Changing the registered MLRO in goAML

Applicability

This guidance is applicable to the Designated Non-Financial Businesses and Profession (DNFBPs) under the supervision of Ministry of Economy & Tourism which are already registered in goAML. This guide gives the steps to be followed when the DNFBP is required to replace / update the registered Compliance Officer/Money Laundering Reporting Officer (MLRO) – Admin profile in goAML

Steps to be followed

1. Obtaining Approval from Ministry of Economy & Tourism AML Department
2. Submitting request on goAML SACM (level 1)
3. Submitting request on goAML (user addition)
4. Updating the contact person details

1. Obtaining Approval from Ministry of Economy & Tourism AML Department

Once the entity has appointed the MLRO, an email should be sent to Ministry of Economy AML Dept. requesting for the approval on replacing the MLRO. The email should be sent to aml@moet.gov.ae with the following documents

1. Trade License of the entity
2. Authorisation letter from the entity appointing the proposed Compliance Officer/Money Laundering Reporting Officer (MLRO) – Click Here to view the letter format. The letter needs to be either on the entity letter head and/or with the entity seal/stamp.
3. Copy of the Emirates ID and/or Passport of the proposed Compliance Officer / MLRO

Note: The email should, be sent by either the owner/UBO of the entity or the existing MLRO or the proposed MLRO only.

MOET AML Dept. shall review the request and respond with the decision (within 2 working days). If approved, the proposed MLRO may proceed further to submit on goAML system

2. Submitting request on goAML SACM (level 1)

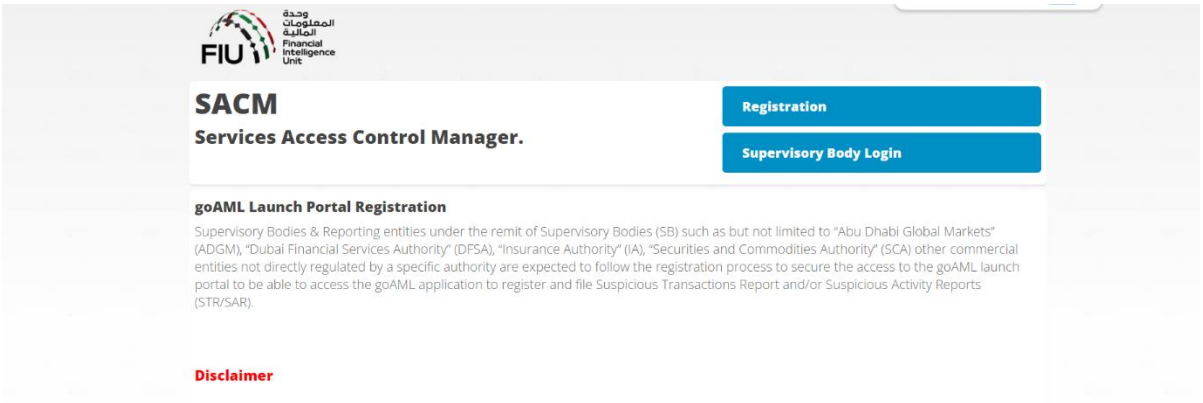
Below listed documents shall be required for submitting on the goAML portal

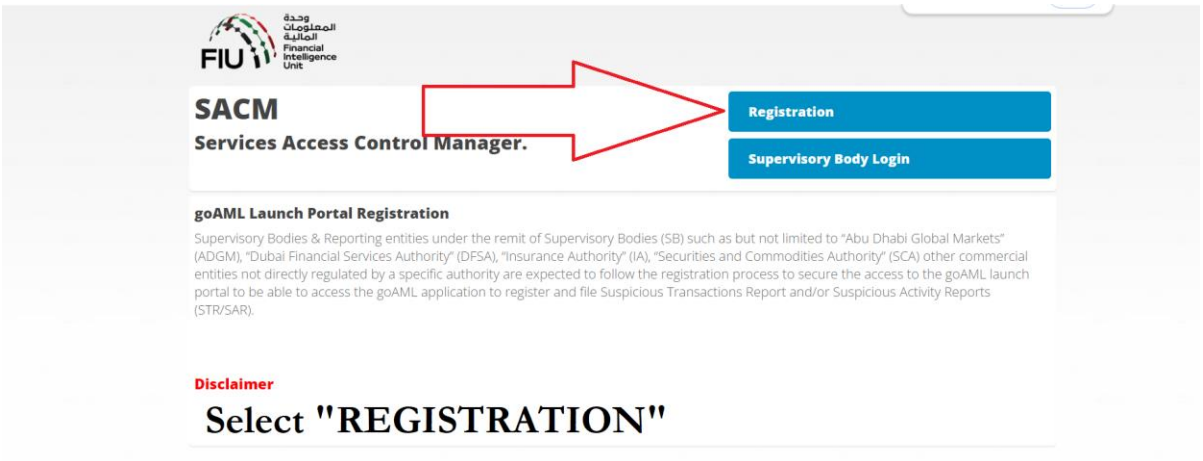
1. Trade License of the entity
2. Authorisation letter from the entity appointing the proposed Compliance Officer/Money Laundering Reporting Officer (MLRO) (same letter that was provided on email)
3. Copy of the Emirates ID and/or Passport of the proposed Compliance Officer / MLRO
4. Print-out of the email where approval was provided by MOET-AML

Note: The above mentioned documents should be scanned as a single PDF document as the system allows only one (1) attachment. The size of the attachment should not exceed 5MB.

Services Access Control Manager (SACM) and Authenticator Registration

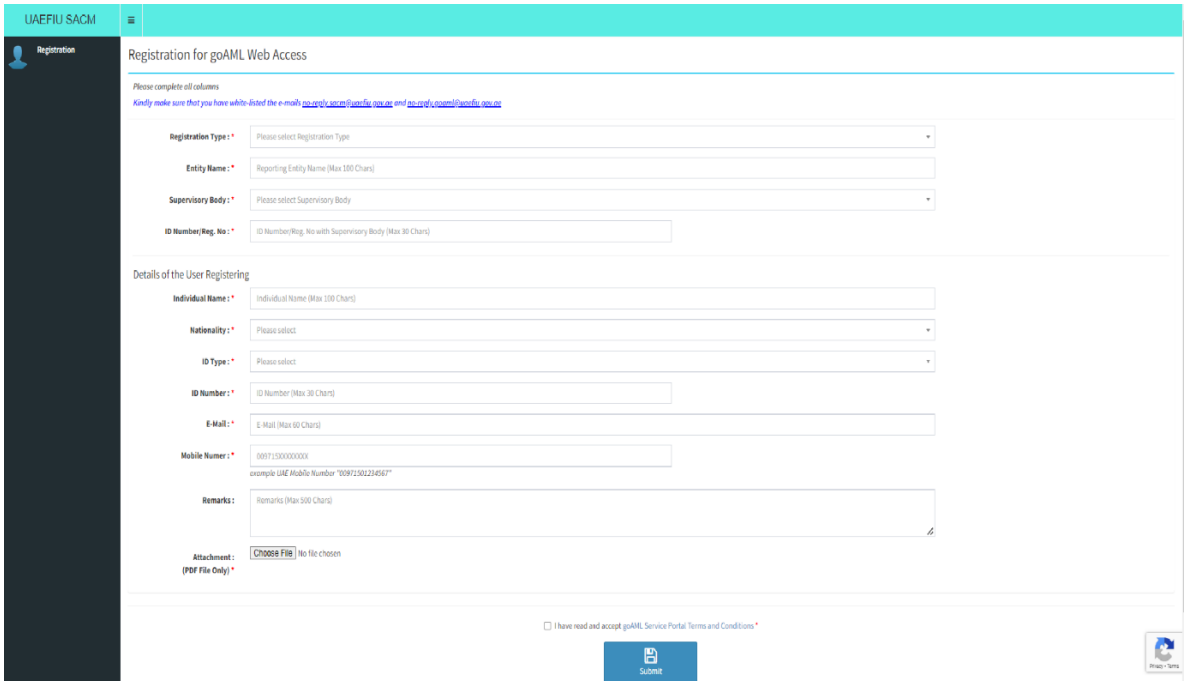
Link to be used - https://services.uaefiu.gov.ae/sacm/





Details Page

Fill All the details in this page – refer below for information



Entity Section

1. Registration Type – should be Reporting Entity
2. Entity Name – Name of the company as per trade license
3. Supervisory Body – Ministry of Economy
4. ID Number/Reg. No – Trade License Number

Details of the User Registering

1. Individual Name – Name of the Compliance Officer (CO) / MLRO – to be mentioned as per ID/passport
2. Nationality – Nationality of the CO/MLRO
3. ID Type – Select the type of ID being submitted
4. ID Number – Enter the ID number of the document being submitted as selected in ID Type
5. E-mail – Email of the MLRO/CO
6. Mobile Number – Mobile number of MLRO/CO – should be a UAE registered mobile number. To be entered in 009715xxxxxxxx format
7. Remarks – optional comments if any
8. Select the file saved – single attachment having above mentioned documents
9. Read and Acknowledge terms and conditions
10. Submit application – A reference number for the request is generated by the system

Verify email

Upon submission there will be an email sent requesting to verify the email ID. The request shall not reach Ministry of Economy until this is done. Kindly make sure that you have white-listed the e-mails no-reply.sacm@uaefiu.gov.ae and no-reply.goaml@uaefiu.gov.ae

Ministry of Economy Approval

Once submitted, the request shall be reviewed by Ministry of Economy – based on the decision of the request, a system generated notification shall be sent informing request being approved / rejected (in case of discrepancy which shall have the reason). In case the request is rejected you would need to review the reject reason and resubmit the request completing the requirement. For any further clarification / doubts reach out to MOE through email aml@moet.gov.ae before resubmitting

Completing SACM Registration

For request which is approved, an email (as shown below) shall be sent to the registered email with the email OTP and link to generate the Secret Key. An OTP shall be sent to the registered mobile number as well

Sample Approval mail

From: **goAMLWeb - Services Access Control Manager** <no-reply.sacm@uaefiu.gov.ae>
Date: DD/MM/YYYY and Time
Subject: Entity Registration Approved – GMLMOEC000000000
To: <the registered email address >

Greetings,

Your entity registration for goAMLWeb access has been **Approved** by your Supervisory Body

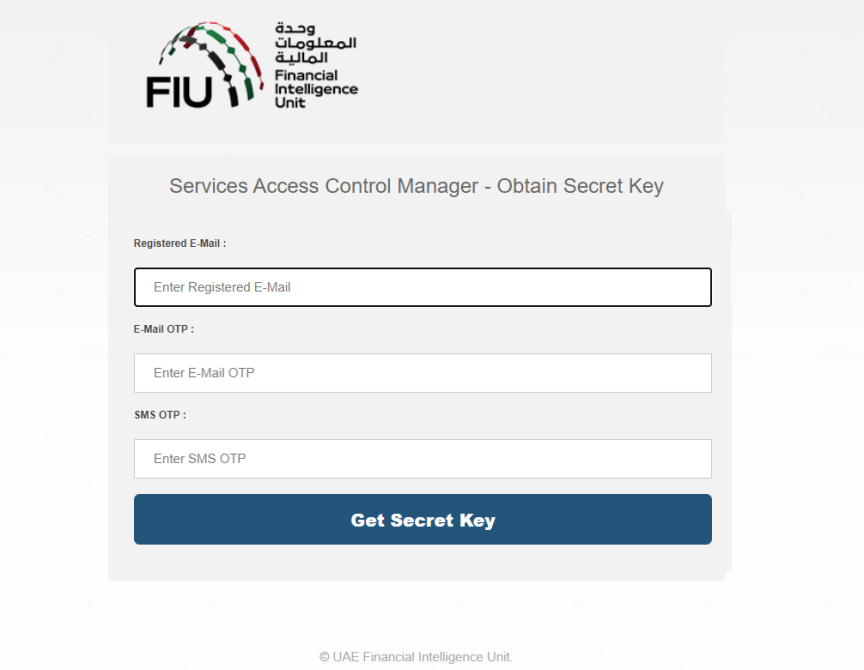
Reg. No. : **GMLMOEC000000000**
Entity Name : **NAME OF THE ENTITY**
Individual Name : **NAME OF MLRO/COMPLIANCE OFFICER**
Supervisory Body : **MINISTRY OF ECONOMY**

Kindly obtain your TOTP Secret Key by visiting the below link. You are required enter the E-Mail OTP (provided below) and SMS OTP (sent to your registered mobile).
E-Mail OTP : **XXXX0XX000**

URL : https://services.uaefiu.gov.ae/sacm/getkey.php

Regards,
Services Access Control Manager – goAMLWeb

Click on the URL https://services.uaefiu.gov.ae/sacm/getkey.php



1. Enter the registered email ID
2. Email OTP that was given in the approval email
3. OTP sent to the registered mobile number
4. Click on "Get Secret Key" - An email (as shown below) shall be sent to the registered email that contains the User Name and Secret key

The OTP is valid for 24 hours only. In case the OTP is expired, send an email to goaml@uaefiu.gov.ae from the registered email requesting to resend the OTP.

Sample Username and Secret Key email

From: goAMLWeb - Services Access Control Manager <no-reply.sacm@uaefiu.gov.ae>
Sent: DD/MM/YYYY and Time
To: The registered email address
Subject: goAMLWeb Access Credentials – GMLMOE000000000

Greetings,

Please find below your User Name and Secret Key for your reference.
Kindly make sure you are keeping the User Name and Secret Key confidentially

Reg. No. : **GMLMOEC000000000**
Entity Name : **NAME OF THE ENTITY**
Individual Name : **NAME OF THE MLRO/COMPLIANCE OFFICER**
Supervisory Body : **MINISTRY OF ECONOMY**

User Name : **UMOEC000000**
Secret Key : **XX0X0XX0XXXXX0X**

URL : https://services.uaefiu.gov.ae

After logging in, please ensure that you register your organization on the goAML Production environment ASAP.

Regards,
Services Access Control Manager – goAMLWeb

Authenticator Application

Download Authenticator Application on your mobile devise using App Store. Complete the registration for the Authenticator Application using the credentials received (User Name and Secret Key).

Once registered, the Authenticator Application shall keep generating a 6-digit code which shall be required each time goAML is being used. It is mandatory to complete this registration to proceed further. Once done SACM registration step is complete and you may proceed to the entity registration (goAML).

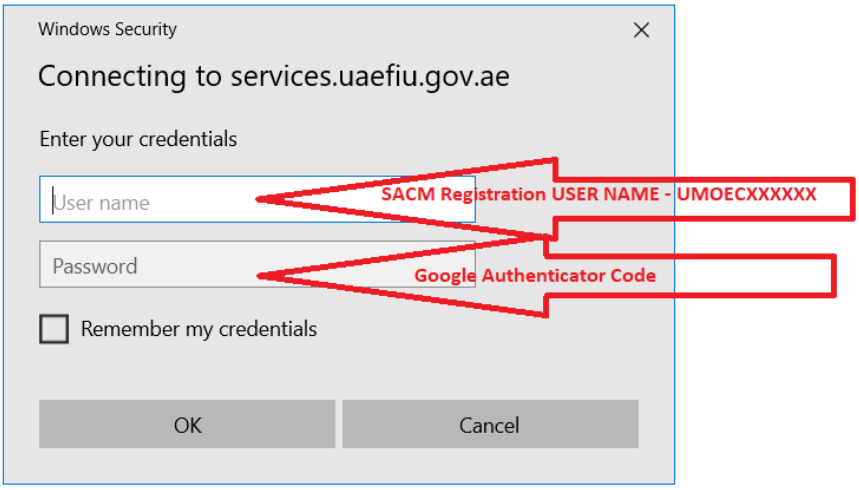
3. Submitting request on goAML (user addition)

Before proceeding please ensure that you have the;

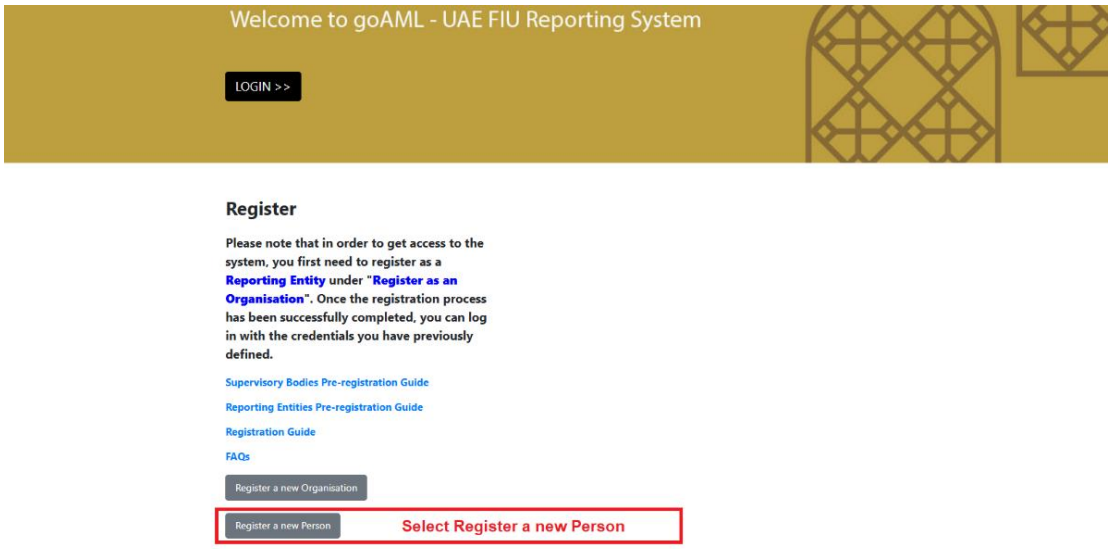
- User Name provided in SACM Registration (UMOECXXXXXX)
- Authenticator set-up on your mobile device
- Organisation ID of the entity's registration in goAML (if not available reach out to aml@moet.gov.ae to obtain)
- Trade license, ID of MLRO/CO, Authorisation Letter and email approval from aml@moet.gov.ae for changing the MLRO (same file uploaded for SACM) available

Link to be used - https://services.uaefiu.gov.ae/goaml/

Login using the User ID provided in SACM Registration as user name and Authenticator code generated from the mobile device as the Password



Once Logged in you will be directed to the goAML Registration Page shown below – **Select Register a New Person**

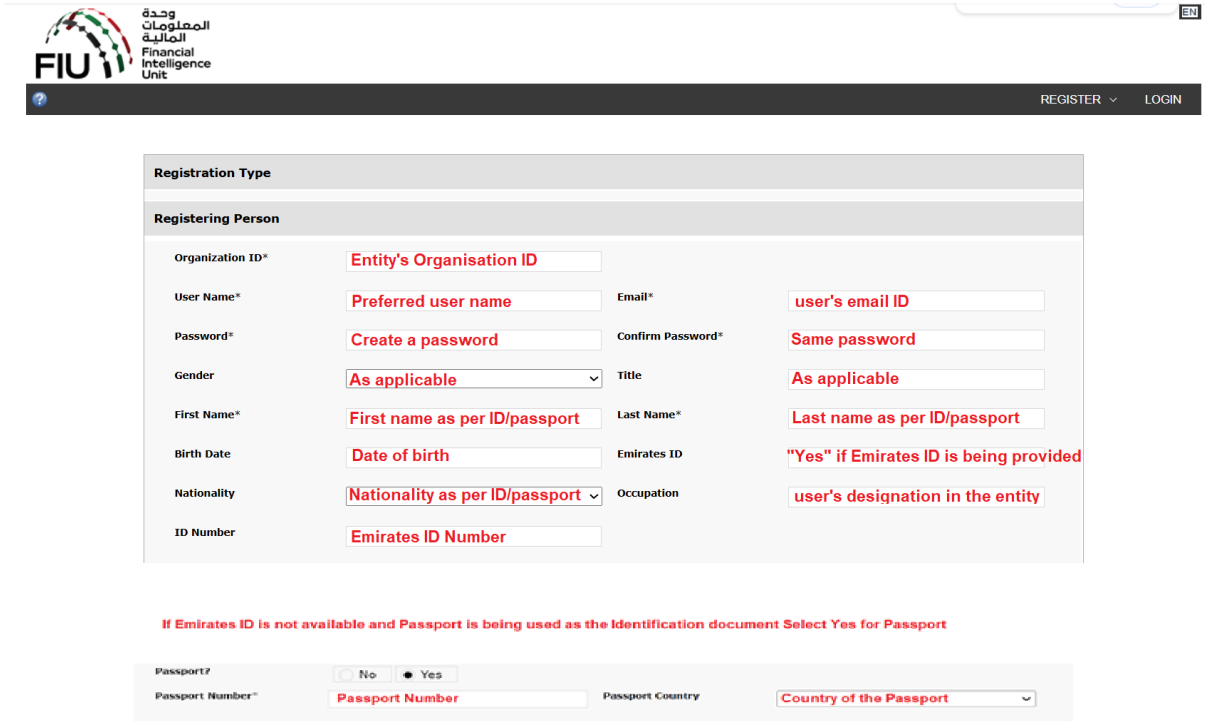


Registration Page

Ensure to fill all details as given below – Incomplete/missing information may result in Request being rejected

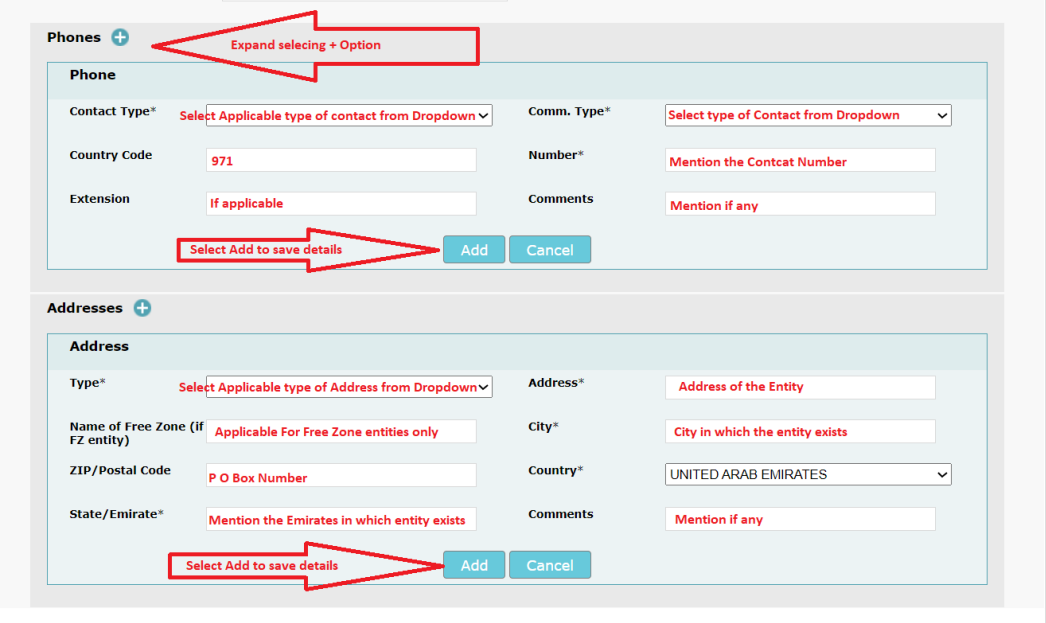
1. **Fill the MLRO Details**

   Provide all details given below as applicable



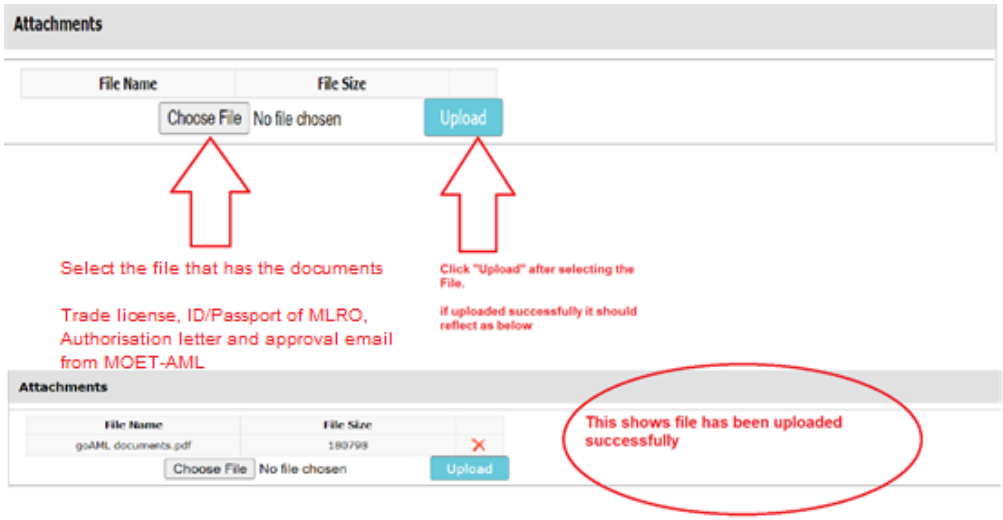
2. Phone number and Address of MLRO

Provide all details given below as applicable



3. Uploading documents

Attach the documents



4. Submit request

Enter the Captcha code that is displayed and submit request

System shall generate a reference code as REP00000000000. An email shall be received as well with this reference.

5. Share the reference with Ministry of Economy & Tourism AML Dept. for Approval

Share the reference number via email to aml@moet.gov.ae for review

Note: use the same email chain where approval was provided to change the MLRO

MOET shall review the request and update decision to UAEFIU;

Approve the request and deactivate the previous MLRO or reject in case of discrepancy which shall have the reason – In case of rejection, repeat the registration steps fulfilling the reason of rejection.

Once approved, goAML Team shall confirm same post which the new MLRO may access the system

Login and Usage

Registration of new MLRO on goAML is complete. To login you would may access the goAML link given below

https://services.uaefiu.gov.ae/goaml/

Login to goAML would be as below

1st level – SACM generated User Name (UMOECXXXXXX) and Authenticator Code
2nd level – User Name and Password created by the user while submitting the 2nd registration

4. Updating the contact person details

New MLRO (Admin) to update the entity's Organisation profile to reflect the updated details such as Contact person, contact details. The submitted request shall be reviewed by MOET-AML for approval

Detailed guides on usage of the applicable reports and usage of the system is available in the UAEFIU website – Click Here to view

For any further queries/assistance you may contact UAEFIU email goaml@uaefiu.gov.ae or MOE-AML email aml@moet.gov.ae