Form Guide for new Form NP 784 (Cash Transaction Report) for Precious Stones and Metals Dealers (PSMD)

Objective

1. This guide explains the features found in the new form NP 784, or Cash Transaction Report (CTR). The new CTR is meant to be submitted to the Suspicious Transaction Reporting Office (STRO) via the STRO Online Notices and Reporting Platform (SONAR), an electronic online filing platform.
2. This form guide is NOT the prescribed form under section 17 of the Precious Stones and Precious Metals (Prevention of Money Laundering and Terrorism Financing) Act (“PSPM Act”) and section 74A of the Pawnbrokers Act.

Features in New Form NP 784

A CTR reference number is found on each page and will be system-populated when the CTR is successfully submitted on the filing platform. Quote this number when corresponding with STRO on the submitted CTR.

General Guidance:

You can click on the tab headers to quickly access the different Parts of the report. No input is required for Parts which are not applicable.

Greyed-out fields will be system-populated when the CTR is successfully submitted on the filing platform. These greyed-out fields do not have to be completed. A copy of the submitted CTR with the system-populated information will be available for download upon successful submission.
When you hover your mouse over active fields or blue icons (for greyed fields), a short description of the field will appear. You may refer to the descriptions of the fields if you are unsure of how to complete the CTR.

When there are “+” and “-” buttons, more than one entry is allowed.
- Use the “+” button to add up to 20 entries.
- Use the “-” button to delete entries (data deleted is irreversible).
Fields with arrows have **drop down lists**. You can click on the arrow to see all selection available, scroll to select the field or type the first alphabet of the field (e.g. in Occupation, type "A" for "Accountants") to jump to a particular field.

Fields in **red** have been incorrectly filled and must be corrected.

A **pop-up window** may appear to tell you that the field has an error. You should correct the field accordingly.
Part I: Reporting Institution's Information

The following greyed fields will be auto-populated upon submission of the CTR on the filing platform:
- Name of reporting institution
- Registration no. of reporting institution
- Country of registration
- Name of reporting officer

This information will be based on the particulars associated with the logged-in Corp Pass account.

Part II: Details of Cash Transaction(s)

In adding and deleting cash transactions, if you have more than 1 transaction, the first transaction cannot be deleted (you can edit it instead).
For subsequent transactions, if the Address, Name of Transacting Officer and Transacting Officer’s Designation is the same as Transaction 1, click on the check box. You do not need to populate these fields (they will be hidden).

Selecting “No” will trigger the following question to appear. Selecting “Individual” and/or “Business” will trigger Part IV and/or Part V to appear in the next few pages.

Under Identification Type, selecting “Others” will trigger the Other Identification Type field to appear.

Refer to Section 2 of the Precious Stones and Precious Metals (Prevention of Money Laundering and Terrorism Financing) Act 2019 for definitions of Commodity Type.
Part IV: Identity of the Person Who Owns the Cash

Under Identification Type, selecting “Others” will trigger the Other Identification Type field to appear.

Under Relationship, selecting “Others” will trigger the Other Relationship field to appear.

Part V: Identity of the Business That Owns the Cash

Under the question relating to PSMD business nature, selecting “No” will trigger the Business Nature field to appear.

Under Relationship, selecting “Others” will trigger the Other Relationship field to appear.
Part VI: Declaration

You must click on "Validate Form" at the end of the form to trigger the validation checks.

Take note that this pop-up window only displays up to 10 errors. To view the remaining errors, you will need to first fix the errors shown, then validate again.

If there are errors in the form, a pop-up window will appear to inform you of the errors. Click 'Ok' and correct the errors identified. Fields with errors will be highlighted in red for your attention.
Form validation has failed if the validation status turns **red**. You will need to correct the errors and click on “Validate Form” again until form validation is successful.

You can only submit the form if form validation is successful (turns **green**).

The following **greyed-out fields** will be system-populated upon submission of the CTR on the filing platform:
- Name of reporting officer
- Identification type and identification number of reporting officer
- Date of declaration (date in which CTR is submitted on the filing platform)

The identifying information of the reporting officer will be based on the particulars associated with the logged-in Corp Pass account. The date of declaration will be the date on which the CTR is submitted successfully on the filing platform.