



## **goAML Web Submission Guide**

### **Dealers in Precious Metals and Stones Report**

**UAE Financial Intelligence Unit**

**20/07/2022 – V1.3**

### **Objective of this user guide**

The objective of this user guide is to define and outline the steps to be followed when submitting a Dealers in Precious Metals and Stones Report (DPMSR) to the Financial Intelligence Unit (FIU).

This user guide is applicable to the designated Compliance Officer/MLRO or the deputy CO/MLRO (should the lead CO/MLRO be unavailable) of the reporting entity registered on the goAML.

### **Legal Disclaimer**

The FIU reserves the right to amend, modify or change the contents of this document when deemed necessary.

### **Terms and Definitions**

<b>Terms &amp; Definitions</b>	<b>Description</b>
AML / CFT	Anti-Money Laundering / Countering Financing of Terrorism
FIU	Financial Intelligence Unit
CO	Compliance Officer
MLRO	Money Laundering Reporting Officer or Compliance Officer
DPMSR	Dealers in Precious Metals and Stones Report

## Table of Contents

Reporting Requirements for DPMS Sector .....	4
<b>Procedures</b> .....	4
1. goAML Web Icons .....	5
2. Accessing goAML.....	6
<b>2.1 Login Process</b> .....	6
<b>2.2 goAML Platform Landing Page</b> .....	8
3. Submitting a DPMS Report .....	9
<b>3.1 Submission Options</b> .....	9
<b>3.2 How to submit a DPMSR</b> .....	11
<b>3.3 Saving / Submitting the Report</b> .....	25

## Reporting Requirements for DPMS Sector

### Procedures

Dealers in Precious Metals and Stones must undertake the following procedures effective 12 June 2021:

#### Transactions with resident individuals

Obtain identification documents (Emirates ID or Passport) for cash transactions equal to or exceeding AED 55,000 and register the information in the Financial Intelligence Unit's ("FIU") GoAML platform using the recently created 'Dealers in Precious Metals and Stones Report' (DPMSR).

#### Transactions with non-resident individuals

Obtain identification documents (ID or Passport) for cash transactions equal to or exceeding AED 55,000, and register the information in the FIU's GoAML platform using the recently created DPMSR.














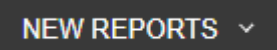

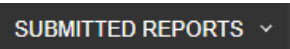
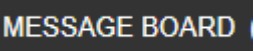
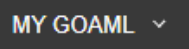
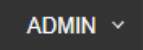
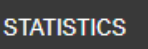
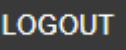
#### Transactions with entities / companies

Obtain a copy of the trade license, and identification documents (Emirates ID or passport) of the person representing the company, in transactions equal to or exceeding AED 55,000 in cash or through wire transfer, and register the information in the FIU's GoAML using the newly created DPMSR.

### Record Keeping

Keep records of all documents and information related to the above transactions for a minimum period of 5 years.

## 1. goAML Web Icons

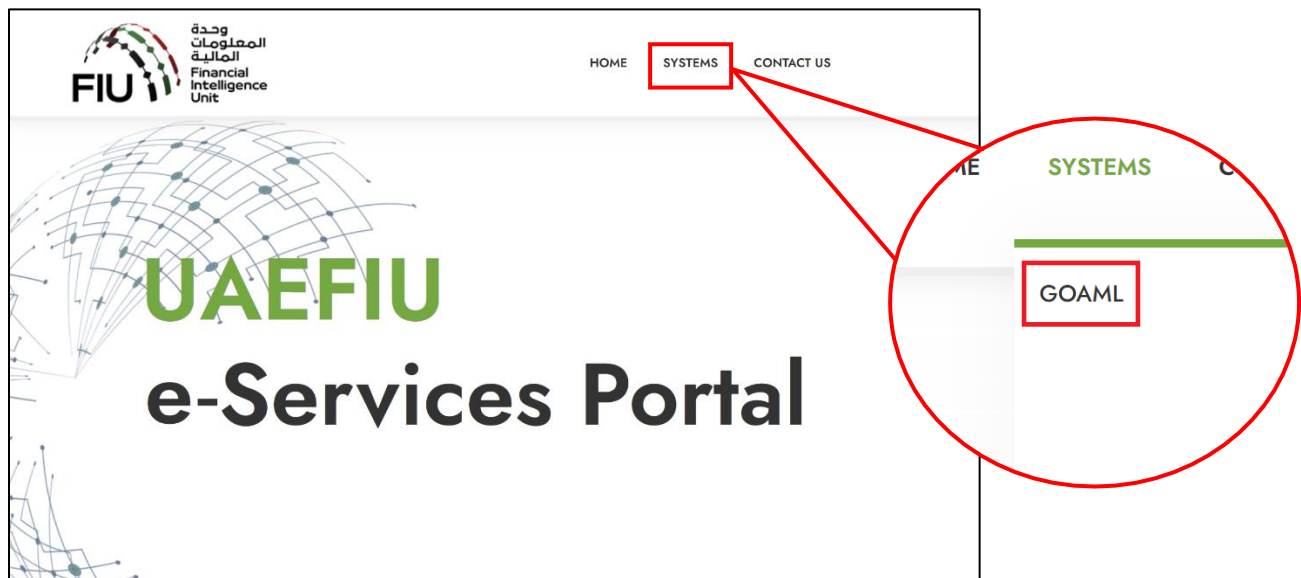
Icon	Description
	Add or Expand
	Add the captured detail
	Cancel the captured detail
	Close
	Preview
	Print
	Refresh
	Remove the uploaded document
	Upload a document
	Save
	Save a report
	Submit a report
	Shows the attached documents
	Upload XML and web reports
	Access drafted reports
	View submitted reports
	Access goAML Message Board
	Change password and user/organization details
	Access User Requests and Role Management
	Access Statistics
	Logout of goAML

## 2. Accessing goAML

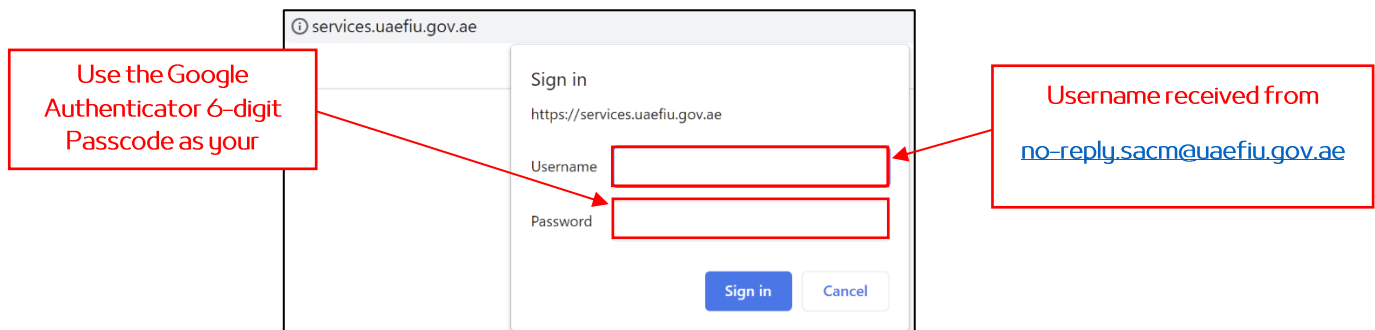
Reporting entities can access the goAML by utilizing the username and password they created during the registration process. However, all reporting entities registration requests should be approved by their respective regulator before the registering organization is on-boarded to the goAML. Such authentication will always be required before a reporting entity is to granted access to the goAML.

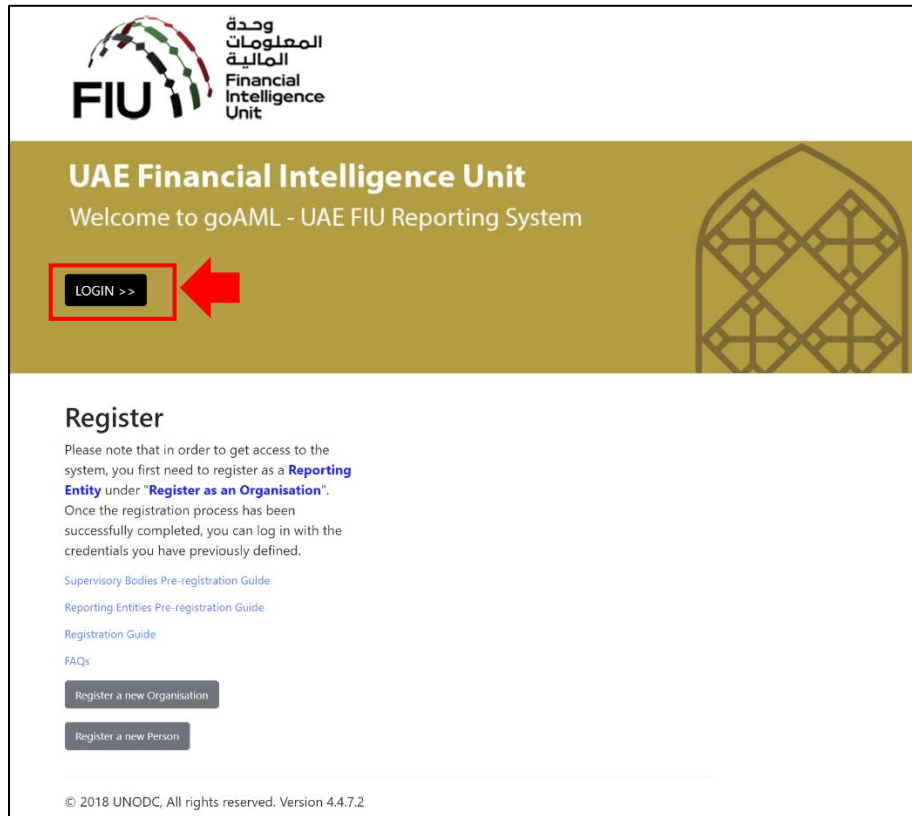
### 2.1 Login Process

1. Click on the **Login** link <https://services.uaefiu.gov.ae>
2. Navigate to **Systems**
3. Click on **GOAML**



4. You will then see the below pop-up screen; where you need to use the username received from [no-reply.sacm@uaefiu.gov.ae](mailto:no-reply.sacm@uaefiu.gov.ae) and the Google Authenticator Passcode as the password





**UAE Financial Intelligence Unit**  
Welcome to goAML - UAE FIU Reporting System

**LOGIN >>**

### Register

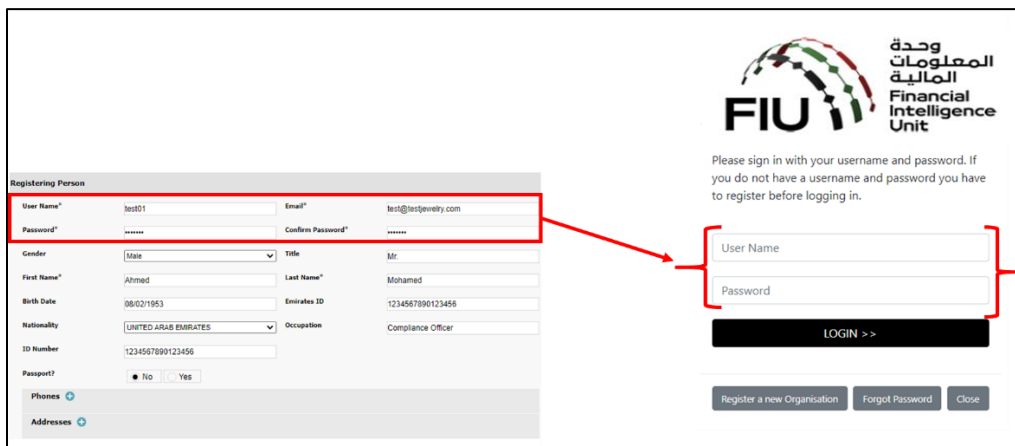
Please note that in order to get access to the system, you first need to register as a **Reporting Entity** under "**Register as an Organisation**". Once the registration process has been successfully completed, you can log in with the credentials you have previously defined.

[Supervisory Bodies Pre-registration Guide](#)  
[Reporting Entities Pre-registration Guide](#)  
[Registration Guide](#)  
[FAQs](#)

[Register a new Organisation](#)  
[Register a new Person](#)

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7. Type in the username and password you created at the time of registering on goAML then click login



**FIU**  
وحدة المعلومات المالية  
Financial Intelligence Unit

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

**Registering Person**

User Name\*  Email\*   
Password\*  Confirm Password\*   
Gender  Title   
First Name\*  Last Name\*   
Birth Date  Emirates ID   
Nationality  Occupation   
ID Number   
Passport? ☒ No ☐ Yes  
Phones   
Addresses

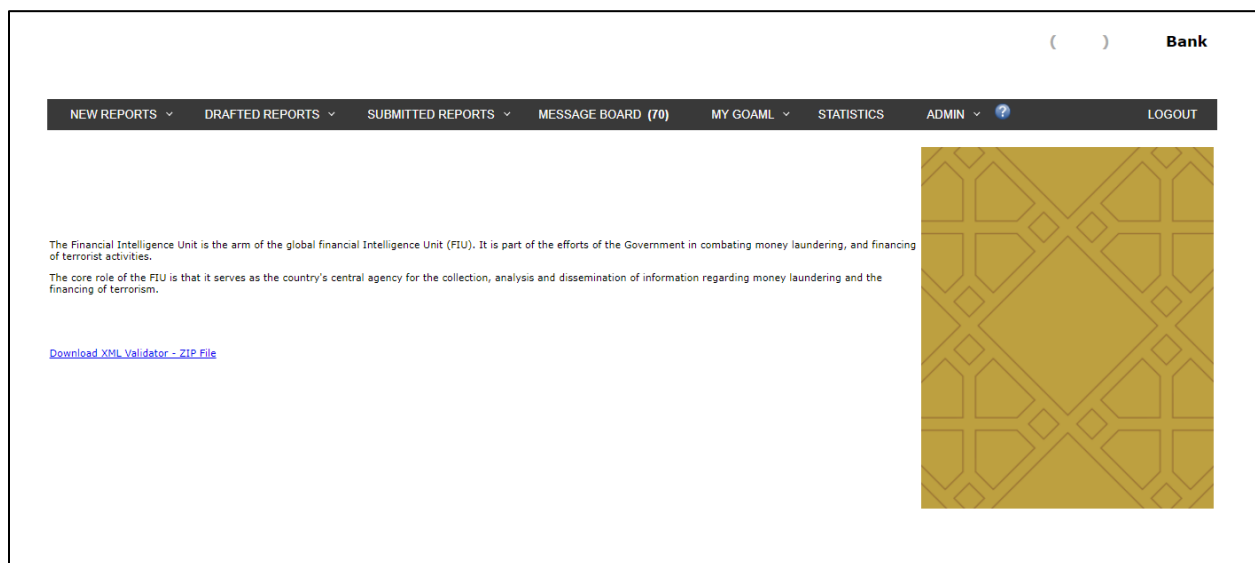
User Name   
Password   
**LOGIN >>**

[Register a new Organisation](#) [Forgot Password](#) [Close](#)

## 2.2 goAML Platform Landing Page

The landing page has the following visible items

- **Logged in user details** - displays the username and the corresponding institution name (e.g. Ali from Gulf Global Bank).
- **Menu Bar** - contains New Reports / Drafted Reports / Submitted Reports / Message Board / My goAML / Statistics / Admin, clicking any of the link items will give a user access to the required functionality (e.g. clicking message board populates the message board).
- **Logout** – allows the user to logout.





## 3. Submitting a DPMS Report

### 3.1 Submission Options

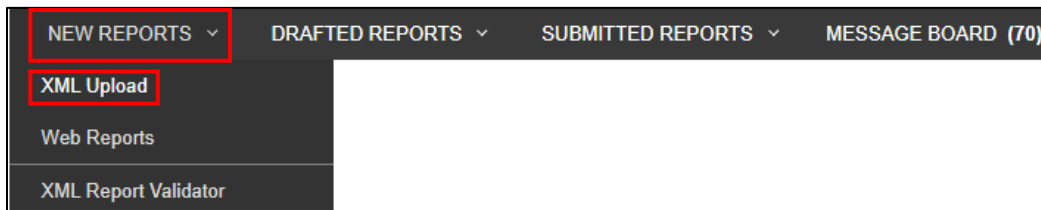
The goAML system allows users to submit a report through the following options:

#### 3.1.1 XML Reports

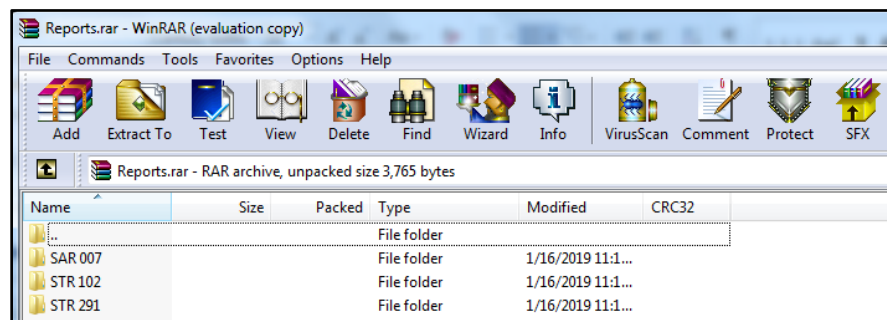
If the reporting entity has goAML- compliant XML files, then they may simply upload them to the goAML by uploading individual XML report files or XML reports in a ZIP file.

The link for uploading reports is accessible by hovering the mouse pointer on the menu bar:

- **New Reports** > select **XML Upload**



- Click on **Browse** and select the XML file to be uploaded. The user can select either a single XML file or a zipped file. In case of a zipped file, the user may enter multiple XML files along with attachments granted that they are in the appropriate format as depicted below:



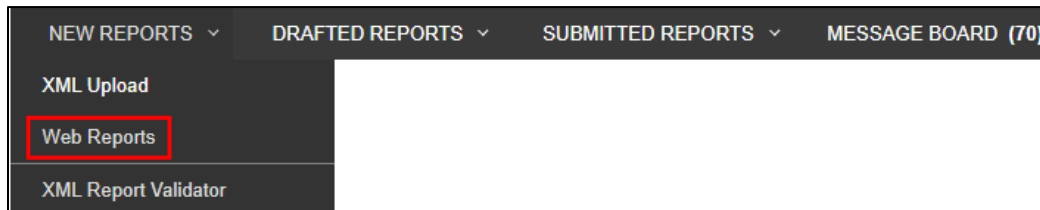
- Click on **Upload**. The data, is then uploaded to the goAML for acceptance or rejection.

### 3.1.2 Web Reports

If the reporting entity wishes to submit a report but does not have the data available in XML format, then they may enter the report directly onto a web form available on the goAML platform.

The link for uploading reports is accessible by hovering the mouse pointer on the menu bar:

- **New Reports** > select **Web Reports**



Once selected, a new general reporting template will be generated which will be discussed in detail in the following sections.

### 3.2 How to submit a DPMSR

#### 3.2.1 An Overview of the Report Cover

The form for creating new reports is loaded and displayed. Kindly note the form fields '**Reporting Entity ID**' and '**MLRO**' are auto-populated and cannot be changed. The Reporting Person details are linked to the logged in user details. Kindly note that all fields denoted with an asterisk (\*) in the goAML are mandatory and must be completed in order to submit the report. Additional fields that are not denoted with an asterisk, are mandated. Please refer to the Business Rejection Rules (BRRs) for more information.

Report Type: DPMSR
Report No.: ---

Reporting Entity ID

Reporting Entity Branch

Report Type\*

Dealers in Precious Metals and Stone Report

Reporting Entity Ref #\*

Submission Date\*

06/20/2021

FIU Reference

Description of the Report

Action Taken By Reporting Entity

MLRO \*

First Name	Last Name	Birth Date	Emirates ID	Passport Number
goaml	goaml			

Location of Incident +

Reason for Reporting \* +

Activity \* +

Submit Report

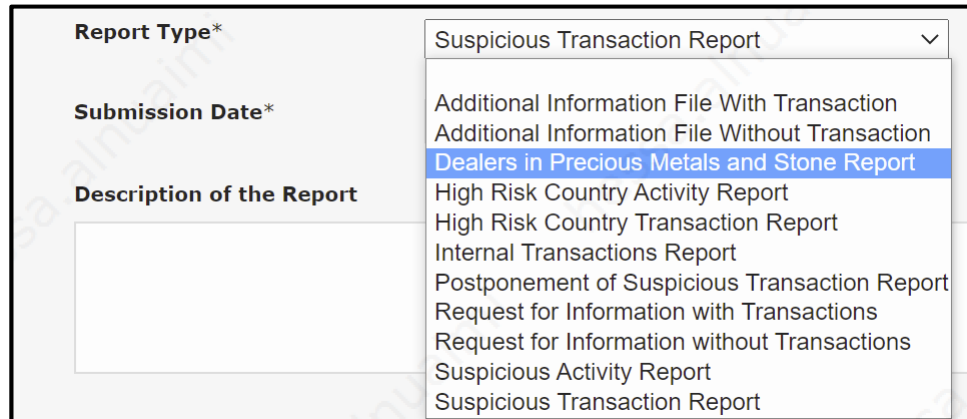
Save Report

Show Attachments x 0

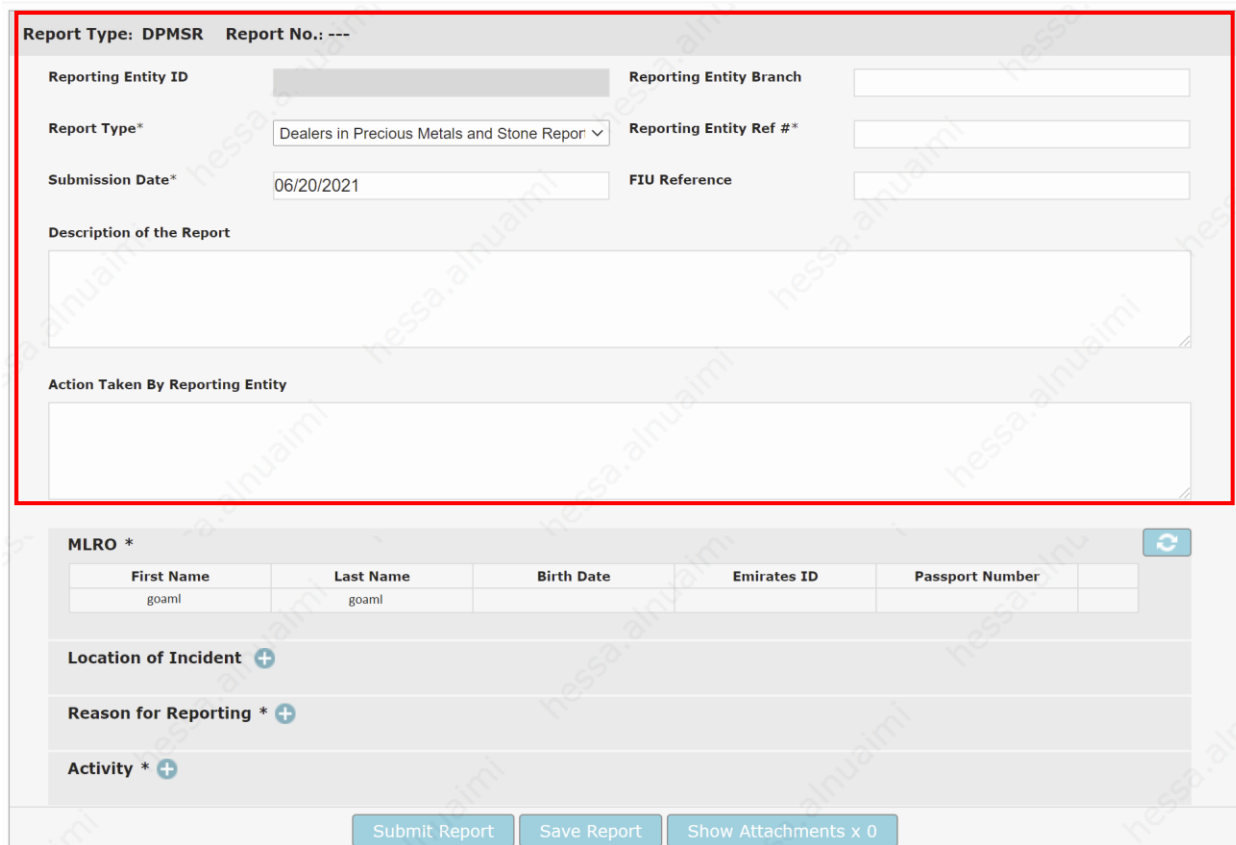
### 3.2.2 Select the Report Type

The report type to be submitted can be selected from the **'Report Type'** drop-down menu.

- To submit a report, open the **'Report Type'** drop-down menu and select "Dealers in Precious Metals and Stone Report".



After selecting the "Dealers in Precious Metals and Stone Report" option, the MLRO may now proceed with populating all available details in the Report Cover as depicted below:



- **Reporting Entity ID** – Entity name as per the registration (auto-generated)
- **Report Type\*** – Kindly select the “Dealers in Precious Metals and Stone Report”
- **Submission Date\*** – Date of submitting the report to the FIU (auto-generated)
- **Description of the Report\*** – Kindly provide a detailed description for the suspicions and reason for submitting this report to the FIU
- **Reporting Entity Branch** – Branch where the main subject(s) of the report were identified
- **Reporting Entity Ref #\*** – Internal report reference number i.e. the reference number assigned to this report within your organization
- **FIU Reference** – *Only applicable in the case of AIF/RFI/AIFT/RFIT reports*. Kindly quote the corresponding case number as specified in the Message Board communication sent by the FIU
- **Action Taken by Reporting Entity\*** – The action(s) taken by the reporting entity post-identifying the reason for suspicion/submission

### 3.2.3 MLRO Details

This section of the report includes full details of the reporting person, which are automatically populated using the details provided during the registration phase.

MLRO				
First Name	Last Name	Birth Date	Emirates ID	Passport Number
goaml	goaml			

### 3.2.4 Location of the Incident

Describes the location where the suspicious incident/transaction took place. This is mandatory to avoid rejection of your report.

Location of the Incident				
Address	City	State/Emirate	ZIP/Postal Code	Country
Central Park Towers, DIFC	Dubai	Dubai	20499	UNITED ARAB EMIRATES

- To edit the location, press the ‘**Edit**’ icon.

Location of the Incident				
Address	City	State/Emirate	ZIP/Postal Code	Country
Central Park Towers, DIFC	Dubai	Dubai	20499	UNITED ARAB EMIRATES

The “**Use an existing Address**” button is used to populate Address information that was already captured on the same web session on goAML. Alternatively, the user may fill in other location details as required.

Address		Use an existing Address	
Type*	<input type="text"/>	Address*	<input type="text"/>
Name of Free Zone (if FZ entity)	<input type="text"/>	City*	<input type="text"/>
ZIP/Postal Code	<input type="text"/>	Country*	UNITED ARAB EMIRATES
State/Emirate*	<input type="text"/>	Comments	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

- **Type\*** – Type of address (drop-down menu)
- **Name of Free Zone (if FZ entity)** – The name of the UAE free zone (if applicable)
- **Zip/Postal Code** – Please provide the PO Box/Zip code
- **State/Emirate\*** – Please provide the state name in full form(or Emirate in case of UAE)
- **Address\*** – Physical address (details such as street name, office floor, etc.)
- **City\*** - Name of the city (full form)
- **Country\*** – Name of Country
- **Comments** – If any

### 3.2.5 Reason for Reporting

The user is required to select the most appropriate reason for reporting available from the menu selection provided. Multiple reasons may also be provided, if deemed necessary. In order to select the appropriate reason:

- Click '**Add**' to select the appropriate reason for the report.

Reason for Reporting *	
------------------------	---

Select the reason(s) applicable and then press '**Close**'. Alternatively, the user may search for reasons using the search bar available on the top left when expanding the form.

Reason for Reporting

Close

DPMS

Code	Indicator	
PESRA	Payments to employment or student recruitment agencies that are not licensed/registered or that have labor violations or fake employment/job offers or promises.	<input type="checkbox"/>
DPMSJ	Precious metals and stones (jewelry and watches included) transactions with entities/companies in transactions equal to or exceeding AED 55,000 or its equivalent in other currencies, in cash or through wire transfer	<input type="checkbox"/>
DPMSN	Precious metals and stones (jewelry and watches included) transactions with non-resident individuals for cash transaction	<input type="checkbox"/>
DPMSI	Precious metals and stones (jewelry and watches included) transactions with resident individuals for cash transactions equal to or exceeding AED 55,000 or its equivalent in other currencies	<input checked="" type="checkbox"/>
PCAFT	Purchase of Crypto Assets shortly following receipt of funds transfers from unconnected third parties.	<input type="checkbox"/>
DDIINC	Purchases of products that appear outside the customer's normal range of financial	<input type="checkbox"/>

It is imperative that a minimum of one reason for reporting must be selected to avoid rejection of the report by the system.

### 3.2.6 Activity

Once the Activity tab is expanded, a screen opens up that should be populated with the details of the activity. The activity details may be added as follows:

Activity \* +

#### 3.2.6.1 Report Parties

By clicking the 'Add' button on the 'Activity' form, the user is allowed to populate information in the 'Report Parties' window.

Report Party

Significance

Reason\*

Comments

- **Significance** – Rate the significance of the concerned subject from 0 - 10 (0 being the lowest and 10 being the highest score)
- **Reason\*** – Reason for reporting the party
- **Comments** – Comments (if any)


### 3.2.6.2 Party Type

The **'Party Type'** refers to the source and destination party in relation to the report being submitted to the FIU. This initiating or receiving party can be either a Person, Account or Entity, and/or a combination of these. This means the transaction source can be either a Person, Account or Entity. Similarly, the destination party can be either a Person, Account or Entity.

### 3.2.5.3 Party Type: Person

Once you click on the type preferred, the system will generate a form. By clicking the **'Add'** button, the user is allowed to populate information in the **'Person'** window.

**Party Type:**
☒ Person
 ☐ Account
 ☐ Entity

**Person** \* 







The below screen will be generated:

Person		Existing	
Title	<input type="text"/>	Gender*	<input type="text"/>
First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Middle Name	<input type="text"/>	Prefix	<input type="text"/>
Birth Date*	<input type="text"/>	Birth Place	<input type="text"/>
Mothers Name	<input type="text"/>	Alias	<input type="text"/>
Emirates ID	<input type="text"/>	Id Number*	<input type="text"/>
Nationality 1*	<input type="text"/>	Nationality 2	<input type="text"/>
Nationality 3	<input type="text"/>	Residence*	<input type="text"/>

- **Title** – e.g. Mr./Mrs./Dr.
- **Prefix** – Prefix Name e.g. Von, Jr.
- **Middle Name** – Middle name of the person
- **Gender** – Male / Female
- **First Name\*** – First name of the person
- **Last Name\*** – Last name of the person



- **Birth Date** –Date of birth of the person
- **Mother's Name** – Name of the person's mother (if available)
- **ID Number** (mandatory field for DPMSR to avoid rejection) – ID number. Kindly input the number without using any spaces/hyphens. This field can be used to input Emirates Id number or passport number.
- **Nationality 1** – First nationality of the person
- **Nationality 3** – Third nationality of the person
- **Birth Place** – Location where the person was born
- **Emirates ID** – Emirates ID number. Kindly input the number without using any spaces/hyphens.
- **Alias** – A known alias for the person (if applicable)
- **Nationality 2** – Second nationality of the person
- **Residence** - Country of residence

Occupation	<input type="text"/>	Employer Name	<input type="text"/>
Tax Number	<input type="text"/>	PEP (Y/N)*	<input type="text"/>
Source of Funds	<input type="text"/>		
Passport?	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Deceased?	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Phones * 			
Addresses 			
Identification * 			
Emails 			
Employer Address 			
Employer Phone 			
Comments			
<input type="text"/>			

- **Occupation** – Known occupation of the subject
- **Employer Name** – Name of the person's current employer

- **Tax Number** – Tax number for outside UAE without hyphens/spaces (e.g. FATCA number for US citizens)
- **Source of funds** – Primary source of funds used for the reported transaction
- **Passport Number\*** – Kindly input the passport number without any spaces/hyphens only in the absence of an Emirates ID

- **Deceased** – Is the person deceased? (Y/N)

Deceased?	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Date of Death	<input type="text"/>	

- **PEP (Y/ N)** – Kindly specify if the person is a politically exposed person. Input "Y" or "N" accordingly.
- **Passport\*** – Kindly select if the passport details are available (Y/N)
- **Passport Country\*** – Country of the passport provided

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

- **Date of Death** – Date when the person died (applicable only if “Y” was provided in the ‘Deceased’ field)

**Important:** While populating the fields detailed above, kindly note that all reporting entities are expected to comply with the following principles in order to avoid rejection of the report by the system:

- ❖ The ‘First Name’ field will consist of the first name as per the customer’s identification. The ‘Last Name’ field will consist of all the name words present after the first name as per the customer’s identification. For example, if the customer’s passport has the full name “Mohamad Ali Al-Jaber”, then the first name in this scenario would be “Mohamad”, while the last name would be “Ali Al-Jaber”.
- ❖ In case the person is a UAE resident, then the MLRO should fill in both the ‘Emirates ID’ and ‘ID Number’ field using the same identification number in the appropriate format. Both fields are mandatory in case of UAE residents.

### 3.2.5.4 Phone

Phone			
Contact Type*	<input type="text"/>	Comm. Type*	<input type="text"/>
Country Code	<input type="text"/>	Number*	<input type="text"/>
Extension	<input type="text"/>	Comments	<input type="text"/>
Save		Cancel	

- **Contact Type\*** – Drop-down menu to specify the contact type (e.g. Business, Operational, etc.)
- **Country Prefix** – e.g. 971
- **Extension** – Numeric
- **Comm. Type\*** – Drop-down menu to specify the communication type (e.g. Landline, Mobile, etc.)
- **Number\*** – Kindly enter the number without prefixing "00" or "+" or using any hyphens/spaces
- **Comments** – Comments (if any)

### 3.2.5.5 Address

Address				Use an existing Address
Type*	<input type="text"/>	Address*	<input type="text"/>	
Name of Free Zone (if FZ entity)	<input type="text"/>	City*	<input type="text"/>	
ZIP/Postal Code	<input type="text"/>	Country*	UNITED ARAB EMIRATES	
State/Emirate*	<input type="text"/>	Comments	<input type="text"/>	
Save		Cancel		

- **Type\*** – address type
- **Name of Free Zone (if FZ entity)** – The UAE free zone (if applicable)
- **Zip/Postal Code** – Postal code number
- **State/Emirate\*** – The state name in full letters (or Emirate in the case of UAE)
- **Address\*** – Available Address
- **City\*** – City of address
- **Country\*** – Country of address
- **Comments** – Comments (if any)

### 3.2.5.6 Identification

Identification			
Type*	<input type="text"/>	Number*	<input type="text"/>
Issue Date*	<input type="text"/>	Expiry Date	<input type="text"/>
Issued by	<input type="text"/>	Issue Country*	UNITED ARAB EMIRATES ▼
Comments	<input type="text"/>		
		Save	Cancel

- **Type\*** – ID Type is directly related to the country of residence. e.g. if Residence is UAE then ID type should be Emirates ID
- **Issue Date\*** – Date of ID issuance
- **Issued By** – Issuing Country/Authority
- **Comments** – Comments (if any)
- **Number\*** – ID number without any spaces/hyphens
- **Expiry Date\*** – Date of ID expiry
- **Issue Country\*** – Issuing Country

### 3.2.5.7 Email

Email
Email Address* <input type="text"/>
Save Cancel

- **Email Address** – person's email address


### 3.2.5.8 Employer Address and Employer Phone

Employer Address +
Employer Phone +

By clicking the 'Add' button on the Employer Address and Employer Phone forms, the website will expand the forms for 'Address' and 'Phones', which can be found in Section 3.2.5.4 and 3.2.5.5 respectively.

### 3.2.5.9 Party Type: Entity

**Party Type:**
☐ Person
 ☐ Account
 ☒ Entity

**Entity \*** 

Where the transaction was initiated through an Entity, clicking the ‘**Entity**’ radio button will generate the respective form.

The “**Use an existing Entity**” button is used to populate Entity information that was already captured on the same web session on goAML.

**Entity**
Use an existing Entity

<b>Name*</b>	<input type="text"/>	<b>Commercial Name</b>	<input type="text"/>
<b>Business Activity*</b>	<input type="text"/>	<b>Licensing Authority*</b>	<input type="text"/>
<b>Trade License Number*</b>	<input type="text"/>	<b>Establishment Date*</b>	<input type="text"/>
<b>Place of Incorporation*</b>	<input type="text"/>	<b>Incorporation Country*</b>	<input type="text" value="UNITED ARAB EMIRATES"/>
<b>Email</b>	<input type="text"/>	<b>Website</b>	<input type="text"/>
<b>Tax Number</b>	<input type="text"/>	<b>PEP (Y/N)*</b>	<input type="text"/>
<b>Comments</b> <input type="text"/>			
<b>Business Closed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No			

- **Name\*** – Legal name as per documentation
- **Business Activity** – Business activity of entity (drop-down)
- **Trade License Number** – Trade license number
- **Place of incorporation** – Kindly specify the city (emirate in case of a UAE entity)
- **Email** – Registered email for the entity (if any)
- **Tax Number** – Tax number for outside UAE without hyphens/spaces(e.g. FATCA number for US citizens)
- **Commercial Name** – Commercial name as per documentation
- **Licensing Authority** – Regulatory authority responsible for licensing the entity
- **Establishment Date** – Date when entity was established
- **Incorporation Country** – Country where the entity was incorporated (drop-down)
- **Website** – Website for the entity (if any)
- **PEP (Y/ N)** – Kindly specify if the person is a politically exposed person. Input "Y" or "N" accordingly.

- **Comments** – Comments (if any)

Phones +

Clicking the '**Add**' button generates the '**Phones**' form, which is discussed in detail in Section 3.2.5.4.

Addresses +

Clicking the 'Add' button generates the '**Addresses**' form, which is discussed in detail in Section 3.2.5.5.

Controlling Person(s)/ Beneficial Owner(s) \* +

Clicking the '**Add**' button generates the '**Controlling Person(s)/ Beneficial Owner(s)**' form, which is similar to the form found in Section 3.2.5.3 (the '**Person**' form).

Next, the user is required to populate information in the '**Goods and Services**' window.


#### 3.2.5.10 Goods and Services

Goods and Services +

By clicking the '**Add**' button on the '**Goods and Services**' form, the website will expand the corresponding form applicable to exchange of goods and services.

Transaction Item	
Item Type*	<input type="text"/>
Description	<input type="text"/>
Presently Registered To	<input type="text"/>
Status Code	<input type="text"/>
currency Code	<input type="text"/>
Size UOM	<input type="text"/>
Registration Number	<input type="text"/>
Comments	<input type="text"/>
Manufacturer/Provide	<input type="text"/>
Previously Registered To	<input type="text"/>
Estimated Value	<input type="text"/>
Invoice Amount	<input type="text"/>
Size	<input type="text"/>
Registration Date	<input type="text"/>
Identification Number	<input type="text"/>

- **Item Type\*** – (mandatory field) The type of item (e.g. Gold)
- **Description** – Description of the item (e.g. gold bullion)
- **Presently Registered To** – Name of current owner
- **Status Code** – Stats code (e.g. Bought, sold)
- **Currency Code** – Select the currency of the invoice amount
- **Size UOM** – Unit of measurement (e.g. carat, gm)
- **Registration Number** – Official registration number (e.g. Car VIN Number)
- **Comments** – If Any
- **Manufacturer** – Item maker (e.g. if the item is a gold - Tiffany)
- **Previously Registered To** – Name of previous owner
- **Estimated Value** – Estimated value of the item
- **Invoice Amount** – (mandatory field) Value paid for the item as shown on the invoice
- **Size** – Size of the item
- **Registration Date** - Official registration date (in MM/DD/YYYY format)
- **Identification Number** - Any number that can identify the item (e.g. Car Plate Number)

**Address**


Clicking the 'Add' button generates the '**Addresses**' form, which is discussed in detail in Section 3.2.5.5.

Status Comments

- Status Comments – (If any)



### 3.3 Saving / Submitting the Report

Report Type: DPMSR Report No.: ---

Reporting Entity ID  Reporting Entity Branch

Report Type\*  Reporting Entity Ref #\*

Submission Date\*  FIU Reference

Description of the Report

Action Taken By Reporting Entity

MLRO \*

First Name	Last Name	Birth Date	Emirates ID	Passport Number
goaml	goaml			

Location of Incident

Reason for Reporting \*

Activity \*

- **Submit Report** - Reports can be submitted using the Submit Report Button.
- **Save Report** - Save the reports for editing later.
- **Show Attachments x 0** – documents can only be attached after saving the report, this button must be used to attach documents such as identification document (ID), proof of address, deposit slips, multimedia files and client information. Please note that each attachment should be a maximum of 5 MB and a total of 20 MB is allowed per report. Attachment file names should be short and should not contain any special characters.

For the full list of **Business Rejection Rules**, please refer to the hyperlink on the goAML web homepage named the same.