Website user guide

Part 1. Registration of Users

FIU-Latvia version 2.0.0

Last change: *01/03/2024*

This document is intended for users of the Latvia's Financial Intelligence Unit's website at https://goaml.fid.gov.lv. This part of the manual deals with the registration of new users.

Disclaimer: the purpose of this document is to provide assistance in choosing the appropriate type of registration and filling out the online request forms. It is up to the user to assess which user group it belongs to and submit the request form to the extent and quality required.

The document will be modified following the changes in the functionality of the goAML system and in other cases if such a need arises from the point of view of data analysis or legislation.

In case of uncertainties, we invite you to contact the user support info.goAML@fid.gov.lv.

FIU-LV version	Date	Author	Explanation
1.0.0	01.06.2021	FIU Latvia	1. The initial version of the document, which covers registration types, data entry fields, instructions after registration, and information on automated emails.
1.1.0	22.10.2021	FIU Latvia	1. File naming rules for attachments; 2. The asice extension temporarily not supported
2.0.0	01.03.2024	FIU Latvia	1. Changes in the document due to the use of the FIU Latvia Authentication portal to connect to the goAML system

Contents

1 Introduction

This guide is intended for users of the https://goaml.fid.gov.lv website ("Website") who, in accordance with the Law on the Prevention of Money Laundering and Terrorism and Proliferation Financing ("Law"), use this website in order to report suspicious transactions and activities, submit threshold declarations (collectively referred to as "Reports") to the Financial Intelligence Unit of Latvia ("FIU") or exchange other information with the FIU.

The FIU provides Website users with the following manuals:

1. **User Registration (this document)**

2. User Account Management

3. Transactions in goAML

4. Reporting

5. Other Correspondence With the FIU

2 User registration

The reporting functionality is available only to registered users. Registration of users is divided into two groups – users as organisations and users as natural persons.

Access to goAML account registration will be possible only after registering and connecting to the FIU Latvia Authentication portal. The portal is an application developed by FIU Latvia that improves security and allows access to the goAML system either by logging in through Latvija.lv or by using the two-factor authentication method – via e-mail and mobile phone.

In order to start the registration, on the website https://goaml.fid.gov.lv user have to select English language and press the button , after pressing which user have to choose the registration method - using Latvija.lv or using e-mail.

More information about the FID Authentication portal can be found in a separate instruction.
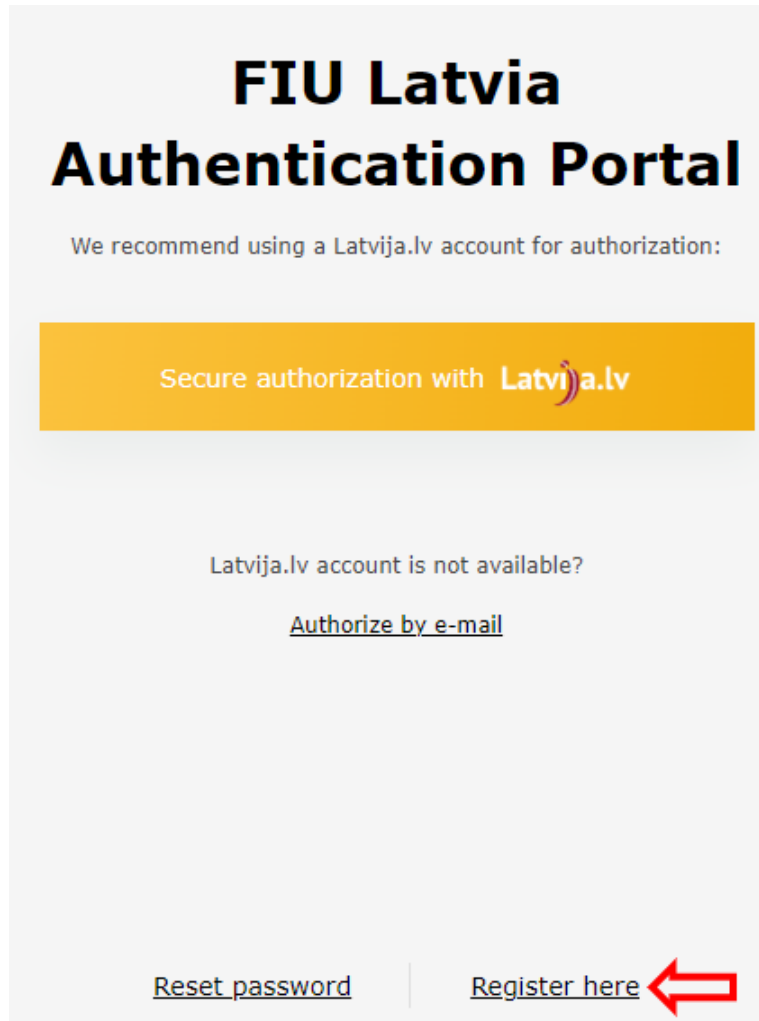
Figure 2- 1 The first view of the FIU Latvia Authentication Portal. The portal provides registration and further access to a goAML account

Application for a new goAML account can start when an account has been created on the FIU Latvia Authentication Portal and the user has connected to the Portal.
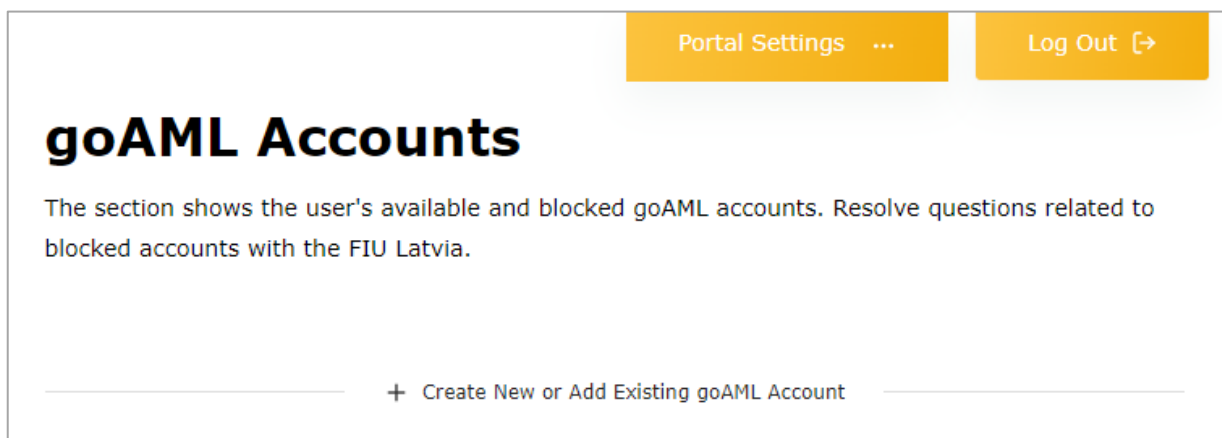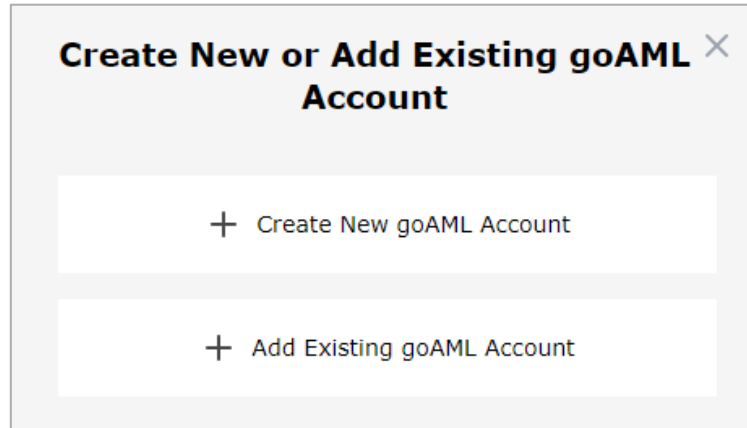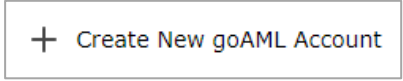

Figure 2- 2 FIU Latvia Authentication portal's view after connecting to the Portal with no goAML accounts.

At first user must press the button ⬚ + Create New or Add Existing goAML Account and then the button

+ Create New goAML Account .

The system redirects to the start window of goAML account registration, where user must select the required account type (Obliged Entity, Natural person - reporting on own initiative, Natural person - additional user, etc.) and fill in the data.

All obliged entities, including self-employed natural persons, shall register as an organisation and select **Obliged Entity** card.

Figure 2-3 New goAML account registration view

Legal entities, reporting on their own initiative (according to Article 3.[1] of the Law), and FIU cooperation partners shall register as **Partner of the FIU-Latvia or Other Legal Entity When reporting on Its Own**

Initiative.

Representatives of already registered organisations shall register as **Natural Person – Additional User for an Organisation**. Persons, reporting on their own initiative (according to Article 3.[1] of the Law), shall choose **Natural Person – Reporting on Own Initiative** registration card.

Table 2- 1. Comparison of types of registration

Type of Registration	Applies only to legal entities?	Intended for first-time registration only?
Obliged Entity	No	Yes
FIU Partner/Legal entity that reports on own initiative	Yes	Yes
Natural Person - Additional User	No	No
Natural Person that reports on own initiative	No	Yes

2.1 Obliged Entities and Legal Persons

The authorised person who requests registration on behalf of an organisation will have to provide details on both the organisation and its primary representative. Since the primary representative user account has administrator rights, it is advised that the designated primary representative is the one who actually fills the forms in.

There are two types of registration for organisations:

	The obliged entities, both legal and natural persons, choose the type "**Obliged Entity**". Registration will be approved by the FIU on the basis of attached documents confirming the authorisation to represent the entity, unless the rights of representation arise from information published by the Enterprise Register of the Republic of Latvia. Do note that the obliged entity has to be listed with the corresponding supervisory and control authority. **The primary representative** shall, when registering the obliged entity, attach either a digitally signed document confirming his or her rights to represent the entity, or a digitally signed printout/screenshot from a public register.
	"**Partner of the FIU-Latvia or Other Legal Entity When reporting on Its Own Initiative**". Registration will be approved by the FIU on the basis of attached documents confirming the rights to represent the legal person, unless the rights of representation arise from information published by the Enterprise Register of the Republic of Latvia.

	The primary representative shall, when registering the legal person, attach a digitally signed document confirming his or her rights to represent the person, or a digitally signed printout/screenshot from a public register.

After successful registration, the primary representative will have the rights to submit Reports on behalf of the organisation as well as activate additional user account if required. Additional users can be invited to register after the primary account has been activated. They will have to know **Organisation ID** and choose **Natural Person – Additional User for an Organisation** registration card.

2.2 Natural Persons

	"**Additional User for an Organisation**" registration is only applicable for those persons who intend to use the Website on behalf of a previously registered organisation. The account will be approved and activated by the primary representative of the organisation - the administrator.
	Natural persons wishing to submit a report on their own initiative shall choose "**Natural Person — Reporting on Own initiative**" registration card. The user account is approved and activated by the FIU. The account remains activated and can be used for reporting at any time.

2.3 Filling out Registration Forms

Figure 2-4 New goAML account registration forms

All data entry web forms have a uniform layout. On the left, there is a navigation bar with tabs showing sections that have to be completed. Before the **Preview and Submit** tab is activated, each tab above it can be completed in any order. To the right, there are data entry fields for the selected section. Mandatory fields are marked with asterisk and highlighted in red when they are empty.

Figure 2- 5 The Navigation bar shows form sections and their completeness status. If the indicator to the left of each tab is green, then the section is complete. Here you can see that the section "Primary Representative – Administrator" is not yet complete, and therefore the "Preview and Submit" tab is not active.

2.3.1 Organisation Details Form

⊘	**Important!** Each organisation can be registered only once except situations where the institution represents several sectors. For each sector must be created its own user profile in the system (for example, sworn auditors are also outsourced accountants). Therefore, keep the username, password, and email address of the primary representative of the organisation, the administrator, in a safe place! A forgotten password can be reset only if you know your username and email address.

Mandatory fields are marked with asterisk (*).

Table 2- 2. Organisation form fields

Label	Explanatory notes with examples
* **Organisation Type**	Select the appropriate value from a drop-down list. Only applicable values are listed. Example: *Payment institutions*
* **Legal Name**	Complete name of the organisation. Choose the name that is used for professional communication or registered in a public register. Example: S*ample Payment Services Ltd*

* Email	Email address. Messages addressed to the organisation, such as notifications regarding accepted or rejected reports, will be sent to this address. To find out more about when emails are being sent, see 4.1 Emails Sent from the Website Examples: *aml-compliance-departament@sample-payments.lv*
* Registration Number	Registration number in a public or informative register in the country of registration. For Latvian entities, it will most often be a registration number from registers kept by the Enterprise Register, for example, the Commercial Register. Self-employed persons, on the other hand, enter their Latvian identity number here. If the organisation is being registered with a Latvian identity number, the number shall be entered without a hyphen '-'. Examples: • *AB123456* (registration number) • *01013012345* (National identity number assigned in Latvia)
* Registration Country	Depending on the registration number entered, the country of registration must be selected from a drop-down list. Example: *UNITED KINGDOM*
Legal Form	The drop-down list includes all current types of legal forms available for registration in Latvia, as well as common international and certain adjusted, or historical values, which are used by the FIU in data processing. Choose the right one for your organisation. Example: *LTD*
is a credit institution	To be checked only if the entity is a credit institution.
SWIFT-assigned BIC	The SWIFT code should only be provided if your organisation is registered with swift.com. If the entity is marked as a credit institution, this field is mandatory.
Contact Person	If the entity has a permanent contact person, you can enter his or her first and last names here.
Website	Here you can provide a permanent address (URL) for the organisation's website. Example: *https://www.sample-payments.lv*

In addition, it is mandatory for organisations to provide address details (see section 2.3.2). You may also provide contact information by adding one or more phones (see section 2.3.3).

2.3.1.1   Examples for some obliged entity types

Table 2- 3. Corresponding registration number and legal form values, depending on the type of obliged entity

Obliged Entity Type	Registration number	Legal form
Credit institution	Number in the Commercial Register	AS – Public Limited Company
Foreign company Ltd	Incorporation number	LTD
Self-employed outsourced accountant	Latvian identity number without a hyphen "-"	(left blank)
Outsourced accountant — legal entity	Number in the Commercial Register	SIA – Limited Liability Company
Insolvency practitioner in Latvia	Latvian identity number without a hyphen "-"	(left blank)

2.3.1.2   Notes on choosing the right type of legal form

The list of legal forms includes the current list of legal forms available for registration in Latvia, as well as certain adjusted, international or historical values, which are used by the FIU in data processing.

In some cases, the optional value may differ from the actual legal form.

Table 2- 4. Examples where the advised choice of form will differ from the actual legal form

Example Entity	Actual Legal Form	Legal Form to be Chosen for Correct Processing of FIU Data
Latvian State Stock company	AS – Public Limited Company	**VAS** – State Stock Company
Latvian State Limited liability company	SIA – Limited Liability Company	**VSIA** – State Limited Liability Company
Insolvent Latvian Stock company (AS)	AS – Public Limited Company	**MAS** – Insolvent Stock Company
Insolvent Latvian Limited liability company (SIA)	SIA – Limited Liability Company	**MSIA** — Insolvent Limited Liability Company

2.3.2   Address Details Form

The "Address" input form is mandatory for obliged entities and other organisations, but optional for natural persons. If the form is optional, you may add one and open it by pressing

When the form is open, mandatory fields are marked with asterisk and highlighted in red when they are

empty.

Figure 2-6 Window for filling address information

Mandatory fields are marked with an asterisk (*).

Table 2- 5. Address form fields

Label	Explanatory notes with examples
* Type	Select the appropriate address type from a drop-down list. Example: *Legal*
* Address	Information regarding the street, house, apartment, village, parish according to the address regulations. Examples include: • *Lielā iela 2A – 3* • *"Ceriņi 2A", Armaņi, Andzeļu pag*
* City or County	Here you should enter either city or county. Examples: • *Riga* • *Dobeles nov.*
Postal Code	Example: *LV-1010*

* Country	Select the appropriate address country from a drop-down list. Example: *LV — Latvia*
Comments	If you have important information about this address, which could not be entered in other fields on the form, you can type it freely in the comments field.

You can add multiple addresses. To add an additional address, press again ✚

If the address form is optional, you can remove an open form by pressing 🗑

2.3.3 Phone/Contact Details Form

The "Phone" input form is a mandatory section for the Natural Person Details form. It may also be used to provide additional contact information for organisations. In most cases, it will be a phone number.

If the form is optional, you may add one and open it by pressing ✚

When the form is open, mandatory fields are marked with asterisk and highlighted in red when they are empty.

Figure 2-7 Window for filling phone number information

Mandatory fields are marked with an asterisk (*).

Table 2- 6. Contact form fields

Label	Explanatory Notes with Examples
* Contact Type	Select the appropriate contact type from a drop-down list. Example: *Work*
* Comm. Type	Select the appropriate type of communication from a drop-down list. Example: *Phone*

Country Prefix	If it is not a Latvian phone number, the country calling code should be provided, prefixed with a plus sign "+".
	Examples:
	• *+372*
	• *+1*
* Number	Number without country calling code. Should contain only numbers.
	Example: *11111111*
Comments	If you have important information about this communication channel, which could not be entered in other fields on the form, you can type it freely in the comments field.

You can provide multiple phones numbers. To add an additional number, press again

If the contact form is optional, you can remove an open form by pressing

2.4 Natural Person Details Form — entity's primary representative, additional user or a person reporting on one's own initiative

Regardless the type of registration selected, this form is always included and provides basic information about the person using the account.

Mandatory fields are marked with an asterisk (*).

Table 2- 7. Natural person form fields

Label	Explanatory Notes with Examples
* Organisation ID	This field is available only when registering an additional user for an organisation. Here you must enter the identifier assigned to the organisation. The ID was emailed to the primary representative after the initial registration was completed.
* User Name	The field is filled automatically by generating data from the user data of the FIU Latvia Authentication portal.
	The user should know this information as reports will be submitted under this username and it will appear in statistical reports.
* Password	The field is filled in automatically. Due to the use of the FIU Latvia Authentication portal, the goAML system password is no longer used.
* Confirm Password	The field is filled in automatically. This information is no longer used.

* First Name	The actual first name of the user. If there is a middle name or more names the persons wish to provide, you must enter them all in this field. Example: *Anna Maria*
* Last Name	The actual last name of the user. If the last name contains two or more words, you must enter them all in this field. Example: *da Silva-Forest*
* Email	The user's email address. To find out more about when emails are being sent, see 4.1 Emails Sent from the Website. Example: *aml-compliance-officer@sample-payments.lv*
Occupation	Occupation or position in your organisation. Example: *Compliance officer*
Latvian Identity Number	Mandatory field if the person has an identity number issued in Latvia. The 11-digit identity number must be written with a hyphen '-' between the sixth and the seventh digit.
Birth Date	Mandatory field if the person does not have an identity number issued in Latvia. Example: *13.12.1900*
SSN or Foreign Identity Number	Social security number or foreign identity number. Applies only to persons who do not have an identity number issued in Latvia.
Passport Number	Applies only to persons who do not have an identity number issued in Latvia.
Passport Country	Applies only to persons who do not have an identity number issued in Latvia. If the passport country is selected, the passport number field is mandatory. Select the appropriate passport country from a drop-down list.
Nationality	This field is mandatory, if the person does neither have a passport nor an identity number issued in Latvia. Select the country the person comes from.

In addition, it is mandatory for persons to provide phone details (see section 2.3.3). You may also provide address information by adding one or more addresses (see section 2.3.2).

2.5 Attachments

Figure 2-8   goAML application attachment selection window

> **Important!** The tab "Attachments" is always marked in green, and it is technically possible to send a registration request without attaching a file. Attachments are indeed optional when registering a natural person, but **at least one file must be attached when registering an organisation!**

When registering an organisation, the primary representative has to attach either a digitally signed document confirming his or her rights to represent the entity, or a printout/screenshot from a public register that confirms the rights of representation.

Files with the following extensions are supported: **.doc, .docx, .pdf, .rtf, .zip, .edoc, .png, .jpg**

> ⊙   The maximum file size is **30 MB**. In filenames, it is encouraged to use "snake_case" – only Latin letters, numbers, and to separate words use the underscore '_' character instead of space. The name should be no longer than 40 characters. Example: *good_filename_01.docx*
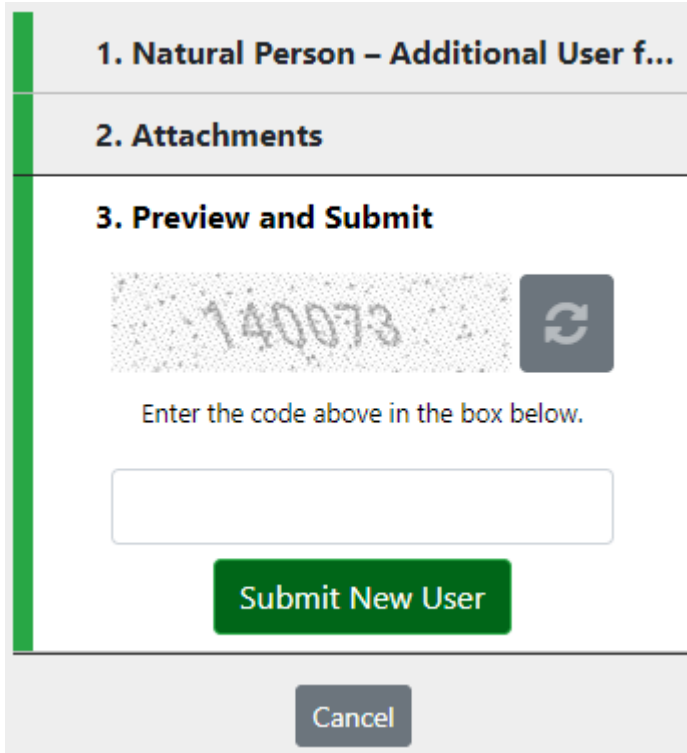
2.6   Submission of Registration Form

Once all the sections are complete, 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. Until the data is submitted, you are free to return to previous form sections and continue editing.

Once the data is reviewed and is correct, the *CAPTCHA* code needs to be entered that corresponds to the image above it. Then press the green **Submit** button.

Table 2- 8. The navigation bar shows the CAPTCHA code and a green "Submit" button.

After successful submission, a confirmation screen with a message "Registration info has been submitted" will appear and an email be sent. You may take a note of the registration request number in green as this can be used to reference the request if you need to contact the FIU.

3   Steps After Registration

Within three working days of submission and after checking the application and attached documents, the FIU will either activate the account or reject the request. When registering as "Obliged Entity", do note that the entity has to be listed with the corresponding supervisory and control authority. If it is not, the request will be rejected.

After verification of the registration request and taking a decision, an email will be sent to the email address of the organisation or the natural person indicated in the application. In case of a positive decision, the email will contain the organisation identifier and confirmation of account activation, but in case of refusal – the reasons for rejection.

3.1 Login on the System

Logging in to the goAML system can be done only after logging in to the FIU Latvia Authentication portal. If the user has applied for a goAML account and the account has been approved, then access to the goAML

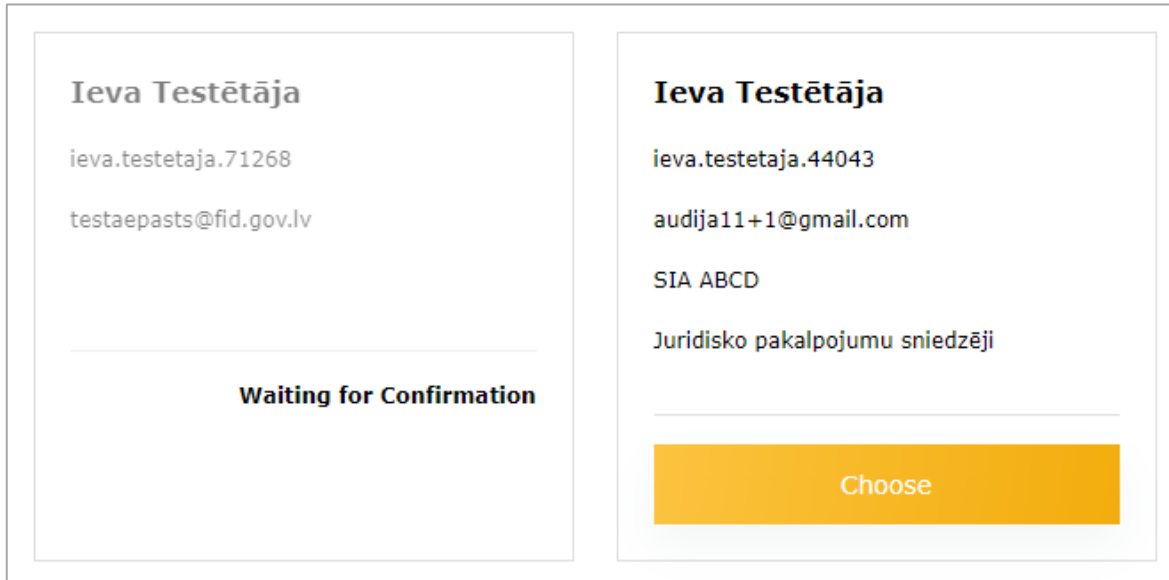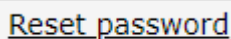account occurs after pressing the button [Choose] .

Figure 2-9 View of two Portal goAML accounts - accepted goAML client account ieva.testetaja.44043 and pending approval goAML account ieva.testetaja.71268

3.2 Password Reset

To reset FIU Latvia Authentication portal password, open the login form and press the button Reset password .

In the password change screen form, user must enter the e-mail address specified in the Portal registration application. The system will send a link to change the password - the e-mail must contain the following type of message:

No Reply FID.GOV.LV   Password reset request .

Open the link and enter the new password in the window and confirm it by re-entering it.

4 Useful Information

4.1 Emails Sent from the Website

Table 4- 1. Automated emails sent by the Website.

When email is sent	Recipient
New organisation registration request submitted	Organisation email address and primary representative email address
New organisation registration request accepted	Organisation email address
New organisation registration request rejected	Organisation email address
Organisation change request accepted	Organisation email address
Organisation change request rejected	Organisation email address
New message in the message board, including report acceptance or rejection	Organisation email address
Report is submitted and validated (or determined invalid)	User email address
New user registration request submitted	User email address
New user registration request accepted	User email address
New user registration request rejected	User email address
User change request accepted	User email address
User change request rejected	User email address

4.2 Contact Information

User support email address: info.goAML@fid.gov.lv