

# Financial Intelligence Centre Republic of Namibia

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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 <u>QUARTERLY CROSS BORDER REMITTANCES - OUTWARD</u> TO THE FIC VIA WEB PORTAL.

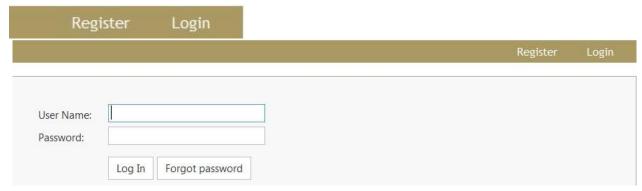
**STEP 1**: Log into FIC Website - **www.fic.na** 

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

**AML/CFT Reporting** 



STEP 3: Click LOGIN and Enter Username and Password



STEP 4: Select New Reports and then click Web Reports

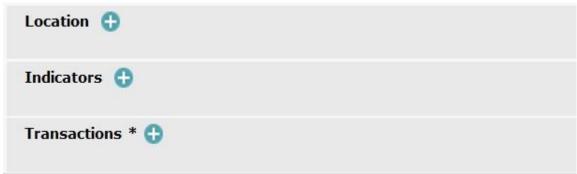


(Please note that all fields indicated with a \* are mandatory)

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



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



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

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



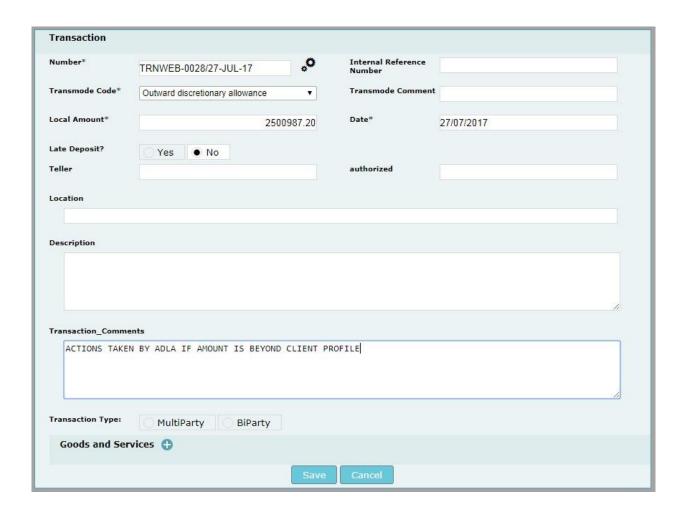
**Transmode Code**: Click the drop-down and choose category – Outward Discretionary allowance

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>



 $<sup>^{1}\,\</sup>text{Whilst BiParty transactions require a clear Source and Destination of funds.}\,\,\text{MultiParty transactions only require involved parties}.$ 

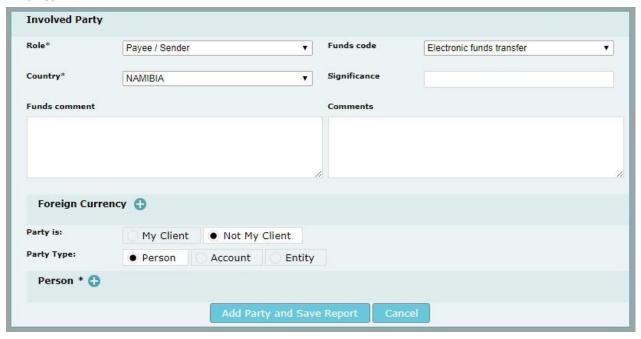
# STEP 8: Involved Party - The following fields must be completed

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



<sup>&</sup>lt;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

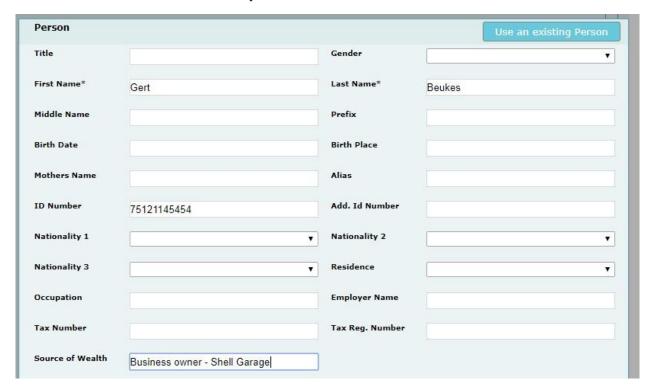
Id Number: [For Namibian Citizens] - Use Identification number of Sender

**Passport: Yes** 

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

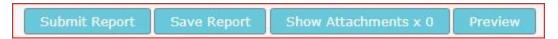


**Source of Wealth** – Use this field to provide information on the source of funds remitted



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.



## 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

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

# AML/CFT Reporting



STEP 3: Click LOGIN and Enter Username and 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"



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



**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

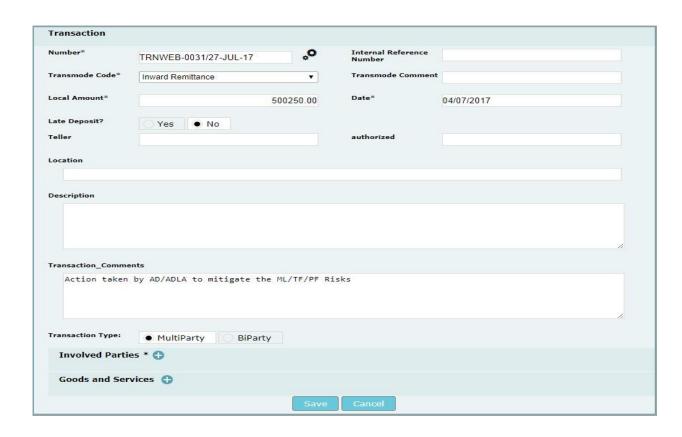
Date: The date of the report submission

**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>&</sup>lt;sup>3</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

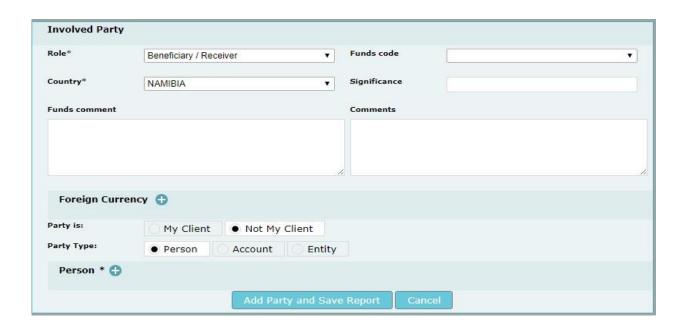
Role: For Inward Remittances: Select Beneficiary/Receiver

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

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

Party Type: Select Person

<sup>&</sup>lt;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



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

First name - First name of Beneficiary/Receiver

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

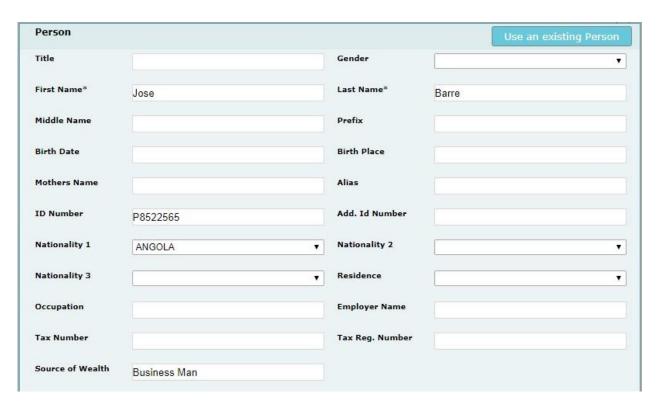
Id Number: [For Namibian Citizens] - Use Identification number of Beneficiary/Receiver

# **Passport: Yes**

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

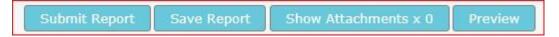


**Source of Wealth** – Use this field to provide information on the source of funds remitted.



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.



## 4. HOW TO CONTACT THE FIC

**Financial Intelligence Centre** 

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Email: <a href="mailto:helpdesk@fic.na">helpdesk@fic.na</a>