

### What is the goAML system?

The goAML system is the designated tool DNFBPs for Designated Non-Financial Businesses and Professions (DNFBPs) to submit report that must be brought to the attention of the UAE Financial Intelligence Unit (UAEFIU). This includes, but is not limited to, reporting of:

- Suspicious Activity Reports (SARs)
- Suspicious Transaction Reports (STRs)
- Dealers in Precious Metals and Stones Report (DPMSR)
- Real Estate Activity Report (REAR)
- Partial Name Match Report (PNMR)
- Funds Freeze Report (FFR)

### Who should register on the goAML system?

All DNFBPs are required to register on the goAML online system upon receipt of their Commercial License from ADGM.

#### The goAML registration is a two-stage process:

To gain access to the goAML system, DNFBPs are required to complete:

- 1. **Pre-registration (stage 1):** Register on the Service Access Control Manager (<u>SACM</u>) system of the UAE FIU to get the username and secret key for accessing the Google Authenticator.
- 2. **Registration (stage 2):** Register on the UAE FIU's goAML Portal.

**Note:** Both stages must be completed by all users (including new/additional users either register as new organization or new person)

#### Stage 1– Pre-registration on SACM and Obtaining the Secret Key

- **1.** The following documents and information are required for completing both stages of the goAML Registration:
  - Valid ADGM Commercial License.
  - ADGM MLRO approval (copy of the email)
- Supporting evidence of the current MLRO and deputy MLRO copies, including:
  - Passport
  - Emirates ID (front and back)
  - o UAE Resident Visa
  - o Valid and unique UAE Mobile number
  - Valid and unique email address

Note:

- All mandatory documents must be saved and consolidated in **one** PDF file.
- Mobile numbers and email addresses must be operational and cannot be used for multiple pre-registration requests.



- 2. Access the system through <u>https://services.uaefiu.gov.ae/sacm/</u>
- 3. Click on SYSTEMS > Select 'Security Access Control Manager'



4. Click on 'Registration'

| htt | https://eservices.centralbank.ae/sacm  |   |  |  |
|-----|--|---|--|--|
|     | محرف الإصارات العربية المتحدة المركزين<br>CENTRAL BANK OF THE U.A.E.   |   |  |  |
| s   | ACM  | Registration                                  |  |  |
| S   | ervices Access Control Manager.  | Supervisory Body Login                        |  |  |
| R   | egistration  |   |  |  |
| Fo  | or regulated/ unregulated entity and/or individual to express their intent to<br>ad therefore secure the Secret Code (S.C) | be able to access goAML for filing of STR/SAR |  |  |
|     |  |   |  |  |
| D   | isclaimer  |   |  |  |
| U   | nauthorized access will be   |   |  |  |



5. Complete all mandatory fields marked below with an asterisk (\*):

| UAEFIU SACM  | =                                 |  |  |  |
|--|-----------------------------------|--|--|--|
| Registration   | Registration for goAML            | Web Access   |  |  |
| Please complete all columns<br>Kindy make sure that you have white-listed the e-mails <u>ap-reply-astrail/quadfu, pay are</u> and <u>ap-reply-paymtifuantfu, pay are</u> |                                   |  |  |  |
|  | Registration Type : *             | Please select Registration Type                                    |  |  |
|  | Entity Name : *                   | Reporting Entity Name (Max 100 Chars)                              |  |  |
|  | Supervisory Body : *              | Please select Supervisory Body .                                   |  |  |
|  | ID Number/Reg. No : *             | ID Number(Reg. No with Supervisory Body (Max 30 Chan)              |  |  |
|  | Details of the User Registering   |  |  |  |
|  | Individual Name : *               | Individual Name (Max 100 Chars)                                    |  |  |
|  | Nationality : *                   | Please solect  |  |  |
|  | ID Type : *                       | Please solect -  |  |  |
|  | ID Number : *                     | ID Number (Max 30 Chars)   |  |  |
|  | E-Mail:*                          | E-Mail (Max 60 Chars)  |  |  |
|  | Mobile Numer : *                  | 0097155000000X   |  |  |
|  | Remarks :                         | exemple URE Noble Number '0007150123665'' Remarks (Max 500 Chars)  |  |  |
|  | Attachment :<br>(PDF File Only) • | Choose Fig.) No file chosen  |  |  |
|  |                                   | I have read and accept goAML Service Portal Terms and Conditions * |  |  |
|  |                                   | Submit   |  |  |

Key Considerations: complete all mandatory fields (\*) by following the steps as listed below:

- Select "Reporting Entity" as Registration Type
- Enter your entity name as per your ADGM Commercial Licence.
- Select "Abu Dhabi Global Market" as your Supervisory Body
- Enter your ADGM Commercial Licence number under "ID Number/Reg. No"
- Provide an accurate mobile number and e-mail address to receive OTPs
- Type in "MLRO's Name" under Individual Name
- Select your NATIONALITY from the drop-down list provided
- Select the ID TYPE from the list of values provided.
- Type in the Emirates ID or Passport number
- Type in a <u>valid and operational</u> "**EMAIL**" **address**. Ensure that it is operational so that you are be able to receive emails. *Please note that you cannot use the same email address for multiple pre-registration requests*
- Type in a <u>valid and operational</u> "UAE **Mobile Number**". Ensure that it is operational to be able to receive SMS. Please note that you cannot use the same mobile number for multiple pre-registration requests
- Click on "Choose file" button and upload the consolidated PDF file.
- Review and ensure all details are provided
- Accept the "Terms & Conditions" by ticking the box provided
- Finally click on the "SUBMIT" button



- 6. Once submitted you will receive an email from SACM user, as follows:
  - a. The pre-registration number assigned (which start with GMLADGMxxxxxxxx) and the "One Time Password" (OTP)

| Greetings,   | 1 |
|--|---|
| We have received your application successfully.  |   |
| Your temporary registration number is GMLADGM  |   |
| Kindly verify your E-Mail address by clicking the below link:  |   |
| https://eservices.centralbank.ae/wb-test/client-cert-issue/verifyemail.php?regno=GMLADGM785820035&tk=<br>gmladgm785820035-7f50ab7863e92a13531d0ebcfeaa9e8588f26cc90d6dd46f2dcbda315aaf<br>3365b28ce60ebb9a1fe732c3e69b587f09f76fd1f33f6f65e5b3218b77d3cc85dd68 |   |
| Regards,<br>Services Access Control Manager - goAMLWeb   |   |

b. Click on the link provided sent to your email to complete the email address **verification process**. The following message will be displayed if the verification process is successful.



- 7. Click on the link provided in the email where you will be required to provide the following:
  - a. Email used in the pre-registration (Stage 1) request
  - b. Email OTP (EOTP) sent to your registered email address
  - c. SMS OTP (MOTP) sent to your registered mobile number number

| Greetings,  |
|---|
| Your entity registration for goAMLWeb access has been Approved by your Supervisory Body   |
|   |
| Reg. No. : GMLADGM  |
| Entity Name :   |
| Individual Name : Ahmed   |
| Supervisory Body : Abu Dhabi Global Market  |
| Kindly obtain your TOTP Secret Key by visiting the below link. You are required enter the E-Mail OTP (provided below) and SMS OTP (sent to your registered mobile).<br>E-Mail OTP : |
| URL : https://eservices.centralbank.ae/wb-test/client-cert-issue/getkey.php   |
|   |
| Regards,  |
| Services Access Control Manager - goAMLWeb  |
|   |



Please note that the EOTP and MOTP <u>are only valid for 24 hours from the time of</u> <u>issuance</u>. Therefore, your Registration (**Stage 2**) must be completed within 24 hours.

8. After filling up the field with the above information highlighted in point 7 (a, b, c) – click on "Get Secret Key"

|  | مصرف الإسارات العربية المتحدة المركزي<br>CENTRAL BANK OF THE U.A.E.   |
|--|---|
|  | Services Access Control Manager - Obtain Secret Key   |
|  | legistered E-Mail :   |
|  | user@entity.com   |
| E  | -Mail OTP 1   |
|  |   |
| s  | INS OTP I   |
|  |   |
| 1  | Get Secret Key  |
|  |   |
|  |   |
|  | محرف الإسارات العربية المتحدة المركزي<br>CENTRAL BANK OF THE U.A.E.   |
| Obtain                                   | Secret Key  |
| Verifica                                 | tion Success  |
| Please find<br>To learn hi<br>You can us | d below your secret key which you can enable on Google Authenticator<br>ow to enable the secret key on Google Authenticator <u>Click Here</u><br>se the below QR Code to enable the Secret Key on your mobile |
| Secret Key : D                           | V30RKI2I44PAMTK   |
| Your UserNar                             | ne and Secret Key has been sent to your registered E-Mail   |

### Note:

- Install Google Authenticator on your mobile (IOS or Android)
- Activate your 'Google Authenticator' by scanning the bar code that was sent to the registered email address.
- 'Google Authenticator' will be generating a **6-digit number** which will change every minute.



**9.** Upon completion of the pre-registration (**Stage 1**) through SCAM, you will receive an email with your login details as shown below

| Greetings,  |
|---|
| Please find below your User Name and Secret Key for your reference.<br>Kindly make sure you are keeping the User Name and Secret Key confidentially |
| Reg. No. : GMLADGM<br>Entity Name :<br>Individual Name : Ahmed<br>Supervisory Body : Abu Dhabi Global Market  |
| User Name : Secret Key :  |
| URL : https://services.cbuae.gov.ae   |
| Regards,<br>Services Access Control Manager - goAMLWeb  |



# Stage 2 – goAML Portal Registration Guidance

# A. <u>Registering a New Organisation</u>

**Note:** If you are already registered on the goAML system and wish to add an additional user, please refer to part B of this section and follow the steps.

- 1. Access the system through https://services.uaefiu.gov.ae
- 2. Select 'Systems' and then select 'goAML'

| FIU           | SYSTEMS  |
|---------------|--|
| UAEFIU        | GOAML<br>INTEGRATED ENQUIRY<br>MANAGEMENT SYSTEM - IEMS<br>SECURITY ACCESS CONTROL<br>MANAGER (SACM) |
| eServices Por | FIU ENQUIRY PORTAL   |
|               |  |

3. Log into the system using the Username sent to your email, which starts with (UADGMXXXXXX) and input the 6 digits that appear on your 'Google Authenticator' as your password.

| https://services.uaefiu.<br>Jsername | .gov.ae | Using USERNAME received<br>post - SACM Registration |
|--------------------------------------|---------|---|
| assword                              |         | Google Authenticator's<br>6-digit code              |



4. Select your Registration Type as "Register a New Organization".

| FIU  | وحدة<br>المعلومات<br>المالية<br>Financial<br>Intelligence<br>Unit |  |
|--|---|--|
| <b>UAE Financ</b><br>Welcome to go   | cial Intelligence Unit<br>DAML - UAE FIU Reporting System         |  |
| LOGIN >>   |   |  |
| Register   |   |  |
| Please note that in order t  | to get access to the  |  |
| system, you first need to register as a  |   |  |
| Reporting Entity under "Register as an   |   |  |
| Organisation". Once the registration process   |   |  |
| has been successfully completed, you can log   |   |  |
| in with the credentials you  |   |  |
| in with the credentials you<br>defined.  |   |  |
| in with the credentials you<br>defined.<br>Supervisory Bodies Pre-registra   | ation Guide   |  |
| in with the credentials you<br>defined.<br>Supervisory Bodies Pre-registrat<br>Reporting Entities Pre-registrat  | ation Guide   |  |
| in with the credentials you<br>defined.<br>Supervisory Bodies Pre-registra<br>Reporting Entities Pre-registrat<br>Registration Guide   | ation Guide<br>tion Guide   |  |
| in with the credentials you<br>defined.<br>Supervisory Bodies Pre-registra<br>Reporting Entities Pre-registrat<br>Registration Guide<br>FAQs                                 | ation Guide   |  |
| In with the credentials you<br>defined.<br>Supervisory Bodies Pre-registrat<br>Reporting Entities Pre-registrat<br>Registration Guide<br>FAQs<br>Register a new Organisation | ation Guide<br>tion Guide   |  |

5. All mandatory (\*) fields must be completed.

| Please select the type of organization you are registering as, and then enter your organization details   Entity type:   Ceptering Crganization   | Registration Type  |     |                         |             |  |
|---|--|-----|-------------------------|-------------|--|
| Organization Type" Is Financial?   Name" acronym"   Incorp. Num Swift/Bic*   Commercial Name Business Activity   Incorp. City Incorp. State   Incorp. Country Name of holding company   Contact Person Email*   | Please select the type of organization you are registering as, and then enter your organization details<br>Entity type:<br>Reporting Entity<br>Stakeholder<br>Supervisory Body |     |                         |             |  |
| Organization Type*   Name*   Incorp. Num   Incorp. Num   Commercial Name   Incorp. City   Incorp. Country   Contact Person   Mame*   Phones   | Registering organization   |     |                         |             |  |
| Name"       acronym"       acronym"         Incorp, Num       Swift/Bic*       acronym"         Commercial Name       Business Activity       Image: State         Incorp, City       Incorp, State       Image: State         Incorp, Country       Name of holding company       Image: State         Contact Person       Email*       Image: State         Website       Image: State       Image: State  | Organization Type*   | ~   | Is Financial?           | Yes No      |  |
| Incorp. Num       Swift/Bic*         Commercial Name       Business Activity         Incorp. City       Incorp. State         Incorp. Country       Name of holding company         Contact Person       Email*         Website       Incorp.   | Name*  |     | acronym*                |             |  |
| Commercial Name       Business Activity          Incorp. City       Incorp. State          Incorp. Country       Name of holding company          Contact Person       Email*          Website           Phones •   | Incorp. Num  |     | Swift/Bic*              |             |  |
| Incorp. City     Incorp. State       Incorp. Country     Name of holding company       Contact Person     Email*       Website     Phones •   | Commercial Name  |     | Business Activity       | ~ · · · · · |  |
| Incorp. Country Name of holding company Contact Person Website Phones Addresses   | Incorp. City   |     | Incorp. State           |             |  |
| Contact Person     Email*       Website     Image: | Incorp. Country  | ~ · | Name of holding company |             |  |
| Website Phones  Phones  Addresses  P  | Contact Person   |     | Email*                  |             |  |
| Phones 🕣  | Website  |     |                         |             |  |
| Addresses 🕤   | Phones 🕒   |     |                         |             |  |
|   | Addresses 🕒  |     |                         |             |  |



Key Considerations:

- Select Reporting Entity
- Choose the most suitable relevant Organisation Type according to your licensed activities
- Enter / create a username and password for the individual registering (to be able to login to the portal post approval).
- Ensure the phone and address fields are populated.
- 6. Press "Choose file" to upload/ Select the mandatory documents\* to attach from the desired location. After selecting a file as an attachment, click the Upload button

\*e.g., Valid ADGM Commercial License, ADGM MLRO approval (copy of the email), Supporting evidence of the current MLRO and deputy MLRO copies, including Passport, Emirates ID (front and back), UAE Resident Visa, Mobile number, Valid email address and Supporting evidence of the current MLRO and deputy MLRO copies, including Passport, Emirates ID (front and back), UAE Resident Visa, Mobile number, Valid email address).

 Before submitting the request, enter the "Captcha" (sequence of digits that appears on the screen in this case). Ensure typing in the numbers as they appear in the image and click Submit Request.

| File Name                  | File Size |        |
|----------------------------|-----------|--------|
| Passport Copy.pdf          | 76097     | ×      |
| Authorization Letter.pdf   | 76097     | ×      |
| Choose File No file chosen |           | Upload |

Once the registration form is submitted, a "Registration info has been submitted" will appear on your screen with the registration reference number. The reference number is used for any registration related enquiries with the regulator or the goAML support team.

| Registration info has been submitted   |                               | 30 |
|--|-------------------------------|----|
| Registration info has been submitted   | <u>Return to</u><br>main page |    |
| Please wait for notification of<br>acceptance/rejection by email. Your<br>request has been given the following<br>reference number: RE_RP000011-06 JAN<br>2019 |                               |    |

8. You will receive an e-mail to notify you of the status of your application. In the event your application for Registration (Stage 2) is **rejected**, please refer to the reason for rejection and re-submit once again starting from point 1 of this section.



# B. Registering as a New Person (for additional users / change of MLRO)

- Complete Part 1 of the Pre-Registration (Stage 1) for the details, please refer to Stage 1– Pre-registration section
- 2. Once your Stage 1 request is approved, Register in Stage 2 by Selecting type of registration "Register a New Person"

| قوحة<br>المعلومات<br>المالية<br>FIU<br>Financial<br>Intelligence<br>Unit                    |
|---|
| <b>UAE Financial Intelligence Unit</b><br>Welcome to goAML - UAE FIU Reporting System       |
| LOGIN >>  |
| Register  |
| Please note that in order to get access to the  |
| system, you first need to register as a <b>Reporting</b>                                    |
| Once the registration process has been  |
| successfully completed, you can log in with the<br>credentials you have previously defined. |
| Supervisory Bodies Pre-registration Guide   |
| Reporting Entities Pre-registration Guide   |
| Registration Guide  |
| FAQs  |
| Register a new Organisation   |
| Register a new Person   |

9. Complete all mandatory (\*) fields under Registering Person, phones and attachments sections of stage (2) - for details refer to Stage 2 – above goAML Portal Registration. <u>Note:</u> For "Organization ID" <u>field</u> – the existing MLRO who acts as the admin for your entity should provide the new user with the organization ID from the goAML portal to enable new users to register under the entity's profile.

### Note:

For assistance with technical issues, please direct your queries to the UAEFIU's goAML Team by email on <u>goaml@uaefiu.gov.ae</u>.

For other enquiries, please direct these to the ADGM's Financial and Cyber Crime Prevention (FCCP) Team by email on <u>FCCP@adgm.com</u>.