جمهورية العراق

مكتب مكافحة غسل الأموال وتمويل الإرهاب

دليل تسجيل المؤسسات

1.1 Submitting a New Registration

1.1.1 Selecting Registration Type

The button to access the registration selection screen is located under the customizable content of column one on the home page.

NRF 1

Selecting this button will open the Registration Selection page shown below

NRF 2

1.1.2 Filling out a Registration Form

After selecting a registration type a form similar to the images below will be shown.

For an organization registration, there will be 4 tabs in the navigator on the left. **The organization, Administrator, Attachments** and **Preview and Submit**

For a user registration, there will be 3 tabs in the navigator on the left. **User, Attachments** and **Preview and Submit**

NRF 3 – Organization Registration

NRF 4 – User Registration

Before the **Preview and Submit** tab is activated each tab above it must be completed and they can be completed in any order. Mandatory fields are marked with and asterisk and highlighted when they are empty. Tooltips also provide further information for the field.

Mandatory fields are marked with an asterisk and highlighted when empty. Tooltips can provide more information about the field.

The indicator on the left of each tab shows whether the section is complete. In the image below the **Organisation** tab is complete so the indicator is green

NRF 5

Once all the sections are complete the **Preview and Submit** tab is available.

NRF 6

1.1.3 Preview and Submit a Registration

When the **Preview and Submit** tab is available, selecting it shows a preview of all the data provided for the registration and opens the CAPTCHA box in the tab ready to submit the form.

NRF 7

Once the data is reviewed and the user is ready to submit. The CAPTCHA code needs to be entered that corresponds to the image above it. The select **Submit New Organisation** (or **Submit New User**)
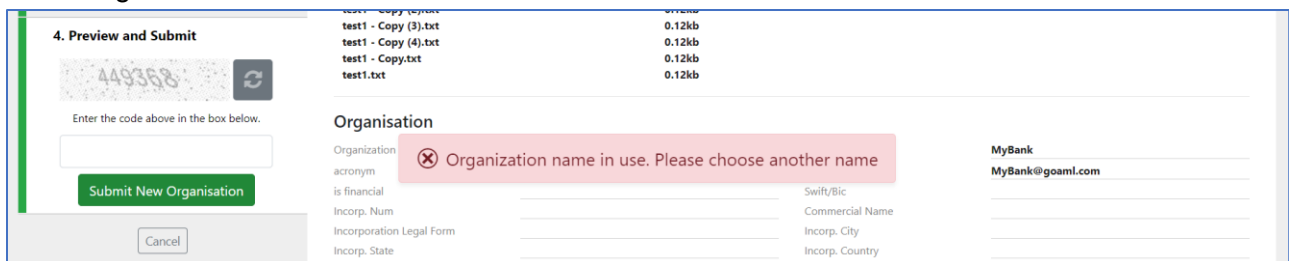
The registration will be submitted, and the user will see a confirmation screen similar to the image below. The user should take not of the registration number provided as this can be used to reference the change request if they need to contact the FIU.
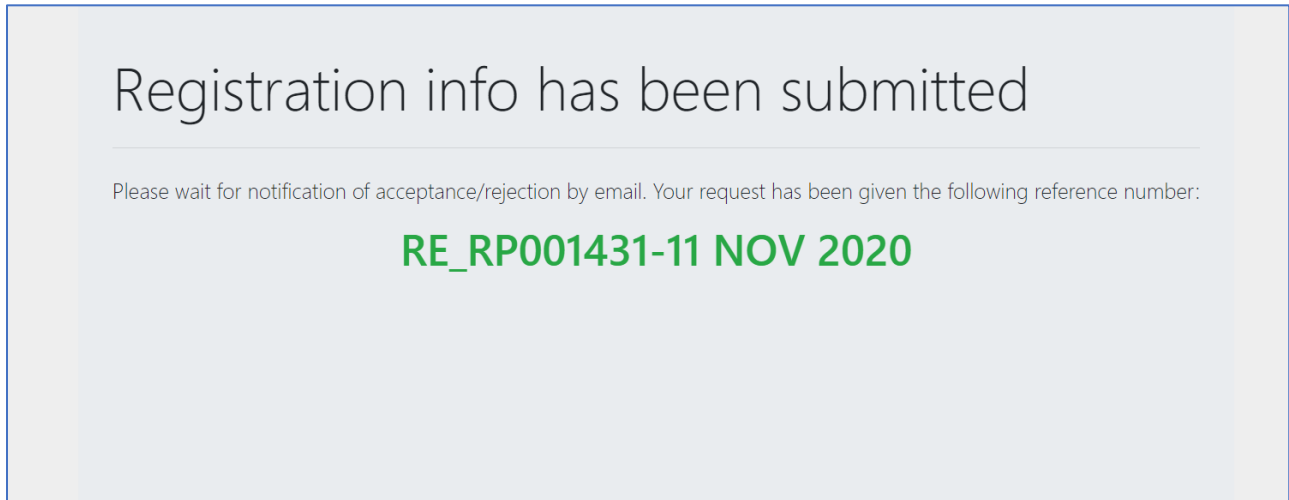
NRF 8

If there are any errors, a notification will be displayed so that the user can change the data and submit again.

NRF 9