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Government Printing Works

Notice submission deadlines

Government Printing Works has over the last few months implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submit your notice request.

In line with these business rules, GPW has revised the notice submission deadlines for all gazettes. Please refer to the GPW website www.gpwnline.co.za to familiarise yourself with the new deadlines.

CANCELLATIONS

Don't forget!

Cancellation of notice submissions are accepted by GPW according to the deadlines stated in the table above.

Non-compliance to these deadlines will result in your request being failed. **Please pay special attention to the different deadlines for each gazette.**

Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.

Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

take note!

With effect from 01 October, GPW will not longer accept amendments to notices. The cancellation process will need to be followed and a new notice submitted thereafter for the next available publication date.

CUSTOMER INQUIRIES



Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While GPW deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a **2-working day turnaround time for processing notices** received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

PROOF OF PAYMENTS



GPW reminds you that all notice submissions **MUST** be submitted with an accompanying proof of payment (PoP) or purchase order (PO). If any PoP's or PO's are received without a notice submission, it will be failed and your notice will not be processed.

When submitting your notice request to submit.egazette@gpw.gov.za, please ensure that a purchase order (GPW Account customer) or proof of payment (non-GPW Account customer) is included with your notice submission. All documentation relating to the notice submission must be in a single email.

A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

REMINDER OF THE GPW BUSINESS RULES

- Single notice, single email – with proof of payment or purchase order.
- All documents must be attached separately in your email to GPW.
- 1 notice = 1 form, i.e. each notice must be on a separate form
- Please submit your notice **ONLY ONCE**.
- Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.

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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF FINANCE

NO. 220

04 MARCH 2016



financial intelligence centre
REPUBLIC OF SOUTH AFRICA

**DIRECTIVE 04/2016 – UPDATING OF REGISTRATION RELATED
INFORMATION TO ACCESS THE NEW REGISTRATION AND REPORTING
PLATFORM OF THE FINANCIAL INTELLIGENCE CENTRE**

This directive is issued by the Financial Intelligence Centre (the Centre) in terms of section 43A (1) of the Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001) (the FIC Act).

This directive applies to all accountable and reporting institutions that are successfully registered with the Centre in terms of section 43B of the FIC Act read with Regulation 27A of the Money Laundering and Terrorist Financing Control Regulations (the Regulations) as at 07 March 2016.

1. Purpose of the Directive

- 1.1 The Centre will be implementing a new integrated registration and reporting platform for the registration of institutions and their users.
- 1.2 Registered accountable and reporting institutions are directed to update their registration related information in order to access the platform.

2 Directive

- 2.1 This directive is effective from date of its publication in the Government Gazette¹.
- 2.2 Accountable and reporting institutions that are successfully registered with the Centre as at 07 March 2016, must update their registration related information by accessing the portal provided by the Centre at www.fic.gov.za, in order to access the new registration platform.
- 2.3 Accountable and reporting institutions must utilise the entity registration identity (also referred to as an "Org ID") received from the Centre to commence updating their registration related information.
- 2.4 The updating of registration related information must commence at 08H00, on Wednesday, 30 March 2016 and be completed by 17H00 on Friday, 22 April 2016.

Issued By:

**The Director
Financial Intelligence Centre
04 March 2016**

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