goAML Web User's Guide
Registration

version 3.0

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Table of Contents

Foreword

goAML is an integrated and modular system designed to fit the needs of Financial Intelligence Units. 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 Financial Intelligence Unit of Mauritius' ("FIU") analysis division. The goAML system then permits data analysis. goAML is able to process and analyse high volumes of reports; suspicious transactions or cash transactions, cross border amongst others. 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.

This guide aims to assist relevant (a) Reporting Entities[1]; and (b) Stakeholder agencies and Supervisory Bodies under the AML/CFT institutional framework of Mauritius to register on the goAML Web application. Registration on goAML will thus enable them, where applicable, to use their goAML account to report a Suspicious Transaction Report ("STR") in line with Sections 14 and 15 of The Financial Intelligence and Anti-Money Laundering Act 2002 ("FIAMLA 2002"), file referrals and/ or exchange information with FIU.

This guide will become effective as from 09 January 2026.

Legal Disclaimer

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

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[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 application, the term "Reporting Person" has a different meaning than that used in FIAMLA 2002. Hence, for the purpose of this guide 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.

1   Key Details to Remember

- goAML operates on modern web browsers such as Mozilla Firefox, Microsoft Edge, and Google Chrome. It is important to keep your browser updated to the latest version, as goAML may not function properly on outdated browsers.

- It is suggested that you add the goAML URL to your list of trusted sites and enable pop-ups to prevent any access restrictions.

- Add the goAML email address **notifications@fiumauritius.org** to your contact list to ensure that important communications are not filtered as spam or junk mail.

- When registering a Reporting Entity (corporate body, individual, or otherwise) for the first time, you must register it as an "Organization."

- To register additional users for an already registered Reporting Entity, they should be registered as a "Person."

- Select the correct business type when registering as an organization. This ensures your registration is sent to the right Supervisory Body for approval and activation.

- If you hold one or more licenses (from the same, or more than one, Supervisory Body) and these licenses are each subject to obligations under FIAMLA 2002, then you should register separate goAML 'Organization' account for each relevant license. Since goAML will not allow you to register with the same Organization Name more than once, the protocol in place is to distinguish each separate goAML account by adding the licence name in abbreviated form and between squared brackets after its registered company name. For example, a company with two licences may be allowed to register its two accounts on goAML with the following Organization Names:

	Fields on online goAML Registration form	
	Organization Name	Organization Business Type
1st Account	Example Ltd [NBFI Lic.]	Non-Bank Deposit Taking Institutions
2nd Account	Example Ltd [Leasing Lic.]	S14 – Leasing

2   Getting Started

The goAML Web application ("goAML Web") can be accessed via the FIU's website (http://www.fiumauritius.org) (Figure 1).


Figure 1

The goAML Mauritius Home Page (Figure 2) will be launched.
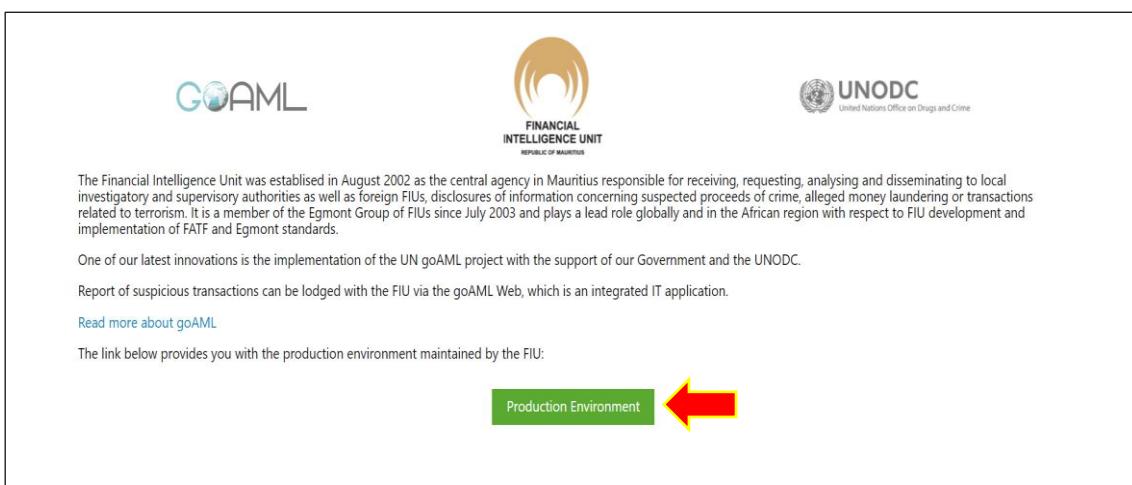

Figure 2

You will be required to click on **goAML Production** Environment which will take you to the goAML landing page (Figure 3).

Figure 3

3   Login/Logout

3.1   Login

If you are already registered with goAML, you need to simply click on the Login button (area denoted by ① in Figure 3) to access your goAML account.


Figure 4

The Login page (Figure 4) will be displayed, where your username and password should be entered.

Once logged in, the goAML application's secure home page is loaded and displayed (Figure 5).

Figure 5

3.2 Logout

To log off from goAML, click on your username found on the upper right-hand corner of the screen in Figure 6.
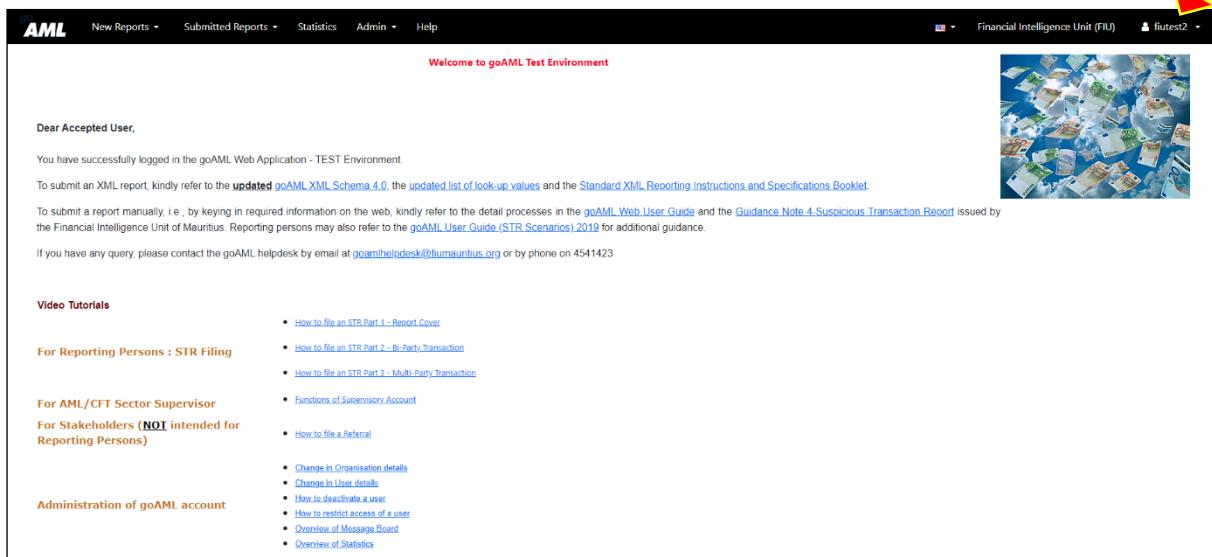

Figure 6

Your goAML session is terminated by clicking on Logout from the drop-down list.
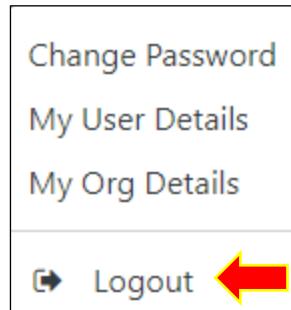

Figure 7

Note: *After some time without activity you are logged off automatically (default time: 30 mins)*

4   **Register an Organisation**

In order to apply for a goAML account, you have to click on the Register button (area denoted by ② in Figure 3).

The Registration Dashboard (Figure 8) will be displayed which offers different registration options.
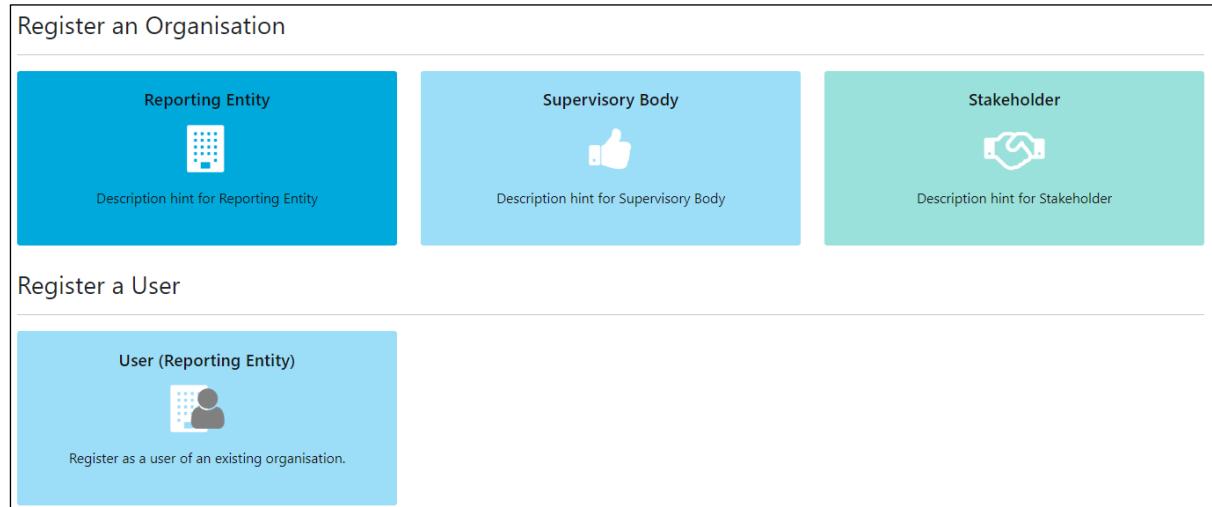
Figure 8

The Register an Organisation section provides the below three options:

- **Reporting Entity**
  Reporting Persons[2], as defined under FIAMLA 2002, must select this option to register on the goAML platform and to fulfil their obligation under section 14C of FIAMLA 2002.

- **Supervisory Body**
  Supervisory bodies include the Bank of Mauritius, the Financial Services Commission and all regulatory bodies specified in the Column 2 of Part 1 of the First Schedule of the FIAMLA 2002. A Supervisory Body's goAML account is used exclusively to administer the registration of Reporting Entities falling under its purview.

  In practice, a Supervisory Body's goAML account is pre-created and login credentials are communicated to each Supervisory Body. The Supervisory Body will then only need to update its data to take ownership of the goAML account.

- **Stakeholder**

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[2] 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 application, the term "Reporting Person" has a different meaning than that used in FIAMLA 2002. Hence, for the purpose of this guide 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.

Stakeholders include law enforcement agencies and supervisory/regulatory bodies that use goAML to exchange information with the FIU, or to make referrals to the FIU.

In practice, a Stakeholder's goAML account is pre-created and login credentials are communicated to each Stakeholder. The Stakeholder will then only need to update its credentials to take ownership of the goAML account.

4.1   Registration of a Reporting Entity

To register a Reporting Entity for the first time, even if the Reporting Entity is a sole proprietorship operating in the owner's individual name, the option "Reporting Entity" should be selected.

The registration form (Figure 9) will then appear, displaying four tabs in the left navigation panel.
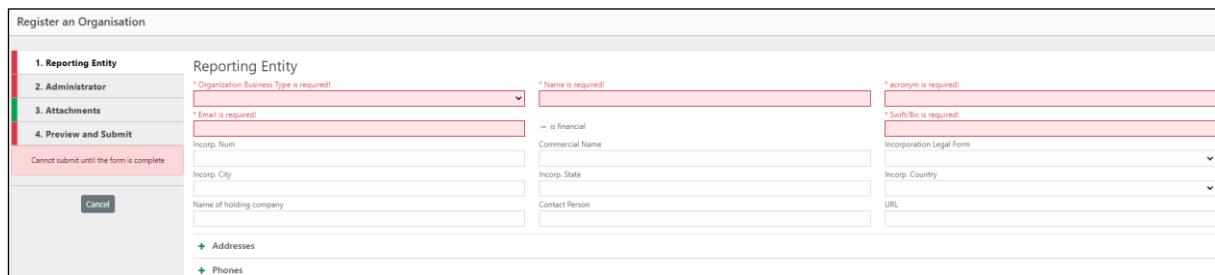
Figure 9

Although not all the fields have been indicated as * mandatory (fields identified in red), Reporting Entities are advised to ensure that all relevant fields are completed with the required information.

Once all the required fields have been completed, the tab colour will change from red to green (Figure 10).
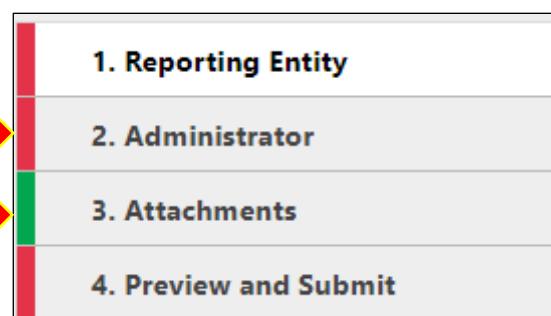

Figure 10

4.1.1 Reporting Entity

The details of the Organisation are required to be provided under the "Reporting Entity" (Figure 11) tab.

Figure 11

Field instructions

Organisation Business Type	Choose your *Business Type* from the drop-down list. Your choice will depend on the license held by your institution (in the case of a Reporting Entity) or the license held by you or your firm (in the case of a Member of the relevant professions or occupations)
Name	Input the full name of your institution. If you are an individual registering in your own name as a Member of the relevant professions or occupations.
Acronym	Key in your institution's short trading name or similar. If you don't have one, repeat the Name.
Email	Provide the email address of the Reporting Entity, which will also serve as the primary organizational email for receiving notifications from goAML related to information exchanged with the FIU. This includes updates on the acceptance or rejection of submitted reports, new messages in the Message Board, and other relevant communications. To ensure continuity and prevent potential issues, it is recommended to use a group email address.
is financial	Is the Reporting Entity a financial institution? Please tick if Yes.

Swift/Bic	In the case of a bank or a financial institution, please enter a SWIFT code if you have one. For other registrants, enter your TAN number.
Incorp. Num	Key in the incorporation number of your institution.
Commercial Name	Key in the name under which the business publicly operates or presents itself, even if its official legal name is different. If you don't have one, repeat the Name.
Incorporation Legal Form	Select from the drop-down list.
Incorp. City	The City in which the business/company has been incorporated/registered.
Incorp. State	The State in which the business/company has been incorporated/registered.
Incorp. Country	The Country in which the business/company has been incorporated/registered.
Name of holding company	???
Contact Person	This field in very important. It will signify to your Supervisory Body the name of the MLRO/ authorised Reporting Officer of the Reporting Entity, and thereby enable them to validate your registration request. Key in the full name of the person in this field. If you are an individual registering in your own name as a Member of the relevant professions or occupations, enter your full name in this field.
URL	Provide the company's website address.
Address	Provide the business address details of the Reporting Entity.
Phone	Provide the business phone details of the Reporting Entity.

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4.1.2 **Administrator**

This is the component (Figure 12) where the details pertaining to the default "Admin User" are keyed in, together with the login credentials for the goAML account being registered. Usually, the default "Admin User" is the MLRO / authorised Reporting Officer designated by the registering Reporting Entity, or as the case may be, the individual registering in his/her own name as a Member of the relevant professions or occupations.

The registering person should ensure to remember the credentials keyed in during the registration process, as these will be used to log in goAML thereafter. The username and password keyed in, should be unique and remain confidential to the registering person to prevent unauthorized access to the platform.
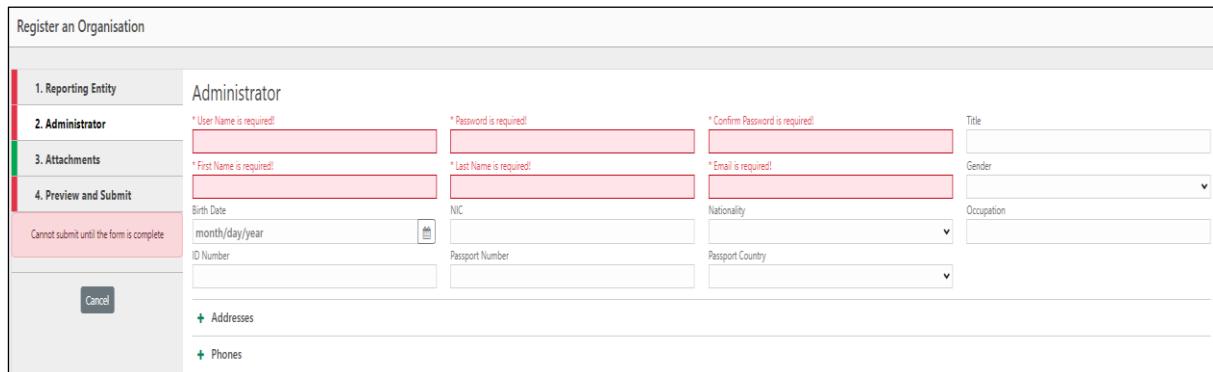
Figure 12

Field instructions

Username	The login name you want to use – between 4 and 50 characters. (This must not have any spaces or special characters (e.g. ?.-@ etc)
Password	The password you want to use for your login – between 5 and 10 characters)
Confirm Password	Retype the password.
Title	Dr. / Mr. / Mrs. / Ms. / Miss
First Name	Key in the First Name of the Registering Person.
Last Name	Key in the Last Name (Surname / Family Name) of the Registering Person.
Email	Provide the email address of the Registering Person, which will also serve as the user email for receiving notifications from goAML that are relevant to the individual access of the person e.g. password reset procedures etc. The user email

	address does not receive goAML notifications pertaining to the information exchanged with the FIU.
Gender	Select from the drop-down list.
Birth Date	Enter the date of birth of the Registering Person. Date format is mm/dd/yyyy
NIC	Applicable for Mauritian nationals only. Enter the National Identity Card number (alphanumeric code, 14 characters).
Nationality	Fill in the current nationality of the Registering Person
Occupation	Key in the current occupation of the Registering Person within the registering Reporting Entity
ID Number	Applicable for non-Mauritian nationals only. Enter the ID number issued by their country.
Passport Number	Applicable mainly for non-Mauritian nationals. Enter the passport number and issuing country.
Passport Country	Enter the issuing country of the passport.
Address	Provide the business address details of the Registering Person.
Phone	Provide the business phone details of the Registering Person.

4.1.3   **Attachments**

As part of the registration process, Reporting Entities are required to attach the following documents for verification of the information provided before the registration request can be approved.

Reporting Entities under the purview of FSC:
- Authorisation Letter signed by Director/CEO
- FSC Approval Letter for MLRO
- Copy of NIC of MLRO

Reporting Entities under the purview of FIU
- Authorisation Letter or Board Resolution
- Copy of NIC od MLRO
- Certificate of Incorporation or BRN
- VAT return or Proof of TAN

Other Reporting Persons
- Authorisation Letter signed by Director/CEO
- Copy of NIC of MLRO

To upload the documents, you must open the Attachment tab (Figure 13) and click on Select files.
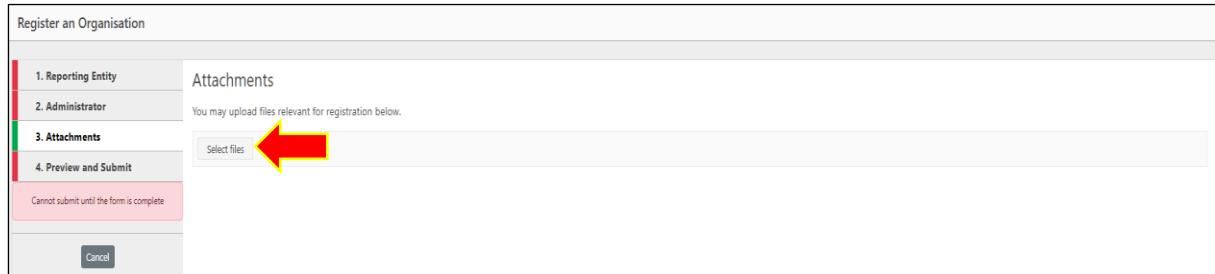
Figure 13

4.1.4 **Preview and Submit**

The 'Preview and Submit' tab (Figure 14) is activated once each tab above it has been completed. Any tab which is incomplete, will be indicated in RED.
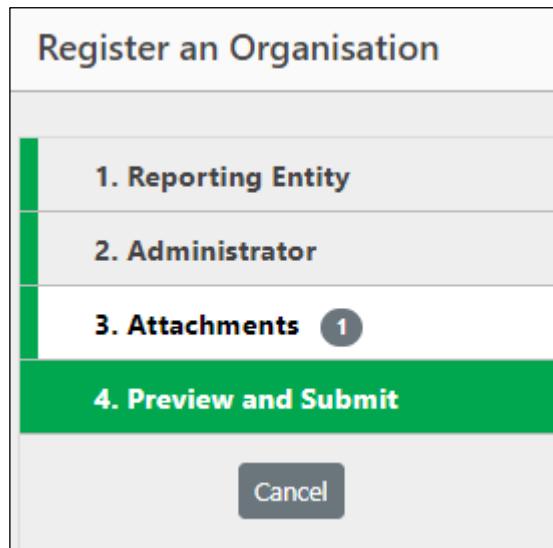
Figure 14

To finalise your registration, click the Preview and submit tab. A final confirmation screen will appear (Figure 15).

Figure 15

Once the information has been verified and ready to be submitted, type in the Captcha code (sequence of digits under the Preview and Submit tab) found in the Navigation Panel, into the field provided (Figure 16).

Figure 16

Click Submit New Organisation, and a confirmation page with a request reference number will appear (Figure 17).
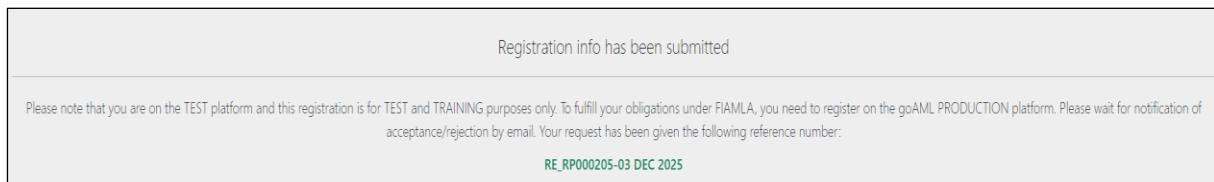
Figure 17

4.2   Process for Organisation Registration Request

After you complete the online registration form, two confirmation emails with a reference number will be sent to the email address provided during registration. These emails confirm receipt of the registration request for:

- The Reporting Entity; and
- The Registering Person (Person whose details are input in the Administrator Tab)

Your registration request is reviewed and validated by your Supervisory Body, **NOT by the Financial Intelligence Unit (FIU)**. You will receive an email informing you whether your registration request has been approved or rejected.

If your registration request is rejected, the Reporting Entity will receive an email explaining the reason(s) for rejection. Rejected requests cannot be edited or resubmitted. You must complete and submit a new registration form.

If your registration request is approved, you will receive an email containing your Organisation ID. Once you receive this ID, you can register additional users for the Reporting Entity.

5 Register a User

Additional Users for a Reporting Entity, Supervisory Body or Stakeholder can only be registered, once the main organisation account has been approved and finalised.

5.1 Registration of Additional Users

In order to apply for a goAML account, you have to click on the Register button (area denoted by ② in Figure 3).

The Registration Dashboard (Figure 18) will be displayed which offers different registration options.
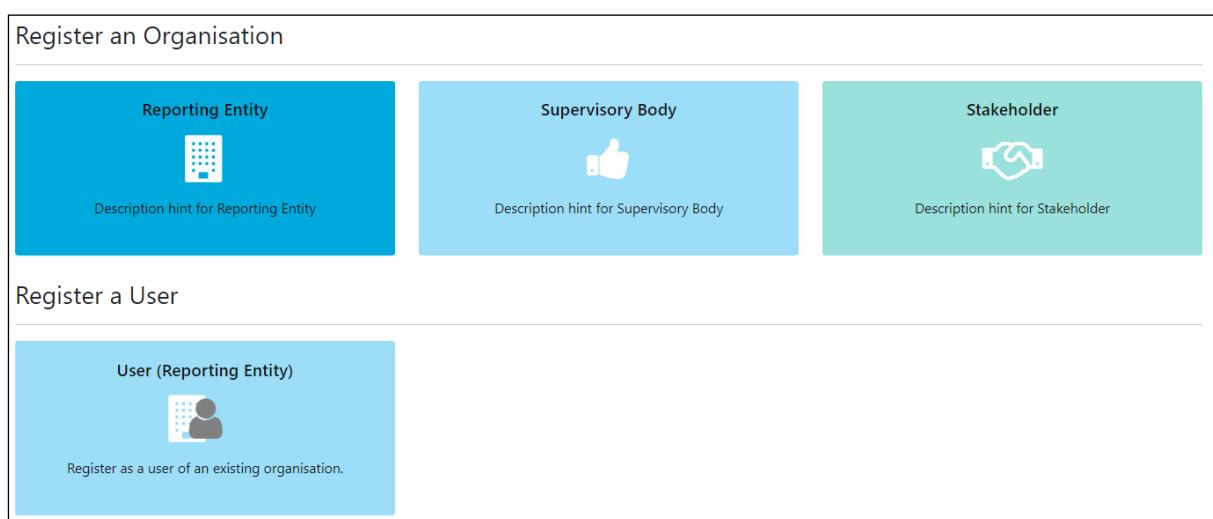
Figure 18

To register a user, click the 'User (Reporting Entity)' tile in Figure 18, The registration screen will be loaded (Figure 19), displaying three tabs in the left navigation panel.

Figure 19

Although not all the fields have been indicated as * mandatory (fields identified in red), users are advised to ensure that all relevant fields are completed with the required information.

Once all the required fields have been completed, the tab colour will change from red to green (Figure 20).
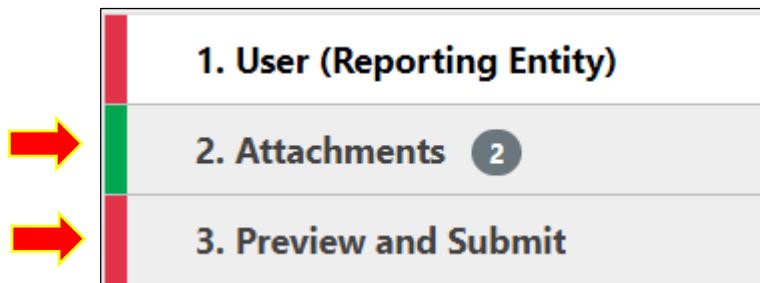

Figure 20

5.1.1 User (Reporting Entity)

The details of the additional authorised user to an existing Reporting Entity are required to be provided under the "User (Reporting Entity)" tab (Figure 21).

Figure 21

Organisation ID	It refers to the unique ID assigned by goAML to any activated registered organisation. Prior to filling this field, the registering person should ask the Organization ID from the "Admin User" of the registered organisation.
Username	The login name you want to use – between 4 and 50 characters. (This must not have any spaces or special characters (e.g. ?.-@ etc)
Password	The password you want to use for your login – between 5 and 10 characters)
Confirm Password	Retype the password.
Title	Dr. / Mr. / Mrs. / Ms. / Miss
First Name	Key in the First Name of the Registering Person.
Last Name	Key in the Last Name (Surname / Family Name) of the Registering Person.
Email	Provide the email address of the user, which will receive notifications from goAML that are relevant to the individual access of the person e.g. password reset procedures etc. The user email address does not receive goAML notifications pertaining to the information exchanged with the FIU.

Gender	Select from the drop-down list.
Birth Date	Enter the date of birth of the "Registering Person". Date format is mm/dd/yyyy
NIC	Applicable for Mauritian nationals only. Enter the National Identity Card number (alphanumeric code, 14 characters).
Nationality	Fill in the current nationality of the "Registering Person"
Occupation	Key in the current occupation of the "Registering Person" within the registering Reporting Entity
ID Number	Applicable for non-Mauritian nationals only. Enter the ID number issued by their country.
Passport Number	Applicable mainly for non-Mauritian nationals. Enter the passport number issued by their country.
Passport Country	Enter the issuing country of the passport.
Address	Provide the business address details of the User
Phone	Provide the business phone details of the User

5.1.2 Attachments

There is currently no requirement from the FIU / Supervisory Body for additional authorised users to attach formal letters of authority to their registration requests on goAML as the administration of such requests is carried out internally at the Reporting Entity's (or Stakeholder's or Supervisory Body's) level. Hence, the requirement to attach documents to the registration request of additional authorised users depends essentially on the internal policy at the Reporting Entity, Stakeholder or Supervisory Body.

However, it is worth noting that there is an exception to the above principle. Notably, in the event that there is no longer an active "Admin User" in the existing goAML account of the Reporting Entity, Stakeholder or Supervisory Body. In such a case, the person who will register himself/ herself on goAML to take on the "Admin User" role, will have to attach a letter of authority, a copy of his/ her identifiers and other relevant documents as mentioned section 4.1.3 above.

5.1.3 Preview and Submit

The 'Preview and Submit' tab is activated (Figure 22) once each tab above it has been completed. Any tab which is incomplete, will be indicated in RED.
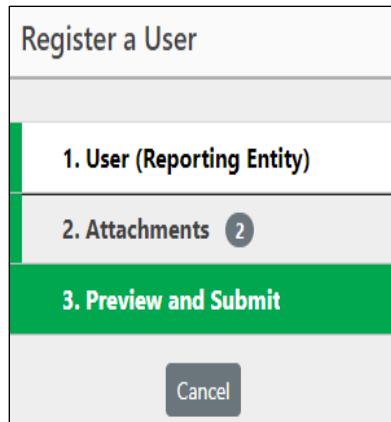
Figure 22

To finalise your registration, click the Preview and Submit tab. A final confirmation screen will appear (Figure 23).
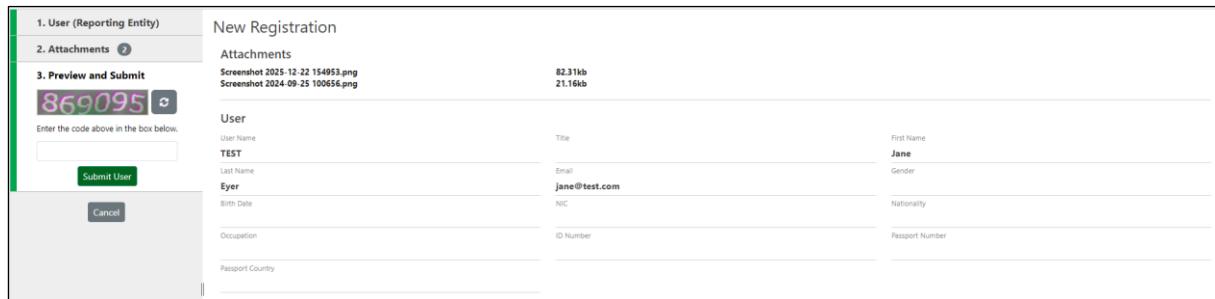
Figure 23

Once the information has been verified and ready to be submitted, type in the Captcha code (sequence of digits under the Preview and Submit tab) found in the Navigation Panel, into the field provided (Figure 24).
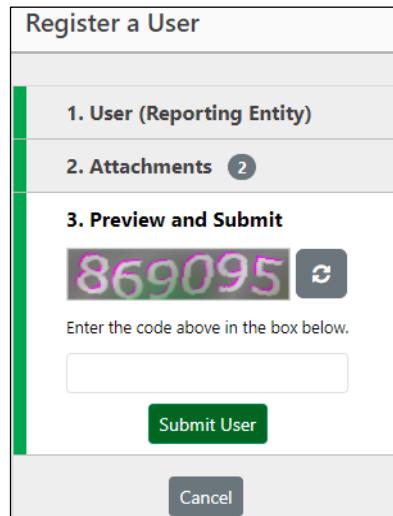
Figure 24

Click Submit User, and a confirmation page with a request reference number will appear (Figure 25).
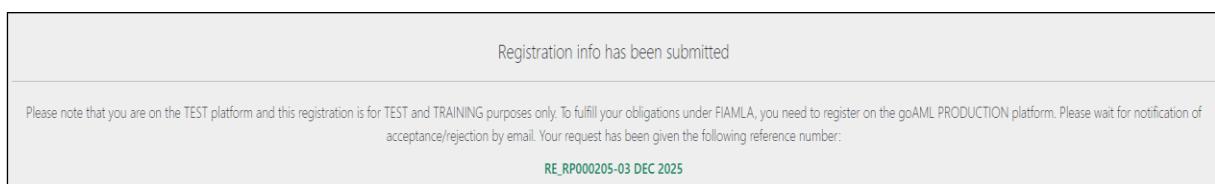
Figure 25

5.2   Process for User Registration Request

After you complete the online registration form, one notification e-mail with a reference number will be sent to the email address that was provided during registration process. This email confirms receipt of the registration request of the user

Your registration request is reviewed and validated internally at the Reporting Entity's (or Stakeholder's or Supervisory Body's) level., **<u>NOT by the Financial Intelligence Unit (FIU)</u>**. You will receive an email informing you whether your request has been approved or rejected.

If your registration request is rejected, the User will receive an email explaining the reason(s) for rejection. Rejected requests cannot be edited or resubmitted. You must complete and submit a new registration form.

If your registration request is approved, you will receive an email confirming the approval.

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