

SEYCHELLES DOMESTIC BENEFICIAL OWNERSHIP DATABASE

REGISTRATION GUIDELINES FOR RESIDENT AGENT (CORPORATE ENTITY)

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Document Information

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1. Definitions

Administrator means the individual who has the responsibility to ensure that the beneficial ownership information is correctly populated to the BO Database

Authorisation Letter means the letter from Responsible Executive of the resident agent designating the list of officers approved to populate the beneficial ownership information

BO Act means the Beneficial Ownership Act 2020

BO database means the 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

goAML Web Application means the integrated software solution developed by the United Nations Office on Drugs and Crime (UNODC) and implemented by the FIU as its preferred IT platform for population of the beneficial ownership information and secure communications with the FIU

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

User means a person authorized to access the BO Database for the purposes of population of beneficial ownership information

2. Acronyms and Abbreviations

ACO	Alternate Compliance Officer
BO	Beneficial Ownership
BO Act	Beneficial Ownership Act 2020
BO Regulations	Beneficial Ownership Regulations 2020
FIU	Financial Intelligence Unit
FSA	Financial Services Authority
goAML	goAML Web Application
MSP	Managed Service Provider
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 Seychelles BO Database maintained by the FIU.
- 3.2. These guidelines apply to all resident agents as defined under section 3 of the BO 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 or for the population of the BO information.
- 3.4. These guidelines only provide the procedures for populating of the BO information on the BO database held on the beneficial owners of legal person or legal arrangement, as the case may be, as maintained in the Register of BO.
- 3.5. 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, or contact your respective competent authority designated under section 4 (1) of the BO Act.
- 3.6. 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 BO platform.

4. Introduction

- 4.1. In line with the requirements of section 13 of the BO Act, all legal persons and legal arrangements 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 by 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. These guidelines are organized into two parts:
 - a. Part I – Registration on the BO platform
 - b. Part II – Administration

PART I – 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/users that have already registered on the BO platform.



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”.

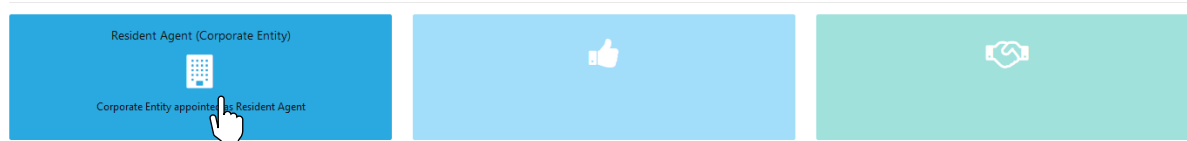
6. Registration of Resident Agents

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. The person who should complete the initial registration for the resident agent on the BO platform, is required to be the person with the overall responsibility for the BO information being populated by the resident agent. This person shall be the administrator and must reside within the jurisdiction.

6.3. To register a resident agent who is a legal person or arrangement for the first time, the resident agent has to register as an **Organisation** on the BO platform. The resident agent should click on **Resident Agent** under **Register an Organisation** on the home page as displayed below. For registration of resident agents who are natural persons, please refer to *Section 8 – Registration of Individual Resident Agents* of these guidelines.

Register an Organisation



Register as an Individual



6.4. The registration form will be displayed with four (4) tabs in the navigator on the left, with the following **Headings**:

- Resident Agent
- Administrator
- Attachments
- Preview and Submit

1. Resident Agent

2. Administrator

3. Attachments

4. Preview and Submit

Cannot submit until the form is complete

Cancel

Resident Agent

Organization Business Type is required!

Incorp/Business Reg. Num is required!

License Number is required!

+ Addresses*

Address

Type is required

6.4.1. Resident Agent

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, to ensure successful submission of the registration request.

Resident Agent (Corporate Entity)

* Resident Agent

Resident Agent

Company Name is required!

Trading as

Incorp/Business Reg. Num is required!

Legal Form is required!

* Country of Incorporation

SEYCHELLES

Email is required!

+ Addresses*

Address #1

Type is required!

Address is required!

Address (line 2)

City

* Country

SEYCHELLES

Comments

+ Phones*

Phone #1

Contact Type is required!

Comm. Type is required!

Number is required!

Extension

Comments

- **Organisation Business Type:** There is only one option available in the drop down. Please select “Resident Agent”. This field is mandatory.

- **Company Name:** This refers to the name of your Organisation. Please insert the full registered name. This field is mandatory.
- **Trading As:** If the resident agent has a trading name which is different from its registered name, please complete this field.
- **Incorp./Business Reg. Num:** This refers to the unique incorporation or registration number issued to the resident agent upon incorporation/ registration with the Registrar. This field is mandatory.
- **Incorporation Legal Form:** From the drop-down list, select whether you are an association, domestic company or a partnership. This field is mandatory.
- **Country of Incorp./Reg:** The country in which the business/company has been incorporated/ registered. Seychelles has been set as the default value. This field is mandatory.
- **License Number:** The unique license number issued to the resident agent by their respective licensing body/authority. This field is mandatory.
- **Responsible Executive:** This is the name of the individual who has primary responsibility of the resident agent e.g., the Chief Executive Officer, Managing Director, etc.... This field is mandatory.
- **Email:** This is the email address of the person who will have Administrator rights to the platform. This field is mandatory.
- **Addresses:** Please refer to paragraph 6.4.3
- **Phones:** Please refer to paragraph 6.4.4

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

6.4.2. Administrator

This tab is required to be completed with the details of the person who is appointed as the Administrator on behalf of the resident agent and is tasked to ensure that the BO information is correctly submitted to the BO Database.

This individual is also required to be a resident of Seychelles as they will be the primary contact person for the resident agent and have administrator access rights to the BO platform.

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

Administrator

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:

Address (Line 2):

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 Administrator to log in to the BO platform. Should the person be the Administrator for more than one resident agent, please note that the username should differ for each, as duplicates will not be accepted by the system. This field is mandatory.

- **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:** First name of the Administrator. This field is mandatory.
- **Last Name:** Last name / Surname of the Administrator. This field is mandatory.
- **Email:** Email address of the Administrator. Should the person be the Administrator for more than one resident agent, please note that the email address used should differ for each, as duplicates will not be accepted by the system. This field is mandatory.
- **Gender:** Male / Female.
- **Birth Date:** Date of birth of the Administrator. This field is mandatory.
- **Unique Identifier Number:** National Identity/ Identification Number of the Administrator. This field is mandatory.
- **Nationality:** The nationality of the Administrator. This field is mandatory.
- **Resident Agent Type:** Select Secretary under the Companies Act. This field is mandatory.
- **Passport Number:** Passport number of the Administrator.
- **Passport Country:** Passport issuing country.
- **Addresses:** Please refer to paragraph 6.4.3
- **Phones:** Please refer to paragraph 6.4.4

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

6.4.3. 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.

The screenshot shows a form titled "Addresses*" with a plus sign icon. Underneath, there is a section for "Address #1". The form contains several fields: a dropdown menu for "Type" with a red border and the text "Type is required:" above it; a text input field for "Address" with a red border and the text "Address is required:" above it; a text input field for "Address (Line 2)"; a text input field for "City"; a dropdown menu for "Country" with "SEYCHELLES" selected; a text input field for "State"; and a large text area for "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

6.4.4. 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.

- **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.

6.4.5. Attachments

As part of the registration process, the following documents are required to be submitted for verification of the information provided and to ensure that the person registering is duly authorized to do so by their respective resident agent, prior to the approval of the request by the FIU:

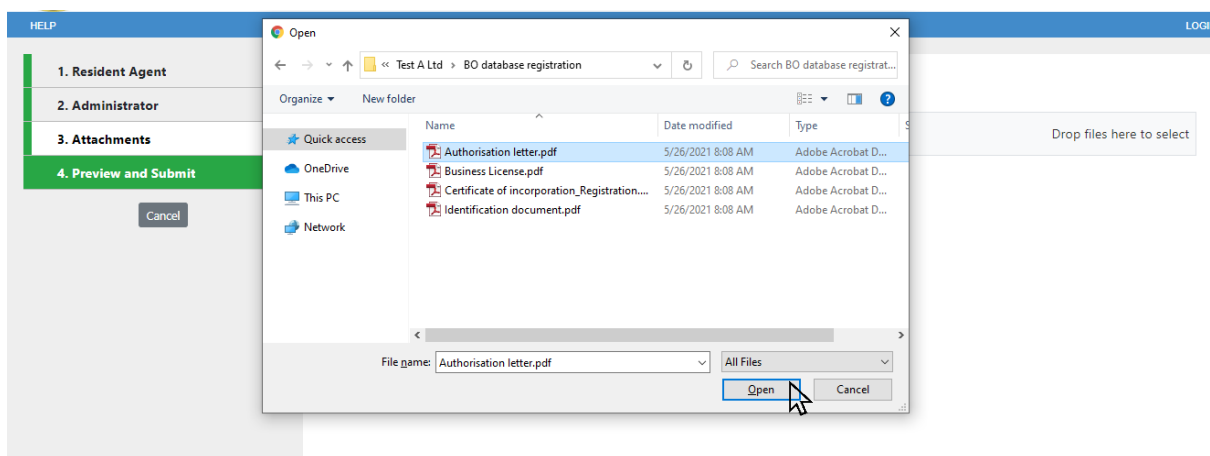
- Copy of the Certificate of Registration / Incorporation
- Copy of the Business License
- Authorisation Letter from the Responsible Executive
- Identification Document of the Administrator

6.4.5.1. Uploading Documents

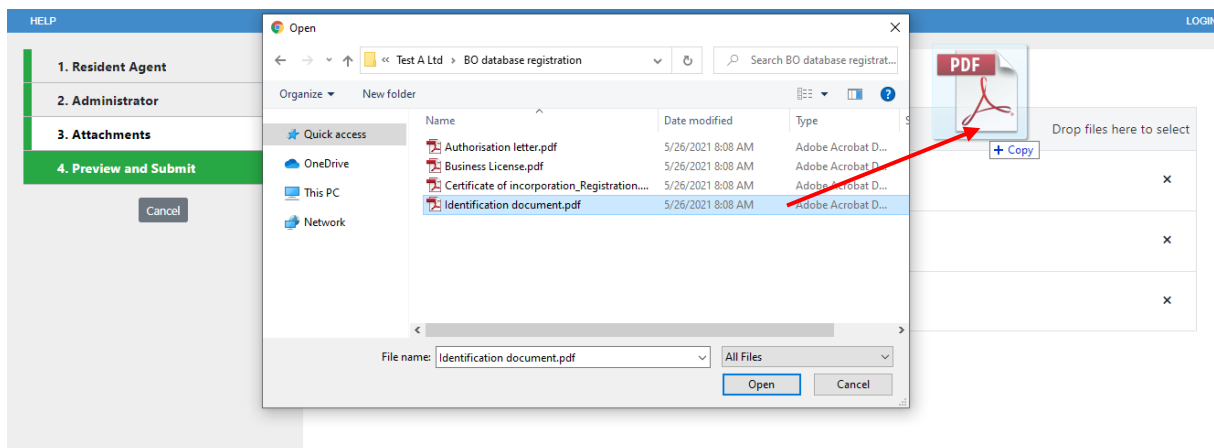
To upload documents, click on the “**Select files**” button which will open a window display to select the respective file/document required from the file browser window.



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:



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



6.4.6. 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.

FINANCIAL INTELLIGENCE UNIT
The Right Agency/Entity is Counting

HELP

1. Resident Agent
2. Administrator
3. Attachments
4. Preview and Submit

825804
Enter the code above in the box below.
Submit New Organisation
Cancel

New Registration

Organisation
Organization Business Type: Resident Agent
Trading as: Name: Test A Ltd
Incorp/Business Reg. Num: 123456
Incorporation Legal Form: Domestic Company
License Number: 123456
Group: test@test.sc
Email: test@test.sc

Country of Incorporation: SEYHELLES
TIN: 123456
Responsible Executive: Mr. A. Test

Addresses
#1
Type: Business
Address (Line 2): Test
City: Ile Perseverance
Country: SEYHELLES
Comments: Mahe

Phones
#1
Contact Type: Residential
Country Prefix: +248
Comm. Type: Landline
Number: 4383400
Comments:

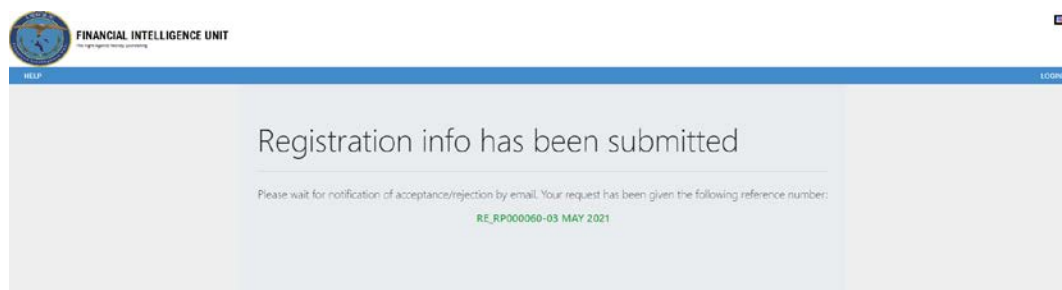
Administrator
User Name: test
First Name: A
Last Name: Test
Email: test@test.sc
Birth Date: 5/1/2021
Nationality: SEYHELLES
Title: Ms.
Gender: Female
NN: 123456789
Occupation: Secretary
Passport Number:

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

- The Resident Agent; and
- The registering person i.e., the Administrator.

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 72 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. Adding an Additional User (Resident Agent)

8.1. Resident agents that are legal persons or arrangements have the option of adding more than one user to access the BO platform in the instance that they have more than one employee designated to populate BO information.

8.2. Additional users will only be able to register once the registration request of the resident agent has been approved by the FIU.

8.3. To register, the user has to register as a new **User** on BO platform. This is done by selecting **User (Resident Agent)** under **Register a User** on the BO platform home page as displayed below.

Register as an Individual



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

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

The screenshot shows a web form titled 'User (Resident Agent)'. On the left is a vertical tabbed navigator with three tabs: '1. User (Resident Agent)' (active), '2. Attachments', and '3. Preview and Submit'. Below the tabs is a red message box that says 'Cannot submit until the form is complete' and a 'Cancel' button. The main form area contains several input fields with red error messages: 'Organization ID is required!', 'Title is required!', 'Gender' (a dropdown menu), 'Occupation is required!', 'User Name is required!', 'First Name is required!', 'Birth Date is required!' (with a date format 'M/d/yyyy' shown), 'Passport Number', and 'Type is required!' under an 'Address #1' section. There is also a '+ Addresses*' section with a plus sign.

8.3.1. User (Resident Agent)

The details of the additional user for the resident agent are required to be provided under this tab. The user completing the registration is advised to ensure that all mandatory fields are completed with the required information, to ensure successful submission of the registration request.

8.3.2. The **Organisation ID**, which is received by the resident agent/Administrator upon the initial registration of the resident agent, must be provided to the additional user and inserted in the Organisation ID field, to enable the registration to be linked to the resident agent. Please note that this field is mandatory.

8.3.3. For completion of the remaining fields, please refer to paragraphs 6.4.2 – 6.4.4 for description and guidance on the information required.

8.3.4. The User should ensure to remember the credentials provided during the registration process, as these will be used to log in BO platform thereafter. The username and password provided, should be unique and remain confidential to the User to prevent unauthorized access to the platform

8.3.5. Attachments

As part of the registration process, the following documents are also required to be attached, as per procedures outlined under paragraph 6.4.5 - *Attachments*, prior to the submission of the registration request:

- Identification Document of the Additional User
- Authorisation Letter from the Responsible Executive of the Resident Agent

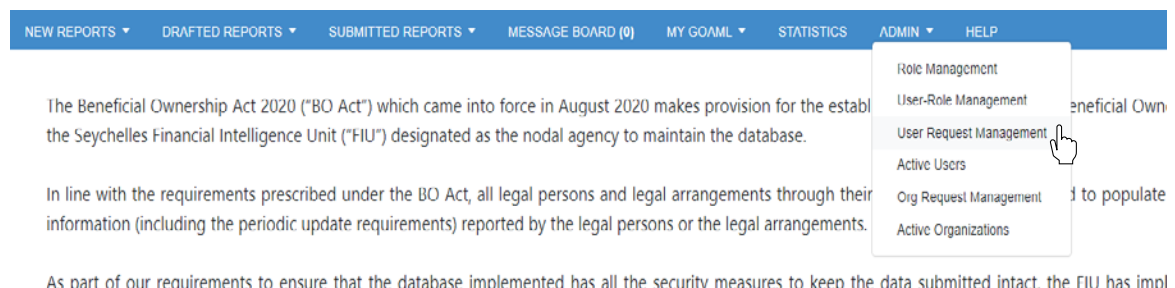
8.3.6. Preview and Submit

Once all the fields have been completed and documents attached, you may proceed to submit the request for registration (see paragraph 6.4.6 – *Preview and Submit*).

8.4. Upon submission, the User will receive an email notification confirming receipt of the registration request and the request will undergo two levels of approval process, i.e., one by the Administrator and the second by the FIU.

8.4.1. First level approval by the Administrator

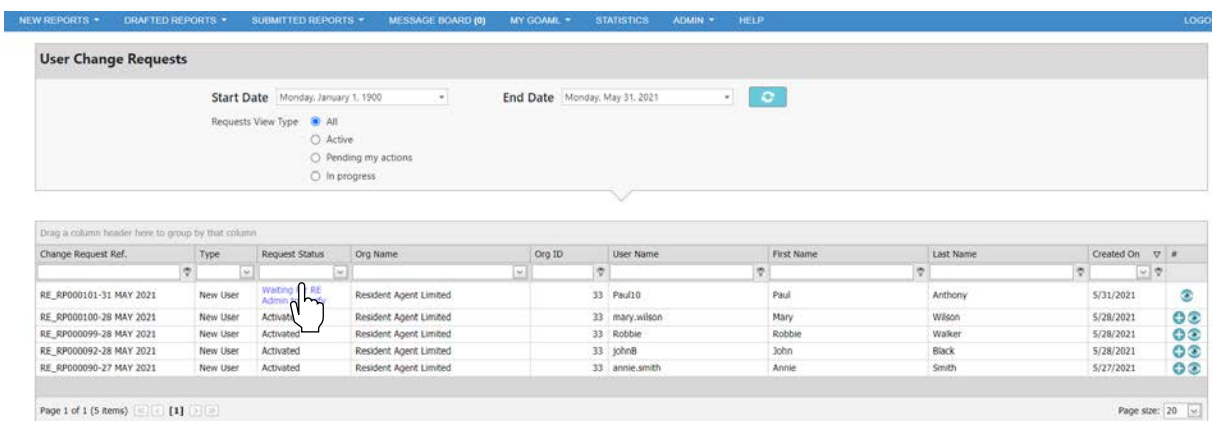
The Administrator is required to log in as per procedures outlined under section 11 of these guidelines. Once logged in, the **User Request Management** page should be selected under the **ADMIN** tab on the navigation bar, as depicted below:



Beneficial Ownership Database Guidelines

The User Request Management grid will display all the user requests for the resident agent, with the status of the respective requests.

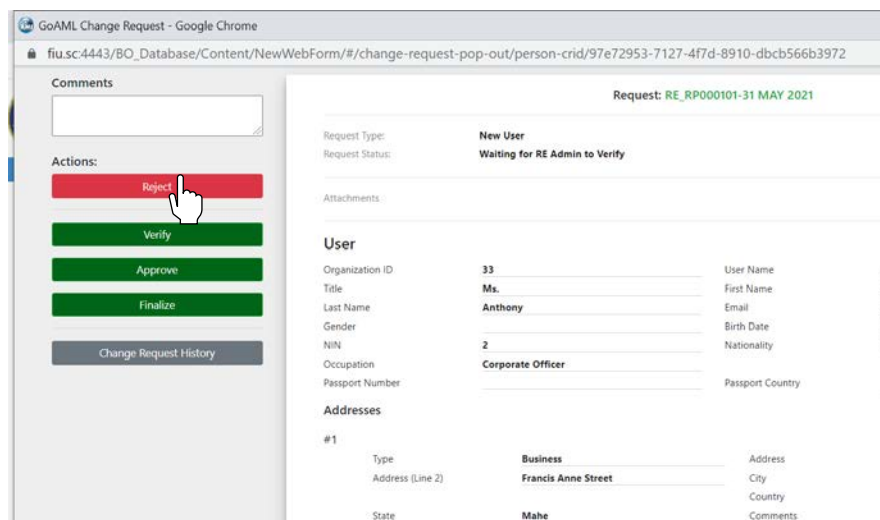
For the new user request, please click on the actionable status which states *Waiting for RE Admin to verify*.



The screenshot shows the 'User Change Requests' interface. At the top, there are navigation tabs: NEW REPORTS, DRAFTED REPORTS, SUBMITTED REPORTS, MESSAGE BOARD (0), MY GOAML, STATISTICS, ADMIN, and HELP. Below these is a search and filter section with 'Start Date' (Monday, January 1, 1900) and 'End Date' (Monday, May 31, 2021). The 'Requests View Type' is set to 'All', with options for 'Active', 'Pending my actions', and 'In progress'. The main area is a table with columns: Change Request Ref., Type, Request Status, Org Name, Org ID, User Name, First Name, Last Name, and Created On. A hand cursor is pointing to the 'Waiting for RE Admin to Verify' status in the first row. The table contains five rows of data for 'New User' requests from 'Resident Agent Limited'. The first row is highlighted, and a hand cursor is pointing to the 'Waiting for RE Admin to Verify' status. The page footer shows 'Page 1 of 1 (5 Items)' and 'Page size: 20'.

Change Request Ref.	Type	Request Status	Org Name	Org ID	User Name	First Name	Last Name	Created On
RE_RP000101-31 MAY 2021	New User	Waiting for RE Admin to Verify	Resident Agent Limited	33	Paul10	Paul	Anthony	5/31/2021
RE_RP000100-28 MAY 2021	New User	Activated	Resident Agent Limited	33	mary.wilson	Mary	Wilson	5/28/2021
RE_RP000099-28 MAY 2021	New User	Activated	Resident Agent Limited	33	Robbie	Robbie	Walker	5/28/2021
RE_RP000092-28 MAY 2021	New User	Activated	Resident Agent Limited	33	johnB	John	Black	5/28/2021
RE_RP000090-27 MAY 2021	New User	Activated	Resident Agent Limited	33	annie.smith	Annie	Smith	5/27/2021

The registration request will open in a new window, where the Administrator has to select whether to approve or reject the user request.



The screenshot shows the 'GoAML Change Request' detail view in a browser window. The browser title is 'GoAML Change Request - Google Chrome' and the address bar shows 'fiu.sc:4443/BO_Database/Content/NewWebForm/#/change-request-pop-out/person-crid/97e72953-7127-4f7d-8910-dbc566b3972'. The page title is 'Request: RE_RP000101-31 MAY 2021'. On the left, there is a 'Comments' section with a text area and a 'Change Request History' button. Below the comments are 'Actions' buttons: 'Reject' (red), 'Verify' (green), 'Approve' (green), and 'Finalize' (green). A hand cursor is pointing to the 'Reject' button. The main content area shows the request details: 'Request Type: New User' and 'Request Status: Waiting for RE Admin to Verify'. Below this is an 'Attachments' section. The 'User' section displays the following information: Organization ID: 33, Title: Ms., Last Name: Anthony, Gender: 2, Occupation: Corporate Officer, User Name: Pa, First Name: pa, Birth Date: 5/, Nationality: SE, and Passport Country: . The 'Addresses' section shows one address: #1, Type: Business, Address: Francis Anne Street, City: , Country: , State: Mahe, and Comments: .

- 8.5. Once approved by the Administrator, the User Request will be received by the FIU for approval as per procedures outlined under section 9 of these guidelines.
- 8.6. Once approved by the FIU, the User will also have access to the BO platform, using the credentials he/she provided during the registration process.

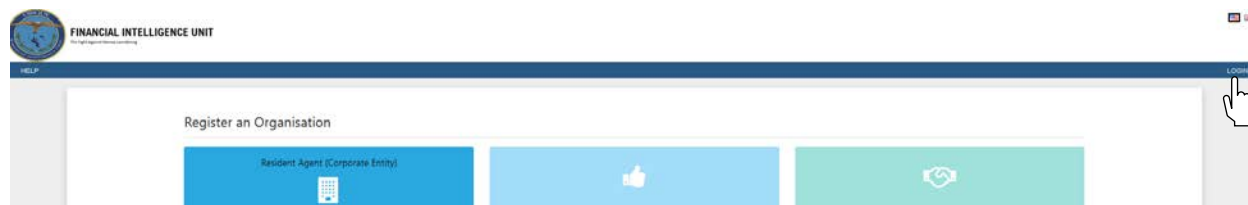
9. Log In/Out of the BO Platform

- 9.1. Upon successful registration, the Administrator/User will gain access to the BO platform, using the username and password captured during the registration process.
- 9.2. The Login page can be accessed on the Home page or on the registration page as shown below.

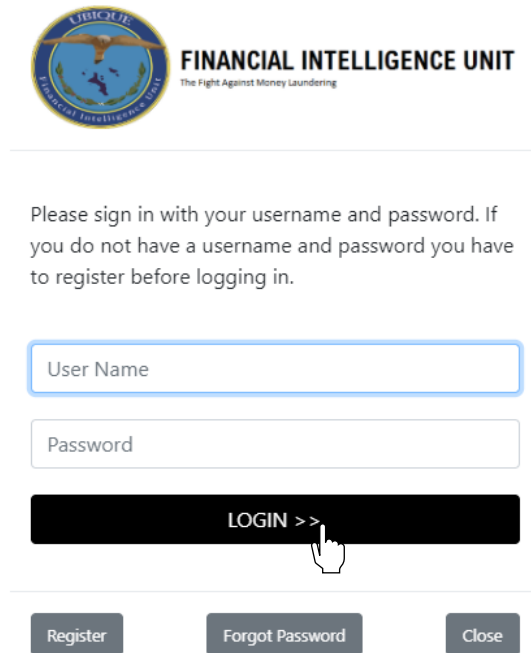
BO Platform Home Page




Registration Page



9.3. 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.

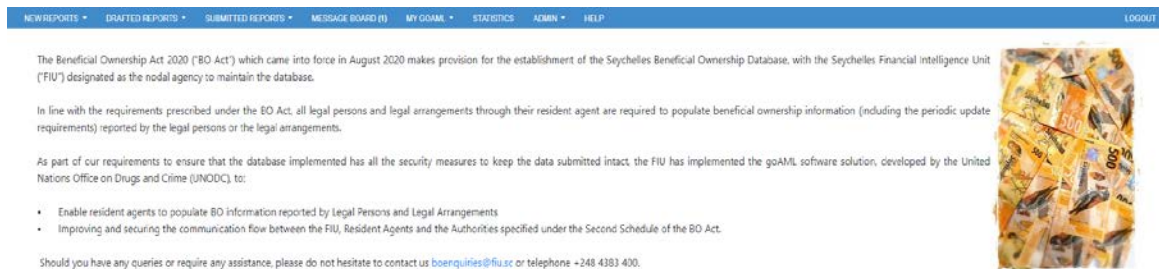
User Name

Password

LOGIN >>

Register Forgot Password Close

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



NEW REPORTS * DRAFTED REPORTS * SUBMITTED REPORTS * MESSAGE BOARD (0) MY GOALS * 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.



9.5. 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

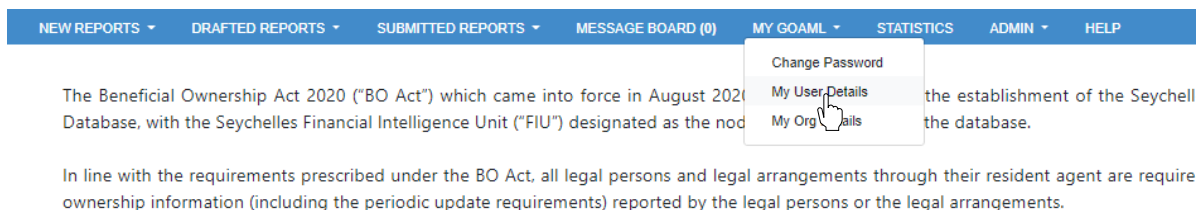
9.6. You will then receive an email with instructions on how to reset your password.

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

9.8. Please note that the user will be automatically logged out after 15 minutes of inactivity.

10. Changes to User Details

10.1. The BO platform provides resident agents access to make changes to the User's details or the resident agent's details through the platform using the below functionality under the **MY GOAML** tab on the navigation bar.



10.2. The existing registration particulars within the system will be displayed for the resident agent or the User depending on the option selected.

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

Changing User Details

Changing Org. Details

10.4.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.

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

10.6. For changing the Administrator or deactivating the access of an existing user, please refer to section 13 and 14 of these guidelines, respectively.

11. Changes in Administrator

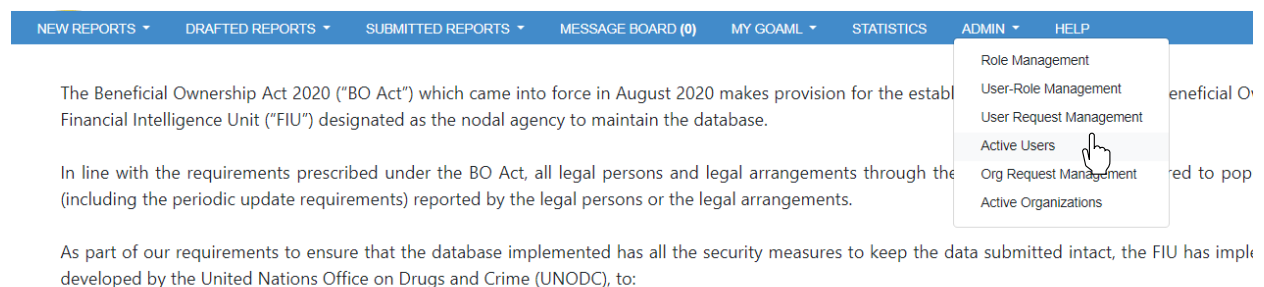
11.1. Where there is a change in the Administrator, the resident agent should notify the FIU, within a reasonable timeframe, in writing to enable the FIU to deactivate the previous Administrator's access and administrative rights to the resident agent's account.

11.2. The new Administrator will be required to register as a new user as per the procedures outlined under Section 10 of these guidelines and will be provided with the administrative rights to BO platform for the resident agent.

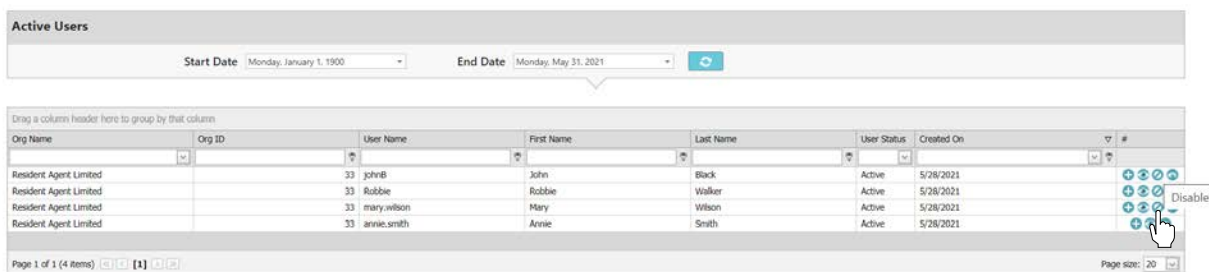
11.3. If the new Administrator is an existing user who has already registered on the platform, he/she will not be required to re-register. The resident agent will only have to inform the FIU, together with the authorization letter, so that the FIU may designate them as the Administrator for the resident agent.

12. Deactivation of Existing Users

12.1. Where the resident agent (the Administrator) wants to deactivate the access of an existing user, the **Active Users** page should be selected under the **ADMIN** tab on the navigation bar, as depicted below:



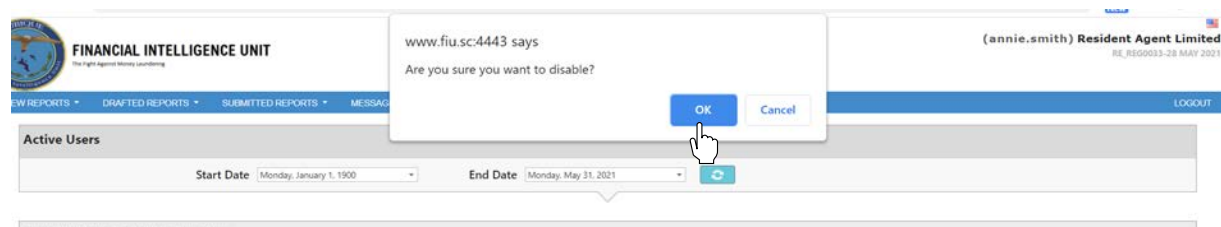
12.2. The list of all active users will be displayed, where the Administrator can select “Ø” to disable the user’s access.



The screenshot shows the 'Active Users' interface. At the top, there are date filters for 'Start Date' (Monday, January 1, 1900) and 'End Date' (Monday, May 31, 2021). Below this is a table with columns: Org Name, Org ID, User Name, First Name, Last Name, User Status, Created On, and #. The table contains four rows of user data. To the right of the table, there is a 'Disable' button with a mouse cursor pointing to it.

Org Name	Org ID	User Name	First Name	Last Name	User Status	Created On	#
Resident Agent Limited	33	johnb	John	Black	Active	5/28/2021	
Resident Agent Limited	33	Robbie	Robbie	Walker	Active	5/28/2021	
Resident Agent Limited	33	mary.wilson	Mary	Wilson	Active	5/28/2021	
Resident Agent Limited	33	annie.smith	Annie	Smith	Active	5/28/2021	

12.3. Select “OK” as confirmation to disable the user.



13. Cessation of Business operations

13.1. 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.

13.2. Upon notification, the FIU shall do the necessary to deactivate the access for the resident agent and its authorized users on the BO platform.

13.3. A letter confirming the deactivation of the resident agent and its authorized users 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.

PART II – ADMINISTRATION

14. Administration

14.1. For Web users with administration rights, an additional menu 'Admin' is available in the menu bar. Here you can customize the role (see section 17.1: Role and user role Management) and user rights.

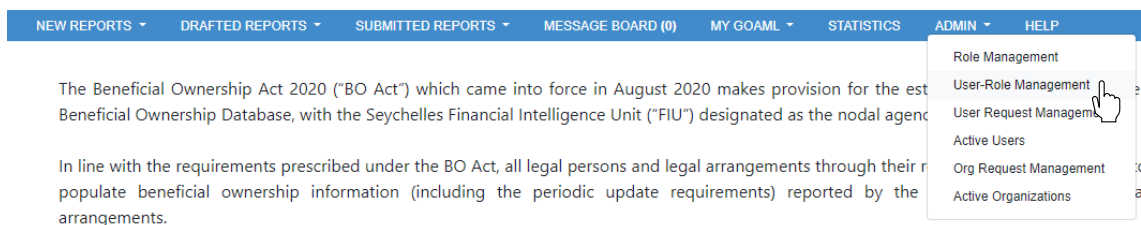
Note: *If you see the menu but not all entries mentioned above, then you simply do not have access permissions for all of them.*

15. Role and User Role Management

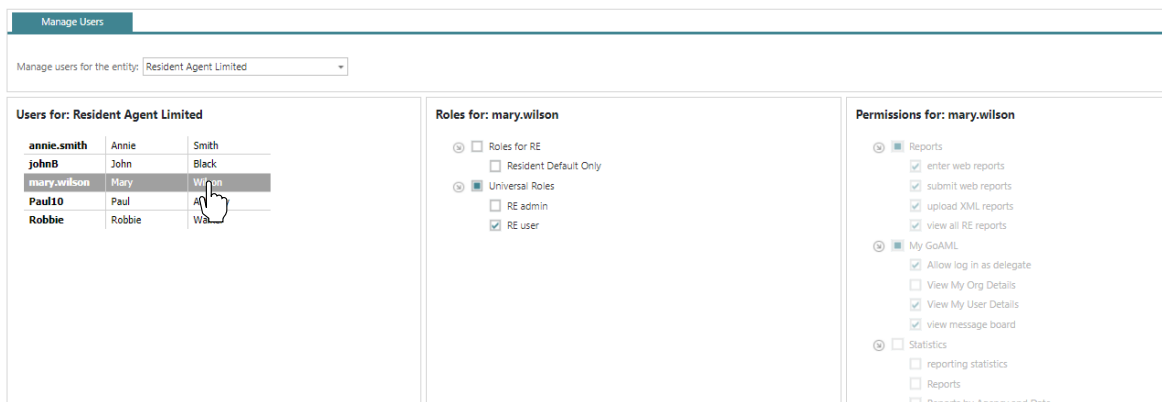
17.1 Roles are permission groups. In order to fulfil certain tasks, a person needs a certain set of access permissions, while other functions are not necessary.

17.2 By default, two roles are available to resident agents in the system: One for minimum access (user role) and one for the resident agent's Administrator. The permissions for these roles are part of the goAML Web set-up and thus cannot be modified. The Administrator can specify what roles the organization's users are to assume as shown below:

- Navigate to Admin, then click 'User-Role Management'



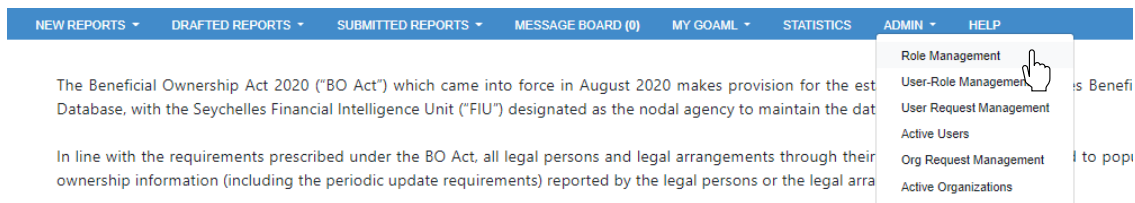
- Click on the desired user within the organisation and specify their role.



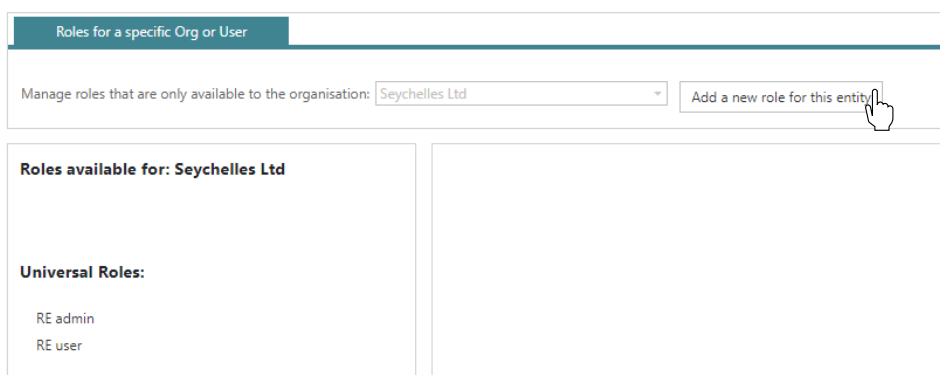
15.1.1. Create Role

Should the Administrator user deem that the preconfigured user access rights defined are not suitable for their users, then the Administrator may create different Role Management and assign different Users with different roles as shown below:

- Navigate to Admin, then click Role Management



- Click on Add a new role for this entity



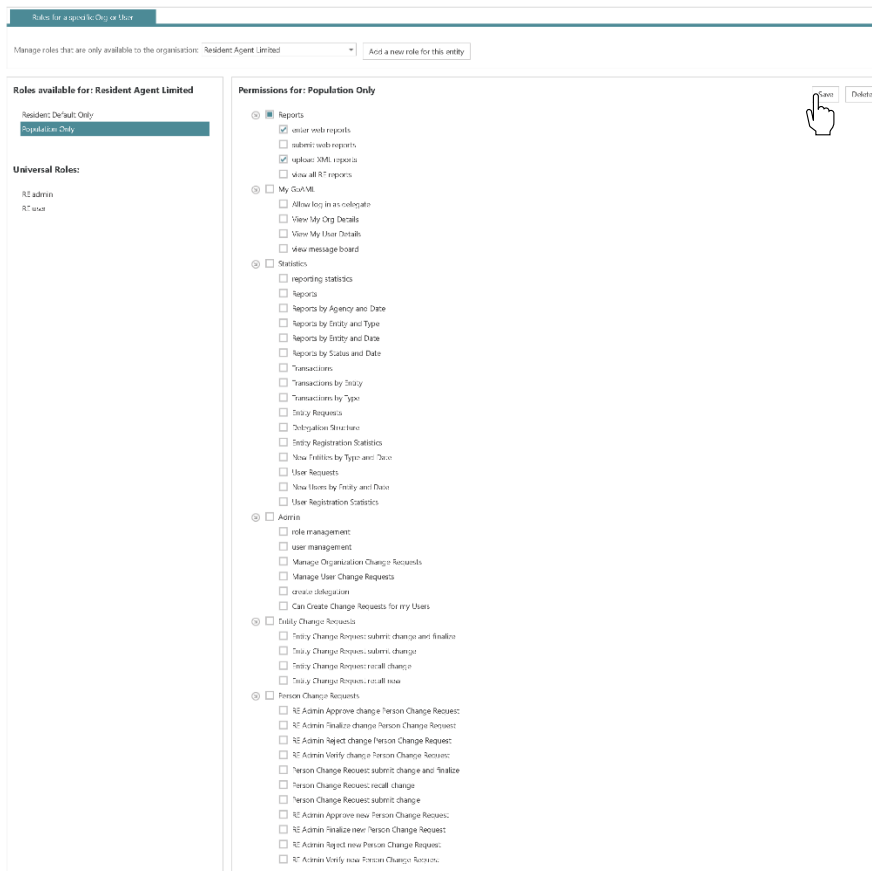
Beneficial Ownership Database Guidelines

- An input form is loaded and displayed. Enter a name for the new role into the field Role Name and click Create Role.



- Select the check box for the permissions you would like to assign to the new role.

Note: Refer to Annex A for the definitions of each permission and the access rights provided



- Once completed, click on Save. The new role is created in the database and added to the list.

15.1.2. Edit Role Assignments

To modify the roles and as a consequence, the access permissions of a user:

- Select the role by clicking on its Role name.
- Add permissions by activating () or remove them by deactivating () the respective checkboxes.
- Click on Save. The role is updated accordingly in the database.

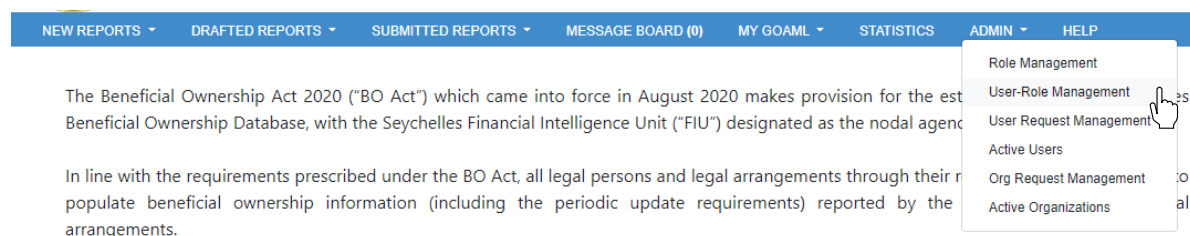
15.1.3. Delete Role

To delete an obsolete role from the database:

- Select the role by clicking on its Role name.
- Click on Delete. After a security check, the role is deleted and removed from all users having it.

Note: *When a role is deleted, which was the last role a user had, then the user cannot login to BO platform until a new role is assigned.*

16. User Request Management



The screenshot displays the top navigation bar of the Beneficial Ownership Database platform. The navigation bar includes several menu items: NEW REPORTS, DRAFTED REPORTS, SUBMITTED REPORTS, MESSAGE BOARD (0), MY GOAML, STATISTICS, ADMIN, and HELP. The ADMIN menu is currently expanded, showing a list of sub-options: Role Management, User-Role Management, User Request Management, Active Users, Org Request Management, and Active Organizations. A mouse cursor is positioned over the 'User Request Management' option. Below the navigation bar, the main content area shows a paragraph of text starting with 'The Beneficial Ownership Act 2020 ("BO Act") which came into force in August 2020 makes provision for the establishment of the Beneficial Ownership Database, with the Seychelles Financial Intelligence Unit ("FIU") designated as the nodal agency for the collection and management of beneficial ownership information (including the periodic update requirements) reported by the entities and arrangements.

18.1 This allows you to view all the change requests made by the user. It is possible to filter these requests by Start Date, End Date or Request Ref, Request type, Request Status, Organisation name etc.

User Change Requests

Start Date: End Date:

Requests View Type: All
 Active
 Pending my actions
 In progress

Drag a column header here to group by that column

Change Request Ref.	Type	Request Status	Org Name	Org ID	User Name	First Name	Last Name	Created On	#
RE_RP000106-01 JUN 2021	New User	Activated	Seychelles Ltd	34	Delta2	Delta	Rez	6/1/2021	
RE_RP000105-01 JUN 2021	New User	Activated	Seychelles Ltd	34	Epsilon1	Epsilon	Rex	6/1/2021	
RE_RP000103-31 MAY 2021	New User	Activated	Seychelles Ltd	34	gammarez	gammarez	Pol	5/31/2021	

Page 1 of 1 (3 items) **1** Page size: 20

17. Active Users

NEW REPORTS ▾ DRAFTED REPORTS ▾ SUBMITTED REPORTS ▾ MESSAGE BOARD (0) MY GOAML ▾ STATISTICS ADMIN ▾ HELP

- Role Management
- User-Role Management
- User Request Management
- Active Users
- Org Request Management
- Active Organizations

The Beneficial Ownership Act 2020 ("BO Act") which came into force in August 2020 makes provision for the establishment of the 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 beneficial ownership information (including the periodic update requirements) reported by the legal persons or the legal arrangements.

19.1 The Active User Management Grid allows you to view and manage all the currently active users. The grid is initialised to show the users created in the last month.

Active Users

Start Date: End Date:

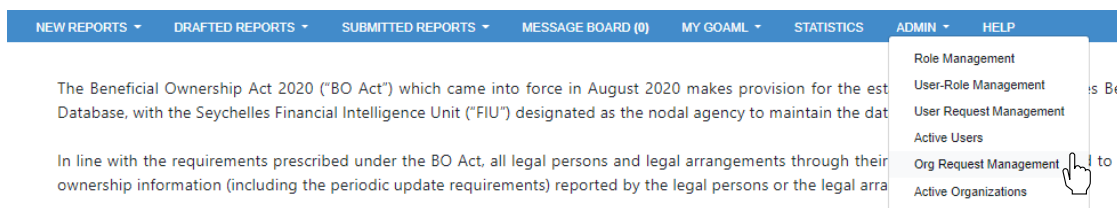
Drag a column header here to group by that column

Org Name	Org ID	User Name	First Name	Last Name	User Status	Created On	#
Resident Agent Limited	33	Paul10	Paul	Anthony	Active	6/1/2021	
Resident Agent Limited	33	johnB	John	Black	Active	5/28/2021	
Resident Agent Limited	33	Robbie	Robbie	Walker	Active	5/28/2021	
Resident Agent Limited	33	mary.wilson	Mary	Wilson	Active	5/28/2021	
Resident Agent Limited	33	annie.smith	Annie	Smith	Active	5/28/2021	

Page 1 of 1 (5 items) **1** Page size: 20

- Click [New Change Request](#) to create a new change request for this user.
- Click [View Details](#) to view the details of this user
- Click [Disable User](#) to disable this user
- Click [Reset Password](#) to reset the password for this user

18. Organisation Request Management



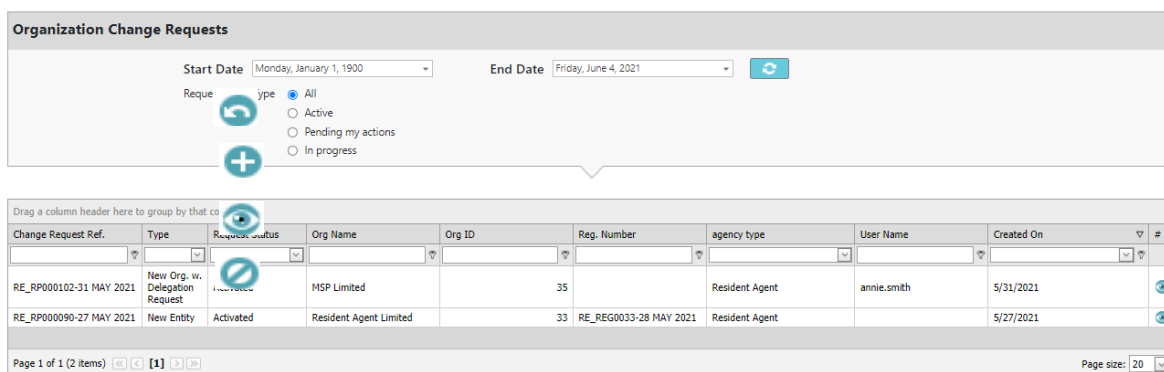
The Beneficial Ownership Act 2020 ("BO Act") which came into force in August 2020 makes provision for the establishment of a Beneficial Ownership Database, with the Seychelles Financial Intelligence Unit ("FIU") designated as the nodal agency to maintain the database.

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

ADMIN ▾ HELP

- Role Management
- User-Role Management
- User Request Management
- Active Users
- Org Request Management**
- Active Organizations

20.1 This allows you to view all the change requests made by the organization. It is possible to filter these requests by Reference, Type, Status, Org Name, Org ID, Agency Type, Created By and Created On.



Organization Change Requests

Start Date: Monday, January 1, 1900 End Date: Friday, June 4, 2021

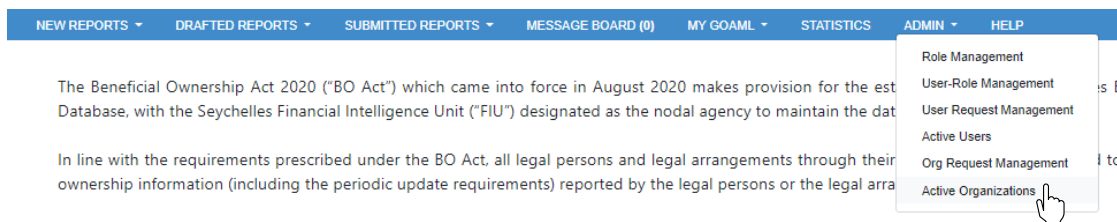
Request type: All Active Pending my actions In progress

Drag a column header here to group by that column

Change Request Ref.	Type	Status	Org Name	Org ID	Reg. Number	Agency type	User Name	Created On	#
RE_RP000102-31 MAY 2021	New Org. w. Delegation Request	Activated	MSP Limited		35	Resident Agent	annie.smith	5/31/2021	
RE_RP000090-27 MAY 2021	New Entity	Activated	Resident Agent Limited		33	RE_REG0033-28 MAY 2021	Resident Agent	5/27/2021	

Page 1 of 1 (2 items) Page size: 20

19. Active Organisations



The Beneficial Ownership Act 2020 ("BO Act") which came into force in August 2020 makes provision for the establishment of a 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 beneficial ownership information (including the periodic update requirements) reported by the legal persons or the legal arrangements.

ADMIN ▾ HELP

- Role Management
- User-Role Management
- User Request Management
- Active Users
- Org Request Management
- Active Organizations**

21.1 The Active User Management Grid allows the user to view and manage all the currently active Organisations. The grid is initialised to show the organisations created in the last month.

Org ID	Org Status	Org Name	is delegating	Reg. Number	agency type	Created On	#
35	Active	MSP Limited		33	Resident Agent	6/1/2021	
33	Active	Resident Agent Limited		RE_REG0033-28 MAY 2021	Resident Agent	5/28/2021	

PART III – STATISTICS

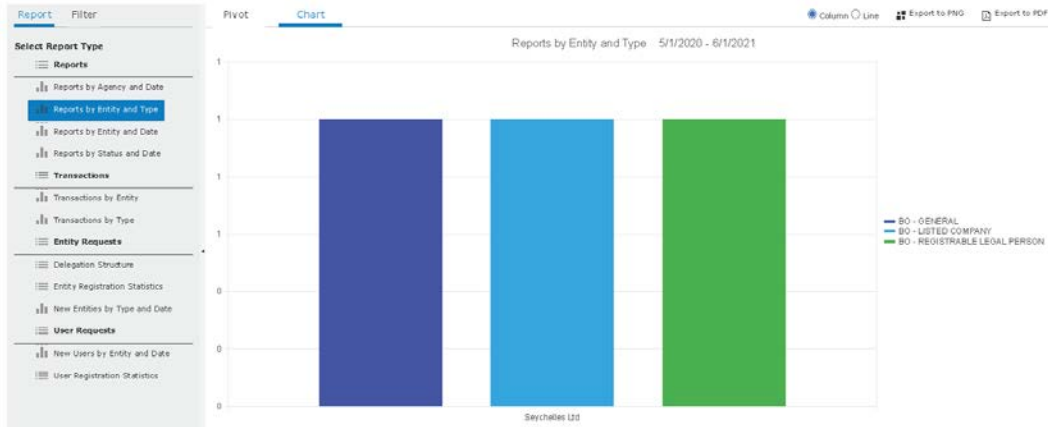
20. Statistics

22.1 This page provides statistical analysis of reports that have been submitted over a particular date range initialized to the last month.

- Set the Start Date and End Date to the range you want your statistics to cover.

Report ID	Report Type	Last Updated By	Submitted On	Org Name	agency type	Transactions	Status
S85-0-0	BO - GENERAL	Epsilon1	01/06/2021	Seychelles Ltd	Resident Agent	0	Processed
S86-0-0	BO - LISTED COMPANY	Epsilon1	01/06/2021	Seychelles Ltd	Resident Agent	0	Processed
S87-0-0	BO - REGISTRABLE LEGAL PERSON	Epsilon1	01/06/2021	Seychelles Ltd	Resident Agent	0	Processed

- Select one of the pre-configured reports from the list under Report Type.



23.0 Note: In the event of any concern or uncertainty in respect to these guidelines, it is pertinent that resident agents seek the necessary guidance from the FIU.