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

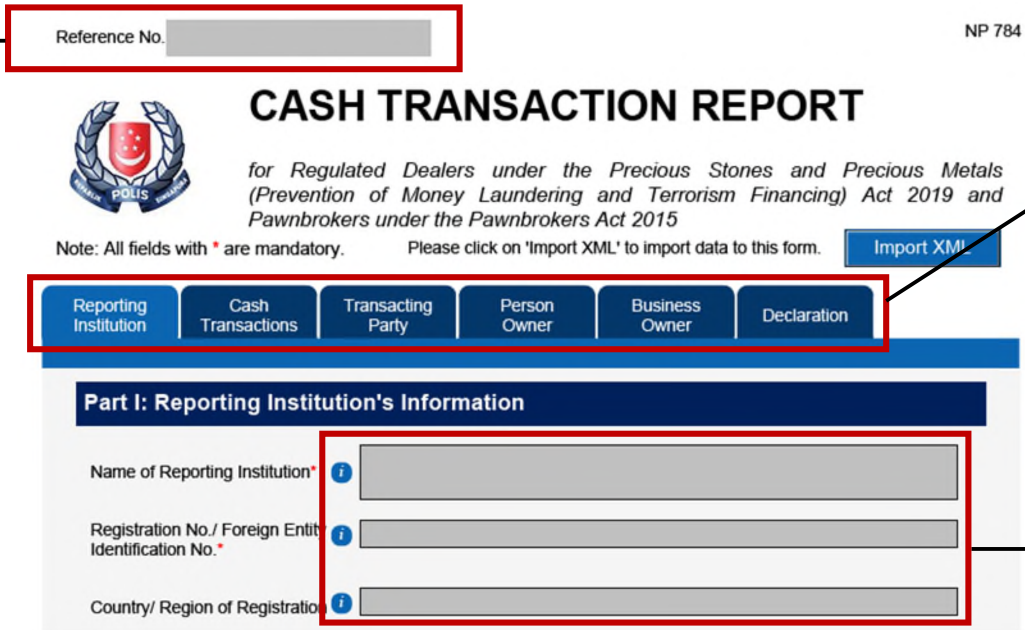
<u>Objective</u>

1. This guide explains the features found in the form NP 784, or Cash Transaction Report (CTR). The 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 **<u>NOT</u>** the prescribed form under section 17 of the Precious Stones and Precious Metals (Prevention of Money Laundering, Terrorism Financing and Proliferation Financing) Act 2019 and section 74A of the Pawnbrokers Act 2015.

<u>Features in Form NP 784</u>

<u>General Guidance:</u>

The **reference number** will be system-populated when the form is successfully submitted on the filing platform. This reference number (report number) will be stated in the acknowledgement email for successful submissions. Quote this number when corresponding with STRO on the submitted report.


Reference No.

NP 784

CASH TRANSACTION REPORT

for Regulated Dealers under the Precious Stones and Precious Metals (Prevention of Money Laundering and Terrorism Financing) Act 2019 and Pawnbrokers under the Pawnbrokers Act 2015

Note: All fields with * are mandatory.

Please click on 'Import XML' to import data to this form.

Import XML

Reporting Institution	Cash Transactions	Transacting Party	Person Owner	Business Owner	Declaration

Part I: Reporting Institution's Information

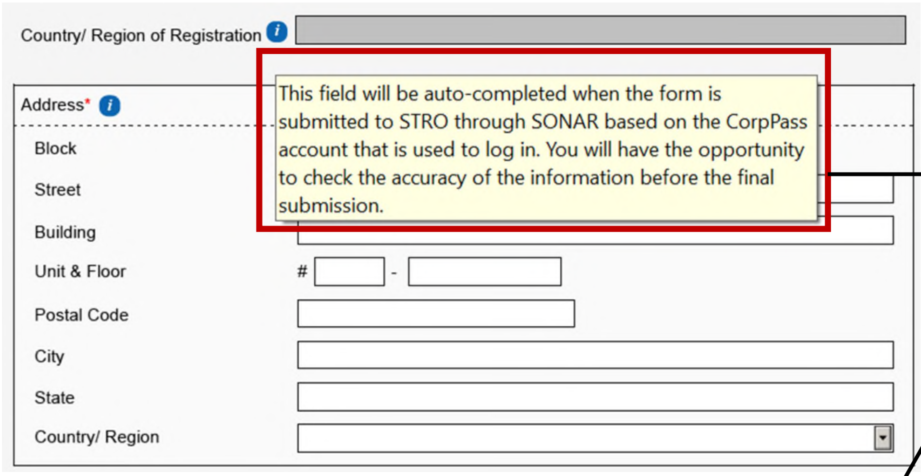
Name of Reporting Institution*

Registration No./ Foreign Entity Identification No.*

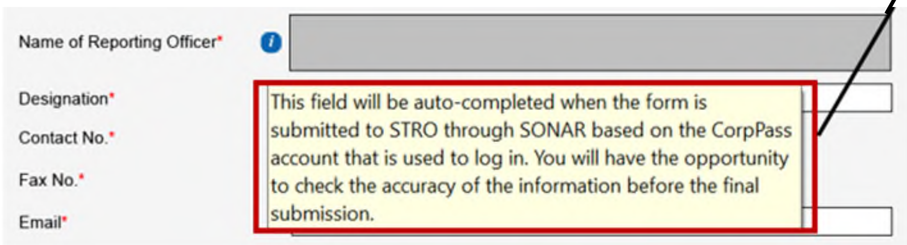
Country/ Region of Registration

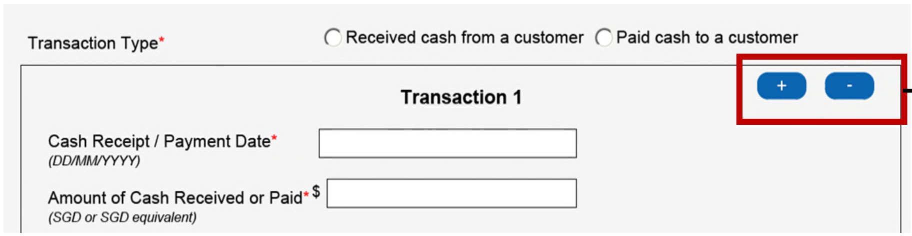
You can click on the **tab headers** to quickly access the different parts of the report. No input is required for parts which are not applicable.

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.



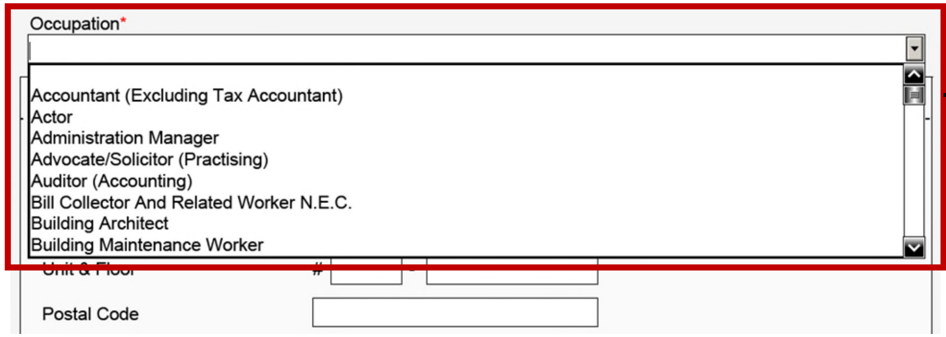
When you **hover your mouse** over <u>active fields</u> or <u>blue icons</u> (for greyed fields), a short description of the field will appear. You may refer to the descriptions of the fields if you are unsure of how to complete the CTR.





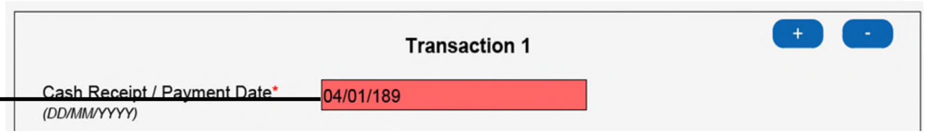
When there are **"+" and "-" buttons**, more than one entry is allowed.

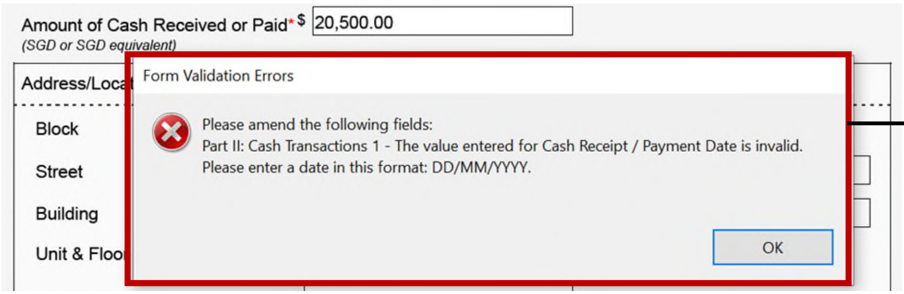
- Use the "+" button to add up to 20 entries.
- Use the "-" button to delete entries (data deleted is irreversible).



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.

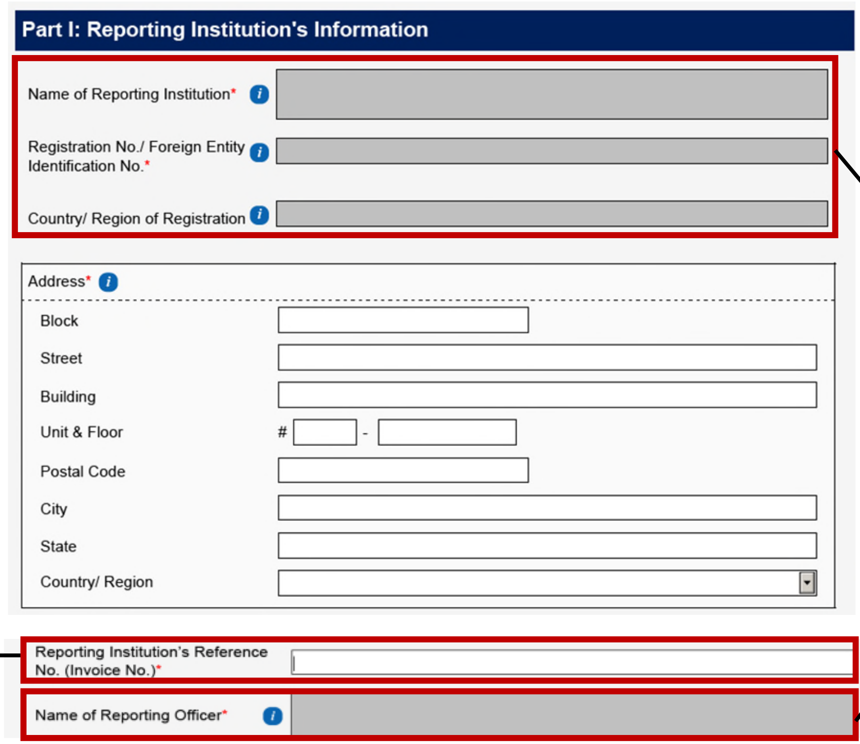
Fields in <u>red</u> have been incorrectly filled and must be corrected.





A **pop-up window** may appear to tell you that the field has an error. You should correct the field accordingly.

<u>Part I: Reporting Institution's Information</u>



Part I: Reporting Institution's Information

Name of Reporting Institution*

Registration No./ Foreign Entity Identification No.*

Country/ Region of Registration

Address*

Block

Street

Building

Unit & Floor #   -

Postal Code

City

State

Country/ Region

Reporting Institution's Reference No. (Invoice No.)*

Name of Reporting Officer*

Use a unique Reference No. for each CTR filed.

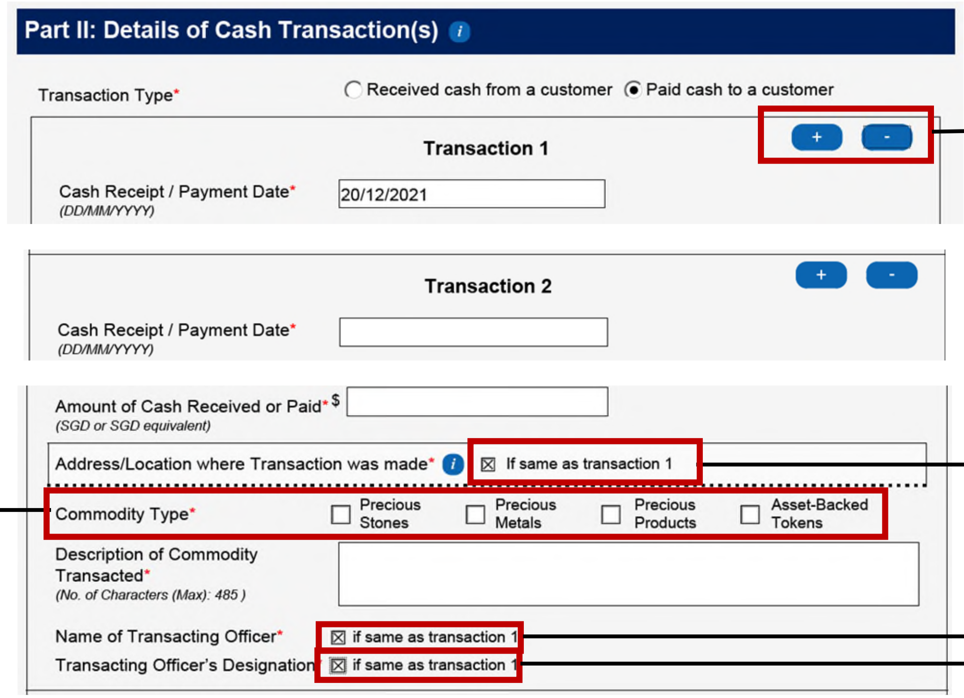
This Reference No. can be quoted in your correspondence with STRO on the CTR.

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 CorpPass account.

Part II: Details of Cash Transaction(s)



Part II: Details of Cash Transaction(s)

Transaction Type* ◯ Received cash from a customer ◉ Paid cash to a customer

Transaction 1

Cash Receipt / Payment Date* (DD/MM/YYYY) 20/12/2021

Transaction 2

Cash Receipt / Payment Date* (DD/MM/YYYY)

Amount of Cash Received or Paid* $ (SGD or SGD equivalent)

Address/Location where Transaction was made* ☒ If same as transaction 1

Commodity Type* ☐ Precious Stones ☐ Precious Metals ☐ Precious Products ☐ Asset-Backed Tokens

Description of Commodity Transacted* (No. of Characters (Max): 485)

Name of Transacting Officer* ☒ if same as transaction 1

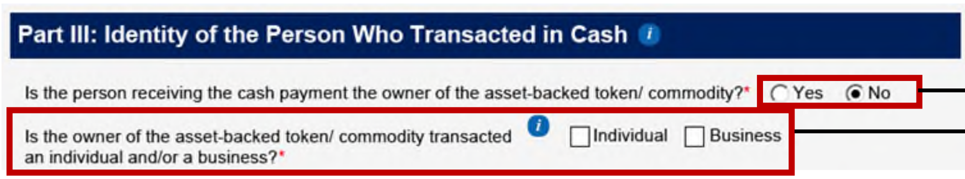
Transacting Officer's Designation ☒ if same as transaction 1

In adding and deleting cash transactions, if you have more than 1 transaction, the first transaction cannot be deleted (you can edit it instead).

Refer to Section 2 of the **Precious Stones and Precious Metals (Prevention of Money Laundering, Terrorism Financing and Proliferation Financing) Act 2019** for definitions of Commodity Type.

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).

Part III: Identity of the Person Who Transacted in Cash



Part III: Identity of the Person Who Transacted in Cash

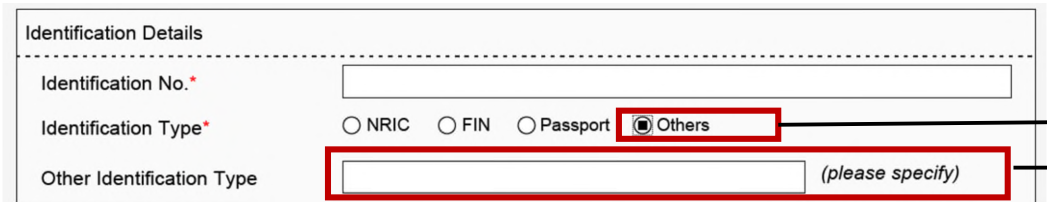
Is the person receiving the cash payment the owner of the asset-backed token/ commodity?* ◯ Yes ◉ No

Is the owner of the asset-backed token/ commodity transacted an individual and/or a business?* ☐ Individual ☐ Business

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.

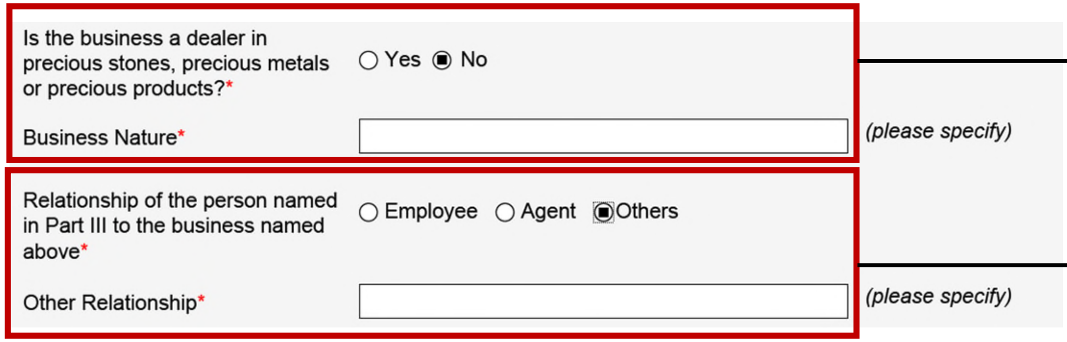
Part IV: Identity of the Person Who Owns the Cash/ Asset-Backed Token/ Commodity



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.

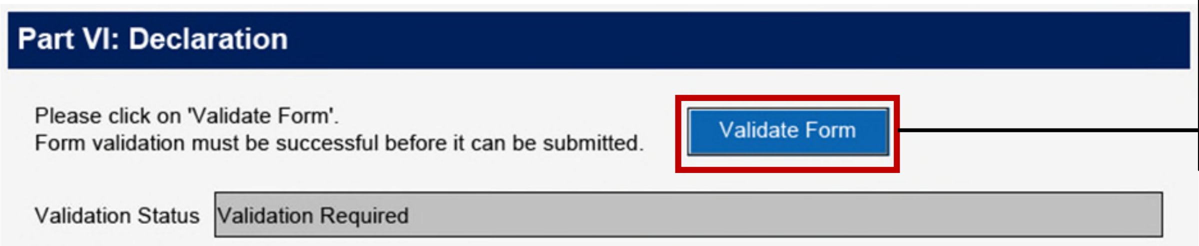
Part V: Identity of the Business That Owns the Cash/ Asset-Backed Token/ Commodity



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

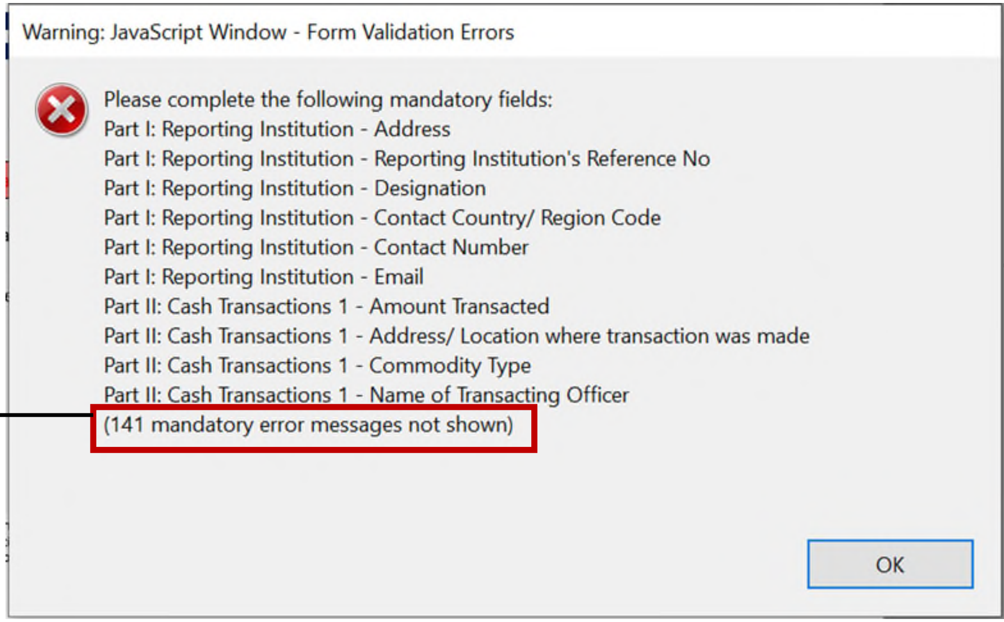
Under Relationship, selecting “**Others**” will trigger the Other Relationship field to appear.

Part VI: Declaration



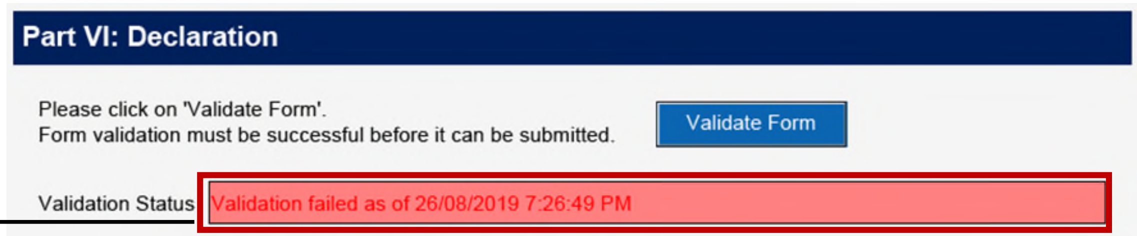
You must click on “Validate Form” at the end of the form to trigger the validation checks.

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.

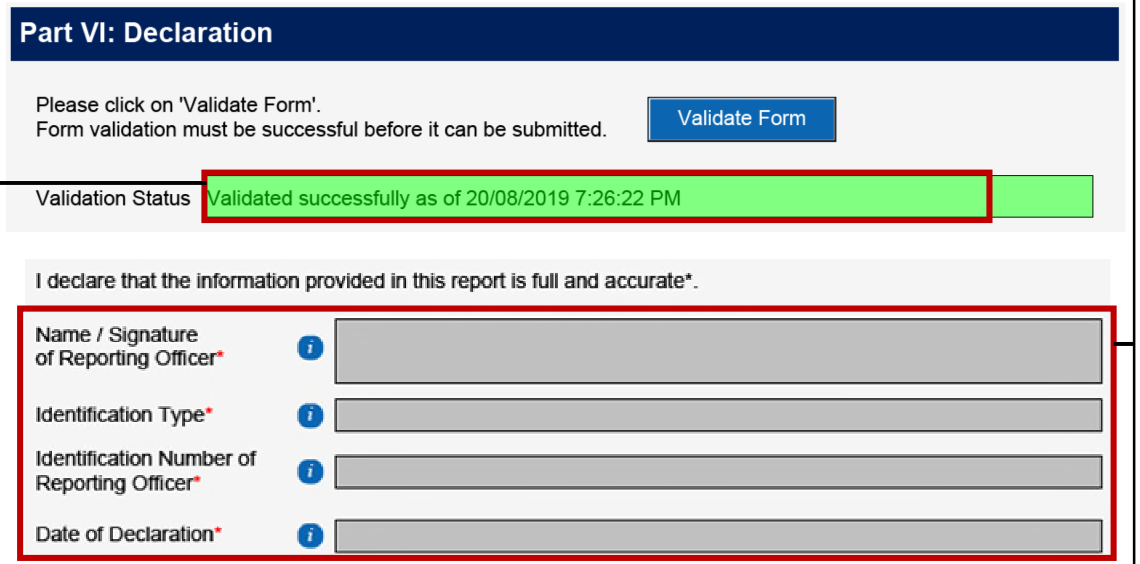


If there are errors in the form, a pop-up window will appear to inform you of the errors. Click 'Ok' and correct the errors identified. Fields with errors will be highlighted in **red** for your attention.

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**).


Part VI: Declaration

Please click on 'Validate Form'.
Form validation must be successful before it can be submitted.

Validate Form

Validation Status: Validated successfully as of 20/08/2019 7:26:22 PM

I declare that the information provided in this report is full and accurate*.

Name / Signature of Reporting Officer*

Identification Type*

Identification Number of Reporting Officer*

Date of Declaration*

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 CorpPass account. The date of declaration will be the date on which the CTR is submitted successfully on the filing platform.