

**SEYCHELLES DOMESTIC BENEFICIAL
OWNERSHIP DATABASE**

**REGISTRATION GUIDELINES FOR
INDIVIDUAL(s) APPOINTED AS
RESIDENT AGENTS**

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1. Definitions

BO Act means the Beneficial Ownership Act 2020

BO database means the Domestic - Seychelles Beneficial Ownership Database maintained by the FIU as per section 13 (1) of the BO Act

BO Regulations means the Beneficial Ownership Regulations 2020

Competent Authority means the authorities specified under section 4 (1) of the BO Act, namely the Financial Services Authority and the Financial Intelligence Unit

Financial Intelligence Unit means the body corporate established under section 10 of the Anti-Money Laundering and Countering the Financing of Terrorism Act 2020 and the nodal agency designated to maintain the Seychelles Beneficial Ownership Database

Legal person is defined as –

- a) a company, including an overseas company, incorporated or registered under the Companies Act
- b) an association registered under the Registration of Association Act
- c) a partnership under the Civil Code of Seychelles Act

Resident Agent means –

- (a) a secretary appointed under section 179 of the Companies Act;
- (b) the person responsible under section 12 of the Registration of Associations Act;
- (c) a partner of a partnership under the Civil Code of Seychelles Act

Responsible Executive means the person in charge of the overall operations of the business/organisation i.e., the Director, CEO or equivalent

2. Acronyms and Abbreviations

BO	Beneficial Ownership
BO Act	Beneficial Ownership Act 2020
BO Regulations	Beneficial Ownership Regulations 2020
FIU	Financial Intelligence Unit
UNODC	United Nations Office on Drugs and Crime

3. Scope & Overview

- 3.1. These guidelines are issued by the Financial Intelligence Unit (“FIU”), pursuant to section 13 (3) of the Beneficial Ownership Act 2020 (“BO Act”), with the aim of providing detailed guidance on the procedures to be followed by Resident Agents for the population of BO information for the purposes of the Domestic - Seychelles BO Database maintained by the FIU.
- 3.2. These guidelines apply to the following Resident Agents as defined under section 3 of the BO Act;
- a) a secretary appointed under section 179 of the Companies Act;
 - b) the person responsible under section 12 of the Registration of Associations Act;
 - c) a partner of a partnership under the Civil Code of Seychelles Act.
- 3.3. It is important that these guidelines are read carefully before proceeding to the BO platform, so as to ensure that the functionalities of the platform are understood and all relevant information are at hand prior to the registration process.
- 3.4. For guidance on the identification and verification of BO for the purposes of maintaining the Register of BO, please refer to the BO Guidelines issued jointly by the FSA and the FIU, in conjunction with the Registrar of Companies and Association, or contact your respective competent authority designated under section 4 (1) of the BO Act.

- 3.5. The procedures provided in these guidelines will be subjected to ongoing reviews and may be updated to reflect any new developments that occur in the BO Act, BO Regulations, any other relevant legislations or changes in the BO platform.

4. Introduction

- 4.1. In line with the requirements of section 13 of the BO Act, all legal persons specified under the section 2 of the BO Act have to report their BO information, through their Resident Agents, for population on the Seychelles BO Database maintained by the FIU.
- 4.2. Section 13 (2) and (3) of the BO Act requires that the FIU establishes a dedicated database with all security measures to keep the data intact in the database, with the procedures for the uploading the BO information onto the database specified in the guidelines.
- 4.3. For the purpose of meeting this obligation, the FIU has implemented the BO platform, an integrated software system developed by the United Nations Office on Drugs and Crime (UNODC) for Financial Intelligence Units worldwide, to facilitate the population of the BO information onto the BO database.
- 4.4. This guideline provides details for Registration for individuals appointed as Resident Agent.

REGISTRATION ON THE BO PLATFORM

5. Getting Started

- 5.1. The BO platform can be accessed from the FIU's website (www.seychellesfiu.sc) or by directly entering the URL link (https://www.fiu.sc:4443/bo_domestic) into the web browser window, which will direct you to the BO platform's home page, displaying:

- Register Link – contains the links for new registrations to gain a user access to the BO platform; and
- Login Link – contains the links to log in for Resident Agents that have already registered on the BO platform.

FINANCIAL INTELLIGENCE UNIT
The High Integrity Authority

UNODC
United Nations Office on Drugs and Crime

Domestic - Seychelles Beneficial Ownership Database

Seychelles FIU's Online Platform for the population of Beneficial Ownership Information for Legal Persons listed under Part A of the First Schedule of the Beneficial Ownership Act 2020.

Access to this platform is restricted to Resident Agents.

[LOGIN >>](#)

Photo by Michel Duvivier

Register

In order to access the online platform, you first need to register as new Organisation using the link below. Please note that access to the platform is restricted to resident agents of Legal Persons and Legal Arrangements.

Once the registration process has been completed successfully, you may then log in using the credentials provided during registration.

[Register](#)

Contact

Should you have any queries or require any assistance, please contact us using the email link below or telephone +248 4363 400

[Email](#)

FIU Website

Please visit our website for more information, legislative updates, publications and useful links.

[Website](#)

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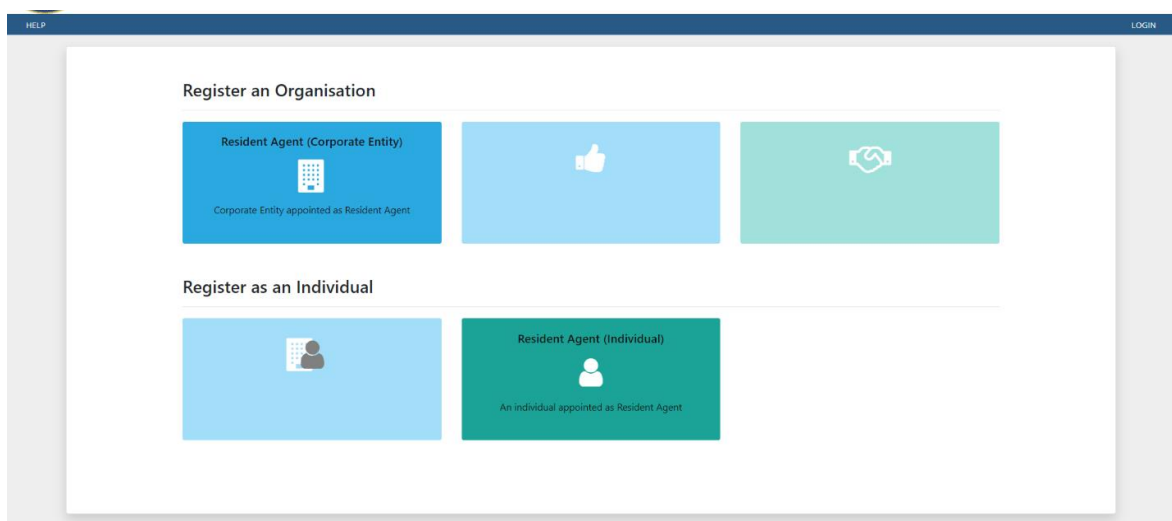
5.2. goAML runs within Firefox, and Google Chrome. It is advisable to add the URL to the trusted sites and have pop ups enabled to prevent the site from being blocked.

5.3. The goAML email address goaml.support@fiu.sc should also be added to your contact list to ensure that communications from the BO platform is not identified as a spam/junk email. Should you not receive an email in your inbox after registration, please check your spam/junk folder. The email should then be marked as “Not Junk”.

6. Registration of Resident Agents (Individual)

6.1. In order to gain access to the platform to populate BO information, Resident Agents are required to register on the BO platform.

6.2. Where the Resident Agent is acting in his/her own individual capacity, the Resident Agent has to register as a user on the BO platform. The Resident Agent should click on the **Resident Agent (Individual)** tab under **Register as an Individual** on the page as displayed below.



6.3. The registration form will be displayed within three (3) tabs in the navigator on the left, with the following **Headings**:

- Resident Agent (Individual)
- Attachments
- Preview and Submit

HELP

1. Resident Agent (Individual)

2. Attachments

3. Preview and Submit

Cannot submit until the form is complete

Cancel

Resident Agent (Individual)

User Name is required!

First Name is required!

Unique Identifier Number is required!

Passport Country

+ Addresses*

- 6.4. The details of the Resident Agent are required to be provided under this tab. Resident Agents are advised to ensure that all mandatory fields are completed with the required information, for successful submission of the registration request.

HELP

1. Resident Agent (Individual)

2. Attachments

3. Preview and Submit

Cannot submit until the form is complete

Cancel

Resident Agent (Individual)

User Name is required!

Password is required!

Confirm Password is required!

Title (Mr, Ms, Mrs...) is required!

First Name is required!

Last Name is required!

Email is required!

Birth Date is required!

Unique Identifier Number is required!

Nationality is required!

Resident Agent Type is required!

Passport Number

Passport Country

+ Addresses*

Address #1

Type is required!

Address is required!

Town

City

* Country

SEYCHELLES

Comments

+ Phones*

Phone #1

Contact Type is required!

Comm. Type is required!

Number is required!

Extension

Comments

- **User Name:** Unique username to be used by the Resident Agent to log in to the BO platform.
- **Password:** Password must be between 5-10 characters, include capital alpha, alphanumeric and special characters (e.g., Pa\$sword12). This field is mandatory.
- **Confirm Password:** Retype the password. This field is mandatory.
- **Title:** Dr. / Mr. / Mrs. / Ms. / Miss. This field is mandatory.

- **First Name:** This refers to the first name of the Resident Agent. This field is mandatory.
- **Last Name:** Last name / Surname of the Resident Agent. This field is mandatory.
- **Email:** Email address of the Resident Agent. This field is mandatory.
- **Birth Date:** Date of birth of the Resident Agent. This field is mandatory.
- **Unique Identification Number:** The National Identity/Identification Number of the Resident Agent. This field is mandatory.
- **Nationality:** The nationality of the Resident Agent. This field is mandatory.
- **Resident Agent Type:** Please select as required from the drop-down list, either you are a Resident Agent for a company, including an overseas company, incorporated or registered under the Companies Act, an association registered under the Registration of Association Act or a partnership under the Civil Code of Seychelles Act
- **Passport Number:** Passport number of the Resident Agent. (Optional)
- **Passport Country:** Passport issuing country. (Optional)

6.4.1. Address Details

The address details provided for the Resident Agent and the registering person must be the business address details. Please note that at least one address must be provided, with the option to add multiple addresses by clicking the green plus (+), if required

+ Addresses*

▼ Address #1

Type is required! Address is required!

Address (Line 2) City

* Country State

SEYCHELLES

Comments

- **Type:** Please select “Business” from the available drop-down list. This field is mandatory.
- **Address:** Physical Address details such office/room number, building name, street name. This field is mandatory.
- **Address (Line 2):** Long addresses may be split into the two address fields.
- **City:** Town or the respective district or area e.g., Victoria, Providence, Ile Perseverance, etc. This field is mandatory.
- **Country:** Seychelles
- **State:** The island e.g., Mahé, Praslin
- **Comments:** Comments if any

6.4.2. Contact Details

The contact details provided for the Resident Agent and the registering person must be the business contact details. Please note that at least one contact number must be provided, with the option to add multiple contact numbers by clicking the green plus (+) sign if required.

+ Phones*

▼ Phone #1

Contact Type is required!	Comm. Type is required!	Country Prefix	Number is required!
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Extension	Comments		
<input type="text"/>	<input type="text"/>		

- **Contact Type:** Please select “Business” from the available drop-down list. This field is mandatory.
- **Comm. Type:** This can be Landline, Mobile or Fax. It is advisable to include at least a landline or mobile number. This field is mandatory.
- **Country Prefix:** This is the country code (e.g., +248)
- **Number:** The contact number for the selected communication type. This field is mandatory.

- **Extension:** Extension number if available
- **Comments:** Comments if any.

Once all the required fields have been completed, the tab colour will change from **red** to **green**.

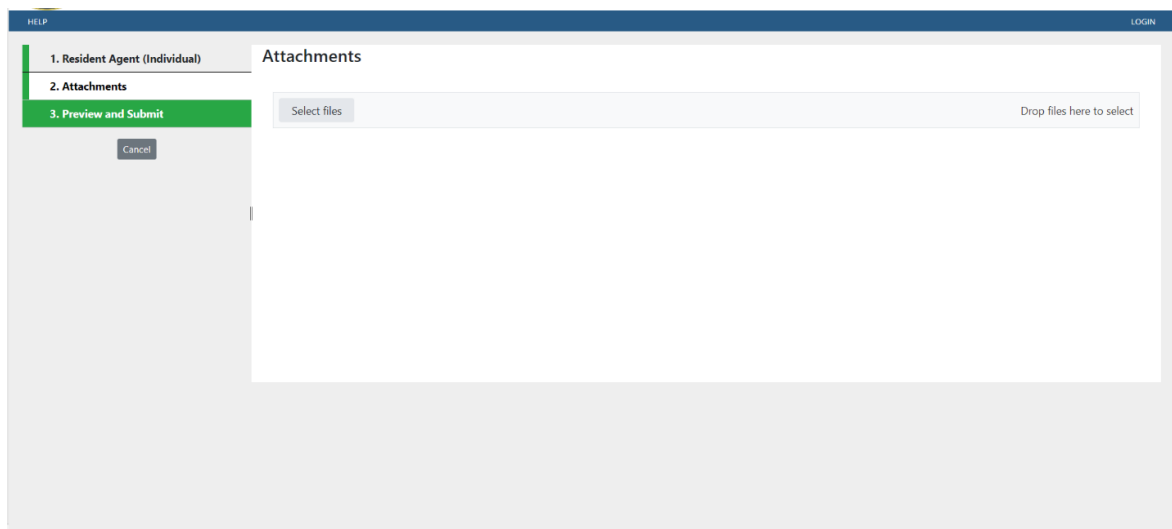
The Resident Agent should ensure to remember the credentials provided during the registration process, as these will be used to login onto the BO platform thereafter. The username and password provided, should be unique and remain confidential to the Resident Agent to prevent unauthorized access to the platform.

6.4.3. Attachments

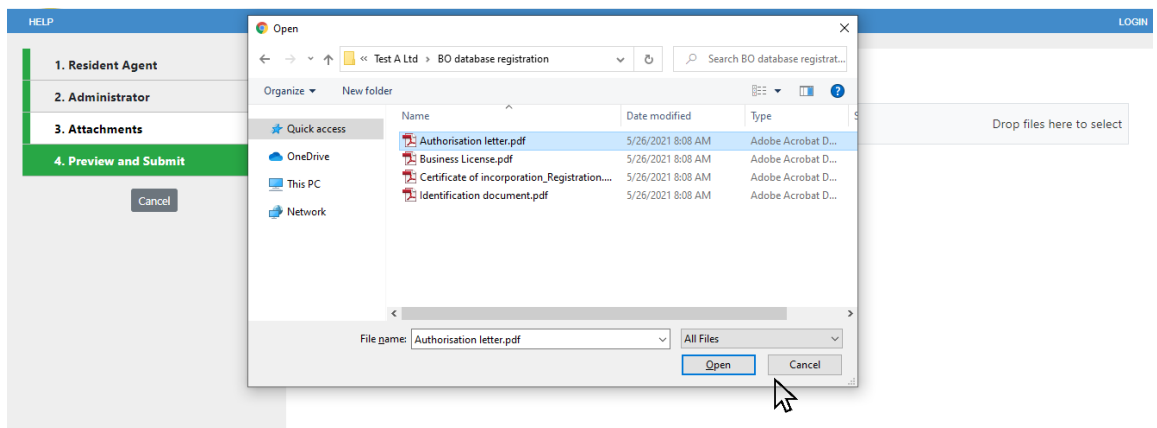
As part of the registration process, the following documents are required to be attached to confirm your appointment as the Resident Agent for the Company, Association or Partnership;

- a copy of the Identification Document of the Resident Agent;
- a copy of the certificate of incorporation or registration document for the respective Company, Association or Partnership;
- a copy of the Register of Directors and Secretary; or
- a copy of the Annual Return for the respective entity

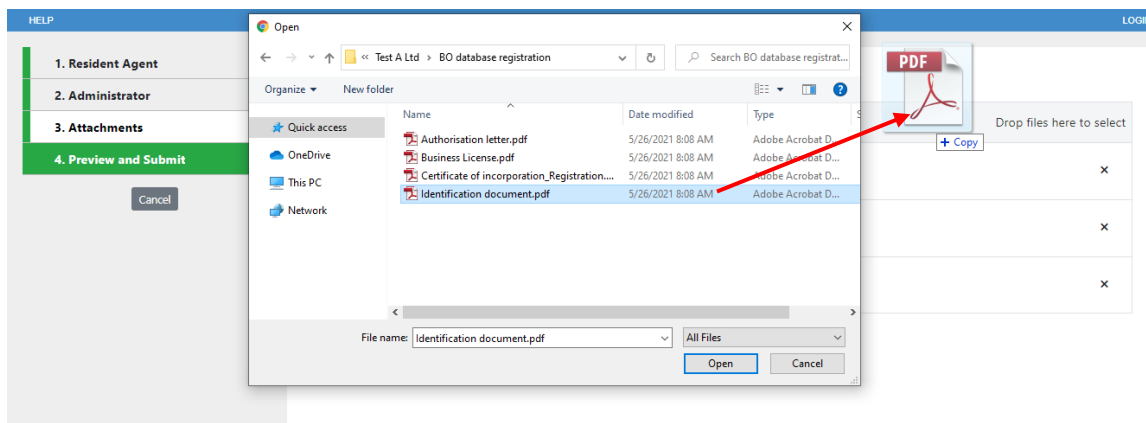
To upload documents, click on the “Select files” button which will open a window display to select the respective file/document required from the file browser window.



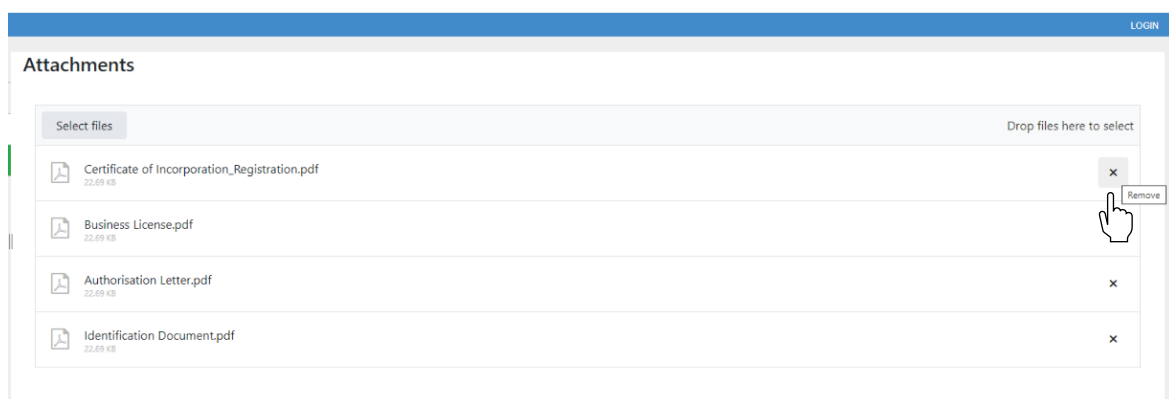
Once the required file/document has been selected, click open to upload the documents to the registration platform. Please note that documents should be saved in the following acceptable file formats: **.pdf**; **.jpeg**; and **.png**.



Alternatively, the respective files can be dragged and dropped on the “Drop” section on the attachment tab as indicated below:



To delete an uploaded document which may have been uploaded erroneously, please select the X and the document will be removed from the platform.



6.4.4. Preview and Submit

Before submitting the request, a preview of the information provided and the list of documents uploaded, is provided under the “Preview and Submit” tab. Please note that the “Preview and Submit” tab is only activated once each tab above has been completed. Any tab which are incomplete, will be indicated in **RED** on the left of the respective tab.

1. Resident Agent (Individual)

2. Attachments

3. Preview and Submit

191484

Enter the code above in the box below.

Submit New User

Cancel

New Registration

User

Title (Mr. Ms. Mrs.)	Mr.	User Name	James
Last Name	Jones	First Name	James
Birth Date	09/10/1998	Email	james.jones@gmail.com
Nationality	SEYCHELLES	Unique Identifier Number	021-0291-7-1-56
Occupation	Secretary under the companies Act	Passport Country	
Passport Number			

Addresses

#1	Type	Business	Address	Room 240, Victoria Building
	Town		City	SEYCHELLES
			Country	
			Comments	

Phones

#1	Contact Type	Service	Comm. Type	Landline Phone
	Extension		Number	4265956
			Comments	

Once the information provided have been verified and ready to be submitted, please type the Captcha code (sequence of digits that appears on the screen) into the field provided without making any errors and select “Submit New Organisation”.

4. Preview and Submit

825804

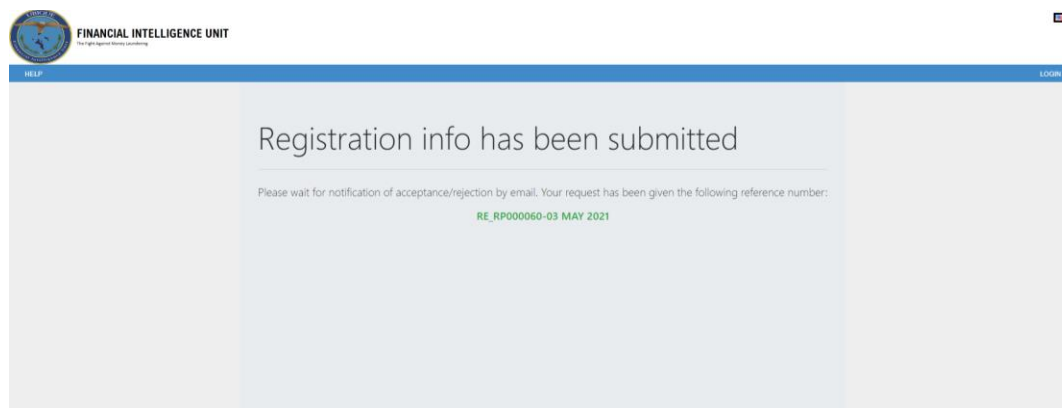
Enter the code above in the box below.

825804

Submit New Organisation

Cancel

Once the registration has been submitted, a confirmation screen similar to the below will be displayed, confirming that the registration information has been successfully submitted, together with the allocated reference number for your request.



Additionally, an email should be received through the email ID provided, confirming receipt of registration request for:

- The Resident Agent (Individual)

7. Approval Process for Registration Request

- 7.1. Resident Agents must ensure that information provided during the registration requests are accurate, and all required information are submitted in its entirety, together with all the relevant documentation as required.
- 7.2. Upon submission of a registration request by a Resident Agent, the FIU will verify the information and documents provided by the Resident Agent to ensure that the Resident Agent and registering person submitting the request is authorized to do so.
- 7.3. Based on the verification undertaken by the FIU, the FIU will do either of the following within 48 hours after receiving the request:

7.3.1. Approve the request for registration

Provided that all the information and documents submitted meets the prescribed requirements, the FIU will proceed to approve the request for registration.

Upon approval, an email confirmation will be issued notifying the Administrator that the registration request has been accepted. The Administrator will then be able to log in thereafter, as per procedures outlined under section 11 of these guidelines.

7.3.2. Reject the request for registration

A request for registration may be rejected under the following circumstances:

- a) There are mandatory information or documents which have not been provided as part of the registration process;
- b) The information provided is inaccurate and does not match the information on the documents provided;
- c) The person registering on behalf of the Resident Agent is not authorized to do so; or
- d) The organization requesting registration is not a Resident Agent and as such unauthorized to obtain access to the BO platform.


Upon rejection by the FIU, the Resident Agent/Administrator will receive an email with notification that the request for registration has been rejected, with clear indication of the reasons for rejection.

If a request has been rejected on the basis of missing or inaccurate information or documents, the Resident Agent/Administrator will have to complete the registration process again as per procedures outlined under section 6 or section 8 of these guidelines, as the case may be.

8. Log In/Out of the BO Platform

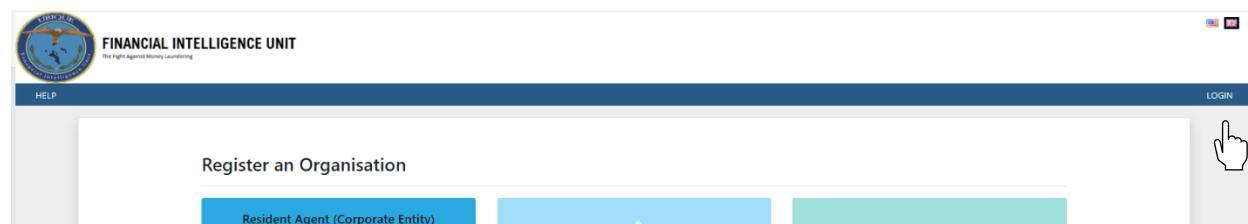
- 8.1. Upon successful registration, the Resident Agent will gain access to the BO platform, using the username and password captured during the registration process.
- 8.2. The Login page can be accessed on the Home Page or on the registration page as shown below.

BO Platform Home Page



The screenshot shows the home page of the Domestic - Seychelles Beneficial Ownership Database. At the top, there are logos for the Financial Intelligence Unit (FIU) and UNODC. The main heading is "Domestic - Seychelles Beneficial Ownership Database". Below this, it states: "Seychelles FIU's Online Platform for the population of Beneficial Ownership information for Legal Persons listed under Part A of the First Schedule of the Beneficial Ownership Act 2020." It also notes: "Access to this platform is restricted to Resident Agents." There is a "LOGIN >>" button. Below the main content, there are three sections: "Register", "Contact", and "FIU Website". The "Register" section explains the registration process and includes a "Register" button. The "Contact" section provides an email link. The "FIU Website" section provides a website link. At the bottom, there is a copyright notice: "© 2021 UNODC. All rights reserved. Version 4.9.0.0".

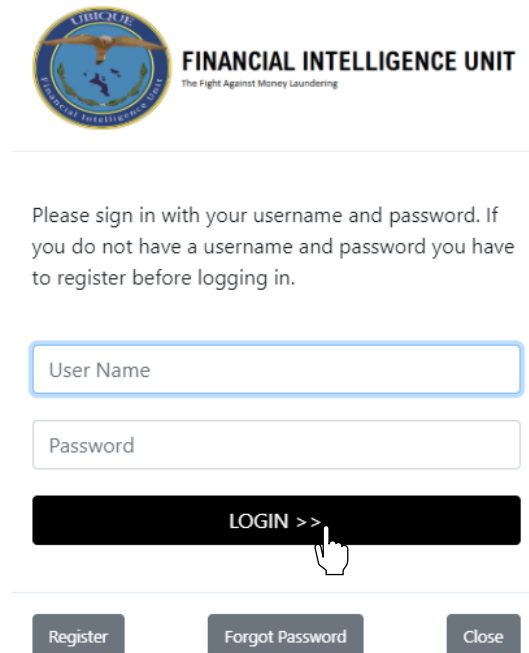
Registration Page



The screenshot shows the registration page of the BO Platform. At the top, there are logos for the Financial Intelligence Unit (FIU) and UNODC. Below the logos, there is a navigation bar with "HELP" and "LOGIN" links. The main heading is "Register an Organisation". Below this, there are three buttons: "Resident Agent (Corporate Entity)", "Resident Agent (Individual)", and "Resident Agent (Trust)". A hand cursor is pointing at the "Resident Agent (Corporate Entity)" button.

Beneficial Ownership Database Registration Guidelines

8.3. The Login page will be displayed, where your username and password should be entered.



FINANCIAL INTELLIGENCE UNIT
The Fight Against Money Laundering

Please sign in with your username and password. If you do not have a username and password you have to register before logging in.

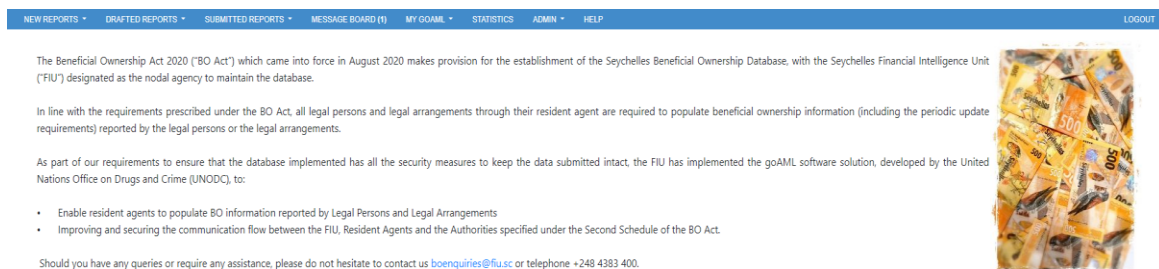
User Name

Password

LOGIN >>

Register Forgot Password Close

8.4. Once logged in, the internal secure home page will be as shown below:



NEW REPORTS • DRAFTED REPORTS • SUBMITTED REPORTS • MESSAGE BOARD (1) • MY GOAML • STATISTICS • ADMIN • HELP • LOGOUT

The Beneficial Ownership Act 2020 ("BO Act") which came into force in August 2020 makes provision for the establishment of the Seychelles Beneficial Ownership Database, with the Seychelles Financial Intelligence Unit ("FIU") designated as the nodal agency to maintain the database.

In line with the requirements prescribed under the BO Act, all legal persons and legal arrangements through their resident agent are required to populate beneficial ownership information (including the periodic update requirements) reported by the legal persons or the legal arrangements.

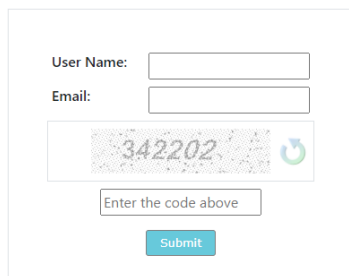
As part of our requirements to ensure that the database implemented has all the security measures to keep the data submitted intact, the FIU has implemented the goAML software solution, developed by the United Nations Office on Drugs and Crime (UNODC), to:

- Enable resident agents to populate BO information reported by Legal Persons and Legal Arrangements
- Improving and securing the communication flow between the FIU, Resident Agents and the Authorities specified under the Second Schedule of the BO Act.

Should you have any queries or require any assistance, please do not hesitate to contact us boenquiries@fiu.sc or telephone +248 4383 400.


8.5. Should you forget your password, please click on **Forgot Password**. This will redirect you to the below page, where your username and email needs to be provided to reset your password.

Reset Password Request



User Name:

Email:

342202 

Enter the code above

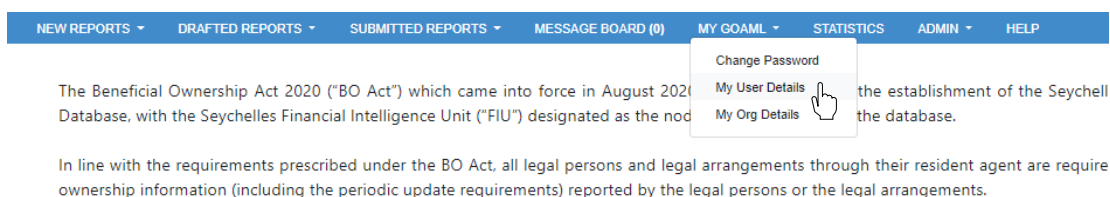
8.6. You will then receive an email with instructions on how to reset your password.

8.7. To log off, click on Log Out in the navigation bar and this will terminate the session.

8.8. Please note that the Resident Agent will be automatically logged out after 15 minutes of inactivity.

9. Changes to Resident Agent Details

9.1. The BO platform provides access to make changes to the Resident Agent's details through the platform using the below functionality under the **MY GOAML** tab on the navigation bar.



9.2. The existing registration particulars within the system will be displayed for the Resident Agent depending on the option selected.

9.3. The new particulars should be populated in their respective fields, with the details which remains valid left unchanged.

Changing Resident Agent Details

The screenshot shows a web form titled "My User Details" for a Resident Agent. The form is organized into several sections:

- User:** Organization ID (33), First Name (Annie), Gender, Nationality (SEYHELLES), Passport Country, User Name (annie.smith), Last Name (Smith), Birth Date (5/5/1982), Occupation (Corporate Administrator), Title (Mrs.), Email (annie.smith@fiu.sc), NIN (982-1234-5-6-78), and Passport Number.
- Addresses*:** A dropdown for "Address #1" with fields for Type (Business), Address (Room 24, Victoria Building), Address (Line 2) (Francis Anne Street), City (Victoria), Country (SEYHELLES), and State (Mahe).
- Phones*:** A dropdown for "Phone #1" with fields for Contact Type (Business), Comm. Type (Landline), Country Prefix (+248), Number (4383400), and Extension (426).

A "Submit Request" button is located in the "Attachments" section of the sidebar.

9.4. A formal notification, in writing, provided by the responsible executive of the Resident Agent must be attached to the change request, together with the relevant supporting documents before submission to the FIU.

9.5. Upon submission, the FIU will review the information and documents provided, before approving and effecting the change within the system.

10. Cessation of Business operations

10.1. Where a Resident Agent plans to cease its business operations, the Resident Agent should notify the FIU in writing, at least 14 days prior to such cessation, for the deactivation of the Resident Agent's BO platform access.

10.2. Upon notification, the FIU shall do the necessary to deactivate the access for the Resident Agent on the BO platform.

10.3. A letter confirming the deactivation of the Resident Agent and will be provided by the FIU within 14 days of deactivation.

Note: The RA must ensure that information on the BO Database is updated prior to cessation.