

CHANGES TO AN EXISTING GOAML ACCOUNT

In order to reflect the changes on goAML once the account of a Reporting Entity ¹ is activated on the goAML Web platform, the Admin User of that Reporting Entity is required to notify the FIU by way of a letter, with a copy to its Supervisory Body, of any of the below changes, if applicable.

1. Change in MLRO (default Admin User)

When a Reporting Entity plans to appoint a new MLRO.

Please include the name and identifiers of the new MLRO and the effective date of this change in the letter.

Please attach the above letter along with a copy of the identification details of the MLRO and the “FSC Approval Letter” (the “FSC Approval Letter” refers to the letter issued by the FSC approving the appointment of the MLRO or where applicable, taking note of such appointment and is applicable for FSC licensees only) during the registration process.

2. Change in Organization details

When there is a change in the details of the Organization; for example, change in business address or organization name, etc...

Please include the new details of the organization in the letter.

3. Wound up / Surrender / Defunct

When a Reporting Entity surrenders its license, winds up or otherwise becomes defunct, it no longer has reporting obligations for AML/CFT.

Please include the effective date of this change in the letter.

4. Change in Management Company/Service Provider (if applicable)

¹ Under the Financial Intelligence and Anti-Money Laundering Act 2002 (“FIAMLA 2002”), a “Reporting Person” is defined as a bank, financial institution, cash dealer or member of a relevant profession or occupation. Across the goAML system, the term “Reporting Person” has a different meaning than that used in FIAMLA 2002. Hence, for the purpose of this document and in order to avoid any confusion, the alternative terms “Reporting Entity” or “Reporting Entities” will be used throughout to designate any of those entities/ persons having an obligation to make a report to the FIU under the Section 14 of FIAMLA 2002. In goAML terminology, a “Reporting Entity” is also an Organization having an account on goAML Web.

When the owners of a Reporting Entity decide to transfer the MLRO function to another Management Company / Service Provider.

Please include the effective date of this change in the letter.

Please attach the above letter along with a copy of the identification details of the MLRO and “FSC Approval Letter” (the “FSC Approval Letter” refers to the letter issued by the FSC approving the appointment of the MLRO or where applicable, taking note of such appointment and is applicable for FSC licensees only) during the registration process.

5. Change in Delegation structure (if applicable)

When a Reporting Entity plans to shift one or more sub-accounts from an existing Delegation Structure to another delegation structure, within the same Management Company.

Please include the following in the letter:

- i) Details of Current delegation structures, including, for each structure:
 - ◆ name and goAML Org ID of Principal account,
 - ◆ names and goAML Org IDs of associated sub-accounts
 - ◆ names of MLRO/ other relevant users
 - ◆ Organizational email in use in Delegation
- ii) Details of Final delegation structures, including, for each structure:
 - ◆ name and goAML Org ID of Principal account,
 - ◆ names and goAML Org IDs of associated sub-accounts
 - ◆ names of MLRO/ other relevant users
 - ◆ Organizational email to be used for each Delegation

Please attach the above letter along with a copy of the identification details of the MLRO and “FSC Approval Letter” (the “FSC Approval Letter” refers to the letter issued by the FSC approving the appointment of the MLRO or where applicable, taking note of such appointment and is applicable for FSC licensees only) during the registration process.