



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.

Column One customisable content

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.

This content can be customised under the Site Content area "Responsive Home Page Column One"

[Register](#) 

Contact

For more information on goAML please contact the Request Processing Unit at rpu@unodc.org or phone (+43-1) 26060-4661

This content can be customised under the Site Content area "Responsive Home Page Column Two"

[Email](#)

goPortfolio

goPortfolio is a set of software products developed to help Member States strengthen their capacity to fight organised crime.

This content can be customised under the Site Content area "Responsive Home Page Column Three"

[More](#)

NRF 1

Selecting this button will open the Registration Selection page shown below

Register an Organisation

Reporting Entity

Register a new organisation for submitting reports.

Supervisory Body

Register a new supervisory body.

Stakeholder

Register a new stakeholder.

Register a User

User (Reporting Entity)

Register as a user of an existing organisation.

User (Individual)

Register as an individual user.

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**

1. Organisation

2. Administrator

3. Attachments

4. Preview and Submit

Cannot submit until the form is complete

[Cancel](#)

Organisation

Organization Business Type is required!

Name is required!

acronym is required!

Email is required!

Incorp. Num

Incorp. City

Name of holding company

is financial

Commercial Name

Incorp. State

Contact Person

Swift/Bic

Incorporation Legal Form

Incorp. Country

URL

Addresses

Phones

NRF 3 – Organization Registration

1. User

2. Attachments

3. Preview and Submit

Cannot submit until the form is complete

User

User Name is required!

First Name is required!

Confirm Password is required!

Birth Date is required! 

PersonReg SSN

Gender

ID Number

Passport Number

Nationality

Occupation

Cancel

Addresses*

#1

Type is required!

Address is required!

Town

City is required!

Zip

Comments

Country **SWITZERLAND**

State

Phones*

#1

Contact Type is required!

Comm. Type is required!

Country Prefix is required!

Number is required!

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 an 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

1. Organisation Organisation

2. Administrator

3. Attachments

4. Preview and Submit

Cannot submit until the form is complete

Cancel

• Organization Business Type: BANK
• Name: MyBank
• is financial:
• Email: MyBank@goaml.com
• acronym: MB1
• Incorpor. Num:
• Swift/Bic:
• Incorpor. State:
• Incorpor. City:
• Incorpor. Legal Form:
• Incorpor. Country:

NRF 5

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

1. Organisation Administrator

2. Administrator

3. Attachments (5)

4. Preview and Submit

Cancel

• User Name: MyAdmin
• Password:
• Confirm Password:
• First Name: John
• Last Name: Smith
• Email: Admin@goaml.com
• Birth Date: 11/7/2020
• PersonReg SSN:
• Title:
• Gender:
• Nationality:
• Occupation:

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.

1. Organisation New Registration

2. Administrator

3. Attachments (5)

4. Preview and Submit

934276

Enter the code above in the box below:

Submit New Organisation

Cancel

Attachments

test1 - Copy (2).txt 0.12kb
test1 - Copy (3).txt 0.12kb
test1 - Copy (4).txt 0.12kb
test1 - Copy.txt 0.12kb
test1.txt 0.12kb

Organisation

Organization Business Type: BANK
acronym: MB1
is financial:
Incorp. Num:
Incorporation Legal Form:
Incorp. State:
Name of holding company:
URL:

Administrator

User Name: MyAdmin
First Name: John
Email: Admin@goaml.com
Birth Date: 11/7/2020
Nationality:

Name: MyBank
Email: MyBank@goaml.com
Swift/Bic:
Commercial Name:
Incorp. City:
Incorp. Country:
Contact Person:

Title:
Last Name:
Gender:
PersonReg SSN:
Occupation:

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 note of the registration number provided as this can be used to reference the change request if they need to contact the FIU.

Registration info has been submitted

Please wait for notification of acceptance/rejection by email. Your request has been given the following reference number:

RE_RP001431-11 NOV 2020

NRF 8

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

4. Preview and Submit

449368

Enter the code above in the box below.

Submit New Organisation

Organization

Organization name in use. Please choose another name

Organization acronym

is financial

Incorp. Num

Incorporation Legal Form

Incorp. State

Swift/Bic

Commercial Name

Incorp. City

Incorp. Country

MyBank

MyBank@goaml.com

NRF 9