

KwaZulu-Natal Law Society

OFFICE OF THE DIRECTOR

YOUR REF :

OUR REF :

Please Quote Our Reference



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HIGH PRIORITY

FICA DEADLINE: 22ND APRIL 2016

Dear Members:

We have previously circulated information regarding the Financial Intelligence Centre's change of operating system and the need for all firms (Accountable Institutions) to update the profile of the Responsible Person/Compliance Officer, such that when the goAML system goes live, all information with respect to your firm will be on the new platform; additionally it will also ensure utilisation of the new system going forward, that is should the need ever arise for reporting to the FIC insofar as it relates to Cash Threshold Reporting or Suspicious Transactions:

This was due to be attended to by **22 April 2016!!!**

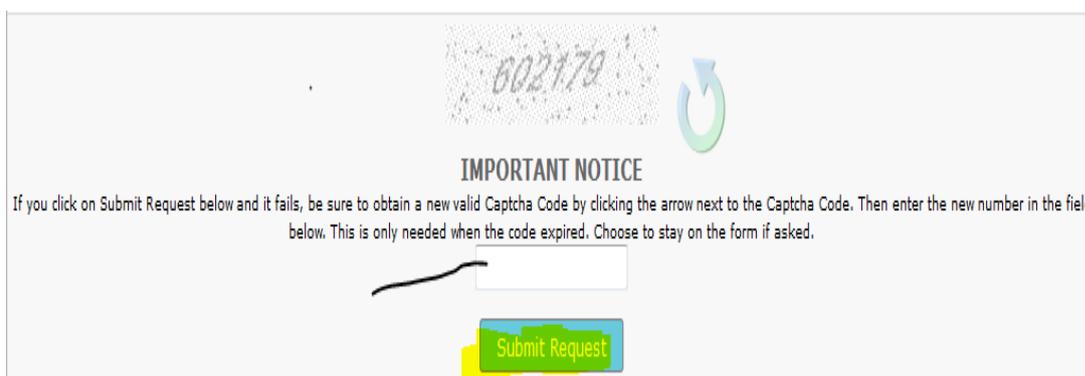
For those who have not updated information please find hereunder a guide to assist you in the process:

1. Go to https://goweb.fic.gov.za/goAMLWeb_PRD (access the site by clicking on the link or copying and pasting link into your web browser);
2. Once the page is accessed, click on "**Register**" which is located towards the top left of the screen;
3. Click on "**Register as Person**" – this will direct you to a registration page;

4. Do not tick on “Individual User” as practising attorneys are defined as accountable institution, instead proceed to the section headed “**Registering Person**”, which is in essence the **Compliance Officer**;
5. Under this heading you enter the Organisation ID (Org ID),(this information was supplied to you via the email sent you from the FIC Centre)
6. You then proceed to capture the rest of the information, please note that all fields depicted with an **asterisk *** are required fields;
7. Please pay special note to the following: (You don't have to use the previous login details if you don't remember them you can now create new login details)
 - o **User Name** - should be between 4 to 50 characters (do not duplicate characters)
 - o **Password** – should be between 5 to 10 characters and must include capital letter, alphanumeric and special characters (eg. AlexisK@1)
 - o **Email** (should be unique business email for yourself)
 - o **Under job title**, you may capture either Compliance Officer or Director (the last mentioned should be captured if you are is to continue acting/act as the firm's Compliance Officer)
8. Upload an authorisation letter as well as certified copy of ID:
Ideally the sole proprietor/director should act as the Compliance Officer /Registering Person - in which event the authorisation letter should be a letter on the firm's letterhead, wherein you state that as the sole proprietor/director at the firm, you will act as the firm's Compliance Officer/Registering Person (the letter must be signed by you). Additionally a certified copy of your ID should be uploaded.

However in the event that you have delegated the authority of Compliance Officer/Registering Person to someone else at the firm then it is that person's ID as well as an authorisation letter from you reflecting that in your capacity as sole proprietor/director, you have nominated the person concerned to act as Registering Person/Compliance Officer. In the last mentioned case, it is the relevant person's details that would then have to be captured under the “**Registering Person**” section.

9. Once ID and authorisation letter have been uploaded, remember to click on submit request at the bottom of the page, however do not forget to enter the “**CAPTCHA CODE**”, as generated by the system, in the space provided (see below snapshot) (in below example, the CAPTCHA CODE is 602179)



10. Once all has been submitted as per above, an auto generated email will be received from FIC confirming receipt of the submission;
11. Once the FIC has reviewed and approved the details of the Registering Person/Compliance Officer, a further email will be sent by FIC confirming same;
12. Once confirmation has been received from FIC confirming approval of the Registering Person/Compliance Officer , **login** to the system (again you go to https://goweb.fic.gov.za/goAMLWeb_PR - however this time click on **login using user id and password created during abovementioned process**). FIC will in any event confirm what further steps should be undertaken when confirming registration of the Registering Person/Compliance Officer;

13. Once logged in, please proceed to update the details of the firm, such as name, registration number (if applicable), tel numbers etc.

14. Please remember that should there be any changes to your firm contact information, apart from informing the LS, you should also ensure that these are amended, via your user profile with the FIC.

[DO NOT PROCEED TO 12 & 13 ABOVE UNTIL APPROVAL IS RECEIVED FROM FIC OF REGISTERING PERSON/COMPLIANCE OFFICER]

Please attend to this matter URGENTLY in your own interest.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'G.M. John', enclosed within a circular scribble.

**G.M. JOHN
DIRECTOR**