

## Pre-Registration Phase guidance

1. Identify the nominated Compliance Officer / Money Laundering Reporting Officer (“Nominated Person”) in your Firm. If you do not have one, the Managing Director/COO/CFO of your Firm may register.
2. Have a valid and operational e-mail address for the Nominated Person
3. Have an operational mobile number (UAE or international number is accepted) for the Nominated Person
4. Ensure all supporting documentation (for the Firm **and** nominated person) is available and prepare this in **ONE consolidated** PDF file:
  - Authorization letter from the institution you represent. The authorization letter template is available [here](#). Please complete the nominated person’s information as Admin **and** User. Date and Sign the form
  - Valid Passport Copy
  - Valid Residency VISA Copy
  - Valid Emirates ID.
  - Valid commercial trade license
5. Access the system using <https://eservices.centralbank.ae/sacm> and select Registration
6. Complete all mandatory information indicated with \*
  - Select Reporting Entity as Registration Type
  - Select Ministry of Economy as Supervisory Authority
  - ID No/Reg No is your Firm License No as per your Trade License
  - Complete remaining particulars **accurately**. **NB. Phone numbers and e-mail address must be entered accurately to receive OTP’s**
  - Upload all your supporting documentation in **one PDF file**
  - Tick the block that you have read the goAML Portal Service Terms and Conditions
  - Submit your application
  - Check your inbox for a mail to click on a link to verify your e-mail address.
  - Check your inbox for a mail to click on a mail to enter email **AND** SMS OTP to obtain your **Username** and **Secret Key**.
  - NB. OTP’s are valid for 24 hours.**
7. Download Google Authenticator on App Store and scan the barcode from the e-mail received using Google Authenticator
  - N.B. Google Authenticator will be required to complete the Registration Phase.**

## Registration Phase guidance

1. Access the system using <https://services.cbuae.gov.ae/>
2. Select Systems and then select Production/Live option
3. To login use your **Username** received from pre-registration phase **AND** the code from your google authenticator as the password (this code changes every few seconds so ensure a valid one is used)
4. Select “Register a New Organization”
5. Complete all **mandatory** particulars **accurately** as per the same information used for pre-registration phase
6. Upload supporting documentation as per pre-registration phase (ensure validity of the documents)
7. **Submit** your application
8. Check your e-mail for a reference number (you may use this for any queries)
9. You will receive an e-mail to notify you of the approval or rejection of your application
  - If your application is rejected, please re-complete your application starting from pre-registration phase.**

### **Assistance:**

- For all IT and technical related issues please send an e-mail to [goAML@uaefiu.gov.ae](mailto:goAML@uaefiu.gov.ae)