

# **EXPLANATORY NOTES ON FOREIGN EXCHANGE BUREAU**

## **Name of Foreign Exchange Bureau**

Name of your organization

## **Type of Report**

Specify if your report is Suspicious transaction report (STR) or Cash transaction report (CTR)

## **Reporting period**

The period the reported transactions took place

## **Serial Number**

All consolidated reports should have serial numbers in chronological order.

## **Date of Report**

Current date (Today's date) and should be in the YYYY-MM-DD HH24:MI:SS format.

## **Customer's Type**

This specifies if the Customer is an individual or corporate body.

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

This should bear the surname of the Individual or the name of the organization transacting the business written in full, **not** abbreviated

## **First Name**

The first name of the individual customer written in full, **not** abbreviated.

## **Middle Name**

The Middle Name of the Individual customer written in full, **not** abbreviated.

## **Date of Birth Or Incorporation**

This should capture date of birth for individual customer and date of incorporation for corporate customer and should be in the YYYY-MM-DD HH24:MI:SS format.

## **First Address line**

This should contain the house or office number of the customer, with the street name

## **Second Address line**

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 addresses.

**State**

This should bear which state in the Federation or in any country the customer addresses is located

**Identification Document**

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**

This is the Number on the Identification Document. Or Registration Number for corporate body customers

**Transaction Date**

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

**Transaction Type**

You are expected to report the type of Transaction, whether the customer is buying or selling

**Currency Type**

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

**Amount**

The Amount involved should be stated in figures and in same currency

**Rate of Exchange**

The rate at which the currency was exchange

**Leone equivalent**

The requisite amount in Leone

**Foreign Exchange Bureau Branch Office**

The Branch of the foreign exchange bureau where the transaction took.

**Office Address (Line 1)**

Branch Office Address (First Line)

**Office Address (Line 2)**

Branch Office Address (Second Line)

**Town/City**

City where the branch office is situated

**Region/State**

State where the branch office is situated