

# **EXPLANATORY NOTES ON MONEY LAUNDERING REPORTING FORMAT FOR CTR/FTR/STR**

## **Serial Number**

All consolidated reports should have serial numbers in chronological order.

Note:

STR format captures single record per customer. STR format can also capture multiple records for same person with same address and account number.

CTR/ETR captures multiple records and should have serial numbers in chronological order.

## **Bank**

This specifies the reporting institution name

## **Bank Code / Institution Code**

This specifies your Organization's Code with the Central Bank

## **Branch Code**

This specifies the Branch Code of the Bank.

## **Customer's Type**

This specifies if the Customer is an individual customer or corporate customer .i.e. if the account is being run as a company account, Joint account, expatriate account, minor account, NGO's accounts, Government accounts, etc.

## **Surname or Name of Organization.**

This should bear the surname of the Individual or the name of the Organization where the customer is i.e. a private or Government organization. **Note** this should be written in full (not abbreviated).

## **First Name**

The first name of the customer should be written in full (not abbreviated).

## **Middle Name**

The Middle Name of the Individual should be written in full and not abbreviated.

## **Nationality**

Nationality should be reported. This should be the Country of origin of the customer. Persons with dual nationality should equally be reported.

**Date of Birth**

Date of Birth for the individual should be clearly stated in the YYYY-MM-DD HH24:MI:SS format.

**Date of Incorporation**

Date of Incorporation for corporate body should be clearly stated in the YYYY-MM-DD HH24:MI:SS format.

**Occupation/Line of Business**

The actual line of customer's business should be stated; where the customer is a business man, the type of business the customer deals in should be stated (e.g. textile trade, electronic dealer) or where the customer is employed, his actual designation should be stated. Where the customer is a professional practitioner e.g. engineer, actual discipline should be stated (whether civil or electrical etc.) If the customer is a company that is into manufacturing, what do they manufacture? If it is a construction company, what kind of construction are they into. Etc.

**Type of Identification**

You are required to state the means of identification the customer uses in the transaction, e.g. Drivers License, International Passport, National ID card, etc.

**Identification Number**

You are required to report the means of Identification Number .i.e. Passport number and driver's license number etc. in the case of the Individual and in the case of a Corporate Body.

**Registration Number**

Registration certificate number (RC) or Business registration Number (BN) should be clearly stated

**Date of Issue**

You should state the actual date the means of Identification was issued in the YYYY-MM-DD HH24:MI:SS format.

**Place of Issue**

You should state where the means of identification was issued.

**Issuing Authority**

You should state the name of the Issuing Authority in full (not abbreviated).

**Residential Address - (First line address)**

This should contain the resident/house or office number of the customer, with the street name as verified by the branch.

**Postal Address - (Second line address)**

This should bear the Area, or District the Office or Residence is located or Postal Address.

**Town/City**

This should bear the town or city where the customer resides.

**Region or State**

This should bear which state of the Federation or the state of the Country where the customer resides.

**Telephone Number**

The mobile number, Office number or/and Residence Number should be clearly Indicated.

**E-Mail**

Customer's E-mail address should be clearly and fully stated, in the form philip@something.com

**Account type**

The actual type of account involved in the transaction should be clearly stated whether Current Account, Savings Account, Foreign Currency Domiciliary Account, Deposit Account, etc. Not abbreviations

**Account Status**

This should indicate if the account is active, passive, dormant, performing or non performing etc.

**Account Number**

Account Number should be written in full.

**Date of Account Opening**

The date the account was opened. In the case of a dormant account, the date the account was re-activated and the date of instruction in the case of a referral from a sister branch or head office where the account existed initially and should come in the YYYY-MM-DD HH24:MI:SS format.

**Linked and Connected Accounts**

All accounts having any form of link or relationship with a particular customer account, account signatories, directors, etc. Minor account, Expatriate account should be reported

in connection to the account that has the transaction or any facility Account.(if the account number is more than one, it should be separated by commas where applicable)

**Transaction Date**

The actual date of transaction should be reported, and should be in the YYYY-MM-DD HH24:MI:SS format.

**Transaction Type**

You are expected to report the type of Transaction, whether it is a lodgment, withdrawal, local transfer, international transfer, or foreign exchange transaction.

**Currency Type**

The currency involved in the transaction should be stated whether Naira, Pound Sterling, Dollars, Yen, Euro, etc. The amount should be written in words and not symbols e.g. US dollar, Canadian dollar, French franc, CFA franc etc.

**Amount**

The Amount involved should be stated in figures.

**Purpose of Transaction**

Purpose of all transaction must be detailed. For all kinds of transfers, the purpose of the transfer should be stated. In case of Letters of Credit (Imports), type of goods imported should be clearly stated and for payment instruments, the purpose for which they are issued should be stated in the report. For example, if a cheque is used in the transaction, it is expected that you report as being settlement for contract executed for so..... or for the settlement of a particular goods or services rendered.

**Source/Origin of Funds**

The actual source and origin of fund is needed here. For example, if it is a transfer, the details of originating source of fund are required. If it is a Foreign Exchange transaction, it is also required that you report source of foreign exchange as either Central Bank of Sierra Leone, Foreign Exchange Market (FEM), etc. or proceeds of sales or services or the country where funds originate from.

**Action Taken**

If a law enforcement or regulatory authority has been contacted (excluding submission of a STR) Please indicated the notified authority

- Police
- Foreign
- Other (Specify)

This field is applicable to suspicious transaction report (STR) only.

**Third Party / Beneficiary Reporting Section**

***CTR - uses Third Party***

***FTR - uses Beneficiary***

In this section, it is expected that you report the name of the original payee if different from the account holder or where the instrument is endorsed to a third party, negotiated or discounted. The name should be in full (not abbreviations).

The full Name and Address (Telephone number, Identification Type, ID No, Issuing authority) of Third Party/Beneficiary should be stated. In the case of an Account holder, the address on the mandate file on which the KYC principle is applied and in the case of a walk-in customer, it is required that you report both official and residential addresses (where applicable).

**REASON FOR SUSPICION - Suspicious Activity Indicator (For STR)**

The reasons for suspicion should be stated. Use your initiative and professional experience to report, because the parameters for suspicious transactions are inexhaustible.

**DESCRIPTION OF SUSPICIOUS ACTIVITY (For STR)**

Full description of suspicions transaction/events and the reason(s) for suspicion should be explained in details and in the report form together with all attachment if applicable.

Note: Any supporting document available can as well be attached to an alert in the AML software during analysis.