



**Financial Intelligence Centre
Republic of Namibia**

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USER'S GUIDE

ON MANUAL SUBMISSION OF

LARGE CASH TRANSACTION REPORTS (CTR_s)

October 2015

1. INTRODUCTION

The purpose of this Guidance Note is to assist and guide Accountable Institutions (AIs) and Reporting Institutions (RIs) in complying with the additional obligations to report Cash Threshold Reports (CTR's) in term of section 32 and Regulation 23 of the FIA. Your attention is also drawn to **Circular 3 of 2015 on CTR and EFT Reporting Obligations**.

2. CASH THRESHOLD REPORTS (CTRS)

All transactions concluded **by or on behalf of a client** in cash (received and paid) above the threshold of Ninety Nine Thousand Nine Hundred and Ninety Nine Namibian Dollars and Ninety Nine Cents (N\$99,999.99), must be reported to the FIC within five (5) working days as from date the transaction was concluded, by all AIs and RIs;

The type of transactions reportable is limited to:

- i. Cash received or cash paid by the AIs/RIs at its premises above N\$99,999.99; and
- ii. Cash deposit directly into the AIs/RIs Bank Account.

Therefore:

- i. The AIs/RIs should review its internal records for cash received and/or paid (above N\$99,999) at the business premises as from 28 January 2015; and
- ii. Review the Bank Statement for cash deposits and/or cash payments above N\$99,999 as from 28 January 2015.

3. STEPS FOR MANUAL SUBMISSION OF CTRs TO THE FIC VIA WEB PORTAL.

STEP 1: Log onto www.fic.na

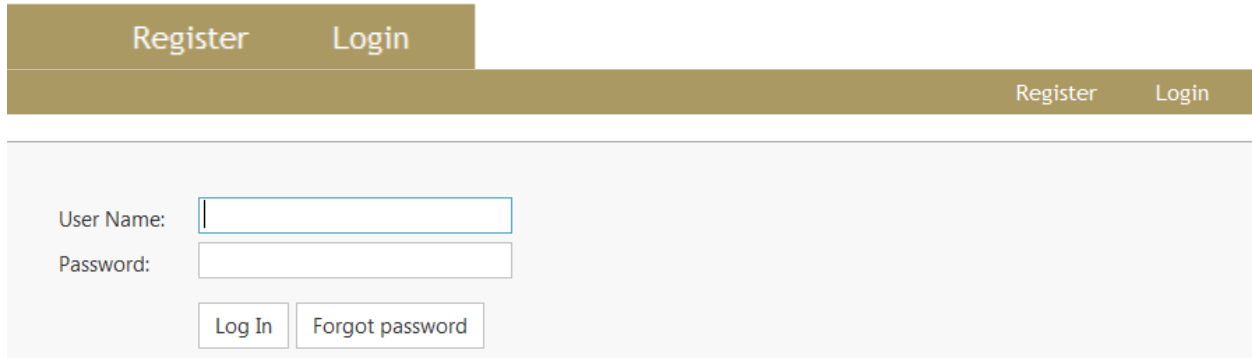
STEP 2: Click FIC Reporting Portal - PRODUCTION

AML/CFT Reporting



FIC Reporting Portal - PRODUCTION

STEP 3: Click LOGIN and Enter Username and Password



Register Login

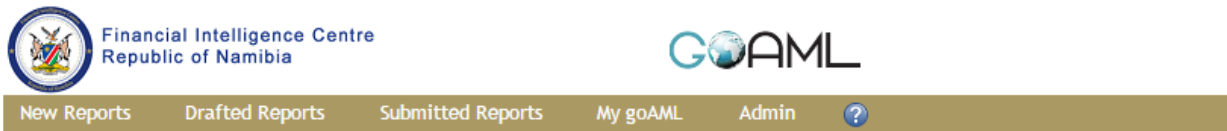
Register Login

User Name:

Password:

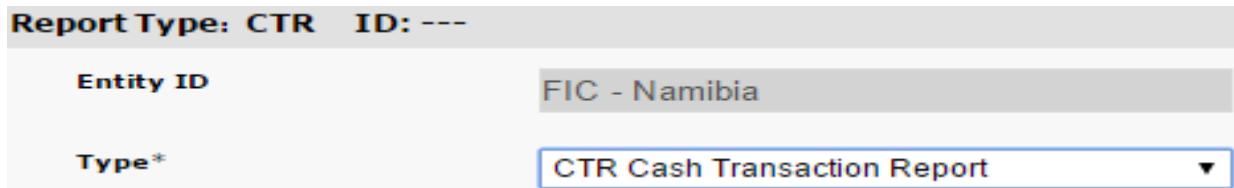
Log In Forgot password

STEP 4: Select New Reports and then click Web Reports



(Please note that all fields indicated with a * are mandatory)

STEP 5: Remember to select Report Type as “CTR - Cash Transaction Report”



Report Type: CTR ID: ---

Entity ID FIC - Namibia

Type* CTR Cash Transaction Report

STEP 6: Click the + sign next to “Transactions” and fill in the relevant information




Location +

Indicators +

Transactions * +

STEP 7: Number: Click the transaction number generator to generate the number
Transmode Code: Click the drop-down and choose the relevant category

| Transaction | |
|-----------------|----------------------|
| Number* | <input type="text"/> |
| Transmode Code* | <input type="text"/> |



STEP 8: Fill in all relevant details

| Transaction | | | |
|-----------------|--|---------------------------|--|
| Number* | <input type="text" value="TRNWEB-2281/25-AUG-15"/> | Internal Reference Number | <input type="text" value="Ref No: 12345"/> |
| Transmode Code* | <input type="text" value="In-branch Deposit"/> | Transmode Comment | <input type="text" value="Cash deposit"/> |
| Local Amount* | <input type="text" value="200000"/> | Date* | <input type="text" value="25/08/2015"/> |
| Late Deposit? | <input type="radio"/> Yes <input type="radio"/> No | authorized | <input type="text" value="Approval details if any"/> |
| Teller | <input type="text" value="N/A"/> | | |
| Location | <input type="text" value="Windhoek"/> | | |
| Description | <input type="text" value="Cash Deposit at Premises OR Cash deposited directly into bank account"/> | | |

STEP 9: Select “From Type”: “My Client” or “Not My Client” and fill in the information

| | | |
|-----------|---------------------------------|-------------------------------------|
| From Type | <input type="radio"/> My Client | <input type="radio"/> Not My Client |
| To Type | <input type="radio"/> My Client | <input type="radio"/> Not My Client |

| From Party | | | |
|------------------|--------------------------------------|---------------|--|
| Funds Code* | <input type="text" value="Cash"/> | Funds Comment | <input type="text" value="Cash Deposit or Cash Received"/> |
| Country* | <input type="text" value="NAMIBIA"/> | | |
| Foreign Currency | <input type="text"/> | | |
| Conductor | <input type="text"/> | | |

STEP 10: Select “Party Type on whether funds are from a “Person”, “Account” or “Entity” and then click the **+sign** below.

Party Type:* Person Account Entity

Person My Client * **+**

STEP 11: Fill in the relevant information and

Save

Person Use an existing Person

| | | | |
|------------------|------------------------------|-----------------|-----------------------|
| Title | Mr | Gender | Male |
| First Name* | John | Last Name* | Doe |
| Middle Name | Lazarus | Prefix | |
| Birth Date* | 01/01/2015 | Birth Place | Windhoek |
| Mothers Name | N/A | Alias | |
| ID Number | 2015000220002 | Add. Id Number | |
| Nationality 1* | NAMIBIA | Nationality 2 | |
| Nationality 3 | NAMIBIA | Residence | NAMIBIA |
| Occupation* | Accountant | Employer Name | Bank of Namibia |
| Tax Number | 53222886324658 or N/A | Tax Reg. Number | 53222886324658 or N/A |
| Source of Wealth | Salary or nature of business | | |

STEP 12: Click the address + sign and fill in the information.

Addresses * **+**

Address Use an existing Address

| | | | |
|-------|----------|----------|-----------------------------|
| Type* | Business | Address* | ERF 12345, Lion Street, Whk |
| Town | Windhoek | City* | Windhoek |
| Zip | N/A | Country* | NAMIBIA |
| State | Namibia | Comments | N/A |

Save Cancel

STEP 13: Select “To Type “**My Client**” or “**Not My Client** and then click the **+sign** below.

To Type My Client Not My Client

To * +

To Party

Funds Code* Cash **Funds Comment**

Country* NAMIBIA

STEP 14: Select “Party Type “and then click the **+sign** below.

Party Type:* Person Account Entity

Entity * +

Entity [Use an existing Entity](#)

| | | | |
|---------------------------------|-----------------|-----------------------------------|--------------------|
| Name* | FIC (Pty) Ltd | Commercial Name | FIC (Pty) Ltd |
| Incorporation Legal Form | Pty (Ltd) | Business | Nature of Business |
| Incorporation Number | Reg 2000/2015 | Incorporation Date | 01/10/2015 |
| Incorporation State | Windhoek | Incorporation Country Code | NAMIBIA |
| Email | helpdesk@fic.na | Url | N/A |
| Tax Number | 500030002000 | Reg. Number | Reg 2000/2015 |

Comments
Cash Receipt for

STEP 15: SAVE and SUBMIT REPORT

[Submit Report](#) [Save Report](#) [Preview](#)

FINALLY: ENSURE RECEIPT OF THE BELOW EMAIL.

From: FIC Namibia [mailto:fic_reporting@bon.com.na]
Sent: Thursday, October 15, 2015 3:13 PM
Subject: FIU: submitted file(s) processed

The following file was successfully submitted to goAML: _Web_Report_ReportID_12545-0-0.xml

4. HOW TO CONTACT THE FIC

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