

FINANCIAL INTELLIGENCE CENTRE (FIC)

Circular No. 19 of 2017

The purpose of Additional Information File (AIF)

Introduction

This Circular is issued in terms of Section 9(1) (h) of the Financial Intelligence Act, 2012 (Act No. 13 of 2012) hereinafter referred to as the FIA, to give an overview of what Additional Information File (AIF) entails, expounds the nature of information it conveys, and prohibits the usage of AIFs for purposes other than what is highlighted herein.

Accordingly, the FIC is dedicated to continuously assist the Government of the Republic of Namibia to combat Money Laundering, and the Financing of Terrorist and Proliferation Activities.

Overview of Additional Information File (AIF) and the nature of information it conveys

AIF is a report type rooted in the goAML schema (electronic *WEB* portal) designed to enable Accountable and Reporting institutions to report:-

- a) spontaneously to the FIC new additional information related to Suspicious Transactions Reports (STRs) and Suspicious Activity Reports (SARs) previously filed with the FIC; and
- b) additional information requested by the FIC, in relation to STRs, SARs, Cash Transaction Reports (CTRs), domestic Electronic Fund Transfers (EFTs), and International Fund Transfers (IFTs).

When filing AIFs, Accountable and Reporting institutions must make reference to the previously filed report to which information conveyed relates. This enables the FIC to

make significant linkage of additional information so provided, to previously reported information in its domain.

Accountable and Reporting Institutions are prohibited from filing AIFs to –

- improve the quality of previously filed STRs or SARs that are lacking the basic information required by the FIC to prioritise such STRs or SARs accordingly.

All report categories must meet the quality as per goAML schema, and that AIF should not be used as a quality bridging tool, but as a means of spontaneously providing new additional information related to existing or previously filed reports, or requested information related to existing or previously filed reports.

Methods of reporting AIFs to the FIC

Accountable and Reporting Institutions can report AIFs through:

- a) Electronic submission (online/web based or xml by clicking on <https://www.fic.na/goaml/>); or
- b) The submission of Additional Information Files (AIFs) under exceptional circumstances highlighted herein below, can be arranged by calling FIC on 061-2835100, 061-2835008 for directions where and how to send the AIF:
 - When Accountable and Reporting Institutions have no means to file AIFs electronically;
 - When Accountable and Reporting Institutions are unable to file electronically due to the system failure and reporting at the time is a matter of urgency.

Non-compliance with the provisions of this Circular

Any non-compliance with the provisions contained in this Circular is an offence in terms of section 63(f) of the FIA.

Further information

Enquiries can be directed to the FIC Help Desk by:

Email to helpdesk@fic.na

Tel: + 264 - 61-283-5100

Fax: +264 - 61-283-5259

The information contained in this document is intended only to provide a summary and a general overview on these matters. This document may contain statements of policy which reflect FIC's administration of the legislation in carrying out its statutory functions.

The information contained herein is current as at the date of this document.

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Director: Financial Intelligence Centre