FIA Uganda Sanctions Screening System

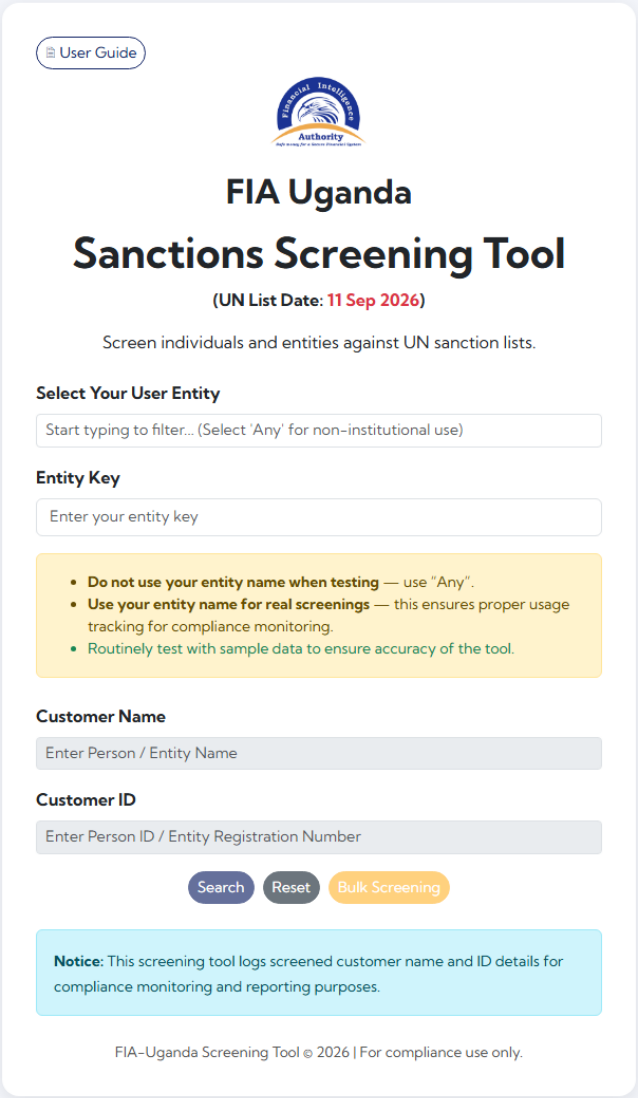
User Guide for Reporting Entities

This guide explains how to use the FIA Uganda Sanctions Screening Tool as a Reporting Entity (RE) - screening a single customer, running a batch file of many customers at once, reading your results, and retrieving a batch job later. It does not cover system administration or configuration, which are handled by FIA.

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1. Accessing the tool

Open the tool's web address (https://sanction-screening.fia.go.ug/) in any modern browser (Chrome, Edge, or Firefox). No installation or account sign-up is needed - there are no individual user accounts for Reporting Entities. You identify yourself with your **Entity Name** and **Entity Key** each time you use the tool (Section 2).



2. Entering your entity name and access key

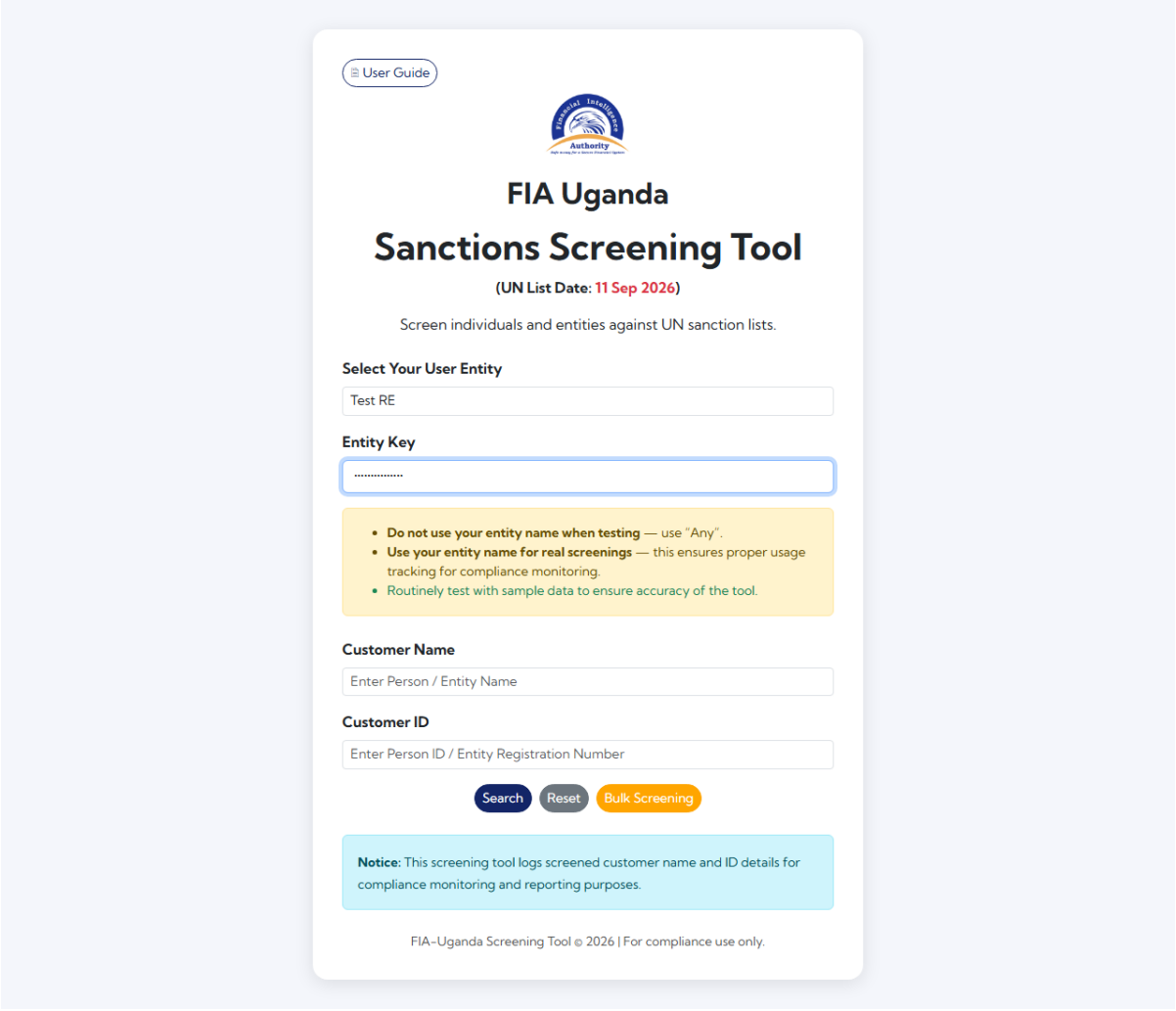
Every screening action starts with two fields at the top of the home page:

- **Select Your User Entity** - start typing your organisation's registered name and pick it from the list that appears. A name that isn't on the list will not be allowed to use the tool.

  Invalid or missing entity key.

- **Entity Key** - the secret key issued to your organisation by FIA. Treat it like a password - do not share it outside your organisation.

Once both are filled in with a recognised entity and its matching key, the **Customer Name**, **Customer ID**, and **Bulk Screening** controls below become active:



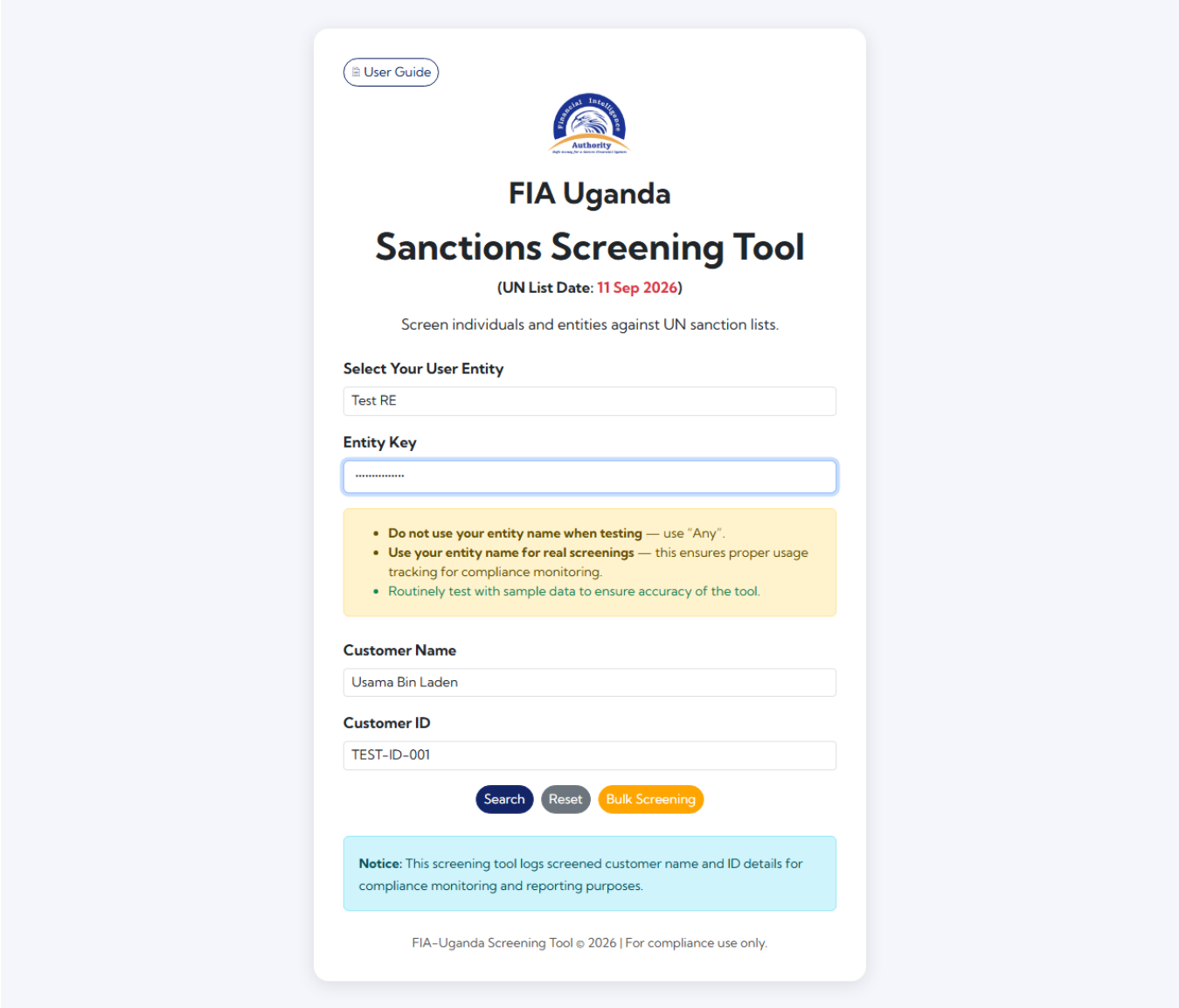
Testing vs. real screenings: if you are only testing the tool (training, trying out a file format, etc.), type **Any** instead of your entity name and leave the key blank - the page tells you this directly. Searches done as "Any" are not tracked against your organisation for compliance reporting, and batch jobs run as "Any" cannot be retrieved later by key (see Section 6.4). Always use your real entity name and key for genuine customer screenings, since this is what FIA's compliance monitoring relies on.

3. Screening a single name or ID

With your entity and key entered, fill in:

- **Customer Name** - the person's or entity's full name.
- **Customer ID** - a national ID, passport number, company registration number, or similar.

If you only have the customer's name or ID (not both), you can screen by only providing the name or ID. Wherever possible, obtain both the name and ID for a complete screening.

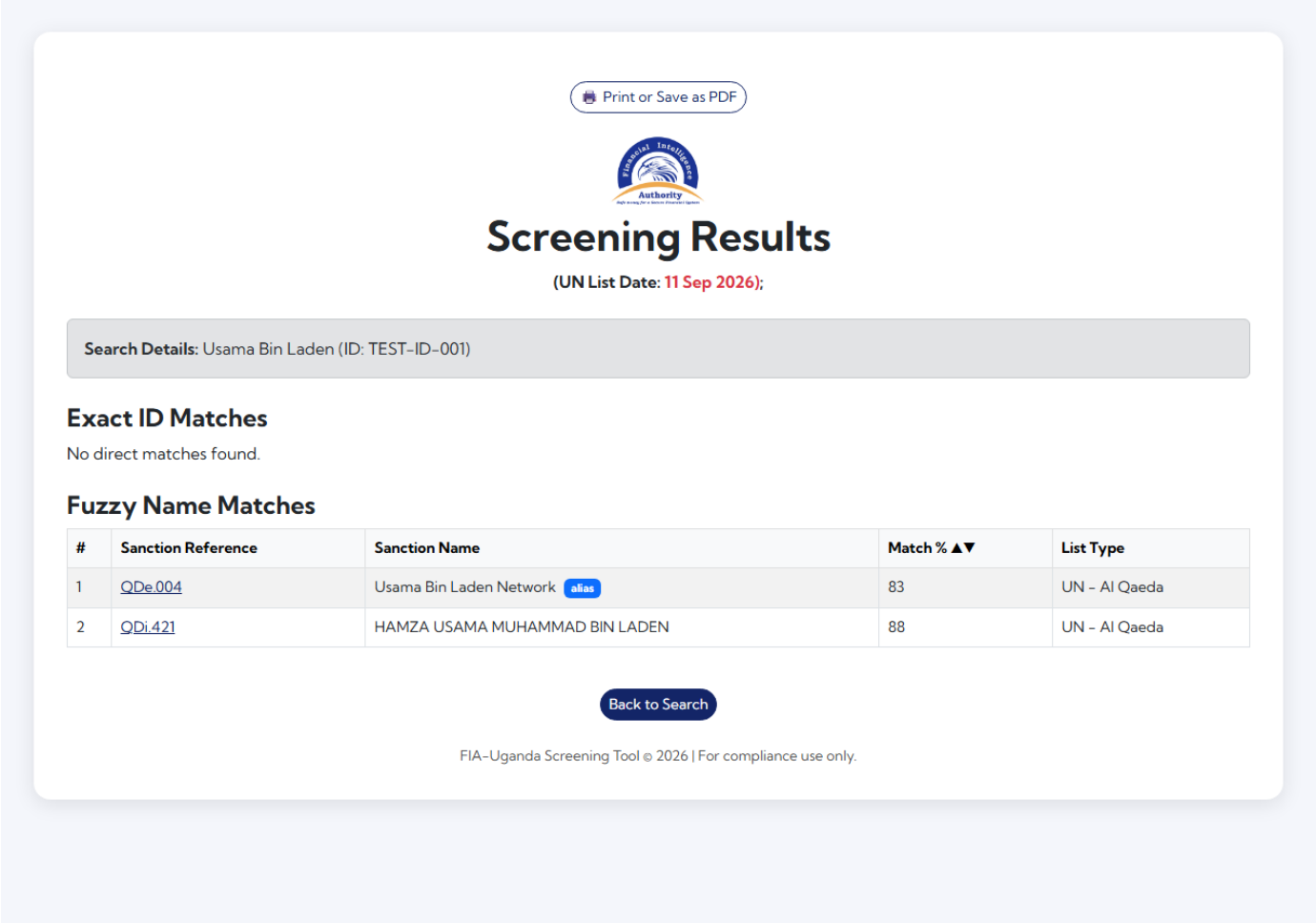


Click **Search** to run the screening.

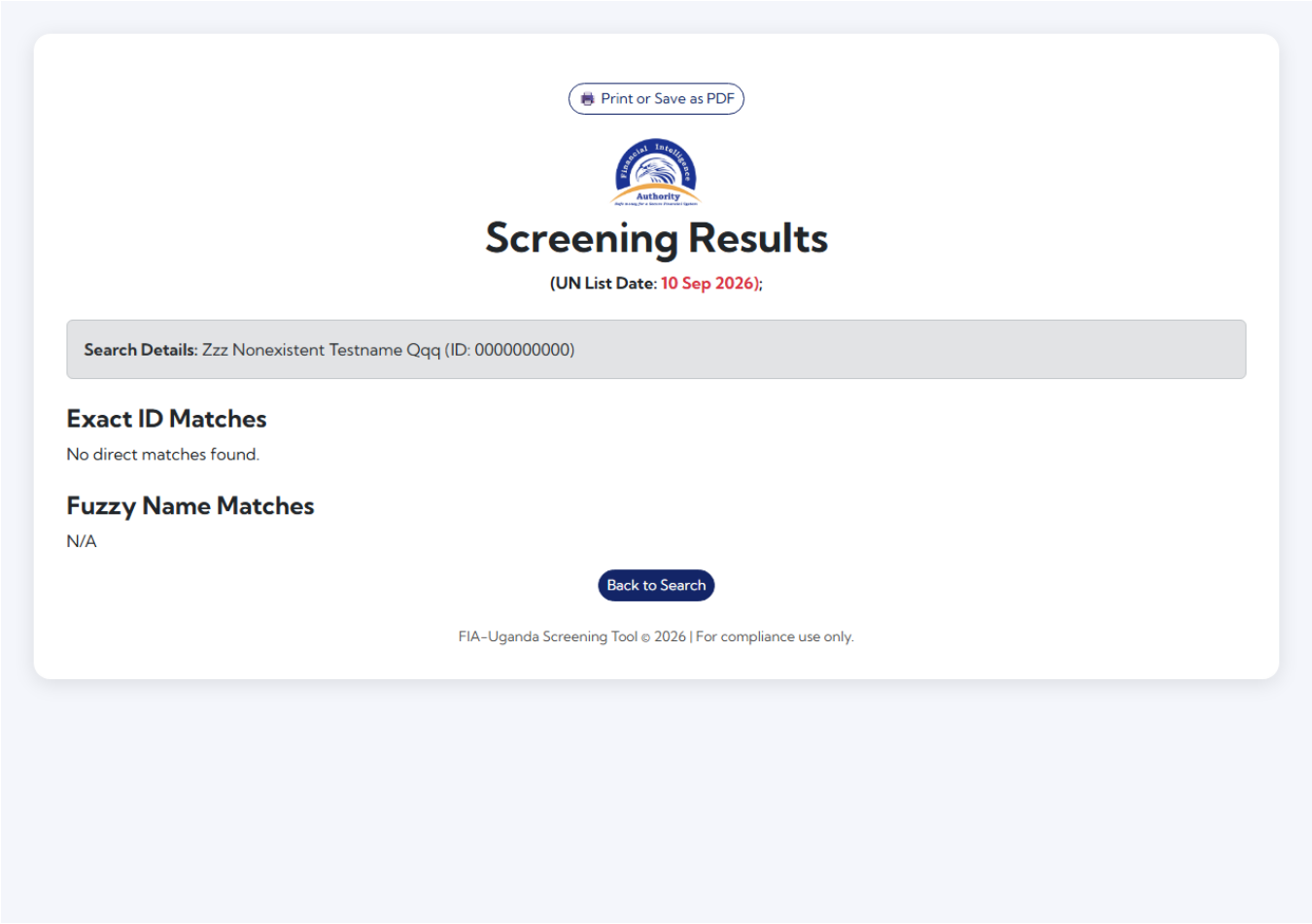
4. Understanding your search results

The Screening Results page shows what was searched (name and ID) and up to three categories of match:

- **Exact ID Matches** - the Customer ID entered matches a sanctioned individual's or entity's ID exactly.
- **Typo ID Matches** - the ID is very close to a sanctioned ID (a likely typo or a transposed digit or character), not an exact match.
- **Fuzzy Name Matches** - the customer's name is similar to a sanctioned name, ranked by a fuzzy match % score. Higher is a closer match.



If nothing matches in a category, that section simply shows "No direct matches found" or "N/A" - this is a normal, expected outcome for the great majority of everyday customers:



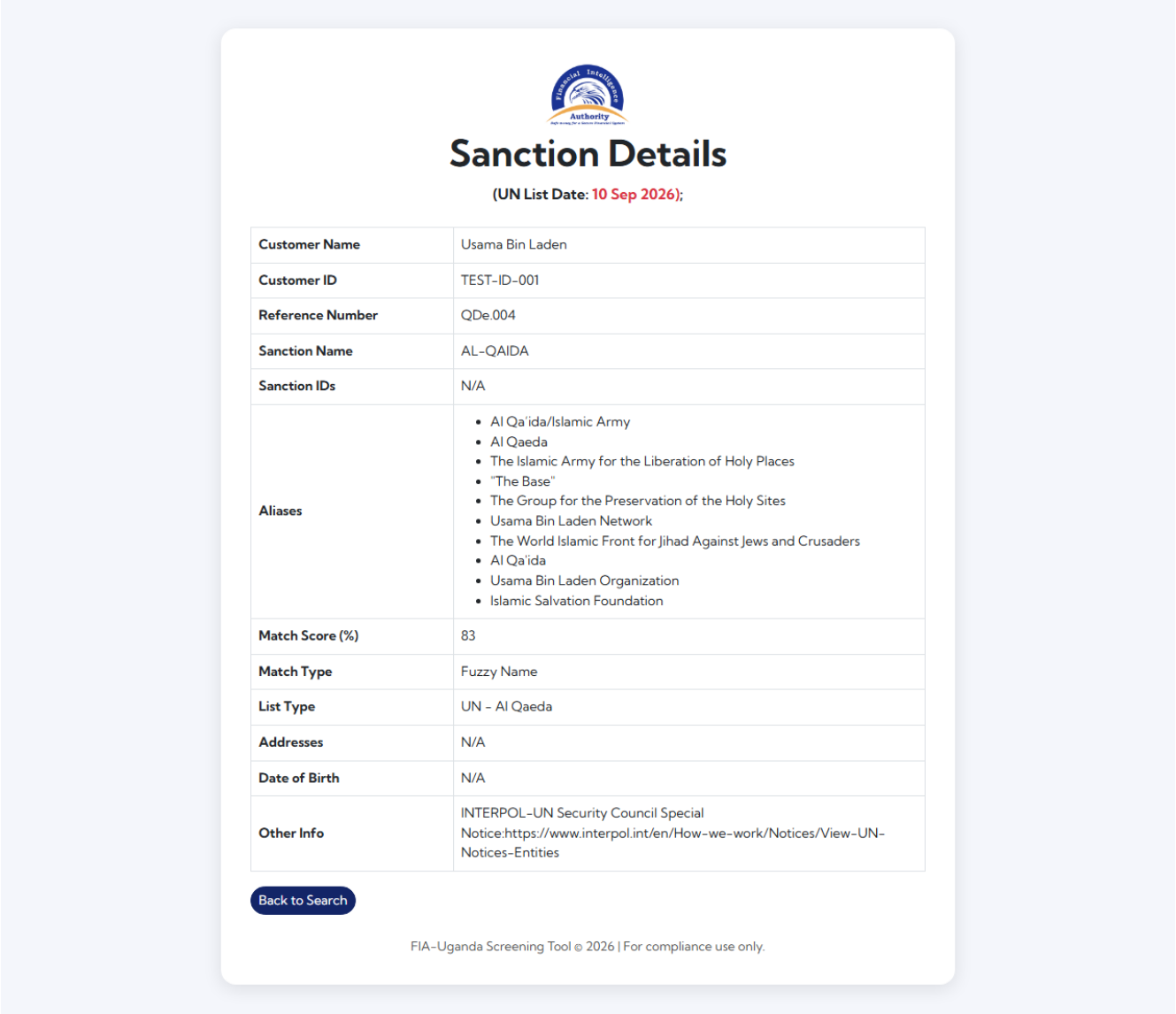
Use the **Print or Save as PDF** button at the top of the results page to keep a record for your own files if needed. Every search - matched or not - is already logged by the tool itself for compliance monitoring at the FIA side.

5. Viewing full sanction details

Click any underlined **Sanction Reference** (e.g. `QDi.421`) in the results page to open the full record the tool holds for that sanctioned individual or entity: known aliases, sanction ID numbers, addresses, date of birth, the sanctions list it appears on, and the match score/type that produced the hit.

Fuzzy Name Matches

#	Sanction Reference	Sanction Name	Match % ▲▼	List Type
1	QDe.004	Usama Bin Laden Network alias	79	UN – Al Qaeda
2	QDi.421	HAMZA USAMA MUHAMMAD BIN LADEN	80	UN – Al Qaeda



Sanction Details

(UN List Date: 10 Sep 2026);

Customer Name	Usama Bin Laden
Customer ID	TEST-ID-001
Reference Number	QDe.004
Sanction Name	AL-QAIDA
Sanction IDs	N/A
Aliases	• Al Qa'ida/Islamic Army • Al Qaeda • The Islamic Army for the Liberation of Holy Places • "The Base" • The Group for the Preservation of the Holy Sites • Usama Bin Laden Network • The World Islamic Front for Jihad Against Jews and Crusaders • Al Qa'ida • Usama Bin Laden Organization • Islamic Salvation Foundation
Match Score (%)	83
Match Type	Fuzzy Name
List Type	UN – Al Qaeda
Addresses	N/A
Date of Birth	N/A
Other Info	INTERPOL-UN Security Council Special Notice:https://www.interpol.int/en/How-we-work/Notices/View-UN-Notices-Entities

Back to Search

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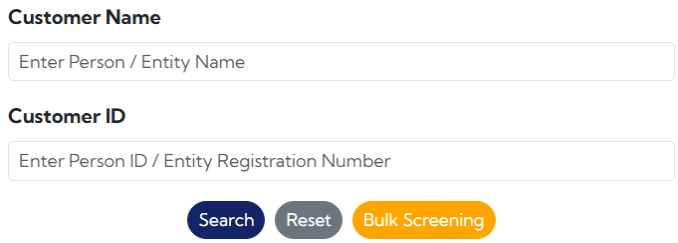
Use **Back to Search** to return to the home page.

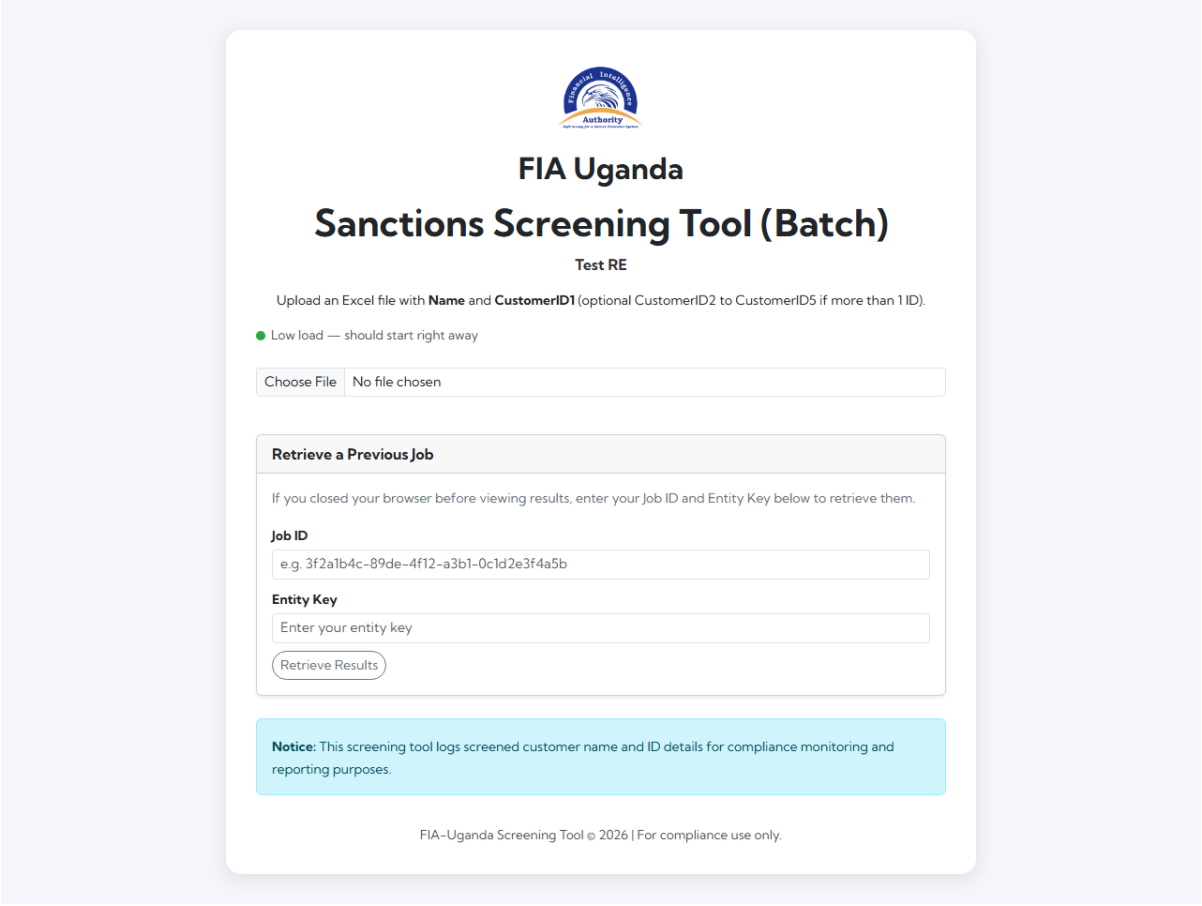
6. Bulk (batch) screening

Bulk screening lets you check many customers in one file instead of one at a time - useful for onboarding batches, periodic re-screening of your customer base, or any large list.

6.1 Starting a batch job

With your entity and key entered on the home page, click **Bulk Screening** to open the batch upload page:





The colored dot below the instructions is a rough load indicator, not a promise of an exact wait time - it updates automatically every 10 seconds:

- 🟢 **Low load** - should start right away.
- 🟡 **Moderate load** - some wait expected.
- 🔴 **High load** - longer wait expected, most likely several other batch files are processing at once.

This is just a guide for planning - your file is queued and will process regardless of the color, this only helps you judge when to expect it to start.

Prepare your file as an **Excel (.xlsx) or CSV file** with these columns (exact column names):

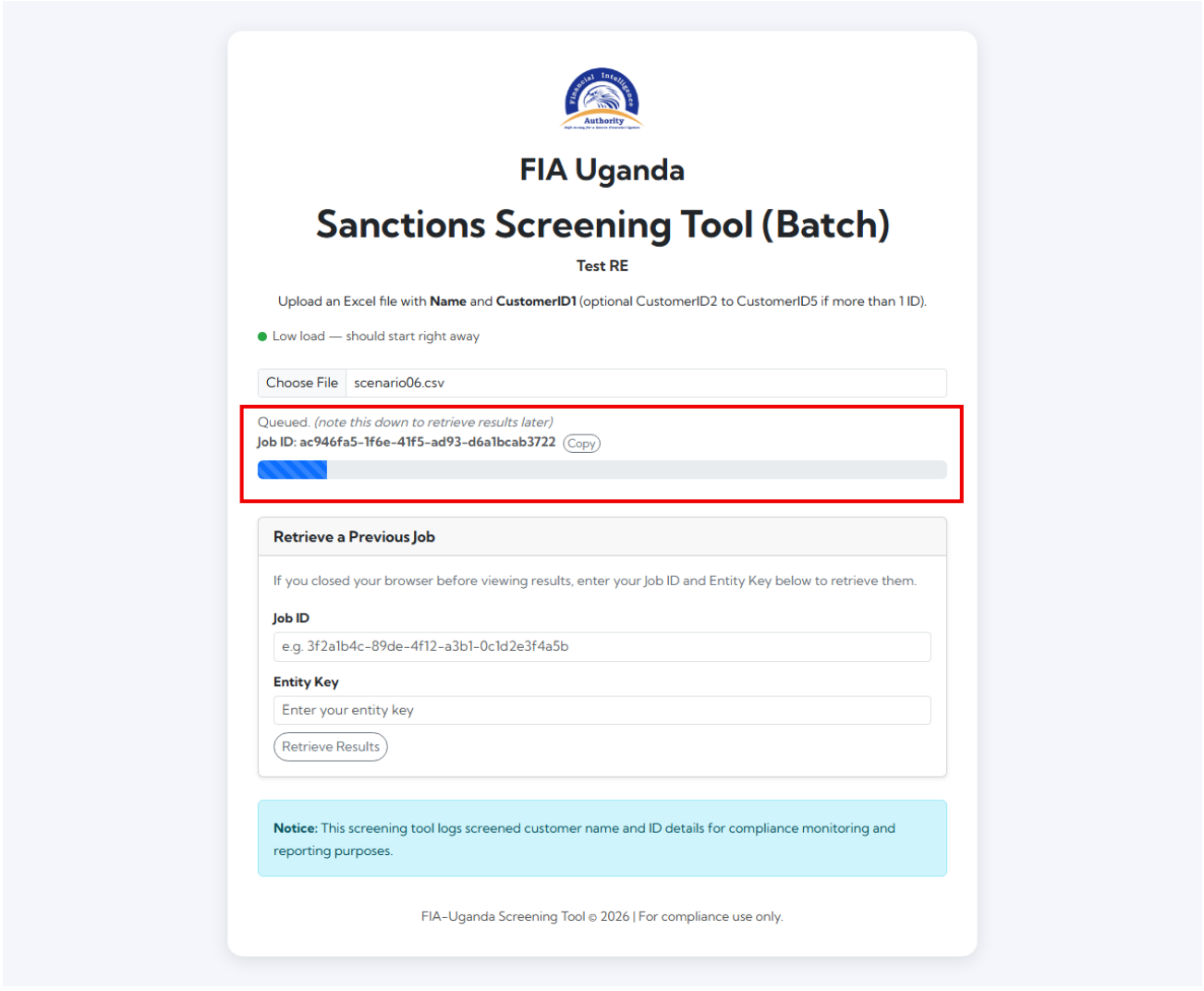
Column	Required?	Contents
`Name`	Yes	Customer's full name
`CustomerID1`	Yes	Primary ID number
`CustomerID2` … `CustomerID5`	Only if the customer has more than one ID	Additional ID numbers

A batch file is currently limited to **10,000 rows** and **10 MB**. If you have more than 10,000 customers for screening, prepare multiple files of 10,000 each and screen them separately. If you regularly work with larger files, ask FIA whether these limits can be adjusted for your organisation.

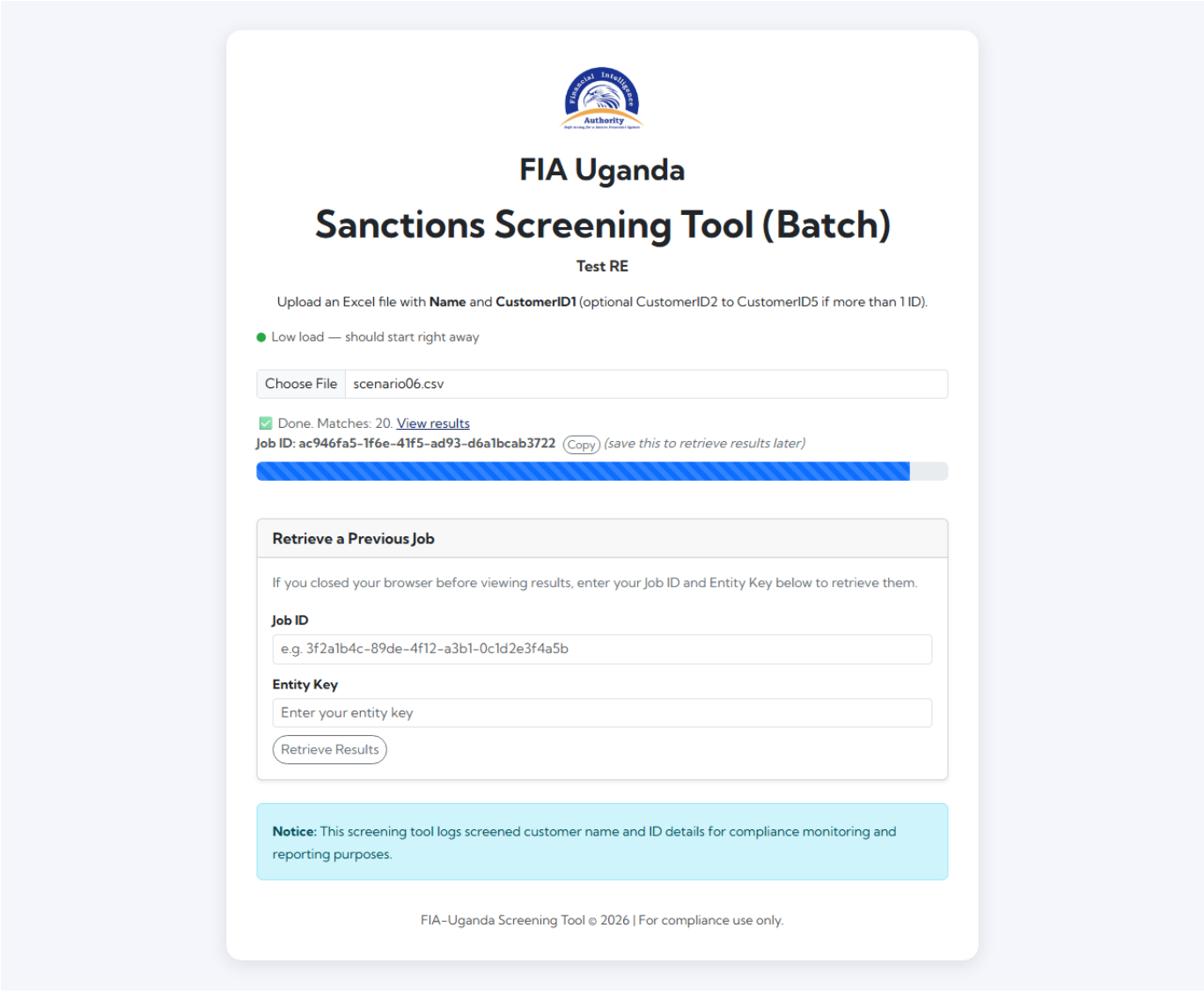
Click **Choose File** and select your prepared file - screening starts automatically as soon as you select it, there is no separate "Upload" button.

6.2 Tracking progress

The page immediately shows your job as **Queued**, together with a **Job ID** and a **Copy** button:

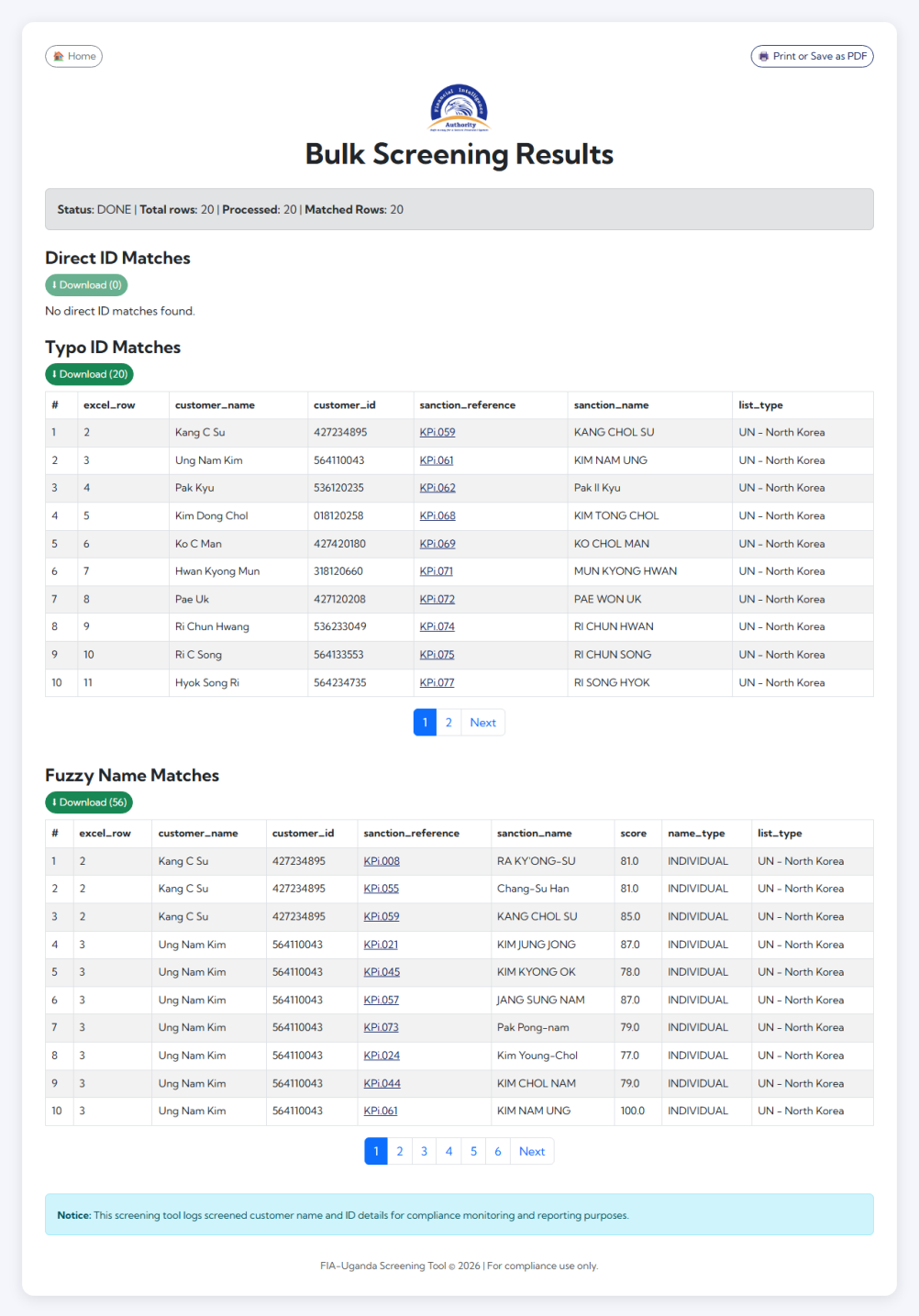


As fuzzy name matching requires many calculations for accuracy, a file with large number of records can take from few minutes to few hours depending on the server load. If the screening takes a longer time, **note the Job ID down before doing anything else** (click the 'Copy' button to copy it and paste to notepad)**.** It is the only way to retrieve your results later if you close the browser or lose the page before it finishes (Section 6.4). A progress bar and status line update automatically every couple of seconds while the file is processed. When done, the message changes to a green "Done" with the total number of matched rows and a **View results** link:



6.3 Viewing and downloading results

Click **View results** (or follow a saved link) to see the full breakdown, in the same three categories as a single search - **Direct ID**, **Typo ID**, and **Fuzzy Name** - each in its own paginated table with its own green **Download** button for a CSV of just that category:



Home

Print or Save as PDF

Bulk Screening Results

Status: DONE | **Total rows:** 20 | **Processed:** 20 | **Matched Rows:** 20

Direct ID Matches

Download (0)

No direct ID matches found.

Typo ID Matches

Download (20)

#	excel_row	customer_name	customer_id	sanction_reference	sanction_name	list_type
1	2	Kang C Su	427234895	KPi.059	KANG CHOL SU	UN - North Korea
2	3	Ung Nam Kim	564110043	KPi.061	KIM NAM UNG	UN - North Korea
3	4	Pak Kyu	536120235	KPi.062	Pak Il Kyu	UN - North Korea
4	5	Kim Dong Chol	018120258	KPi.068	KIM TONG CHOL	UN - North Korea
5	6	Ko C Man	427420180	KPi.069	KO CHOL MAN	UN - North Korea
6	7	Hwan Kyong Mun	318120660	KPi.071	MUN KYONG HWAN	UN - North Korea
7	8	Pae Uk	427120208	KPi.072	PAE WON UK	UN - North Korea
8	9	Ri Chun Hwang	536233049	KPi.074	RI CHUN HWAN	UN - North Korea
9	10	Ri C Song	564133553	KPi.075	RI CHUN SONG	UN - North Korea
10	11	Hyok Song Ri	564234735	KPi.077	RI SONG HYOK	UN - North Korea

1 2 Next

Fuzzy Name Matches

Download (56)

#	excel_row	customer_name	customer_id	sanction_reference	sanction_name	score	name_type	list_type
1	2	Kang C Su	427234895	KPi.008	RA KY'ONG-SU	81.0	INDIVIDUAL	UN - North Korea
2	2	Kang C Su	427234895	KPi.055	Chang-Su Han	81.0	INDIVIDUAL	UN - North Korea
3	2	Kang C Su	427234895	KPi.059	KANG CHOL SU	85.0	INDIVIDUAL	UN - North Korea
4	3	Ung Nam Kim	564110043	KPi.021	KIM JUNG JONG	87.0	INDIVIDUAL	UN - North Korea
5	3	Ung Nam Kim	564110043	KPi.045	KIM KYONG OK	78.0	INDIVIDUAL	UN - North Korea
6	3	Ung Nam Kim	564110043	KPi.057	JANG SUNG NAM	87.0	INDIVIDUAL	UN - North Korea
7	3	Ung Nam Kim	564110043	KPi.073	Pak Pong-nam	79.0	INDIVIDUAL	UN - North Korea
8	3	Ung Nam Kim	564110043	KPi.024	Kim Young-Chol	77.0	INDIVIDUAL	UN - North Korea
9	3	Ung Nam Kim	564110043	KPi.044	KIM CHOL NAM	79.0	INDIVIDUAL	UN - North Korea
10	3	Ung Nam Kim	564110043	KPi.061	KIM NAM UNG	100.0	INDIVIDUAL	UN - North Korea

1 2 3 4 5 6 Next

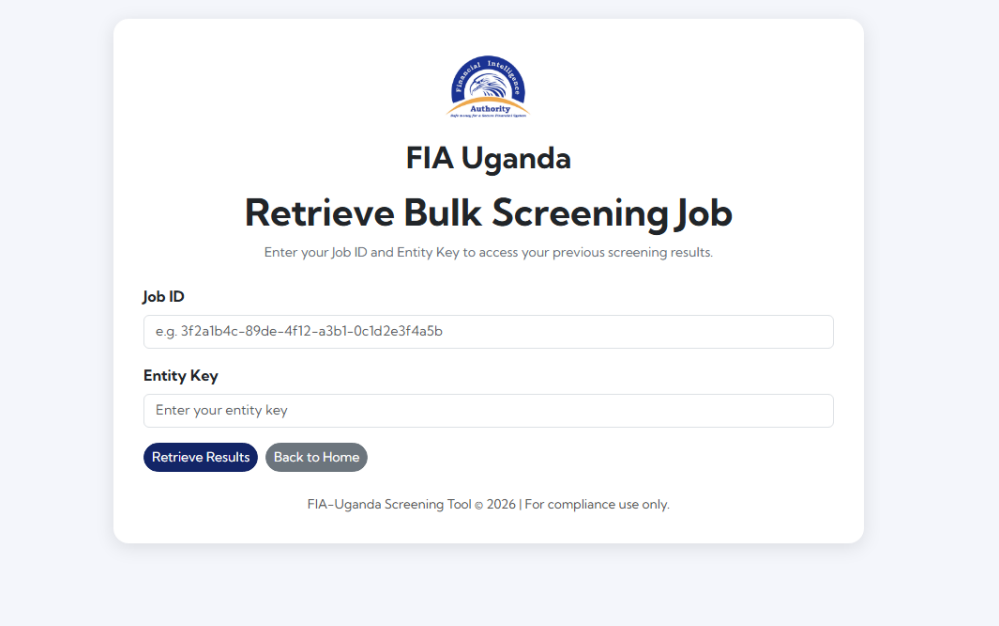
Notice: This screening tool logs screened customer name and ID details for compliance monitoring and reporting purposes.

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As with single search results, clicking a **Sanction Reference** opens the same full detail page described in Section 5. Each downloaded CSV includes a small header block (screening date, job ID, your entity name, totals) above the row-by-row data, so a downloaded file is self-explanatory even opened weeks later.

6.4 Retrieving results later

If you closed the browser, lost the results page, or simply want to come back to a bulk screen job another day, go to **Retrieve Bulk Job** and enter the **Job ID** and your **Entity Key**:



This works from the standalone Retrieve page, or from the same mini-form embedded partway down the batch upload page.

Important: this only works for jobs that were run under your real entity name and key. A job run under "Any" (Section 2) has no key attached to it and **cannot** be retrieved this way.

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7. Compliance and data logging

Every screening you perform - single or bulk, matched or not - is logged by the tool with the customer name and ID details, for FIA's compliance monitoring and reporting purposes. This is mentioned on every page of the tool and is not something you need to configure or opt into.