



REPUBLIC OF CYPRUS

**THE LAW OFFICE OF THE REPUBLIC**  
UNIT FOR COMBATING MONEY LAUNDERING  
(MOKAS)

File Number: AMLIT/1

**CONFIDENTIAL**

To all reporting entities

25 February 2015

**Directive to all reporting entities -**  
**New procedure in place for submission of Reports**

By virtue of The Prevention and Suppression of Money Laundering and Terrorist Financing Laws of 2007-2014 and according to article 55(1)(d) which states that the Unit for Combating Money Laundering may, among others, issue directives for the better exercise of its functions, we hereby issue a Directive which regulates the new reporting procedure that reporting entities should follow for submission of reports to the Unit.


It is noted that the current Directive is in continuation to a number of communication exchanged on this issue with various reporting entities.


The Unit in an effort for further development and upgrading has reached the final stage of the Project which is co-financed by the Norwegian Financial Mechanism (85%) and the Cyprus Government (15%) and is entitled "Strengthening MOKAS Capacities and Improve Efficiency to Detect Money Laundering and Financing of Terrorism".

The main objective of the Project is to automate the analysis and investigation procedure of MO.K.A.S., by implementing a sophisticated IT system for supporting its core activities, called «**goAML Professional Edition (PE)**». This project will assist MO.K.A.S to enhance its capabilities, with better use of available information and automatic recognition of relationships between data, information and suspects. In addition, it will enhance the cooperation with its foreign counterpart Units, Law Enforcement Agencies, as well as with reporting entities (e.g. banking institutions, lawyers, accountants and others). This project is expected to assist MO.K.A.S. to develop new policies, procedures and tools, necessary for the prevention and combating money laundering and terrorist financing.

As a result of this Project, among others, the reporting entities should submit online the Suspicious Activities Reports or Suspicious Transaction Reports, under the highest security standards.

As of 02 April 2015 the new system will go live. From this date onwards, the Unit will accept reports **only** through this system and will not accept any hard copies. For this reason, each reporting entity should follow the registration procedure.

The manual for the registration procedure is available online at <https://reports.mokas.law.gov.cy/test> for the test environment and <https://reports.mokas.law.gov.cy/live> for the live environment when clicking on the  icon. We urge you to try first the testing environment and then the live environment. The banking institutions have already been registered by the Project Team and their unique id number will be transmitted separately to each of them shortly. The rest of the reporting entities (i.e. lawyers, accountants etc) should conduct the call center that will be operated by the Project Team for assistance at 22446016 as of today and until 30/06/2015, during working hours. This call center (operated by: Theodoros Stavrou, Soula Aristodemou and Christiana Papaleontiou) will provide assistance for registration and for reporting procedures/submission of reports as well.

Under the new system each reporting entity will have two options for the submission of the reports (a manual for this procedure is available online, after you login in the Web Application, by clicking on the  icon):

1. The report will be prepared manually online, on the web application of the goAML system at <https://reports.mokas.law.gov.cy/live>. The system will allow saving of draft reports and other features that will assist compliance officers to prepare the report. The system will allow attaching to the report any relevant documents. This option is more time consuming since all relevant fields should be filled-in in the system.
2. The report will be automatically generated by the IT system of the reporting entity. The output of this procedure should be compatible with the XML schema that is attached for your reference to this letter. Under these circumstances your IT team should have already prepared the necessary changes to your IT infrastructure in order to comply with the XML schema that has been provided to the banking institutions on 28/11/2013. This version of the schema contains some minor changes but keeps the same structure as the initial. This option is much faster and allows the reports to be sent in batches. Also attached please find the document "Standard XML Reporting Instructions and Specifications" containing the requirements and conditions for creating compatible XML files using the provided XML schema. In the case that a reporting entity wishes to follow this option but their IT system is not ready yet, they can follow option 1 until they are ready for XML reporting

Although we strongly suggest that reporting entities should follow option 2, for reporting entities that submit annually a small number of reports (i.e. less than 10) may follow option 1.

Finally, we draw your attention once again that as of Thursday 02 April 2015, the Unit will not accept reports using the present procedure with hard copies.

Thanking you for your cooperation.

Sincerely yours,



Eva Rossidou Papakyriacou  
Attorney of the Republic  
Head of the Unit for Combating  
Money Laundering