# Form Guide for STR Form

(Version 12 August 2025)

#### **IMPORTANT – USE UPDATED ADOBE SOFTWARE**

If you submit STR Forms using an incompatible Adobe software, you may be required to file your STR Form again.

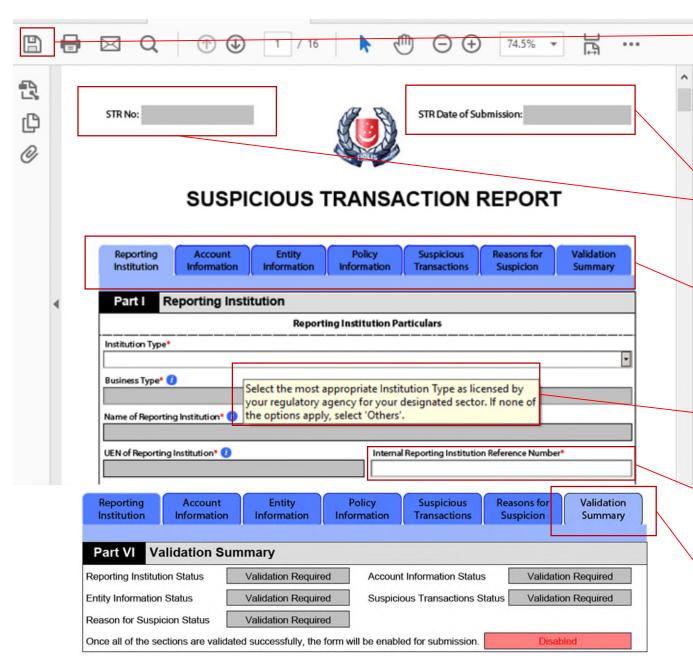
Use only the following Adobe software.

- 1. Acrobat Reader DC (release note 15 or later); OR
- 2. Acrobat XI (release note 11 or later)

#### Note:

- Adobe Acrobat Reader DC is the **preferred software**, it is available for **free** on the **Adobe website**.
- If you have created draft STR Forms with outdated Adobe software or third party (non-Adobe) PDF editors, you should
  - <u>Delete</u> the old draft STR Forms or templates;
  - Download a fresh STR Form template from the SONAR platform; and
  - o <u>Use either of the above Adobe software to create a new draft STR Form.</u>

#### **OVERVIEW**



Click on the **<SAVE>** button to save changes to your draft STR. This draft will be saved onto your local device.

Greyed out fields will be auto-populated after form is uploaded onto SONAR.

You can click on the tab headers to quickly access the different sections. No input is required for sections which are not applicable to your Institution Type.

When you hover your mouse over active 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 STR.

**Use a unique Internal Reference No. for each STR filed.** Quote this Internal Reference No. when corresponding with STRO on the submitted report.

Under the tab "Validation Summary", the validation status of each section you are required to complete is displayed. After all sections have been validated, the form will be "Enabled" for submission. Non-validated forms and forms not "Enabled" for submission will be rejected.

# TAB – REPORTING INSTITUTION

Part I Reporting Institution
Reporting Institution Particulars
Institution Type*  Business Type*
Name of Reporting Institution* []
UEN of Reporting Institution*  Internal Reporting Institution Reference Number*
Select your Institution Type and Business Type (according to your licensed/main business activity). The Institution Type selected will control the fields you see in the STR. Hence, do not change the Institution Type after you have amended / added data to other fields in the Form.

\*NEW\* The following Institution Types have been added and removed respectively.

	Institution Type (IT)	Business Type (BT)
	Gambling Operator (Non-	Operator of betting operations and
	Casino)	lotteries
		Gaming Machine Room Operator
		Other Gambling Operator
	Non-Profit/Not-For-Profit	Company Limited by Guarantee
	Organisation (Charity)	Society
Added		Trust
Audeu	Non-Profit/Not-For-Profit	Company Limited by Guarantee
	Organisation (Others)	Mosque
		Society
	Cooperative Society	-
	Corporate Service Provider/	Filing For Own Company
	Qualified Individual	
	(previously was Filing	Filing On Behalf of Third Party
	Agent/Qualified Individual)	

	Institution Type (IT)	Business Type (BT)
	Non-Profit/Not-For-Profit	Company Limited by Guarantee
Organisation		Charity
Removed		Mosque
		Cooperative Society
		Society
	Others	Exempt Operator (Remote Gambling)

#### TAB – REPORTING INSTITUTION

Part I	Reporting Institution	
	Reporting Institution Particulars	
Institution Ty	ype*	_
		ŀ
Business Typ	ve* ①	_
Name of Repo	orting Institution* ①	_
UEN of Repor	rting Institution* (1) Internal Reporting Institution Reference Number*	7
		J
OTHERS	ence Number • N/A	ı
OTTICAL		
If others		
		_
	Contact Officer Particulars	
		-
Contact Offic	cer ·	)
Name*		٦
Designation*	Direct Contact Number*	_
Designation	+	1
Email*		11
		1
Alternate Em	nail	1
		1
	the fields are validated successfully, the form will Validate Reporting Institution	Ī
Valid	dation Status Validation Required Validated Time Stamp 21/11/2022 11:46:14 AM	

Notice Reference No. (NRN) is a mandatory field. If you are not filing an STR pursuant to a crime advisory/bulletin/notice, please select the "N/A" checkbox.

Notices <u>exclude</u> the MAS 626 Notice and instead refer to ad-hoc notices that your regulator or STRO may publish. In such Notices, there will be explicit instructions for you to enter the NRN.

If the NRN applicable to the STR you are filing is not listed in the dropdown list, please select "Others" from the dropdown list and enter the NRN in the free-text field that will appear. The entry in this free-text field will be validated against the list of valid NRNs maintained in STRO's database.

\*NEW\* The following NRNs have been added to the dropdown list:

1. ACIP-ADVISORY-PCN MAY 2025

These were previously validated NRNs in the

2. INFONOTE-0525

'OTHERS' section

\*NEW\* An area code section has been added to all contact number fields.

Validation has to be done at the end of every section. The validation will check that all mandatory fields have been completed and that the information has been keyed in the expected format (e.g. Date is in DD/MM/YYYY format). An error message will appear if validation fails and fields with errors will be highlighted for your attention.

#### TAB – ACCOUNT INFORMATION

Part II	Account Inf	ormation				1
Are there acco	unt(s) involved in t	he suspicious activity you a	are reporting on?*	Yes	○ No	
Acc	ount 1	Please provide details of a one such account known				saction(s). If there are more than " to add more records.
		ļ	Account Details			

Account	Details	
Is the known account maintained with the reporting institution?*		
Name of Financial Institution* (1)		
We do not have the information on the Authorised Signatory.		
We do not have the information on the Beneficial Owner.		
Account Number*	Type of Account*	Unknown
	Savings Investment	Fixed Deposit
	Current Trust	Loan
	Betting Credit / Debit Card	Payment Account
	Clearing Virtual Currency	
Date Account Opened* (DD/MM/YYYY)		
Account Balance* OR OR		
•		
Account Ownership* Singly Held Jointly Held	N/A	

Select "Yes" and provide **ALL** known accounts (including accounts not maintained with you) unless there is no possibility of the account(s) being linked to the suspected drug dealing or criminal conduct.

Note: For STRs filed due to adverse news on the entity(ies), even if the review of accounts did not uncover any suspicious transactions, you cannot exclude the possibility that tainted funds may have passed through these accounts. Hence, you should still select "Yes" and provide the account information.

Account information, e.g. bank name and account number, is useful for STRO's analysis of the STR filed and for law enforcement agencies to quickly detect relevant STRs in the STRO database. If the information is not provided in the designated fields or only provided in the <Reason(s) for Suspicion> free text field, STRO and law enforcement agencies may not be able to quickly detect the relevant STRs.

Use this arrow to minimize the section.

Use the "+" button to add more accounts. You are expected to provide full details of all accounts involved in the suspicious transaction(s) to the best of your knowledge.

The maximum no. of accounts that can be added is <u>40 accounts</u>. If there are more than 40 accounts, enter the account information for 40 accounts in the form and the remaining accounts in a .csv file (upload as attachment). The .csv file should contain the same fields as the Account Information section.

Select "Yes" if the account involved is maintained with your institution. Select "No" if the account is not maintained with your institution. Only basic information (Bank Name, Account Number, Type of Account) will be collected for accounts not held with your institution.

There are unknown checkboxes for Account Information as follows:

"We do not have the information on the Authorised Signatory" (This is available to all ITBTs) "We do not have the information on the Beneficial Owner" (This is available to all ITBTs)

The validation for the respective relationship will be removed if the checkbox is checked.

The maximum length for Account Numbers in all sections (including Sender & Receiver Wallet Addresses) is <u>60</u>

#### TAB – ACCOUNT INFORMATION

Date Account Opened* (DD/MM/YYYY)					
Account Balance* ODR OCR					
Account Ownership* Singly Held Jointly Held N/A					
Other accounts maintained by the same entity(s) but not part of this STR					
Account Number					
Account Status* CActive C Dormant Suspended Closed					
Date Account Opened* (DD/MM/YYYY)  Date of Account Suspension/Closure* (DD/MM/YYYY)					
Account Status					
Account Status* Active Dormant Suspended Closed					
Account has been seized by a Law Enforcement Agency					
☐ The reporting institution has taken measures against the account					
Handling Of Account Balance Upon Account Closure  You have indicated that the reported account is closed. Please provide details on how the account balance was handled.					
Date of Account Suspension/Closure* (DD/MM/YYYY)					
Account Balance was returned via: (select 1)*					
Remitted to Local Beneficiary					
Remitted to Foreign Beneficiary Returned in cash / cash equivalent (cashier's order, cheque, etc)					
○ N/A - No instructions received					
Account Information Updated as at* (DD/MM/YYYY)					
Once all of the fields are validated successfully, the form will be enabled for submission.  Validate Account Information					
Validation Status Validation Required Validated Time Stamp					

If the same entity maintains multiple accounts with your reporting institution, please provide full details of accounts which are involved in the suspicious transactions by adding more accounts.

For accounts which are not linked to the suspicious activity, you may key in the account numbers in this field (do not include "-" or space between numbers or description of the accounts).

Use the "+" button to add more accounts.

Account Status and Date Account Opened are mandatory when an "Other Account" is provided.

Date of Account Suspension/Closure is mandatory when the Account Status of the "Other Account" is Suspended/Closed.

"Account Status" here refers to the main account reported on in the STR

If "Closed" is selected, you should indicate the handling of the account balance upon its closure – i.e. how and where the remaining funds in the account were disbursed.

Note: If the information on the flow of funds is not available at the time of filing the STR, but becomes available later (e.g. account is closed later or cashier's order is cashed at a later date), you should indicate that the information is currently not available and promptly file another follow-up STR upon receipt of such information.

# TAB - ACCOUNT INFORMATION

Account Status							
Account Status*							
Account has been seized by a Law Enforcement Agency							
Law Enforcement Agency Name* Law Enf	forcement Agency Case Reference No*						
Law Enforcement Agency Contact Officer Name*  Law Enf	orcement Agency Contact No.*						
Date of Seizure*							
The reporting institution has taken measures against the account	The reporting institution has taken measures against the account						
Describe Measures Taken* No. of Characters (Max): 100							
Date Action Taken* (DD/MM/YYYY)							
Account Information Updated as at* (DD/MM/YYYY)							
Once all of the fields are validated successfully, the form will be enabled for submission.  Validate Account Information							
Validation Status Validation Required Validated Time Stamp							

Check "Account has been seized by a Law Enforcement Agency" and provide details on the law enforcement agency and the seizure order. The details should be found on the seizure order.

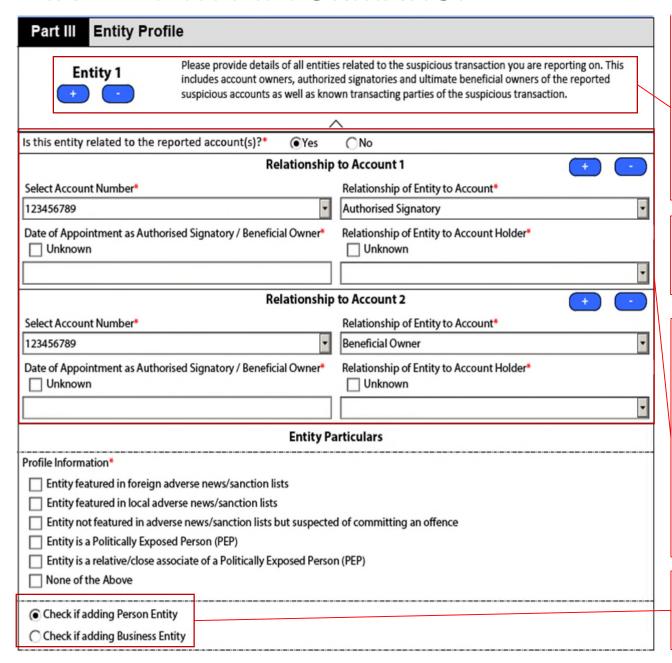
#### Note:

- The information will allow STRO to quickly disseminate the relevant information to the law enforcement agency interested in the matter.
- You should respond to the seizure order and/or production orders.

Check "The reporting institution has taken measures against the account" and provide details on measures taken. For example, enhanced monitoring, reporting institution to close account.

Note: There is no need to indicate 'STR filed' as a measure taken.

# TAB - ENTITY INFORMATION



Use the "+" button to add more entities.

Provide full details of **ALL entities involved** in the suspicious transaction(s), include **joint accounts holders, authorised signatories and beneficial owners** of the accounts and policies added in in Part II <Account Information> section or Part IV <Policy Information> section.

Note: Entity information e.g. name, identifiers, address and contact numbers provided in the designated fields (should not be in the <Reason(s) for Suspicion> free text field), is useful for STRO's quick analysis of the STR filed and for law enforcement agencies to accurately determine their entities of interest.

The maximum no. of entities that can be added is <u>40 entities</u>. If there are more than 40 entities, enter the entity profiles for 40 entities in the form and the remaining entities in a .csv file (upload as attachment). The .csv file should contain the same fields as the Entity Information section.

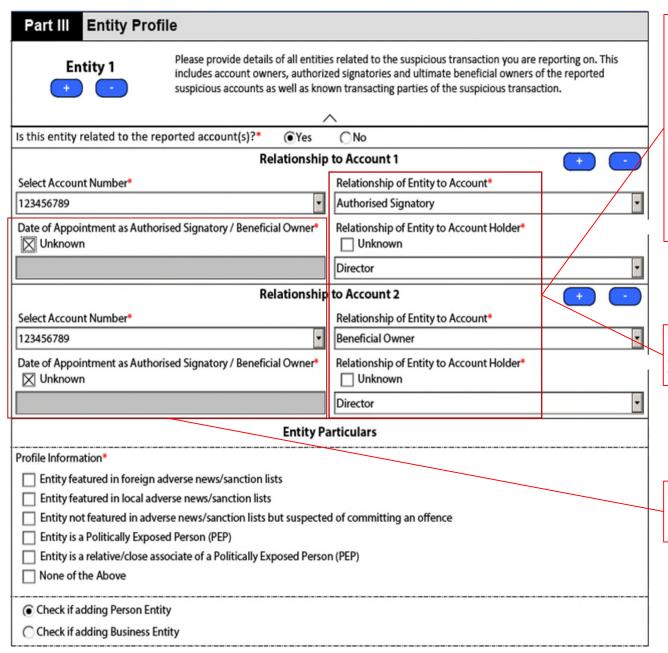
Select "Yes" and provide details if the entity is related to the accounts added in the Account Information section. For every account added, the account holder must be added as an entity in the Entity Information section.

#### Note:

- Relationship to Account section is only displayed if you select "Yes" at the "Is this entity related to the reported account(s)?" field.
- If the entity has 2 or more relationships to the account(s), use the "+" button to add more relationships (up to 20 relationships).
- It is mandatory to provide authorised signatory(ies) and beneficial owner(s) of business accounts.
- There should be at least 2 account holders if the account is a joint account. Account holders
  of joint accounts must be Person Entity.

Indicate whether the entity is a Person Entity or Business Entity. This will change the fields that you have to complete for this section. **Do not change this selection** after you have completed the section to prevent loss of information. By default, the form shows the fields required for a Person Entity.

#### TAB – ENTITY INFORMATION



#### **Entering Directorship Details**

Director of a company is NOT the account holder of the company's account, but could be the beneficial owner and/or authorized signatory.

If your reporting institution has full ownership information of a corporate bank account and the company is beneficially-owned by 1 director, you may enter the relationship by creating 2 entities in the STR: 1 person entity (director) and 1 business entity.

Note: The relationship information is critical in the scenario where the account holder is a foreign corporate entity and such information is only available to reporting institution during account opening CDD process.

When "Others" is selected for "Relationship of Entity to Account" or "Relationship of Entity to Account Holder", a free-text field "If others, please specify" will appear. The values entered in the free-text field will be rejected if they resemble values found in the drop-down list.

There are "Unknown" checkboxes for the date of appointment as Authorised Signatory/Beneficial Owner. Select this checkbox if you do not have the relevant dates of appointments; the date field will then be greyed out.

#### TAB – ENTITY INFORMATION

First Name and Middle Name, if any	Unknown	
Last Name (Family/Surname)*	Unknown	
Sex*		
Country/Region of Birth		
		•
Nationality/Citizenship*	Unknown	
		• •
Tax Residency*	Unknown	
		• • •

"Unknown" checkboxes are provided for most mandatory fields. If you are unable to obtain the information, select "Unknown" and the field will be disabled.

Provide the name of the entity, based on official identification document as far as possible.

If the separation between <First Name> and <Last Name> is not apparent, provide the full name as it appears in the identification documentation under <First Name and Middle Name, if any> and click unknown for <Last Name>.

For example, Emily Tan Ah Goh. <First Name and Middle Name, if any> = "Emily Tan Ah Goh" and click unknown for <Last Name>.

You should <u>NOT</u> repeat the full name for both *<First Name and Middle Name, if any>* and *<Last Name>* fields. This will corrupt the data and make it more difficult for STRO and law enforcement agencies to detect the relevant STR.

# **TAB - ENTITY INFORMATION**

#### **Entity Employment Information**

Occupation*	☐ Unknown	
	•	- Table 1

\*NEW\* The Occupation dropdown list has been updated.

	List of Occupation dropdown codes					
		List of Occupation diopdown co	ues			
Accountant (excluding tax accountant)	Compliance officer/Risk analyst (financial)	Kitchen operations head/supervisor	Other physical/engineering science technician N.E.C.	School principal		
Actor	Domestic helper/cleaner	Machinery mechanic/fitter/repairer N.E.C.	Other sales and related associate professional N.E.C.	Securities/Finance broker		
Administration manager	Education/Training institution manager N.E.C.	Management executive	Pawnbroker	Security supervisor		
Advocate/Solicitor (practising)	Electrician	Managing director/Chief executive officer	Personnel/Human resource officer	Senior government official		
Auditor (accounting)	Financial analyst	Marketing strategy/planning professional	Photographer	Social worker (general)		
Bill collector and related worker N.E.C.	Financial/Investment adviser	Medical scientist	Premises/Facilities maintenance officer	Software and applications developer/analyst N.E.C.		
Building architect	Foreign exchange dealer	Money changer	Private-hire car driver	Statistical officer/Data analyst		
Building maintenance worker	General practitioner/physician	Moneylender	Radio/Television presenter	Student		
Chief operating officer/General Manage	r General surgeon	NS	Real estate agent	Supervisor/General foreman (metal/machinery and related trades)		
Cleaning supervisor	Graphic designer	Odd job person	Receptionist/Customer service/information clerk N.E.C.	Tax accountant		
Clinical psychologist	Housewife	Other engineering professional N.E.C.	Registered nurse and related nursing professional (excluding enrolled nurse)	Tax associate professional		
Clinical research professional	Insurance sales agent/broker	Other government associate professional N.E.C.	Religious professional N.E.C.	Teaching professional N.E.C.		
Commercial airline pilot	Insurance underwriter	Other health professional N.E.C.	Retiree	Trade broker		
Company director	Interior designer	Other personal services worker N.E.C.	Sales professional (institutional sales of financial products)	Unemployed		

# TAB – ENTITY INFORMATION

Part III Entity Profile						
Please provide details of all entities related to the suspicious transaction you are reporting on. This includes account owners, authorized signatories and ultimate beneficial owners of the reported suspicious accounts as well as known transacting parties of the suspicious transaction.						
Is this entity related to the reported	account(s)?*     Yes	○No				
	Relationship	to Account	•			
Select Account Number*		Relationship of Entity to Account*				
	•	Others	•			
If others, please specify:  Relationship of Entity to Account Holder*  Unknown						
	Entity Pa	articulars				
Profile Information*						
Entity featured in foreign adverse	news/sanction lists					
Entity featured in local adverse ne	ws/sanction lists					
Entity not featured in adverse new	s/sanction lists but suspected	d of committing an offence				
☐ Entity is a Politically Exposed Perso	Entity is a Politically Exposed Person (PEP)					
Entity is a relative/close associate of a Politically Exposed Person (PEP)						
☐ None of the Above						
Check if adding Person Entity	Check if adding Person Entity					
Check if adding Business Entity						

\*NEW\* A Business Entity can be added as a related entity to a **Joint Account** if the Relationship of Entity to Account is 'Others'.

### TAB - ENTITY INFORMATION

Check if adding Person						
<ul> <li>Check if adding Busin</li> </ul>	ness Entity					
Entity's Legal Name*		Unknown				
Type of Legal Entity			Main Business Ac	tivity*		Unknown
						<u>Ľ</u>
Net Assets (SGD)* SGD		Unknown	]			
Tax Residency*		Unknown				
					<b>-</b>	+ -
		Entity Identifica	ntion Information	n		•
Identification/Registration	n Number*	Unknown	Country/Region of	of Issue/Registra	ation*	Unknown
						•
		Entity Conta	ct Information			
Address*	Unknown	Partial Add	ress Sa	me as Entity 1		
Address						
Block/House No			Street Name			
Building Name			Floor No		Unit	
City			State			
Postal/ZIP Code			Country/Region			·
Contact*	Unknown					
Contact Number	+	-	Contact Type		-	
		Entity Othe	rInformation			
Entity's Role in Suspiciou	s Activity* (Tick all that					
Payor/Sender		Receiver	Intermedia	ary	Claima	nt
No Role						
Others						
(please sp	ecify)					

\*NEW\* The Type of Legal Entity dropdown list has been updated.

	Businesses				
	Foreign Companies				
	Local Companies				
	Limited Liability Partnerships				
New Type of	Limited Partnerships				
Legal Entity list	Variable Capital Companies				
	Charities and Institutions of a				
	Public Character				
	Cooperative Societies				
	Other types of Legal Entity				

Tax Residency is a mandatory field for Business Entities. If you do not know the Tax Residency of the Business, check the "Unknown" checkbox.

- Select "Unknown" if the address of the entity is not available.
- Select "Partial Address" if you do not have all mandatory information required in this section.
- Select "Same as Entity 1" if the entities share the same address

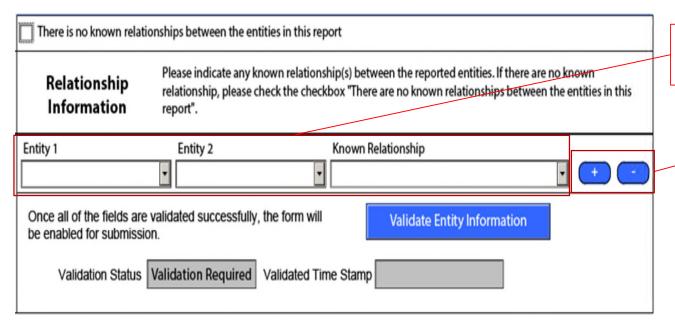
Select "No Role" if the entity is a director/shareholder/authorised signatory/beneficial owner of a company but is not directly involved in the suspicious transaction.

#### TAB – ENTITY INFORMATION

This section will appear when 2 or more entities are entered in "Entity Information".

If the account holder is a Business Entity, you should

- enter the authorized signatory, beneficial owner and/or director as a Person Entity in the "Entity Information" section
- Link the Business Entity to the relevant Person Entity.
- Enter "Business Partners/ Business/ Formal Relationship in < Known Relationship> field.



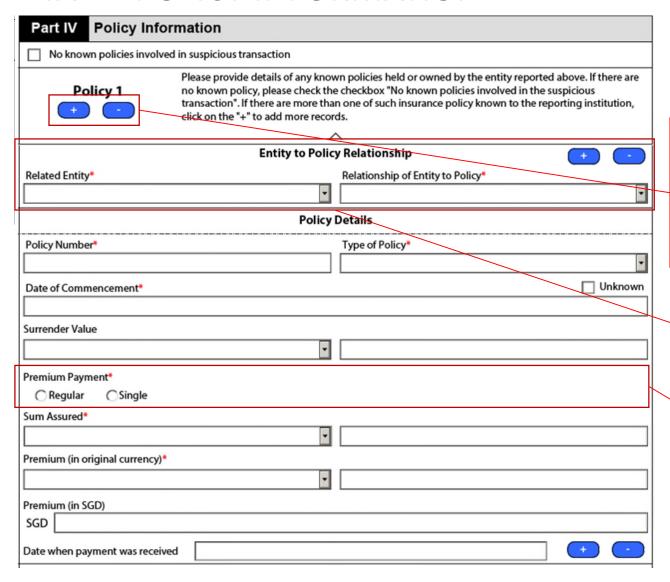
Illogical relationships will be rejected.

-For example, if Entity A and Entity B are declared as Parent-Child, then Entity A and Entity B cannot be declared as Spouses.

Select the related entities and their relationship.

Use the "+" button to add more relationships.

#### TAB – POLICY INFORMATION



This section will appear when the Institution Type selected in the Reporting Institution tab is "Direct Insurance", "Reinsurance" or "Financial Adviser".

Use the "+" button to add more policies.

Provide full details of all policies involved in the suspicious transaction(s) to the best of your knowledge.

You may enter up to <u>10 policies</u>. If there are more than 10 policies, enter the policy information for 10 policies in the form and the remaining policies in a .csv file (upload as attachment). The .csv file should contain the same fields as the Policy Information section.

Select the related entities and their relationship. Use the "+" button to add more relationships.

Indicate whether the premium is paid regularly or in a single payment. If Regular is selected, please indicate the Premium Interval.

#### TAB – SUSPICIOUS TRANSACTIONS

Part V Suspicio	us Tran	saction(s)					
Suspicious Enter details of any suspicious transactions noted by the reporting institution. You may also wish to upload the transaction details as a Comma Separated Values (.csv) file.							
Total Amount Involved (Actu	ıal Transacti	ons)*	SGD 30,	000,000 to <sgd 5<="" td=""><td>0,000,000</td><td>•</td><td>Unknown</td></sgd>	0,000,000	•	Unknown
Total Amount Involved (Atte	mpted/Reje	cted Transactions)*	SGD 0 t	o <sgd 20,000<="" td=""><td></td><td>-</td><td>Unknown</td></sgd>		-	Unknown
Transaction 🕕	( •			Please Indicate	<ul><li>Actual</li></ul>	Atte	mpted/Rejected
Select the Account Number	for which th	nis transaction relate	s to				
1234567890							V
Type of Transaction							
•							
Amount in Original Currency							
Check this box if the suspicious transaction(s) occurred over a period of time.							
	icious trans	action(s) occurred ov	er a pen	od of time.			
Transaction Date							
Check this box if the susp	icious trans	action(s) occurred ov	er a peri	od of time.			
Start Date				End Date			

If the amount involved is unknown for either type of transactions, click the respective "Unknown" checkboxes.

The maximum no. of transactions that can be added is  $\underline{40 \text{ transactions}}$ . If there are  $\underline{\text{more than}}$   $\underline{40 \text{ transactions}}$ , provide  $\underline{\text{ALL}}$  the transactions in a .csv file. The .csv file for the transaction information should contain the same fields as the Suspicious Transaction(s) section.

You are able to select which account the transaction relates to.

When the suspicious transaction(s) occurred on a specific date, the "transaction date" should be the value date of the transaction(s).

For transactions that occurred over a period of time, select "Check this box if the suspicious transaction(s) occurred over a period of time." "Transaction date" will change to "Start Date" and "End Date" will be populated.

#### Note:

- Provide transaction details **over the review period**, **or at least over a three month period** that covers the suspicious transaction(s), whichever is the longer period.

# **TAB – SUSPICIOUS TRANSACTIONS**

Part V Suspicio	us Transaction(s)					
Suspicious Transaction(s)	Enter details of any suspicious upload the transaction details				n. You may	also wish to
Total Amount Involved (Actu	ıal Transactions)*				•	Unknown
Total Amount Involved (Atte	mpted/Rejected Transactions)* [				-	Unknown
Transaction +			Please Indicate	<ul><li>Actual</li></ul>	Attem	pted/Rejected
Select the Account Number	for which this transaction relates	to				
1234567890						•
Type of Transaction						
Virtual Assets						-
Virtual Asset Transaction*			○ Deposit	○ Withdrawal		
Name of Virtual Asset*			Amount in Virtual	Asset*		
NFT		~				
If NFT:						
Name of Virtual Asset*			Amount in Virtual	Asset*		
Others		-				
If Others:						

For the type of transaction "Virtual Assets", select whether the virtual asset transaction involves a deposit or withdrawal from the account.

Select the name of the Virtual Asset involved in the transaction from the dropdown list. If the Virtual Asset involved is an NFT, select "NFT" and fill in the name of the NFT in the "If NFT" free-text field. If the Virtual Asset involved is not in the dropdown list, select "Others" and fill in the name of the Virtual Asset in the "If Others" free-text field.

# **TAB – SUSPICIOUS TRANSACTIONS**

Part V Suspicious Transaction(s)				
Suspicious Enter details of any suspicious transus upload the transaction details as a supplemental transaction details and transaction details are supplemental transaction details as a supplemental transaction details are supplemental transaction.			n. You may	also wish to
Total Amount Involved (Actual Transactions)*			V	Unknown
Total Amount Involved (Attempted/Rejected Transactions)*			•	Unknown
Transaction • •	Please Indicate	<ul><li>Actual</li></ul>	Attem	pted/Rejected
Select the Account Number for which this transaction relates to				
1234567890				<b>-</b>
Type of Transaction				
Virtual Assets				<b>~</b>
Virtual Asset Transaction*	○ Deposit	Withdrawal		
Name of Virtual Asset*	Amount in Virtual	Asset*		
Others	•			
If Others:	7			
Amount in Fiat Currency	_			
Transaction Date				
Transaction Hash*				Unknown
Sender Wallet Address*				□ N/A
Receiver Wallet Address*				Unknown
Country/Region of Source	Country/Region of	f Destination		
	·			<b>-</b>
Name of Counterparty Virtual Asset Service Provider*				□ N/A
Counterparty Name	Counterparty Ide	ntification/Registr	ation Nun	nber

For Virtual Asset Transactions, there will be no option to accumulate transactions over a period of time. If there are multiple Virtual Asset Transactions, enter each transaction as an additional suspicious transaction.

P	art VI Reasons for Suspic	ion		
Se		Possible Type of Crime in the options provided below. You may select in the type of crime in this STR, please select "Not Es		
	Terrorism and Threats to National Security	Money Laundering		Robbery, Theft and other serious violent crimes
	Illicit Arms Trafficking  Known or Suspected terrorist/terrorist organisation  Ferrorism-financing  Ferrorism/related sanctions  Fransfer/brokering of strategic goods  Proliferation-financing and related  Proliferation-related sanction  Tax Crimes and Smuggling  Domestic Tax Evasion  Foreign Tax Evasion  Fax Amnesty  Customs/Excise duties evasion  GST/VAT evasion  Illicit Trafficking in Stolen and Other Goods  Income Tax Evasion	Legal Entity Natural Person  Self-Laundering Third Party Laundering ML involving fraudulent wire transfer ML involving fraudulent trade documents  Organised Crime and Racketeering Illegal Gambling and Remote Gambling related Syndicated/OrganisedCrime Unlicensed Money Lending  Securities-related Offences False or Misleading Statements Insider Trading Market Manipulation/Rigging		Kidnapping, Illegal Restraint and Hostage Taking Maritime Piracy Murder and Grievous Bodily Injury Theft Extortion and other Serious Violent Crimes  AML / CFT / Other Offences relating to  Accounting and Corporate Regulatory Authority Act 2004 Banking Act 1970 Business Names Registration Act 2014 Casino Control Act 2006 CDSA 1992 (for matters relating to Cash Movement Reports) CDSA 1992 (for matters relating to failure to file STR)
	Other types of tax evasion	Regulatory Offences Unauthorised Share Trading	H	Charities Act 1994 Companies Act 1967
_ F	Fraud / Cheating	Environmental Crime		Computer Misuse Act 1993
	Public/Company funds in official capacity Non-public/company funds Counterfeit financial instruments Credit/Debit/ATM card fraud Criminal Breach of Trust/ Embezzlement Falsification of Accounts Fictitious Invoice Financing Forgery/Fraudulent Documents Internal Bank Fraud Internet/E-commerce Fraud Investment Fraud (including Ponzi Scams) Loan Fraud MLW/Pyramid Selling Phone Scam Wire Transfer Fraud	Import/Export of Endangered Species without permit Import/Export of Hazardous Waste without permit False Statements relating to Hazardous Waste Import/Export of Radioactive Materials Disposal/Accumulation of Radioactive Waste Import of Wild Animals and Birds Import/Storage/etc. of hazardous substances Illegal Harvesting or Trafficking of Wild Fauna and Flora Illegal Logging/Land Clearing Counterfeiting and Piracy of Products Counterfeit Currency Offences under Medicines Act 1975 Trademark/Copyright infringement  Bribery / Corruption-related		Estate Agents Act 2010 Finance Companies Act 1967 Financial Advisers Act 2001 Insolvency, Restructuring and Dissolution Act 2018 Insurance Act 1966 Legal Profession Act 1966 Monetary Authority of Singapore Act 1970 Moneylenders Act 2008 Pawnbrokers Act 2015 Payment Services Act 2019 Precious Stones and Precious Metals (Prevention of Money Laundering, Terrorism Financing and Proliferation Financing) Act 2019 Securities and Futures Act 2001 Trust Companies Act 2005 Other possible offences
_	Other Fraud/Cheating	Drugs-related Offences		Dealing with Obscene Materials
	Trafficking of Humans, Smuggling of Migrants, Sexual exploitation including exploitation of children	Import/Export of a controlled drug  Manufacture/Cultivation of a controlled drug		Illegal Dealing of Prohibited Items Other Sanctions Possible Offences related to crowdfunding
=	mmigration-related Offences Vice	Trafficking of a controlled drug		Not Established / Unknown

Select at least 1 Possible <Type of Crime> related to the STR. You may either select a **header** or a more detailed option. You may select more than 1 option.

In most instances, you should be able to identify possible Type(s) of Crime based on the suspicious indicators which prompted you to file a STR. Hence, you should **NOT** be selecting "Not Established/Unknown" **except only for a few cases.** 

#### Categories of Suspicion Select the applicable categories of suspicion that describes the reported suspicious transaction(s). You may select more than 1 option. This section is mandatory. Anomalies noted during Customer / Supplier Due Diligence a. Entity was uncontactable for long period(s) (more than 2 months) b. Entity was unable/unwilling to provide information/documentation c. Questionable or false information/document was/were provided during onboarding d. Unable to determine relationship between entity and transacting party/parties e. Financial activity inconsistent with known profile of entity f. Purchase of insurance/investment products inconsistent with known profile of entity g. Multiple accounts/policies opened under a single entity h. Sudden change in account activity i. Unable to determine source of wealth j. Personal account used for business purposes k. Business account used for personal purposes I. Unusual interest in reporting institution's AML/CFT policies m. Unusual interest in refund policies n. Origins of precious stones, precious metals or precious product appears to be fictitious o. Rough diamonds are not accompanied by a valid Kimberley Process (KP) certificate p. Entity(s) featured in adverse news/Transactions with entity(s) featured in adverse news q. Entity(s) participating in Tax Amnesty **Fund Movement** a. Unusual/Uneconomic movement of funds i. Domestic movement of funds ii. International receipt of funds from high-risk jurisdictions/sanctioned countries iii. International outward transfer of funds to high-risk jurisdictions/sanctioned countries iv. Funds transferred from multiple entities into the account of a single entity v. Funds transferred from a single entity into the accounts of multiple entities b. Frequent deposits which are promptly withdrawn in cash c. Funds received are immediately transferred out/withdrawn d. Funds transferred from businesses into individual's account(s) e. Funds transferred from money changers/remittance companies into individual's account(s) f. Incomplete remittance information in wire transfers

Select at least 1 <Categories of Suspicion> that describes the suspicious transaction(s) in this STR. You do not have to reiterate the same description in the <Reason(s) for Suspicion> if they have already been selected here.

Structuring/Layering of Transactions
a. Segregating a large transaction into a number of smaller transactions
b. Transactions using separate entities to conceal the source of funds/orderor of transactions
i. Transactions with offshore companies
ii. Entity conducting transaction(s) on behalf of third party/s
iii. Unable to establish relationship between third party/s and entity
iv. Unable to establish reason for/purpose of third party payment
c. Unable to determine source of funds
d. Multiple transactions below reporting requirements
e. Refining – Exchanging coinage or small denomination notes for larger denominations
f. Large cash transactions (please indicate original currency)
i. Local Currency (SGD)
ii. Foreign Currency (please select)
Transactions with no apparent business/lawful purpose
a. Dubious/Uneconomical transactions
i. Frequent redemptions and short holding period of investments
ii. Minimal investments with large/frequent transactions
iii. Customer is not concerned with exchange rates, the value and/or specifications of the purchase/investment
iv. Frequent/repeated transactions with no apparent purpose
b. Unusual use of credit/debit/ATM cards
i. Multiple cash card refunds into a single account
c. Questionable Financial Instruments (Counterfeit Currency, Chips, Tokens, etc)

#### **Categories of Suspicion** Select the applicable categories of suspicion that describes the reported suspicious transaction(s). You may select more than 1 option. This section is mandatory. **Casino-Related Suspicious Indicators** a. Unusual Transfer of Funds i. Funds deposited from multiple entities into a single patron's account ii. Funds transfers to/from company accounts iii. Transactions conducted on behalf of other patrons iv. Unusual use of credit/debit/ATM cards v. Rejected/Reversed Transactions b. Unusual use of Gaming Instruments i. Passing of Physical Currency ii. Passing of Chips iii. Non-premium/Non-program members gaming with premium/program chips iv. Unusual use of gaming machines v. Unusual use of entertainment vouchers vi. Unusual use of Casino Products and/or Casino Marketing Programmes c. Unusual Behaviour i. Unknown source of funds/cash out chips ii. Unusual behaviour involving casino staff iii. Gaming activities inconsistent with known profile of entities iv. Cash-ins, Cash-outs and win/loss do not tally ( Large Regular Minimal Cash-out Minimal Minimal Gaming No cash-in No cash-out No Gaming v. Frequent entries to High Limit Gaming Area (HLGA) but with minimal or no gaming d. Suspected Undesirable Betting i. Verbal Betting ii. Contra Betting (offsetting bets) iii. Phone Betting iv. Insurance Betting v. Fluctuations in average bets vi. Side betting vii Recording gaming details during bet e. Junket/Casino Affiliation

This section will appear when the Institution Type selected in the Reporting Institution tab is
"Casino Operator".

Reasons for Suspicion No. of Characters (Max): 10,000
Date of Detection* (DD/MM/YYYY)
Attachment(s) (Only .csv files 35MB or below are allowed; please restrict file name to below 90 characters and file name cannot contain the symbols? * < > :   & \ / [] " ' )
+ - Select File
List of other supporting documents available
+ -

Complete all structured fields in the STR Form to the fullest extent possible. STRO has increased the character limit in the <Reason(s) for Suspicion> free-text field to 10,000 to allow reporting institutions to provide a more comprehensive basis of filing the STR. However, please note that the free-text field <Reason(s) for Suspicion> should only be used to provide information to substantiate the STR not captured by the structured fields. Note:

- Do NOT mention the name of your company or yourself in this field.
- There is no need to repeat information/details provided in earlier sections of the STR).
   E.g. It is sufficient to just mention the entity name as particulars of the entity should be entered in Part III <Entity Profile>.
- Do not repeat the list of suspicious indicators under <Reason(s) for Suspicion>. Check the appropriate <Categories of Suspicion> option, unless it is not applicable.
- If you cite research/independent checks done on the entities or its counterparties, provide the source of the information e.g. website link.
- Do NOT provide STR forms with a .csv attachment for the <Reason(s) for Suspicion>.

Date of detection is the date in which the reporting institution assesses that an STR should be filed on the suspicious transaction(s). This may differ from the date of the actual suspicious transaction(s). STRs should be filed as soon as reasonably practicable.

- Maximum size of all files attached has been increased from 2MB to 35MB.
- File name must not contain the symbols ? \* <>: | & \ / [] "'
- Only files in **.csv** format can be attached.
- File name must not exceed **90 characters** (this includes the extension ".csv").

Indicate other supporting documents you have but cannot be attached in .csv format. You need not provide them, unless STRO requests for them e.g.

- Commercial database screening results
- Image of Identification documents
- Image of source documents e.g. account opening forms, copy of identification documents, counterfoil of cheques, wire transfer application and advice, remittance advice
- Network map of entities and transactions

You should keep a copy of the files listed, so that you can provide them promptly to STRO when STRO contacts you.

#### FILING A FOLLOW-UP STR

#### When?

- You have made **any erroneous data entry** in the submitted STR form; and/or
- You have <u>updates or new information</u> pertaining to suspicious transaction(s), account(s) or entity(s) involved in a previously filed STR.

#### How?

Reasons for Suspicion No. of Characters (Max): 10,000

This is an amendment to STR No. xxxxxx-xx < Reference number of previously filed STR>

The <First name> field and <Middle Name> field of Entity 1 are amended.

ons for suspicion>

Note: The same information in the fields of the first/ preceding STR should be provided, with amendments/ updates made to the relevant fields. This is for the IT system to link up the two STRs.

If you are filing multiple follow-up STRs on the same entity, provide the reference number of the immediate preceding STR. For e.g. If you are filing a third follow-up STR, you should make reference to the second follow-up STR.

You may wish to save a copy of the previous STR so that it is easier to update the information and then submit the follow-up STR Form.

#### Scenario 1: Entity name misspelt

Provide reference number of previous STR.

Indicate which part of the STR form was updated.

Reasons for Suspicion No. of Characters (Max): 10,000

This is an **update** to STR No. xxxxxx-xx-xx < Reference number of previously filed STR>

The account status of Account No. <Account number xxxx> and Account No. <Account number xxxx> are updated. Transactions since the previous STR was filed is attached.

or suspicion>

#### Scenario 2: Accounts closed after filing the previous STR

Provide reference number of previous STR.

Indicate which part of the STR form was updated.

Note: Indicate that the account is closed under the account information tab. This will change the fields that you have to complete for this section.

#### **SONAR USER GUIDE**

For more information on the following functions of SONAR:

**General Information on SONAR User Rights** 

**Apply for Administrator User Right** 

**Create Non-Administrator Users** 

Search, Edit and Delete Users

**Submit Suspicious Transaction Reports** 

**Search Submitted Reports** 

**View Bulletins and Alerts** 

**SONAR Technical Requirements** 

Refer to the SONAR User Guide at <a href="https://www.police.gov.sg/e-services/report/stro-online-notices-and-reporting-platform/what-you-need">https://www.police.gov.sg/e-services/report/stro-online-notices-and-reporting-platform/what-you-need</a>

# GETTING STARTED WITH SONAR

For STR filers (Updated on 1 July 2024)

Suspicious Transaction Reporting Office STRO Online Notices And Reporting Platform (SONAR)