



Guidance Document

REGISTERING AN ORGANISATION

The New Zealand Financial Intelligence Unit

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About this Document

This document is for reporting entities with reporting obligations in accordance with the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (the Act).

All reporting entities must register with the New Zealand Financial Intelligence Unit (FIU) through goAML in order to submit Suspicious Activity Reports (SARs) and Prescribed Transactions Reports (PTRs).

Supported Browsers Google Chrome Version 30+, Firefox Version 23+ or Microsoft Edge

Overview

Each reporting entity with reporting obligations under the Act must be registered in goAML. Reporting persons can then register as users linked to the entity.

The person who is initially registering the reporting entity should be the Compliance Officer as designated under the Act. This person will be the primary contact person for the reporting entity and will also have administrator access rights to goAML.

Registration requests for goAML are submitted to the FIU by completing an online form. This form is available here: <https://fiu.police.govt.nz/Content/#/register>

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Registration Process

After completion of the online registration form, you will receive an email confirming that your request has been submitted. The FIU will then review the request, which will either be accepted or rejected. Notification of this will be provided by email.

Rejected registration requests are unable to be amended and resubmitted. If your request has been rejected and requires amendments, you must restart the registration form.

Once your entity registration request has been approved, additional users can be added for the entity. A separate guidance document is available for this process.

Registration Type

To begin:

Click the **Register** tab on the navy-blue task bar of the goAML Home Page.

Click **Reporting Entity** (under **Register an Organisation**) from the options list to open the registration form.

Register an Organisation



Required Fields

The fields identified in red below must be completed.

1. Organisation	Organisation		
2. Administrator	Organization Business Type is required!	Name is required!	acronym is required!
3. Attachments	Email is required!	is financial <input type="checkbox"/>	Swift/Bic
4. Preview and Submit	Incorp. Num	Commercial Name	Incorporation Legal Form
Cannot submit until the form is complete	Incorp. City	Incorp. State	Incorp. Country
Cancel	Name of holding company	Contact Person is required!	URL
	+ Addresses*	▼ #1	
	Type is required!	Address is required!	DO NOT USE
	Postcode	* Country NEW ZEALAND	Suburb
	Comments		City is required!
	+ Phones*	▼ #1	
	Contact Type is required!	Comm. Type is required!	Country Prefix
	Extension	Comments	Area Code + Number is required!

Field Instructions

Organisation Business Type:	Select the appropriate type from the dropdown menu. If your business type is not available or you provide multiple services captured under the Act, email goaml@police.govt.nz to discuss which Business Type to select.
Name:	Provide the full, registered/legal name of your entity. Avoid using abbreviations.
Acronym:	Provide your entity's short trading name or similar. If you don't have one, repeat the Name.
Email:	Provide the email address for the contact person. Consider using a shared inbox.
Swift/Bic:	Leave blank unless you are a bank or remitter who has been assigned a swift code.
Incorp. Num:	Enter the NZBN for your entity if you have one.
Contact Person:	Provide the name of the contact person
Addresses -	
Type:	Choose the appropriate type from the dropdown menu
Address:	Enter the street address Avoid using abbreviations – e.g. use "Road" not "Rd"
City:	Enter the appropriate city for the above address
Country:	This defaults to New Zealand If your address is not in New Zealand, choose the appropriate country from the dropdown menu.
Phones -	
Contact Type:	Choose the appropriate type from the dropdown menu
Comm Type:	Choose the appropriate type from the dropdown menu
Area Code + Number:	Enter area code and phone number (no spaces or dashes)

Administrator

Click on the **Administrator** of the **Navigation Panel**. The first registering person will be assigned administrator user rights. As this user will have increased visibility over the system, this person should be the AML/CFT Compliance Officer.

1. Organisation

2. Administrator

3. Attachments

4. Preview and Submit

Cannot submit until the form is complete

Cancel

Administrator

User Name is required! Password is required! Confirm Password is required! Title

First Name is required! Last Name is required! Email is required! Gender

Birth Date DO NOT USE Nationality Occupation

d/MM/yyyy

NZDL Passport Number Passport Country

+ Addresses* #1

Type is required! Address is required! DO NOT USE City is required!

Postcode * Country Suburb

NEW ZEALAND

Comments

+ Phones* #1

Contact Type is requir... Comm. Type is requir... Country Prefix Area Code + Number...

Field Instructions

Username: Add a **Username**, the login name you want to use – between 4 and 50 characters (This must not have any spaces or special characters (e.g. ?.-@ etc))

Password: Add a password & confirm password – see requirements below:

Password Requirements

To help maintain security, strong password requirements are in place for accessing goAML. Your goAML password must comply with the following requirements:

- be 10-20 characters long
- contain at least 1 upper-case character
- contain at least 1 lower-case character
- contain at least 1 number

To help maintain password security please keep your password confidential and only access the system in a secure (work) environment.

First Name: Enter first name

Last Name: Enter last name

Email: Enter the email address you may want to use for communication with goAML (business email)

Address Type: Select address from drop down list

Address: Add business address (physical business address preferred to PO Box) number and street name

- City:** Add city
- Phones Contact Type:** Select contact type from drop down list
- Communication Type:** Select from drop down list
- Area Code & Number:** Enter phone number (no spaces or dashes)

Attachments

Attachments are not required –you can move to the next tab.

Preview and Submit

Click on the **Preview and Submit** tab on the **Navigation Panel**.

- Preview:** Review the details you entered to ensure they are correct.
- Captcha:** In the **Navigation Panel**, type in the Captcha code (sequence of digits under the Preview and Submit tab) into the box below.
- Submit:** Click **Submit New Organisation**, and a confirmation page with a request reference number will appear.

Next Steps

Once you have completed and submitted the registration request form, the FIU will review your request to ensure that:

- a) Your entity is captured as a reporting entity under the AML/CFT Act.
- b) Your entity has not already been registered in the goAML system.
- c) The form has been completed accurately with the required information.
- d) Authority has been obtained from your Sector Supervisor

Approval or rejection of your request will be provided by email. Rejected requests will require a new form to be completed and submitted. When your request is approved, you will receive an email with your companies Reporting Entity number, information on training, and resource documents to assist with using the goAML system and submitting SARs and PTRs.

Contact Information

If you have any queries relating to your registration request, email goaml@police.govt.nz.

Note that requests are not immediately approved and are reviewed on an incoming basis. You will not be able to log in to goAML until you have received confirmation of acceptance.