

AML HUB

Suspensions Register Manual



Contents

Introduction.....	2
Navigation	2
Creating a Potential Suspicion	3
Updating Details	4
Formed Suspicions.....	5
Lodged Suspicions	7
Resolved Suspicions	8

Introduction

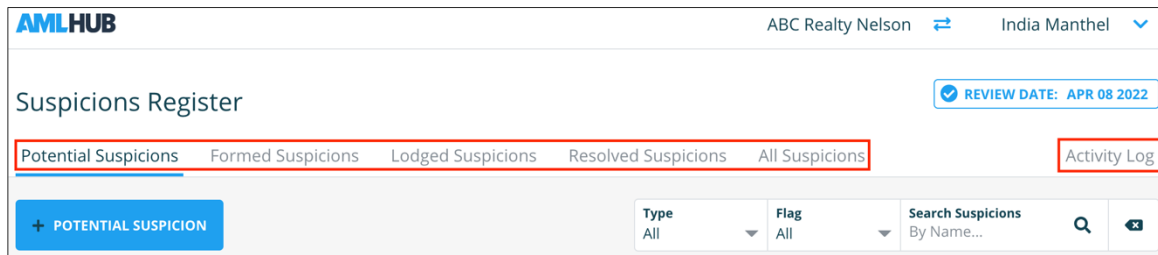
The suspicions register is a platform through which one can form, lodge or resolve potential suspicions regarding suspicious activity or transactions.

Navigation

Different Sections Within the Suspicions Register

You can navigate to the 'Suspicions Register' section of the AMLHub desktop through the left-hand sidebar, or by clicking on the tile found on the dashboard. The page will display the following five tabs:

- **Potential Suspicions**
Activities or transactions that may need to be formed and subsequently lodged, however, are not yet confirmed as being suspicious.
- **Formed Suspicions**
Activities or transactions that have been confirmed as suspicious. Once a suspicion has been formed, it has 72 hours to be lodged.
- **Lodged Suspicions**
Suspicions that have been submitted by your branch separately to GoAML and subsequently lodged in the AMLHub afterwards.
- **Resolved Suspicions**
Activities or transactions that were potential suspicions, but have turned out not to be suspicious.
- **All Suspicions**
A combined list of all suspicions within the suspicions register.





The suspicions register additionally contains the 'Activity Log', which keeps a record of all activity occurring within the suspicions register. You can navigate here by clicking on 'Activity Log', adjacent to the five tabs mentioned above.

Review Date, Issues & Warnings

The review date for the branch's suspicions register can be found in the top right-hand corner of the screen . To edit this review date, click on this icon.


Issues and/or warnings may appear in the suspicions register of the AMLHub desktop in relation to formed suspicions.

- A warning  will appear if a potential suspicion has been formed and must be lodged in the next 72 hours.
- An issue  will appear if a formed exception has not been lodged following 72 hours of it being formed.

Warnings and issues are displayed in the top right-hand corner of the suspicions register. Clicking on either icon will display the respective messages.

Creating a Potential Suspicion

Creating a potential suspicion can be done through the 'Potential Suspensions' section of the suspicions register.

1. Click on the  button.
2. The following pop-up window will appear on the right-hand side of the screen.

CREATE SUSPICION

Details

Documents

Type

Please Select

Name

Date Of Suspicion

06/11/19

Red Flag

Please Select

Reference (Optional)

E.g Transaction Number, Customer ID

Description (Optional)

Investigation Notes (Optional)


CANCEL

CREATE

3. Select the type of suspicion.
4. Enter the details of the suspicion.
5. Click 'create'.
6. A pop-up message will appear to signal the potential suspicion has been successfully created.

Updating Details

Updating the details of a suspicion can be done through any section of the suspicions register.

1. Click on this  icon, found under the 'Actions' field to the right of the suspicion's name.
2. Click 'update'.
3. The following pop-up window will appear.

UPDATE SUSPICION

Example Transaction Suspicion

Details

Documents

Type

Transaction

Name

Example Transaction Suspicion

Date Of Suspicion

06/11/19

Red Flag

Cash Payments

Reference (Optional)

E.g Transaction Number, Customer ID

Amount

1000000

Description (Optional)

Investigation Notes (Optional)

CANCEL


UPDATE

4. Make any necessary changes.
5. Click 'update'.
6. A pop-up message will appear to signal that the updates have been saved.

Formed Suspicions

Forming a Potential Suspicion

Forming a potential suspicion can be done through the 'Potential Suspicions' section of the suspicions register.


1. Click on this  icon, found under the 'Actions' field to the right of the suspicion's name.
2. Click 'form'.
3. The following pop-up window will appear.

4. Enter the date of formation.
5. Enter the reason for the formation of this potential suspicion.
6. Click 'form'.
7. The suspicion will now appear under the 'Formed Suspicions' section of the suspicions register.

Please note: a formed suspicion must be lodged within 72 hours of first being formed in the AMLHub.

Un-Forming a Formed Suspicion

Un-forming a formed suspicion can be done through the 'Formed Suspicions' section of the suspicions register.

1. Click on this  icon, found under the 'Actions' field to the right of the suspicion's name.
2. Click 'un-form'.
3. The following pop-up window will appear.


4. Click 'un-form'.

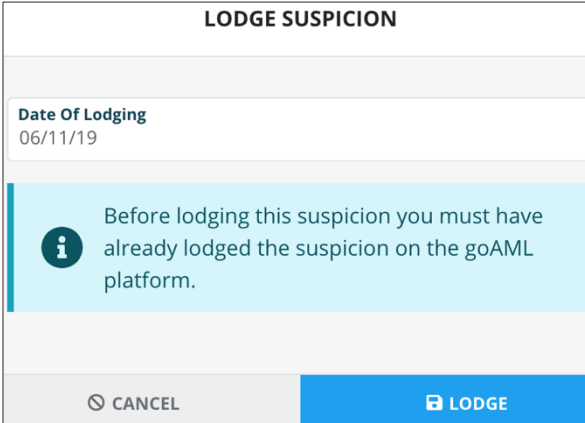
5. The suspicion will now appear under the 'Potential Suspensions' section of the suspicions register.

Lodged Suspensions

Lodging a Formed Suspicion

Lodging a formed suspicion can be done through the 'Formed Suspensions' section of the suspicions register.

1. Click on this  icon, found under the 'Actions' field to the right of the suspicion's name.
2. Click 'lodge'.
3. The following pop-up window will appear.




The pop-up window is titled "LODGE SUSPICION". It contains a "Date Of Lodging" field with the value "06/11/19". Below this is a light blue information box with an "i" icon and the text: "Before lodging this suspicion you must have already lodged the suspicion on the goAML platform." At the bottom, there are two buttons: "CANCEL" and "LODGE".

4. Click 'lodge'.
5. The suspicion will now appear under the 'Lodged Suspensions' section of the suspicions register.

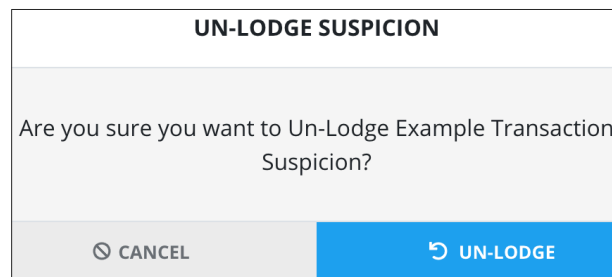
Please note: a formed suspicion must be lodged within 72 hours of first being formed in the AMLHub.

Un-Lodging a Lodged Suspicion

Un-lodging a lodged suspicion can be done through the 'Lodged Suspensions' section of the suspicions register.

1. Click on this  icon, found under the 'Actions' field to the right of the suspicion's name.

2. Click 'un-lodge'.
3. The following pop-up window will appear.




A pop-up window titled "UN-LODGE SUSPICION". The main text asks, "Are you sure you want to Un-Lodge Example Transaction Suspicion?". At the bottom, there are two buttons: a grey "CANCEL" button with a circular arrow icon and a blue "UN-LODGE" button with a circular arrow icon.

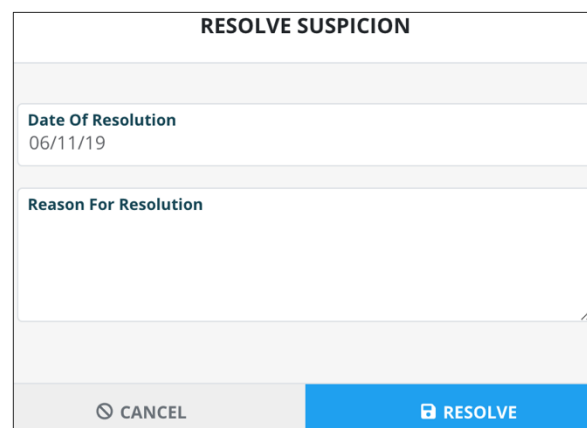
4. Click 'un-lodge'.
5. The suspicion will now appear under the 'Formed Suspicions' section of the suspicions register.

Resolved Suspicions

Resolving a Potential Suspicion

Resolving a potential suspicion can be done through the 'Potential Suspicions' section of the suspicions register.

1. Click on this  icon, found under the 'Actions' field to the right of the suspicion's name.
2. Click 'resolve'.
3. The following pop-up window will appear.




A pop-up window titled "RESOLVE SUSPICION". It contains two input fields: "Date Of Resolution" with the value "06/11/19" and "Reason For Resolution" which is empty. At the bottom, there are two buttons: a grey "CANCEL" button with a circular arrow icon and a blue "RESOLVE" button with a square icon.



4. Enter the date of resolution.
5. Enter the reason for resolving the potential suspicion.

6. Click 'resolve'.
7. The suspicion will now appear under the 'Resolved Suspicions' section of the suspicions register.

Un-Resolving a Resolved Suspicion

Un-resolving a resolved suspicion can be done through the 'Resolved Suspicions' section of the suspicions register.

1. Click on this  icon, found under the 'Actions' field to the right of the suspicion's name.
2. Click 'un-resolve'.
3. The following pop-up window will appear.

UN-RESOLVE SUSPICION	
Are you sure you want to Un-Resolve Example Transaction Suspicion?	
 CANCEL	 UN-RESOLVE

4. Click 'un-resolve'.
5. The suspicion will now appear under the 'Potential Suspicions' section of the suspicions register.