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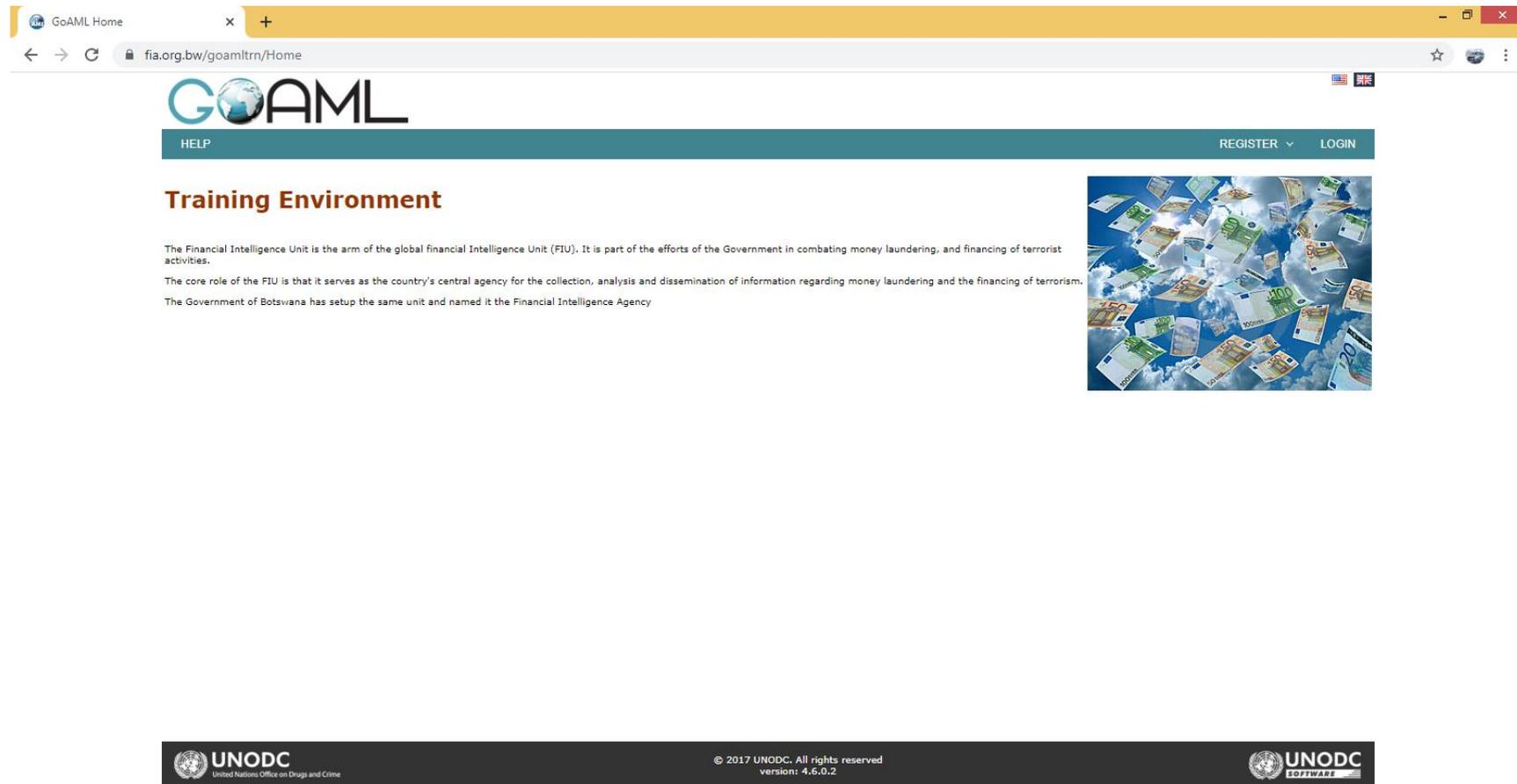
## GOAML REGISTRATION GUIDELINE

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## 6.0 Getting Started

When the URL is entered into the Web browser window or clicking on the following URL <https://www.fia.org.bw/goamltrn> (training environment) <https://www.fia.org.bw/goamlcln> (live environment), the goAML Financial Intelligence Agency Home Page will be launched. *Please refer to the screen on the next page.*



The screenshot displays a web browser window with the address bar showing `fia.org.bw/goamltrn/Home`. The page header includes the **GOAML** logo and navigation links for **HELP**, **REGISTER**, and **LOGIN**. The main content area is titled **Training Environment** and contains the following text:

The Financial Intelligence Unit is the arm of the global financial Intelligence Unit (FIU). It is part of the efforts of the Government in combating money laundering, and financing of terrorist activities.

The core role of the FIU is that it serves as the country's central agency for the collection, analysis and dissemination of information regarding money laundering and the financing of terrorism.

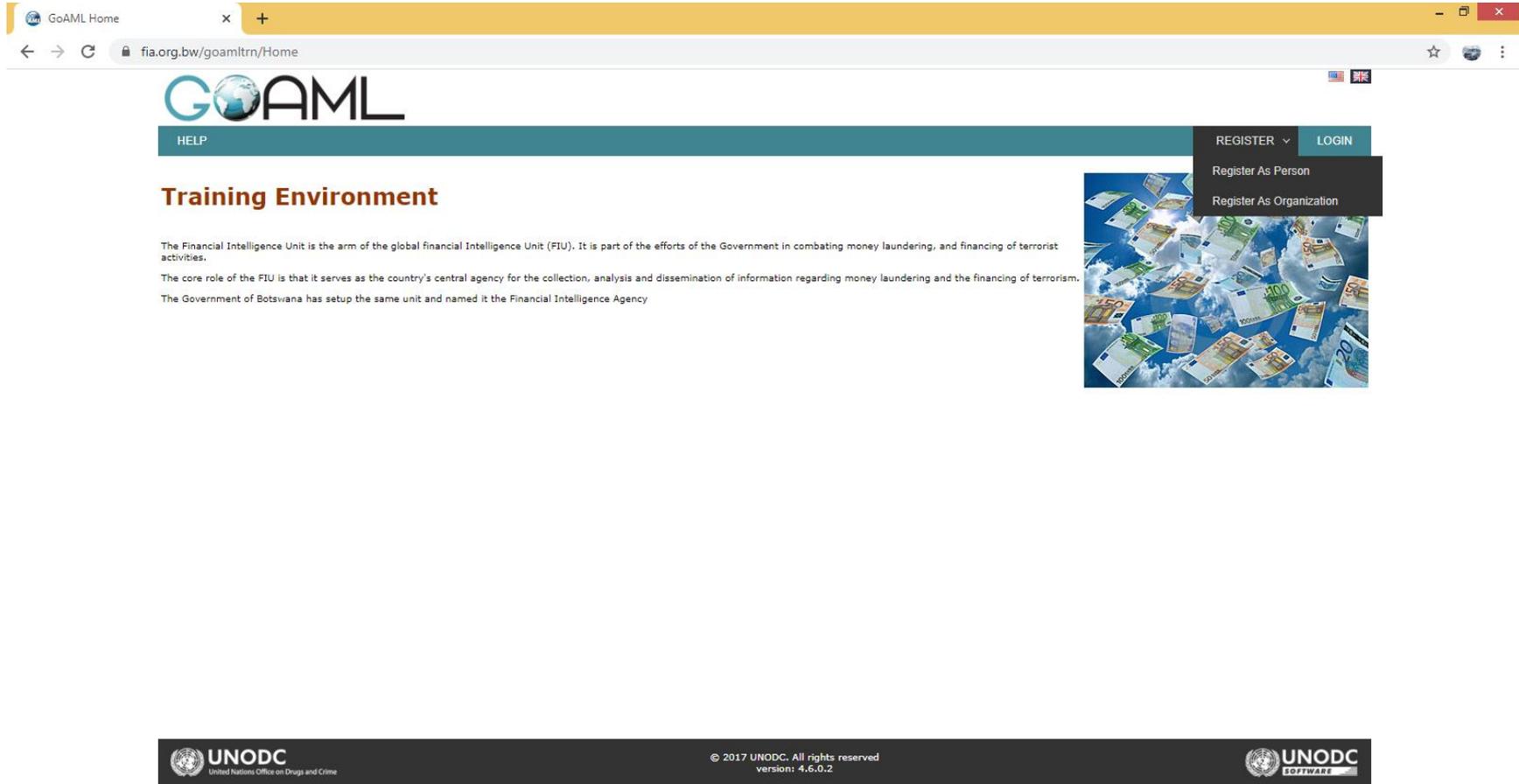
The Government of Botswana has setup the same unit and named it the Financial Intelligence Agency

The page also features a graphic of various Euro banknotes (20, 50, 100, 200) floating against a blue sky with clouds.

The footer contains the UNODC logo and text: © 2017 UNODC. All rights reserved. version: 4.6.0.2.

## 6.1 Register As Organisation

On the Navigation bar > Hover (move) the mouse pointer on the **Register** link > Click **Register As Organisation** > The registration screen will be loaded and displayed.



The screenshot shows a web browser window with the URL [fia.org.bw/goamltrn/Home](http://fia.org.bw/goamltrn/Home). The page features the GoAML logo and a navigation bar with a 'REGISTER' dropdown menu. The dropdown menu is open, showing options for 'Register As Person' and 'Register As Organization'. The 'Register As Organization' option is highlighted. Below the navigation bar, the page content includes a 'Training Environment' section with text describing the Financial Intelligence Unit (FIU) and its role. A decorative image of Euro banknotes is visible on the right side of the page. The footer contains the UNODC logo and copyright information: © 2017 UNODC. All rights reserved. version: 4.6.0.2.

GoAML Home

fia.org.bw/goamltrn/Home

HELP

REGISTER LOGIN

Register As Person

Register As Organization

### Training Environment

The Financial Intelligence Unit is the arm of the global financial Intelligence Unit (FIU). It is part of the efforts of the Government in combating money laundering, and financing of terrorist activities.

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UNODC  
United Nations Office on Drugs and Crime

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version: 4.6.0.2

UNODC  
SOFTWARE

<https://www.fia.org.bw/goamltrn/Home#>

## 6.2 Registration Type

The registration type has three entity types to select from **Reporting Entity / Stakeholder / Supervisory Body**. All specified parties and accountable institutions that have a reporting obligation in terms of the FIA Act 2019 **select Reporting Entity**.

### Registration Type

Please select the type of organization you are registering as, and then enter your organization details

Entity type:

Reporting Entity  
 Stakeholder  
 Supervisory Body

### Registering Organization

Organization Business Type*	Dummy Sector	is financial	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name*	Star (Pty) Ltd	acronym*	Star (Pty) Ltd
Incorp. Num	BW0000654123	Swift/Bic*	654123
Commercial Name		Incorporation Legal Form	Proprietary Limited (Pty) Ltd
Incorp. City	Gaborone	Incorporation District	
Incorp. Country	BOTSWANA	Name of holding company	
Contact Person	Motimedi Motlhotlho	Email*	motlhotlho@email.com
URL	www.star.co.bw		

Phones +

Addresses +

**Organization Business Type** – Business types (e.g. Bank) > Click **Drop down and select appropriate business type**

**is financial** – Is it a financial institution or not (banks, money remitters, SACCOS, NPO etc.)

**Name** – The unique name of the registering institution (e.g. Star (Pty) Ltd)

**Acronym** – Acronyms for institutions / Initials for individuals

**Incorp. Num** - Company registration number (from CIPA, Registrar of Societies, and Department of Cooperatives etc.)

**Swift / Bic** – Unique swift code, only mandatory for financial institutions

**Commercial Name** - Not mandatory

**Incorporation Legal Form** - Entity type (Pty, Ltd, CC, SOC etc.) > Click **Drop down and select appropriate entity type**

**Incorp. City** - (e.g. Gaborone, Francistown, Gweta etc.)

**Incorporation District** - Not mandatory

**Incorpo. Country** - (e.g. Botswana)

**Name of holding company** – Only if associated with holding company

**Contact Person** - Full name and surname of the Compliance Officer

**E-mail** – Preferably a group e-mail account which will be accessible by all authorized users of the goAML system or alternatively the email address of the Compliance Officer

**URL** – Optional (Company website)

**6.2.1 Phone** – Institution Phone Numbers > Click the **plus next “Phone”**

The screenshot shows a web form for adding phone numbers. The form is titled "Phones" with a plus sign icon. It contains a "Phone" section with the following fields:

- Contact Type\***: A dropdown menu with "Business" selected.
- Comm. Type\***: A dropdown menu with "Landline Phone" selected.
- Country Prefix**: An empty text input field.
- Number\***: A text input field containing "3998424".
- Extension**: An empty text input field.
- Comments**: An empty text input field.

At the bottom of the form are two buttons: "Add" and "Cancel".

**Contact Type** - This can be Business, Private, or other > Click **the appropriate contact type**

**Comm. Type** - This can be Landline, Mobile, Satellite or Unknown > Click **the appropriate communication type**

**Country Prefix** - e.g. +267 (Not mandatory)

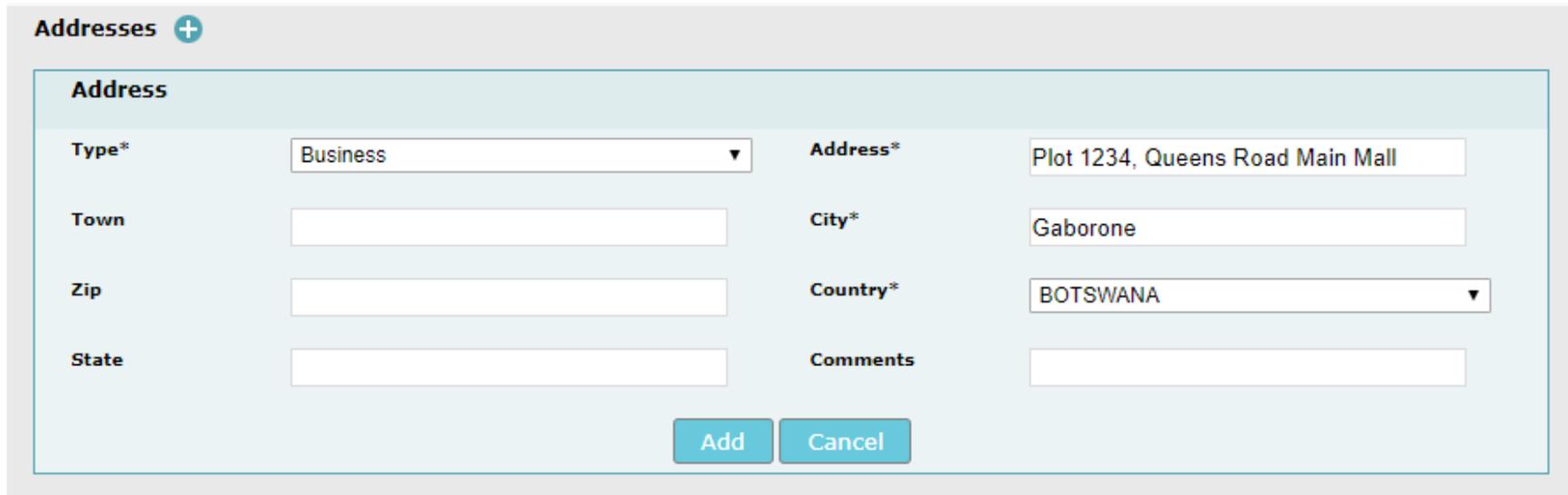
**Number** - Numeric, digits (e.g. 128012556)

**Extension** - Numeric (e.g. 5425) - not mandatory

**Comments** - if any

***“Click Add to save the entered phones details”***

## 6.2.2 Address – Institution Address > Click the **plus next “Address”**



The screenshot shows a web form titled "Addresses" with a plus icon. The form is titled "Address" and contains the following fields:

Type*	Business	Address*	Plot 1234, Queens Road Main Mall
Town		City*	Gaborone
Zip		Country*	BOTSWANA
State		Comments	

At the bottom of the form are two buttons: "Add" and "Cancel".

**Type** - This can be Business, Private, and Other > Click **the appropriate type**

**Address** - Physical Address- details like street name, house number etc.

**Town** - Name of town / district as part of a city (not mandatory)

**City** - Name of the city

**Zip** - The postal code of the city (if any)

**Country** - Name of the country of residence

**State** - not applicable for persons in Botswana

**Comments** - If any

***“Click Add to save the entered address details”***

### 5.3 Registering Person

The registration details of the Compliance Officer must be provided in this section. This section registers the individual on the system and goAML saves the username and password during this phase.

#### Registering Person

User Name*	MotlhotlhoM	Email*	motlhotlho@email.com
Password*	.....	Confirm Password*	.....
Gender	Male ▼	Title	Mr
First Name*	Motimedi	Last Name*	Motlhotlho
Birth Date	01/03/1980	DO NOT FILL THIS FIELD	
Nationality	BOTSWANA ▼	Occupation	Compliance Officer
ID Number	653212356		
Passport?	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Phones +			
Addresses +			

**User Name** – Unique username for logging into the system, no duplicates are allowed (between 4 and 50 characters)

**Email** – Unique business Email of the person

**Password** – Password must be between 5 to 10 characters, include capital alpha, alphanumeric and no special characters (e.g. Goaml321)

**Confirm Password** – Retype the password

**Gender** – Male / Female

**Title** – e.g. Ms / Dr / Mrs

**First Name** – First name of the user

**Last Name** – Surname of the user

**Birth Date** – Date of birth > Click **field and select the appropriate birth date from the calendar**

**Nationality** – As displayed in the National ID card, Passport or any other identification instrument

**ID Number** – 9 digit Botswana ID Number (e.g. 653212356)

**Occupation** – Official job title of the user, i.e. Compliance Officer, MLRO, Director etc.

***“Where the Registering Person is not a citizen of Botswana  
a Passport details will be required”***

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

**Passport Number** – Non Botswana passport / Foreign ID/ Permit/ Refugee / Residence number

**Issuing Country** – Country where non Botswana Passport / ID document was issued

### 6.3.1 Phone – Registering Person Phone Numbers > Click the **plus next “Phone”**

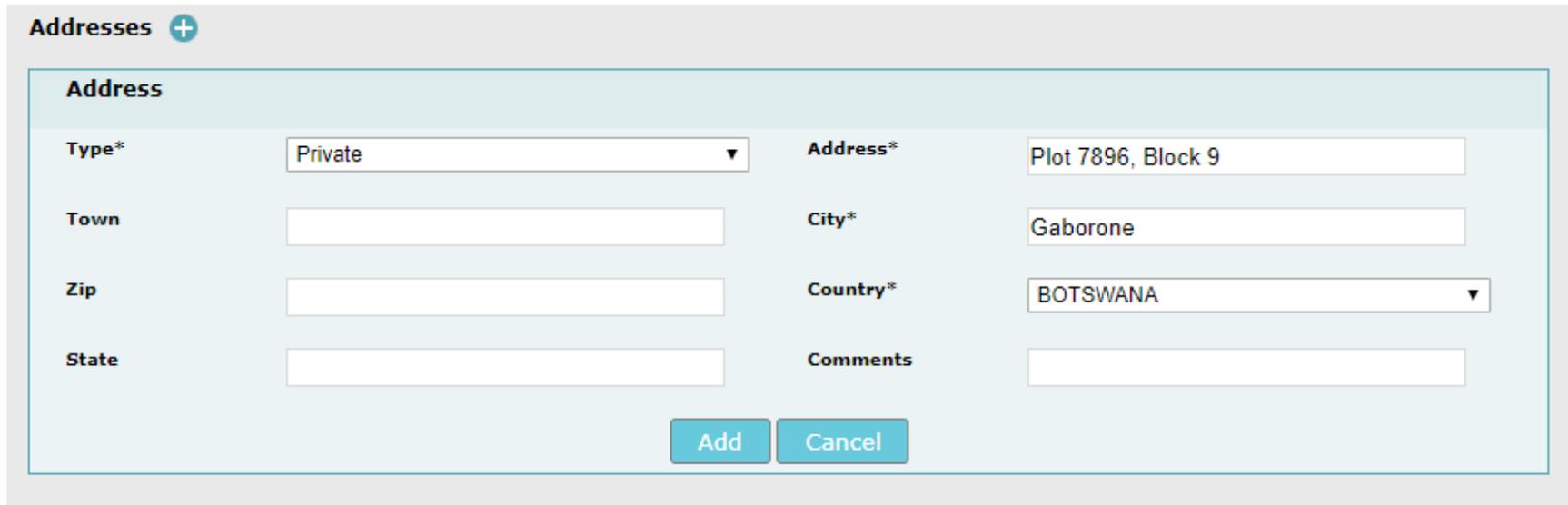
Phones **+**

**Phone**

<b>Contact Type*</b>	<input type="text" value="Private"/>	<b>Comm. Type*</b>	<input type="text" value="Mobile Phone"/>
<b>Country Prefix</b>	<input type="text"/>	<b>Number*</b>	<input type="text" value="71852369"/>
<b>Extension</b>	<input type="text"/>	<b>Comments</b>	<input type="text"/>

Refer to instructions under **“Phone – Institution Phone Numbers”**

### 6.3.2 Address – Registering Person address > Click the **plus next “Address”**



The screenshot shows a web interface for managing addresses. At the top left, there is a header 'Addresses' with a plus sign icon. Below this is a form titled 'Address'. The form contains several fields: 'Type\*' is a dropdown menu with 'Private' selected; 'Address\*' is a text input field containing 'Plot 7896, Block 9'; 'Town' is an empty text input field; 'City\*' is a text input field containing 'Gaborone'; 'Zip' is an empty text input field; 'Country\*' is a dropdown menu with 'BOTSWANA' selected; 'State' is an empty text input field; and 'Comments' is an empty text input field. At the bottom of the form, there are two buttons: 'Add' and 'Cancel'.

Refer to instructions under **“Address – Institution Address”**

***“The contact details provided for the Specified Party and Accountable Institution and the (Compliance Officer) must be the business contact details”***

## 6.4 Attachments

Users are required to attach an authorization letter from the entity and a certified copy of the applicable identity document (copy of ID document and/or passport document).

To Upload a document > Click **Upload** button

The screenshot displays a web interface for uploading attachments. At the top, there is a header labeled "Attachments". Below this, there is a table with two columns: "File Name" and "File Size". To the right of the table is a blue "Upload" button. Below the table, there is a Captcha image showing the number "694678". To the right of the Captcha is a green circular refresh icon. Below the Captcha is a text input field containing the number "694678". At the bottom of the section is a blue "Submit Request" button.

Before submitting the request the user has to type the Captcha (sequence of digits that appears on the screen in this case) into the box without making any errors.

Please Note: Refresh the **Captcha** code by clicking the arrow, if the registration screen has been opened for a long amount of time or when receive a message "**Incorrect Captcha**" when trying to submit.

Type in the numbers as it appears > click **Submit Request**

Once the registration form has been submitted, a registration submitted form will populate with the registration reference number. The reference number is used for any registration related enquiries.

Registration info has been submitted X

**Registration info has been submitted**

[Return to  
main page](#)

**Please wait for notification of  
acceptance/rejection by e-mail. Your  
request has been given the following  
reference number: SHREG-160219-000003**

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### **Contact Us:**

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