login to goAML Web). If not, you have to register as a user first.

- **Header**: Contains the application’s logo with the Home link. Click on the logo to return to the application’s home page. It also displays the country flags corresponding to the language options available in the application. You can click on the flag to switch to the required application language.

- **Menu bar**: The element for navigating to the goAML Web functions. Hover over a link in the menu bar with the mouse pointer to see the functions it contains.
Getting Started

- **Information bar**: Shows the title of the current application page, a link to the online help and your login name and reporting entity name.

- **Footer**: Provides a link to the UNODC home page plus the copyright and version information.

- **Body**: The largest part of the application window; contains the functional elements of the current working context.

### 1.1 Register for goAML Web

In order to apply for a goAML user account, you have to register on goAML as a Person or as an Organization.

Click on **Register** in the navigation bar. The registration screen is loaded and displayed.

1. Select if you want to register as a **Person** or an **Organization** (Reporting Entity, Stake Holder or Supervisory Body). The registration form is adjusted accordingly.
2. Fill in the fields of the form with your data (* = mandatory field).
3. Enter the security code from the image into the field at the bottom of the form.
4. Click on **Submit Request**. The data is sent to the goAML administrators.

As soon as your application is either accepted or rejected, you get an email notification from goAML.

Notes for “Reporting Entity”:

(A) Reporting institutions (Banks, Financial Institutions and Cash Dealers)

If you are an MLRO or an authorised Reporting Person and you are registering your organisation and yourself for the first time, you must register as an **Organisation**. During this registration, you will also be required to register as a “reporting person” who will automatically be the default Administrator User (“Admin User”). Once the registration is accepted, your account as “Admin User” will be activated and you will be able to create and submit STR, use the message board for information exchange and manage other users from your organisation who wish to register. Your account will be activated once your Supervisory Body approves your registration.

If you are an employee of a reporting institution other than the MLRO/Reporting Person and you have been authorised to use goAML, you must register as **Person**. You must first contact your MLRO/Reporting Person and secure your **Organisation ID**. You must use the **Organisation ID** of your organisation when you register on goAML. Once you have submitted your registration, the Admin User of your organisation must “verify” and
“approve” your registration as “User”. It is important to note that the accounts of “Users” shall not be activated unless (i) the Admin User (MLRO/Reporting Person) verifies and approves the registration of other Users and (ii) the Supervisory Body approves the registration.

(B) Members of the relevant professions or occupation:

Members of relevant professions or occupations under the Financial Intelligence and Anti Money Laundering Act 2002 (FIAMLA) are required to register as an Organisation in order to use goAML and make full use of its functionality. You will therefore need to fill up the details in “Registering Organisation” (see section 1.3 below) as well as the details in “Registering Person”. This will be the default “Admin User”. When your registration is approved by your Supervisory Body, you will be able to access and use goAML.

Note for “Stakeholder”:

Stakeholders include law enforcement agencies and supervisory/ regulatory bodies which shall use goAML for exchange of information or making referrals to the FIU. An authorised person shall register the institution for the first time as an Organisation. During this registration, the authorised person will also be required to register as a “reporting person” and will automatically be the default “Admin User”. Once the registration is accepted by the FIU, the “Admin User” will be able to create and submit “activity” reports as a “Stakeholder”, use the message board for information exchange and manage other users who wish to register.

Note for “Supervisory Body”:

Supervisory bodies include all regulatory bodies in the First Schedule (Section 2) of the FIAMLA which shall use goAML exclusively to administer the registration of reporting persons under their purview. The supervisory bodies also have access to view the statistics on STRs filed to the FIU. An authorised person shall register the institution for the first time as an Organisation. During this registration, the authorised person will also be required to register as a “reporting person” and will automatically be the default “Admin User”. Once the registration is accepted by the FIU, the “Admin User” will be able to approve/reject the registration of organisation/reporting persons and monitor frequency of STR filing.
1.2 Registration Form: Organization (Reporting Entity, Stake Holder, Supervisory Body)

1.2.1 Part “Registering Organisation”

- **Organization Business Type (Only for Reporting Entity)**: It can be a Bank, Management Company, Casino depending on the License held by the organisation and includes “bank”, “financial institution”, “cash dealers” and “members of relevant profession or occupations” as per FIAMLA. It is important that you select the organisation type when you are registering as an organisation so that your registration request is forwarded to the correct Supervisory Body for approval and activation.
- **Name**: Name of your organisation. If you are an individual, key in your full name in CAPITAL LETTER
- **Acronym**: Acronyms for institutions / Initials for individuals
• **Incorp. Num**: Incorporation number for institution / Licence number for individuals (e.g., your roll number allocated to you by your sector supervisor; in case you do not have one then use your business registration number allocated by the Registrar of Businesses)

• **Swift/Bic**: TAN number

• **Commercial Name**: Not mandatory

• **Incorporation Legal Form**: Select from the list

• **Incorp. City**: Not Applicable

• **Incorp. State**: Not applicable

• **Incorp. Country**: Select country from the list

• **Name of holding company**: Not mandatory

• **Contact Person**: Full name of the Contact person

• **Email**: Email address which will be used by your institution to communicate with the FIU. As a practice, it is recommended that a group email address is used in case you are a group of users.

• **URL**: Optional

### 1.2.2 Phones

- **Contact Type**: It can be Business, Operational, Private, Public, Unknown
- **Communication Type**: It can be Landline, Mobile, Satellite, Pager etc.
- **Comments**: if any

You can add any number of phone records associated with you (new reporting person) by clicking on the icon. The phone records will appear in a grid on the Registration form. You can delete any of these records by clicking on .

### 1.2.3 Addresses

- **Type**: It can be Business, Operational, Private, Registered etc.
- **City**: name of the city, town or village
- **Country**: name of the country of residence
- **Address**: details like street name, house number etc.
- **Zip**: the Zip Code of the city
- **State**: not applicable for persons in Mauritius
- **Comments**: if any
You can add any number of Address records associated with you (new reporting person) by clicking on the icon. The address records will appear in a grid. You can delete any of these records by clicking on ✗

1.2.4 **Reporting Obligation**

Currently, Reporting Entities are required to report suspicious transactions etc. You can choose the relevant reporting obligations and the selected options will be displayed in the grid.

Note: This feature is currently not being used in goAML.

1.2.5 **Part “Registering Person”**

- **User name**: The login name you want to use (b/w 4 and 50 characters)
- **Password / Confirm password**: The password you want to use for your login (8 Characters).
- **First name / Last name**: Your real name (Last name in CAPITAL LETTERS)
- **Email**: The email address you want to use to communicate with goAML
- **Occupation**: Your current occupation
- **Nationality**: Your current nationality
- **Birth Date**: Your date of birth
- **NIC**: Your National Identity Card number (alphanumeric code)
- **Passport**: Your passport number and Country (if NIC is not available)
1.2.6 **Phones**

Please refer to [1.2.2 Phones](#).

1.2.7 **Addresses**

Please refer to [1.2.3 Addresses](#).

1.2.8 **Attachments**

You can select any file to upload from your respective File Browser window and click on the Upload button to upload it in the system.

![Attachments Table]

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>BankTransactions_April 2013.xls</td>
<td>257024</td>
</tr>
<tr>
<td>Bank Transactions_Oct.xls</td>
<td>244152</td>
</tr>
<tr>
<td>Bank Transactions_Jun.xls</td>
<td>244152</td>
</tr>
</tbody>
</table>

**Note:**

The FIU of Mauritius requests that Money Laundering Reporting Officers (MLRO) of reporting institutions attach a letter issued by their CEO or Directors of the reporting institutions authorising the MLRO to register themselves on behalf of the reporting institutions. A similar letter is also required for other users, besides the MLRO, registering themselves on behalf of the reporting institutions. Also, scanned copies of the passport or National Identity Card shall be submitted at the time of registration.

For members of the relevant professions or occupations, the FIU requests that the registering persons attach a letter indicating their intention to register on goAML. Also, scanned copies of the passport or National Identity Card shall be submitted at the time of registration.

The original letter with attachments shall then be hand delivered or sent by registered mail to the Financial Intelligence Unit.

1.2.9 **Captcha**

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. Once the registration form has been submitted, a notification will appear to the user to this effect.
1.3 Registration Form: Reporting person

- **Organization ID**: It should be an integer (b/w 0 and 10000000). Check with your MLRO or your ADMIN User.
- **User name**: The login name you want to use (b/w 4 and 50 characters)
- **Password / Confirm password**: The password you want to use for your login (8 Characters).
- **First name / Last name**: Your real name.
- **Email**: The email address you want to use for communication with goAML
- **Occupation**: Your current occupation
- **Nationality**: Your current nationality
- **Birth Date**: Your date of birth
- **NIC**: Your National Identity Card number (alphanumeric code)
- **Passport**: Your passport number and Country (if NIC is not available)
1.3.1 **Phones**

Please refer to [1.2.2 Phones](#).

1.3.2 **Addresses**

Please refer to [1.2.3 Addresses](#).

1.3.3 **Attachments**

Please refer to [1.2.8 Attachments](#).

1.3.4 **Captcha**

Please refer to [1.2.9 Captcha](#).

### 1.4 Login to goAML Web

To log in and start a goAML Web session:

1. Click on **Login** in the navigation bar.
2. Enter your login name into the field **User Name** and your password into the field **Password**:

![Login screen](#)

3. Click on **Login**.
The application’s home page is loaded and displayed:

![Image of the goAML home page]

*Note:* The contents of the home page are widely configurable and thus might look different from the above screenshot.

### 1.5 Logout

To log off from goAML:

1. Click on **Logout** in the navigation bar. Your goAML session is terminated.

*Note:* After some time without activity you are logged off automatically (default time: one hour)