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GUIDANCE NOTE NO 3 OF 2017

GOAML REPORTING OF CROSS BORDER

REMITTANCES

July 2017

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

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

User Name:

Password:

Log In

Forgot password

STEP 4: Select New Reports and then click Web Reports



Financial Intelligence Centre
Republic of Namibia



New Reports

Drafted Reports

Submitted Reports

My goAML

Admin



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

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

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

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

Location +

Indicators +

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 MultiParty¹

Transaction

Number*	<input type="text" value="TRNWEB-0028/27-JUL-17"/>		Internal Reference Number	<input type="text"/>
Transmode Code*	<input type="text" value="Outward discretionary allowance"/>		Transmode Comment	<input type="text"/>
Local Amount*	<input type="text" value="2500987.20"/>		Date*	<input type="text" value="27/07/2017"/>
Late Deposit?	<input type="radio"/> Yes <input checked="" type="radio"/> No		authorized	<input type="text"/>
Teller	<input type="text"/>			
Location	<input type="text"/>			
Description	<input type="text"/>			
Transaction_Comments	<input type="text" value="ACTIONS TAKEN BY ADLA IF AMOUNT IS BEYOND CLIENT PROFILE"/>			
Transaction Type:	<input type="radio"/> MultiParty	<input type="radio"/> BiParty		
Goods and Services	<input type="button" value="+"/>			

¹ 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 Client²

Party Type: Select Person

Involved Party

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

Country* NAMIBIA **Significance**

Funds comment **Comments**

Foreign Currency +

Party is: My Client Not My Client

Party Type: Person Account Entity

Person * +

Add Party and Save Report **Cancel**

² 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
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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.

Submit Report	Save Report	Show Attachments x 0	Preview
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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

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 - INWAI ▼

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

Location +
Indicators +
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 – 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 MultiParty³

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

Transaction			
Number*	TRNWEB-0031/27-JUL-17	Internal Reference Number	<input type="text"/>
Transmode Code*	Inward Remittance ▼	Transmode Comment	<input type="text"/>
Local Amount*	500250.00	Date*	04/07/2017
Late Deposit?	<input type="radio"/> Yes <input checked="" type="radio"/> No	authorized	<input type="text"/>
Teller	<input type="text"/>		
Location	<input type="text"/>		
Description	<input type="text"/>		
Transaction_Comments	<input type="text" value="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 *	+		
Goods and Services	+		
		Save	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 Client⁴

Party Type: Select Person

⁴ 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*	Beneficiary / Receiver	Funds code	
Country*	NAMIBIA	Significance	
Funds comment	Comments		
<p>Foreign Currency +</p> <p>Party is: <input type="radio"/> My Client <input checked="" type="radio"/> Not My Client</p> <p>Party Type: <input checked="" type="radio"/> Person <input type="radio"/> Account <input type="radio"/> Entity</p> <p>Person * +</p>			
Add Party and Save Report		Cancel	

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
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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" value="▼"/>
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" value="▼"/>
Nationality 3	<input type="text" value="▼"/>	Residence	<input type="text" value="▼"/>
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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