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**GUIDANCE NOTE NO 3 OF 2017**

**GOAML REPORTING OF CROSS BORDER  
REMITTANCES**

## 1. INTRODUCTION

The purpose of this Guidance Note is to assist and guide Accountable Institutions (AIs) that are Authorised dealers in Foreign Exchange (ADs) and Authorized Dealers in Foreign Exchange with Limited Authority (ADLA) in complying with the additional obligations to report Inward and Outward Cross Border Remittances as outlined in Directive 01 of 2016 (revised and re-issued on 13 July 2017).

### **This guide consists of two sections:**

Part A: Submitting Quarterly Cross Border Remittances - Outward

Part B: Submitting Quarterly Cross Border Remittances - Inward

## **PART A:**

### **SUBMITTING QUARTERLY CROSS BORDER REMITTANCES - OUTWARD**

All outward single discretionary allowances above NAD 99,999.99, quarterly, per client (natural persons only) must be reported via the goAML Web portal using report type:

#### **QUARTERLY CROSS BORDER REMITTANCES – OUTWARD.**

Reporting must be done on a quarterly basis.

Report may include multiple transactions to a maximum of 500 transactions per report.

### **STEPS FOR MANUAL SUBMISSION OF QUARTERLY CROSS BORDER REMITTANCES - OUTWARD TO THE FIC VIA WEB PORTAL.**

**STEP 1:** Log into FIC Website - [www.fic.na](http://www.fic.na)

**STEP 2:** Click FIC Reporting Portal - PRODUCTION

## **AML/CFT Reporting**



**FIC Reporting Portal - PRODUCTION**

**STEP 3: Click LOGIN and Enter Username and Password**

The screenshot shows a login interface. At the top, there are two buttons: "Register" and "Login". Below this is a horizontal bar with "Register" and "Login" text on the right. The main form contains two input fields: "User Name:" and "Password:". Below the password field are two buttons: "Log In" and "Forgot password".

**STEP 4: Select New Reports and then click Web Reports**



**(Please note that all fields indicated with a \* are mandatory)**

**STEP 5: Remember to select Report Type as “QUARTERLY CROSS BORDER REMITTANCES - OUTWARD”**

The screenshot shows a form with two fields. The first field is labeled "Entity ID" and has a dropdown menu with "FIC - Namibia" selected. The second field is labeled "Type\*" and has a dropdown menu with "Quarterly Cross Border Remittances - OUTW" selected. The entire form is enclosed in a red border.

**STEP 6: Click the + sign next to “Transactions” and fill in the relevant information**

The screenshot shows a sidebar menu with three expandable sections. Each section has a plus sign (+) next to it. The sections are: "Location", "Indicators", and "Transactions \*".

**STEP 7: Transaction:** The following fields must be completed



**Number:** Click the transaction number generator to generate a unique number

**Transmode Code:** Click the drop-down and choose category – Outward Discretionary allowance

**Date:** The date of the report submission

**Local amount:** Total amount of outward remittances per client [single amount or cumulative over the prescribed period]

**Transaction Comments:** The transactions comments should include the actions taken by the AD/ADLA to mitigate the risk of ML/TF/PF.

**Transaction Type:** Select MultiParty<sup>1</sup>

The screenshot shows a web form titled "Transaction" with the following fields and controls:

- Number\*:** Text input containing "TRNWEB-0028/27-JUL-17" with a gear icon to its right.
- Internal Reference Number:** Empty text input.
- Transmode Code\*:** Dropdown menu showing "Outward discretionary allowance".
- Transmode Comment:** Empty text input.
- Local Amount\*:** Text input containing "2500987.20".
- Date\*:** Text input containing "27/07/2017".
- Late Deposit?:** Radio buttons for "Yes" (unselected) and "No" (selected).
- Teller:** Empty text input.
- authorized:** Text input containing "authorized".
- Location:** Empty text input.
- Description:** Large empty text area.
- Transaction\_Comments:** Text area containing "ACTIONS TAKEN BY ADLA IF AMOUNT IS BEYOND CLIENT PROFILE".
- Transaction Type:** Radio buttons for "MultiParty" (selected) and "BiParty" (unselected).
- Goods and Services:** A button with a plus sign (+).
- Buttons:** "Save" and "Cancel" buttons at the bottom.

<sup>1</sup> Whilst BiParty transactions require a clear Source and Destination of funds. MultiParty transactions only require involved parties.

**STEP 8 : Involved Party** – The following fields must be completed

**Role:** For outward remittances: Select Payee/Sender

**Funds Code:** Select the appropriate funds code

**Party is:** Select Not My Client<sup>2</sup>

**Party Type:** Select Person

**Involved Party**

**Role\*** Payee / Sender ▼ **Funds code** Electronic funds transfer ▼

**Country\*** NAMIBIA ▼ **Significance** [Empty]

**Funds comment** [Empty] **Comments** [Empty]

**Foreign Currency** +

**Party is:**  My Client  Not My Client

**Party Type:**  Person  Account  Entity

**Person \*** +

**Add Party and Save Report** **Cancel**

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<sup>2</sup> When My-Client is selected more fields are mandatory, as prescribed by the FIC. For Not-My-Client fewer fields are mandatory. For the purpose of the **QUARTERLY CROSS BORDER REMITTANCES - OUTWARD Report**, Not-My-Client is selected, even though the persons reported are clients of the AD/ADLA

**STEP 9:** The following Person details are required:

**First name** – First name of Sender

**Last Name** – Last name of Sender

**Id Number:** [For Namibian Citizens] – Use Identification number of Sender

**Passport: Yes**

[Non-Namibian Citizens] – Use Passport Number and Passport Country of Sender

Passport?	<input type="radio"/> No <input checked="" type="radio"/> Yes		
Passport Number*	P2565254	Passport Country	ANGOLA

**Source of Wealth** – Use this field to provide information on the source of funds remitted

Person		Use an existing Person	
Title	<input type="text"/>	Gender	<input type="text"/>
First Name*	Gert	Last Name*	Beukes
Middle Name	<input type="text"/>	Prefix	<input type="text"/>
Birth Date	<input type="text"/>	Birth Place	<input type="text"/>
Mothers Name	<input type="text"/>	Alias	<input type="text"/>
ID Number	75121145454	Add. Id Number	<input type="text"/>
Nationality 1	<input type="text"/>	Nationality 2	<input type="text"/>
Nationality 3	<input type="text"/>	Residence	<input type="text"/>
Occupation	<input type="text"/>	Employer Name	<input type="text"/>
Tax Number	<input type="text"/>	Tax Reg. Number	<input type="text"/>
Source of Wealth	Business owner - Shell Garage		

Once all information is completed, Press SAVE until you reach the Report front page.

You may now add more transactions or submit the report to the FIC.

<a href="#">Submit Report</a>	<a href="#">Save Report</a>	<a href="#">Show Attachments x 0</a>	<a href="#">Preview</a>
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## PART B:

### SUBMITTING QUARTERLY CROSS BORDER REMITTANCES - INWARD

All Inward remittances of individuals (natural persons only) receiving funds above NAD 499,999.99 per client, quarterly, must be reported via the goAML Web portal using report type **QUARTERLY CROSS BORDER REMITTANCES – INWARD**.

Reporting must be done on a quarterly basis.

Report may include multiple transactions to a maximum of 500 transactions per report.

### STEPS FOR MANUAL SUBMISSION OF QUARTERLY CROSS BORDER REMITTANCES - INWARD TO THE FIC VIA WEB PORTAL.

**STEP 1:** Log into FIC Website - [www.fic.na](http://www.fic.na)

**STEP 2:** Click FIC Reporting Portal - PRODUCTION

## AML/CFT Reporting



FIC Reporting Portal - PRODUCTION

**STEP 3:** Click **LOGIN** and **Enter Username and Password**

Register	Login
Register Login	
User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log In"/>	<input type="button" value="Forgot password"/>

**STEP 4:** Select **New Reports** and then click **Web Reports**



**(Please note that all fields indicated with a \* are mandatory)**

**STEP 5:** Remember to select Report Type as **“QUARTERLY CROSS BORDER REMITTANCES - INWARD”**

Entity ID	FIC - Namibia
Type*	Quarterly Cross Border Remittances - INWARD ▼

**STEP 6:** Click the **+** sign next to **“Transactions”** and fill in the relevant information

Location <b>+</b>
Indicators <b>+</b>
Transactions * <b>+</b>

**STEP 7: Transaction:** The following fields must be completed



**Number:** Click the transaction number generator to generate a unique number

**Transmode Code:** Click the drop-down and choose category – Inward Remittance

**Date:** The date of the report submission

**Local amount:** Total amount of Inward remittances per client [single amount or cumulative over the prescribed period]

**Transaction Comments:** The transactions comments should include the actions taken by the AD/ADLA to mitigate the risk of ML/TF/PF.

**Transaction Type:** Select MultiParty<sup>3</sup>

<sup>3</sup> Whilst BiParty transactions require a clear Source and Destination of funds. MultiParty transactions only require involved parties.



Transaction	
Number*	TRNWEB-0031/27-JUL-17
Transmode Code*	Inward Remittance
Local Amount*	500250.00
Late Deposit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Teller	
Location	
Description	
Transaction_Comments	Action taken by AD/ADLA to mitigate the ML/TF/PF Risks
Transaction Type:	<input checked="" type="radio"/> MultiParty <input type="radio"/> BiParty
Involved Parties *	<input data-bbox="440 884 461 911" type="button" value="+"/>
Goods and Services	<input data-bbox="451 932 472 959" type="button" value="+"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**STEP 8 : Involved Party** – The following fields must be completed

**Role:** For Inward Remittances: Select Beneficiary/Receiver

**Funds Code:** Select the appropriate funds code

**Party is:** Select Not My Client<sup>4</sup>

**Party Type:** Select Person

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<sup>4</sup> When My-Client is selected more fields are mandatory, as prescribed by the FIC. For Not-My-Client fewer fields are mandatory. For the purpose of the **CROSS BORDER REMITTANCES - OUTWARD Report**, Not-My-Client is selected, even though the persons reported are clients of the AD/ADLA

**Involved Party**

Role\*  Funds code

Country\*  Significance

Funds comment

Comments

**Foreign Currency** +

Party is:  My Client  Not My Client

Party Type:  Person  Account  Entity

**Person** \* +

**STEP 9:** The following Person details are required:

**First name** – First name of Beneficiary/Receiver

**Last Name** – Last name of Beneficiary/Receiver

**Id Number:** [ For Namibian Citizens] – Use Identification number of Beneficiary/Receiver

**Passport: Yes**

[Non-Namibian Citizens] – Use Passport Number and Passport Country of Beneficiary/Receiver

Passport?  No  Yes

Passport Number\*  Passport Country

**Source of Wealth** – Use this field to provide information on the source of funds remitted.

Person		Use an existing Person	
Title	<input type="text"/>	Gender	<input type="text"/>
First Name*	Jose	Last Name*	Barre
Middle Name	<input type="text"/>	Prefix	<input type="text"/>
Birth Date	<input type="text"/>	Birth Place	<input type="text"/>
Mothers Name	<input type="text"/>	Alias	<input type="text"/>
ID Number	P8522565	Add. Id Number	<input type="text"/>
Nationality 1	ANGOLA	Nationality 2	<input type="text"/>
Nationality 3	<input type="text"/>	Residence	<input type="text"/>
Occupation	<input type="text"/>	Employer Name	<input type="text"/>
Tax Number	<input type="text"/>	Tax Reg. Number	<input type="text"/>
Source of Wealth	Business Man		

Once all information is completed, press SAVE until you reach the report front page.

You may now add more transactions or submit the report to the FIC.

Submit Report	Save Report	Show Attachments x 0	Preview
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#### 4. HOW TO CONTACT THE FIC

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