

STROLLS Quick Reference Guide for Filing of Suspicious Transaction Reports (STRs) via STROLLS

Instructions

1) This guide is applicable to the following institutions:

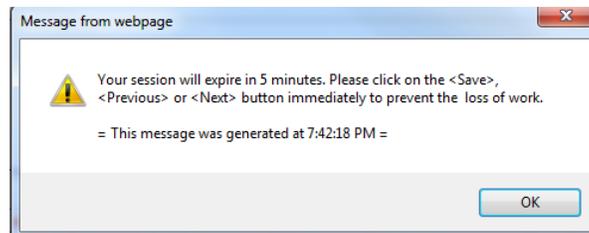
- | | |
|-------------------------------------|---|
| a. Commercial Bank | h. Offshore Bank |
| b. Capital Market Services Licensee | i. Full Bank |
| c. Merchant Bank | j. Financial Advisor |
| d. Finance Company | k. Exempt Financial Advisor |
| e. Credit & Charge Card Issuer | l. Exempt Corporate Finance Advisor |
| f. Exempt Fund Manager | m. Registered Fund Management Companies |
| g. Wholesale Bank | n. Money Brokers |

2) This is a quick reference guide for filing of STRs. For detailed features of STROLLS, please refer to the Complete User Guide instead.

3) STROLLS Users should only use links or buttons available on STROLLS as STROLLS uses SSL encryption to ensure the security of information transferred. Do **NOT** use the menu options on your browser e.g. the <Back>, <Forward> and <Refresh> buttons on Internet Explorer browser, or keyboard shortcuts e.g. the <Ctrl + N> to launch a new Internet Explorer window when the STROLLS application is open and <Backspace>. This will cause your session to be terminated prematurely.

4) For security purposes, users will be logged out of STROLLS automatically after 15 minutes if they do not move on to the next section of the STR form. Note that if you are halfway through a section and did not click <Save>, <Previous> or <Next> when you were at that section, the work for the section of the STR **WILL NOT** be saved when you are timed out from STROLLS. Work will only automatically be saved to a draft STR when you have clicked <Save>, <Previous> or <Next> for the section of an STR.

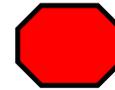
When you are timed out from STROLLS, you can retrieve the uncompleted draft STR using the Search and List function (see page 23 for more information). Notably an automated warning will be triggered when you have not clicked <Save>, <Previous> or <Next> for 10 minutes. An example is shown below.



5) If you require any further assistance or clarifications you can contact us at STRO@spf.gov.sg.

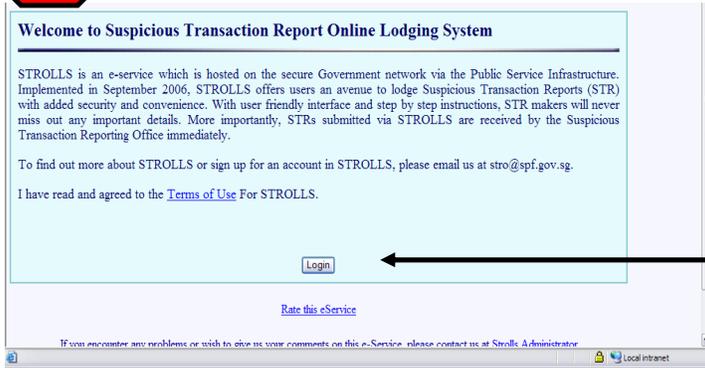
Contents

Each step in the quick reference guide is represented by a red hexagon.
A list of the steps and which page they are on is shown below.



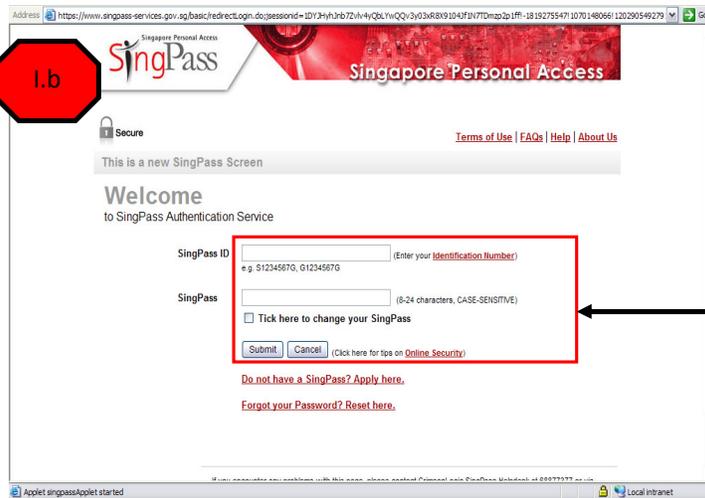
STEPS	DETAILS	PAGE
1. Getting Started	Enter STROLLS	1
	Log into STROLLS using Singpass	1
	Start Creating a New Suspicious Transaction Report (STR)	1
	Selecting Reporting Institution and Branch	2
1. Particulars (of STR Filer)	Enter STR Filer and Filer Institution Address and Contact Details	3
2. Entit(ies)	Adding New Person or Business Entity	4
	Enter New Person Entity Information	5
	Enter New Business Entity Information	6
	Add a New Account to a Person Entity or Business Entity	7/8
	Managing Entities and Accounts	9
3. Signator(ies)	Add New Authorized Signatories for Business Entities	10/11
	Managing Authorized Signatories for Business Entities	12
4. Beneficial Owner(s)	Add New Beneficial Owners	13/14
	Managing Beneficial Owners	15
5. Suspicious Transaction(s)	Add New Suspicious Transactions	16
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7. Attachments	Add New Attachments (Supporting Documents)	21
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8. Report Preview	Preview Report and Submit STR	22
	Draft STR and STR Numbers	23

I.a



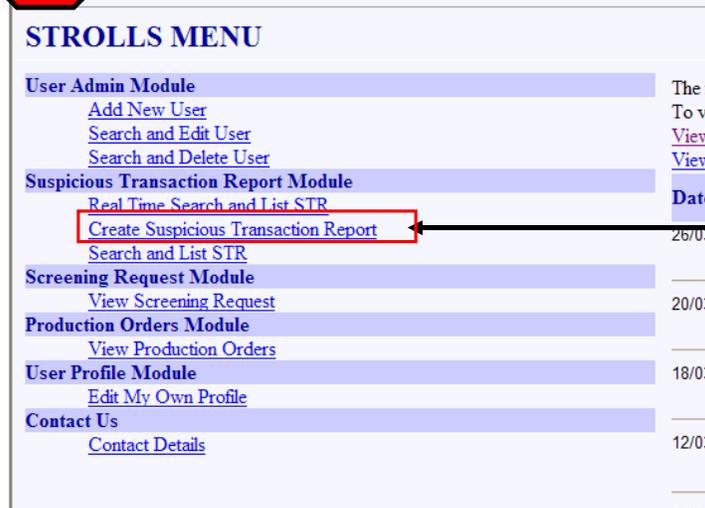
To access STROLLS Login Page, enter in the URL: <http://www.cad.gov.sg/strolls>. Click <Login>.

I.b



Enter your SingPass ID and SingPass. Click <Submit>.
NOTE: Only Filers pre-registered with STRO for a STROLLS account are able to access STROLLS with their SingPass ID and SingPass.

I.c



To file a new STR, click <Create Suspicious Transaction Report>.
NOTE: Options available on the STROLLS Menu depend on your role. Refer to the Complete User Guide for details.



Stage 1 of 3 Select Form

This e-Service will take about 30 minutes to complete.

[Menu Logout](#)

Create Suspicious Transaction Report

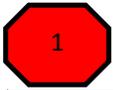
Please select the institution you wish to report for the STR report and click <Proceed> button to proceed

Institution : 

Branch : 

Select from the drop down list the relevant **Reporting Institution** and **Branch** that you are lodging the STR on behalf of.

Click <**Proceed**> to move on to **step 1** to file the STR.



Suspicious Transaction Report for Financial Institution

Please follow the steps to complete the report
Fields marked with * are mandatory

Step 1. Particular(s)	Step 2. Entity(ies)	Step 3. Signator(ies)	Step 4. Beneficial Owner(s)	Step 5. Suspicious Transaction(s)	Step 6. Reason(s) for Suspicion	Step 7. Attachment	Step 8. Report Preview
Business Type* : Commercial Banks							
Reporting Institution							
Name :	Alicia Bank	Branch :	Toa Payoh Branch				
Block/House No* :	11b	Street Name* :	Unknown Rd				
Building Name :		Floor & Unit No :	11a - 52b				
Postal Code* :	040401	Reporting Reference :					
Fax :							
Reporting Officer							
Name :	FI_USER UAT	Designation :	FI_INS APPROVING OFFICER				
Contact No* :	61234599	Email :	test_account@email.com				
Contact Officer							
Contact Officer :		Designation :					
Contact No :		Email :					
<i>(if different from Reporting Officer)</i>							
<input type="button" value="Next"/> <input type="button" value="Cancel"/>							

Reporting Institution and **Reporting Officer** particulars and contacts are auto populated with information from the STROLLS Account application form, unless updates are provided to STRO.

Enter **Contact Officer** name, designation and contacts if it is different from the Reporting Officer.

Click <Next> to move on to **step 2** to enter Entity information, or <Cancel> to stop filing the STR.



Suspicious Transaction Report for Financial Institution

Please follow the steps to complete the report

[Step 1. Particular\(s\)](#) [Step 2. Entit\(ies\)](#) [Step 3. Signator\(ies\)](#) [Step 4. Beneficial Owner\(s\)](#) [Step 5. Suspicious Transaction\(s\)](#) [Step 6. Reason\(s\) for Suspicion](#) [Step 7. Attachment](#) [Step 8. Report Preview](#)

Particulars of Entit(ies)

Please click <Add Person Entity> or <Add Business Entity> to add new entity particulars.

Click <Add Person Entity> to add particulars of individuals involved. See **step 2b**.

Click <Add Business Entity> to add particulars of business involved. See **step 2c**.

NOTE: At least one Person Entity or Business Entity must be added for each Suspicious Transaction Report.

Click <Previous> to move back to **step 1**.

If you have added at least one Person Entity or Business Entity, click <Next> to move on to **step 3a** to enter Authorised Signatory information.

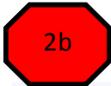
<ID Type> field:

- Select from drop down list:

ID Type	Applicable to
NRIC	Singaporeans and Permanent Residents
FIN	Foreigners issued with Singapore work/employment passes
Passport	Foreigners without Singapore work/employment passes
Other ID	Enter ID type in <If others, please state> e.g. Social Security No., Driving Licence

<Country of Issue> field:

- Select from drop down list of countries



Suspicious Transaction Report for Financial Institution

Please provide us with as much information as possible. Fields marked with * are mandatory. Click <Save> to add this person entity or save changes made. Click <Cancel> to return to the previous page without saving.

Person's Particulars

Name * : Date of Birth (dd/mm/yyyy) : / /

Please check if name is not available

ID Type & ID No : If others, please state :

Country Of Issue : Nationality :

Other Available Information : (200 characters)

Select from drop down list of countries.

<Name> field:

- Enter full name of individual. **Surname/ Family name/ Last name should all be in block letters.** Capitalise only the first letter for the rest of the name.
- is a **mandatory** field. If not available, tick <Please check if name is not available> box.
- Do **NOT** enter aliases, tattoos, organised crime associations. Enter such information either in <Other Available Information> below or <Reasons for Suspicion> field in **step 6a**.

When filling in contact information:

- Enter only numeric characters in <Contact No.> field. For foreign telephone numbers, add only the country and area code. E.g. If country code is 58 and telephone number is 61234567, enter 5861234567. **No need to enter country code for local telephone numbers.**
- Enter only Singapore Postal Code in <Postal Code> field. For foreign Postal Codes, enter it together with the foreign address into the <Foreign/ Other Address>.
- <Floor & Unit No.> field is alphanumeric; however **do NOT** add any abbreviation. E.g. 12flr – 72. Enter 12-72.

Contact Information

Block/House No : Street Name :

Building Name : Floor & Unit No : -

Postal Code :

Foreign/Other Address :

Contact No : Other Contact No :

Select from drop down list of occupations. If not available, enter in <If Others, please state>.

Employment Details

Occupation : If others, please state :

Employer's Name :

Employer's Main Business Activity :

Block/House No: Street Name:

Building Name : Floor & Unit No : -

Postal Code :

Foreign/Other Address :

Contact No :

Date when particulars were last updated (dd/mm/yyyy) : / /

Save Cancel

Click <Save> to save information and move to **step 2d**.

Click <Cancel> to move back to **step 2a** **without** saving information.

NOTE: To add an Account to a Person entity, see **step 2d and 2e**.

To add a Beneficial Owner to a Person entity, see **steps 4a and 4b**.

2c

Suspicious Transaction Report for Financial Institution

Please provide us with as much information as possible. Fields marked with * are mandatory.
Click <Save> to add this business entity or save changes made. Click <Cancel> to return to the previous page without saving.

Business Particulars

Name * :

Country of Registration:

Registration Date (dd/mm/yyyy) : / / Registration No :

Type * : Corporation Partnership Sole Proprietor Trustee/Equivalent

Name(s) of CEO/Partner/Sole-Proprietor/Trustee or equivalent :

Main Business Activity :

<Name> field:

- Enter full name of business.
- is a **mandatory** field. If not available, tick <Please check if name is not available> box.
- Do **NOT** enter aliases, organised crime associations, conglomerate group. Enter such information in <Reasons for Suspicion> field in **step 6a**.

Select from drop down list of countries.

Select Type. This is a **mandatory** field.

Enter full names and particulars of entities in **step 2b** too, if these entities are suspicious.

Based on your knowledge, in addition to company registration information

When filling in contact information:

- Enter only numeric characters in <Contact No.> field. For foreign telephone numbers, add only the country and area code. E.g. If country code is 58 and telephone number is 61234567, enter 5861234567. **For Singapore telephone numbers, exclude the country code.**
- Enter only Singapore Postal Code in <Postal Code> field. For foreign Postal Codes, enter it together with the foreign address into the <Foreign/ Other Address>.
- <Floor & Unit No.> field is alphanumeric; **do NOT** add any abbreviation. E.g. 12flr – 72. Enter 12-72.

Contact Information

Block/House No : Street Name :

Building Name : Floor & Unit No : -

Postal Code :

Foreign/Other Address :

Contact No : Other Contact No :

Date when particulars were last updated (dd/mm/yyyy) : / /

Click <Save> to save information and move to **step 2d**.

Click <Cancel> to move back to **step 2a** **without** saving information.

NOTE: To add an Account to a Business entity, see **steps 2d and 2e**.

To add an Authorized Signatory to a Business entity see **steps 3a and 3b**.

To add a Beneficial Owner to a Business entity see **steps 4a and 4b**.

2d Once you have saved a Person or Business entity, you will return to the Entity Summary Page **shown below** where you can add more Entities or add an Account linked to a Person Entity or Business Entity.

Suspicious Transaction Report for Financial Institution

Please follow the steps to complete the report

- Step 1. Particular(s)
- Step 2. Entit(ies)**
- Step 3. Signator(ies)
- Step 4. Beneficial Owner(s)
- Step 5. Suspicious Transaction(s)
- Step 6. Reason(s) for Suspicion
- Step 7. Attachment
- Step 8. Report Preview

Particulars of Entit(ies)

Please click <Add Person Entity> or <Add Business Entity> to add new entity particulars. Then click <Add Account Entity> to add account to selected person or business entity. To delete a person or business entity's record, please select the relevant radio button and click <Delete Selected Person / Business / Account Entity>.

To delete a Person or Business entity, select the relevant radio button and click **<Delete Selected Person/ Business/ Account Entity>**.

1 Person Entity Name : [Person 1](#)
ID Type & ID No. :
Country of Issue :
Nationality :
Employer Name :

2 Business Entity Name : [Biz 1](#)
Registration No. :
Country of Registration :
Name(s) of CEO :

Click to add another Person Entity or Business Entity

Click to add an Account to a selected Person Entity or Business Entity. This will lead you to **step 2e**.

Click **<Previous>** to return to previous screen.
If you have entered a) the relevant entities and b) their account particulars, click **<Next>** to move to **step 3a**.

2e

When you click <Add Account Entity> in **step 2d**, you will be brought to a screen to update the Account details.

Suspicious Transaction Report for Financial Institution

Please provide us with as much information as possible.
Click <Save> to add this account record or save changes made. Click <Cancel> to return to the previous page without saving.

Account for * :
 Account Information
 Bank Name :

Account (A/C) No : Type of A/C :

Date A/C Opened (dd/mm/yyyy) : / /

A/C Balance :

Account Status :
 Account Dormant / Closed Since (dd/mm/yyyy) : / /

Other Business Relationship(s) (max 1000 characters) :

Information accurate as at date (dd/mm/yyyy) : / /

Select the Person Entity or Business Entity to link the account to.
To link the Account to all Person and Business Entities already entered, select "All".

Do not enter space or dashes

Enter balance remaining.

- If an amount is entered in the <A/C Balance> field, the currency code is mandatory. Select currency code from drop down list of currencies and select the relevant DR/CR (Debit/Credit) button.
- If no amount is entered, there is no need to select currency code or DR/CR.

Select <Account Status> from drop down list:

- Active, Dormant or Closed.
- If the Account is Dormant or Closed, fill in the date when the Account became Dormant/Closed.

E.g. customer has loans amounting to..., customer has various investments..., types of other accounts (but not involved in suspicious transaction).

Click <Save> to save information and move to **step 2d1**.
Click <Cancel> to move back to **step 2d** **without** saving information.

NOTE:
To add an **Authorized Signatory** to an Account entity of a Business entity see **steps 3a and 3b**.
To add a **Beneficial Owner** to an Account entity see **steps 4a and 4b**.



After you have saved at least one Account Entity, the Entity Summary Screen will reflect the Account information right below the Person Entity or Business Entity brief description. All other functions are the same as those noted in **step 2d**.

Suspicious Transaction Report for Financial Institution

Please follow the steps to complete the report

- Step 1. Particular(s)
- Step 2. Entities**
- Step 3. Signatories
- Step 4. Beneficial Owners
- Step 5. Suspicious Transaction(s)
- Step 6. Reason(s) for Suspicion
- Step 7. Attachment
- Step 8. Report Preview

Particulars of Entit(ies)

Please click <Add Person Entity> or <Add Business Entity> to add new entity particulars. Then click <Add Account Entity> to add account to selected person or business entity. To delete a person, business or account entity's record, please select the relevant radio button and click <Delete Selected Person / Business / Account Entity>.

1 Person Entity Name : [Person 1](#)
 ID Type & ID No. :
 Country of Issue :
 Nationality :
 Employer Name :

Account Information

No	Bank Name	Account No	Type Of Account	Date Account Opened	Account Balance
<input checked="" type="radio"/> 1	Bank 1	111111	--	--	--

2 Business Entity Name : [Biz 1](#)
 Registration No. :
 Country of Registration :
 Name(s) of CEO :

Account Information

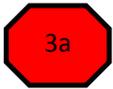
No	Bank Name	Account No	Type Of Account	Date Account Opened	Account Balance
<input checked="" type="radio"/> 1	Bank 1	222222	--	--	--

Account information is reflected next to the Person Entity or Business Entity.
 To delete the Account, select the relevant radio button and click <Delete Selected Person/ Business/ Account Entity>.

Clicking on the hyperlink will lead you back to **step 2e**, where you can edit information on the Account Entity.

Click to add Person Entity, Business Entity or Account.

After adding the relevant entities and Accounts, Click <Next> to proceed to add Authorized Signatories for Accounts of Business Entities.
 Click <Previous> to return to previous screen.



Suspicious Transaction Report for Financial Institution

Please follow the steps to complete the report

Step 1. Particular(s) Step 2. Entity(ies) **Step 3. Signator(ies)** Step 4. Beneficial Owner(s) Step 5. Suspicious Transaction(s) Step 6. Reason(s) for Suspicion Step 7. Attachment Step 8. Report Preview

Authorised Signatories' Particulars

Please click <Add Signatory> to add a new signatory particulars.

Click <Add Signatory> to add particulars of signatories involved. See **step 3b**.

Click <Previous> to move back to Previous Screen.

Click <Next> to move on to **step 4a** to enter Authorised Signatory information.



Click the drop down list <Add Signatory for> to choose the business entity that you want to link an Authorized Signatory to.

Select "All" to link all the business entities to an Authorized Signatory.

<Authorized Signatory for> field is a **mandatory field**.

Rest of Authorized Signatory's Particulars fields are similar to Add Person Entity particulars fields in **step 2b**.

Suspicious Transaction Report for Financial Institution

Please provide us with as much information as possible.
 Click <Save> to add this customer record or save changes made. Click <Cancel> to return to the previous page without saving.

Authorised Signatory for * :

Authorised Signatory's Particulars

Name * : Date of Birth (dd/mm/yyyy) : / /

ID Type & ID No : If others, please state :

Please select "Other ID" if the ID Type is not NRIC/FIN/Passport and provide details in "If others, please state".

Country Of Issue : Nationality :

Designation :

Date Of Appointment As Authorised Signatory (dd/mm/yyyy) : / /

Contact Information

Block/House No : Street Name :

Building Name : Floor & Unit No : -

Postal Code :

Foreign/Other Address :

Contact No :

Employment Details

Occupation : If others, please state :

Employer's Name :

Block/House No : Street Name :

Building Name : Floor & Unit No : -

Postal Code :

Foreign/Other Address :

Contact No :

The reporting officer shall provide data on other authorised signatories, if any.

Click <Save> to save information and move to **step 3a1**.

Click <Cancel> to move back to **step 3a** **without** saving information.



Suspicious Transaction Report for Financial Institution

Please follow the steps to complete the report

- Step 1. Particulars
- Step 2. Entities
- Step 3. Signatory(ies)
- Step 4. Beneficial Owner(s)
- Step 5. Suspicious Transaction(s)
- Step 6. Reason(s) for Suspicion
- Step 7. Attachment
- Step 8. Report Preview

Authorised Signatories' Particulars

Please click <Add Signatory> to add a new signatory particulars. To delete a signatory's record, please select the relevant radio button and click <Delete Signatory>.

No	Account Information	Name of Authorised Signatory	ID Type & ID No	Country of Issue	Nationality
<input type="radio"/> 1	Biz 1(222222)	Person 3		--	--
<input type="radio"/> 2	Biz 1(222222)	Person 2		--	--

Add Signatory Delete Signatory

Previous Next

To delete an Authorized Signatory, select the relevant radio button and click <Delete Signatory>.

To add another Authorized Signatory, click <Add Signatory>.

Click <Previous> to return to previous screen.

Click <Next> to move to **step 4a**, to add Beneficial Owners for Person Entity, Account of Person Entity and Account of Business Entity.

Click on the name of the Authorized Signatory to edit information on the selected Authorized Signatory shown in **step 3b**.



Suspicious Transaction Report for Financial Institution

Please follow the steps to complete the report

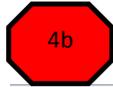
- Step 1. Particular(s)
- Step 2. Entries
- Step 3. Signator(ies)
- Step 4. Beneficial Owner(s)**
- Step 5. Suspicious Transaction(s)
- Step 6. Reason(s) for Suspicion
- Step 7. Attachment
- Step 8. Report Preview

Beneficial Owners' Particulars

Please click <Add Beneficial Owner> to add a new beneficial owner particulars.

Click <Add Beneficial Owner> to add particulars of a Beneficial Owner involved. See **step 4b**.

Click <Previous> to move back to previous screen.
Click <Next> to move on to **step 5a** to enter information about suspicious transactions.



Click the drop down list **<Beneficial Owner for>** to choose the Account/Person you want to link a Beneficial Owner to. The list of entities is based on those added in **steps 2b, 2d and 2e**.

Select **"All"** to link all the entities in the drop down list to a Beneficial Owner.

<Beneficial Owner for> field is a **mandatory field**.

Rest of Beneficial Owner's Particulars fields are similar to **Add Person Entity** particulars fields in **step 2b**.

Suspicious Transaction Report for Financial Institution

Please provide us with as much information as possible.
Click <Save> to add this beneficial owner record or save changes made. Click <Cancel> to return to the previous page without saving.

Beneficial Owner for * :

Beneficial Owner's Particulars

Name * :
 Biz 1 (222222) Date of Birth (dd/mm/yyyy) : / /

ID Type & ID No : If others, please state :

Please select "Other ID" if the ID Type is not NRIC/FIN/Passport and provide details in "If others, please state".

Country Of Issue : Nationality :

Designation :

Date Of Appointment As Beneficial Owner (dd/mm/yyyy) : / /

Contact Information

Block/House No : Street Name :

Building Name : Floor & Unit No : -

Postal Code :

Foreign/Other Address :

Contact No :

Employment Details

Occupation : If others, please state :

Employer's Name :

Block/House No : Street Name :

Building Name : Floor & Unit No : -

Postal Code :

Foreign/Other Address :

Contact No :

The reporting officer shall provide data on other beneficial owners, if any.

Click **<Save>** to save information and move back to **step 4a1**.

Click **<Cancel>** to move back to **step 4a** **without** saving information.

4a1

Suspicious Transaction Report for Financial Institution

Please follow the steps to complete the report

Step 1. Particulars | Step 2. Entities | Step 3. Beneficial Owners | **Step 4. Beneficial Owner(s)** | Step 5. Suspicious Transaction(s) | Step 6. Reasons for Suspicion | Step 7. Attachment | Step 8. Report Preview

Beneficial Owners' Particulars

Please click <Add Beneficial Owner> to add a new beneficial owner particulars. To delete a beneficial owner's record, please select the relevant radio button and click <Delete Beneficial Owner>.

No	Account Information	Name of Beneficial Owner	ID Type & ID No	Country of Issue	Nationality
<input type="radio"/>	Biz 1(222222)	Person 4	Passport - G5463293	Unknown	Unknown

Add Beneficial Owner Delete Beneficial Owner

Previous Next

To delete a Beneficial Owner, select the relevant radio button and click <Delete Beneficial Owner>.

To add another Beneficial Owner, click <Add Beneficial Owner>.

Click <Previous> to return to previous screen.

Click <Next> to move to **step 5a**, to add suspicious transaction information.

Click on the name of the Beneficial Owner to edit information on the selected Beneficial Owner shown in **step 4b**.

5a

Suspicious Transaction Report for Financial Institution

Please follow the steps to complete the report

Step 1. Particulars) Step 2. Entities) Step 3. Sanctions) Step 4. Beneficial Owners) Step 5. Suspicious Transaction(s) Step 6. Reason(s) for Suspicion Step 7. Attachments

Suspicious Transaction(s)

Please click <Add Suspicious Transaction> to add a new suspicious transaction record.

Add Suspicious Transaction

Previous Next

Click <Add Suspicious Transaction > to add particulars of property or transactions involved. See **step 5b**.

NOTE: At least one suspicious transaction must be added for each STR.

Click <Previous> to move back to previous screen.

If you have added at least one suspicious transaction, click <Next> to move on to **step 6a** to enter information relating to Reason(s) for Suspicion.

5b

Suspicious Transaction Report for Financial Institution

Please provide us with as much information as possible. Click <Save> to add this suspicious transaction record or save changes made. Click <Cancel> to return to the previous page without saving.

Suspicious Transaction(s)

Amount : DR CR

Date (dd/mm/yyyy) : / /

Description of Transaction (max 1000 characters) :
(Eg. Fund transfer, source of funds, destination, etc.)

Save Cancel

Enter amount involved.

- If an amount is entered, the currency code is **mandatory**. Select currency code from drop down list of currencies and select the relevant DR/CR (Debit/Credit) radio button.
- If no amount is entered, there is no need to select DR/CR or currency code

Describe the suspicious transaction e.g.

- If it relates to a securities trade you should add the ISIN code or Reuters Code for the security being traded and also the Internet Protocol address of the trade if it was made electronically.
- If it relates to payment of goods you should state the invoice number and payment details.
- If it relates to transfers of monies you should state the swift codes, transaction ID, destination of funds, source of funds, etc.
- If it relates to a remittance you should state the purpose of the remittance.
- Any other details to further describe the transaction.

Click <Save> to save information and move to **step 5a1**.

Click <Cancel> to move back to **step 5a** **without** saving information.



Suspicious Transaction Report for Financial Institution

Please follow the steps to complete the report

- [Step 1. Particular\(s\)](#)
- [Step 2. Entity\(ies\)](#)
- [Step 3. Signator\(ies\)](#)
- [Step 4. Beneficial Owner\(s\)](#)
- [Step 5. Suspicious Transaction\(s\)](#)**
- [Step 6. Reason\(s\) for Suspicion](#)
- [Step 7. Attachment](#)
- [Step 8. Report Preview](#)

Suspicious Transaction(s)

Please click <Add Suspicious Transaction> to add a new suspicious transaction record. To delete a suspicious transaction record, please select the relevant radio button and click <Delete Suspicious Transaction>.

No	Amount	Date	Description of Transaction
<input type="radio"/> 1	SGD 10,000.00 DR	22/11/2012	Money transferred into Person 1's one account from Biz 2's account
<input type="radio"/> 2	SGD 50,000.00 DR	14/11/2012	Money transferred from offshore account into Person 1's account.

Click on the hyperlink to edit details of the Suspicious Transactions shown in **step 5b**.

Transaction information reflected.

- To add another Transaction, click **<Add Suspicious Transaction >**
- To delete the Transaction, click on the relevant radio button and click **<Delete Suspicious Transaction >**

Click **<Previous>** to return to previous screen.

Click **<Next>** to move to **step 6a**, to add **Reason(s) for Suspicion**.



Suspicious Transaction Report for Financial Institution

Please provide us with as much information as possible. Fields marked with * are mandatory.
Click <Save> to save the information provided in this step.

Step 1. Particular(s) Step 2. Entries Step 3. Signator(ies) Step 4. Beneficial Owner(s) Step 5. Suspicious Transaction(s) Step 6

Reason(s) for Suspicion* : (max 4000 characters)
Note: You are advised to key in the full description on the reasons for suspicion in the field below and not in separate attachment.

Reason of suspicion for STR.

Other Relevant Information (Including Any Action Taken) : (max 2000 characters)

Other available information for STR.

Category(ies) of Suspicion

Please Click <Select Categor(ies) of Suspicion> to add Categor(ies) of Suspicion.

Select Categor(ies) of Suspicion

Possible Type(s) of Crime

Please Click <Select Type(s) of Crime> to add Type(s) of Crime if applicable.

Select Type(s) of Crime

- **Mandatory** field.
- You should provide the facts and circumstances that triggered your suspicion in this field. You should refer to the available list of suspicious indicators in STROLLS Bulletin to guide you in phrasing the first 200 characters.

Note: The first 200 Characters of this field will be displayed in the list of STRs that your Reporting Institution has filed. (See **step 8b** for the Search and List function.) It will enable you to find or track your STRs more easily.

- You should **NOT** add in the name and identity of the AMLO and front line staff that detected the suspicion in this field. E.g. State generic references e.g. "our AMLO", "our system" instead of "Ms Jenny Smith" detected.

Note: STRO usually shares the reasons for suspicion field in our disseminations. This will reduce the workload in sanitising the information.

- Information that is unable to fit into any other designated fields. E.g.:
 - a. Further actions carried out by you. (e.g. Account Blocked, Account Closed, Account placed under watch list.)
 - b. Results of screening against commercial databases. (e.g. World Check, Biznet, Dow Jones)
 - c. Other STRs filed previously.

Click <**Select Categor(ies) of Suspicion**> to proceed to **step 6b** to choose the relevant category(ies) of suspicion.

Click <**Select Type(s) of Crime**> to proceed to **step 6c** to choose the relevant type(s) of crime.

Previous Save Next

Click <**Previous**> to move back to Previous Screen.
Click <**Save**> to save information
Click <**Next**> to move on to **step 7a** to upload supporting documents.



Suspicious Transaction Report for Financial Institution

Category(ies) of Suspicion:

Please select one or more category(ies) of suspicion and click on <Save> button to add category(ies) of suspicion to save changes made. Click on <Cancel> button to return to the previous page without saving.

Please tick 1 or more if applicable

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Client Behaviour - Entities gave false/misleading explanation for CDD purposes <input type="checkbox"/> Client Behaviour - Entities uncontactable for CDD purposes <input type="checkbox"/> Client Behaviour - Entities used forged / fraudulent / false identity documents for CDD purposes <input type="checkbox"/> Client Behaviour - Unusual behaviour involving entities <input type="checkbox"/> High Risk Transaction - Funds transferred from businesses into individuals' accounts <input type="checkbox"/> High Risk Transaction - Large currency transactions <input type="checkbox"/> High Risk Transaction - Transaction inconsistent with known profile of entities
 <input type="checkbox"/> High Risk Transaction - Transactions using separate entities to conceal source of funds/orderer of transactions <input type="checkbox"/> High Risk Transaction - Unable to determine relationship between parties of transaction for CDD purposes <input type="checkbox"/> High Risk Transaction - Unusual/Uneconomical domestic movement of funds <input type="checkbox"/> High Risk Transaction - Unusual/Uneconomical international movement of funds (Transfer of funds to overseas) <input type="checkbox"/> High Risk Transaction Pattern - Frequent deposits which are promptly withdrawn in cash <input type="checkbox"/> High Risk Transaction Pattern - Funds received are immediately transferred out/withdrawn
 <input type="checkbox"/> High Risk Transaction Pattern - Funds transfer/withdrawal from a single entity to the accounts of multiple entities <input type="checkbox"/> High Risk Transaction Pattern - Minimal investments with frequent/large transactions <input type="checkbox"/> High Risk Transaction Pattern - Multiple cash card refunds into a single account <input type="checkbox"/> High Risk Transaction Pattern - Personal accounts used for business purposes
 <input type="checkbox"/> High Risk Transaction Pattern - Structuring - Segregating a large transaction into a number of smaller transactions <input type="checkbox"/> High Risk Transaction Pattern - Suspicious transactions involving Politically Exposed Persons or Associate of Politically Exposed Persons (Foreign) <input type="checkbox"/> High Risk Transaction Pattern - Suspicious transactions involving entities in sensitive employment/responsibility <input type="checkbox"/> High Risk Transaction Pattern - Unrealistic turnover in business' accounts <input type="checkbox"/> Others | <ul style="list-style-type: none"> <input type="checkbox"/> Client Behaviour - Entities suspected of committing an offence (See Possible Types of Crimes) <input type="checkbox"/> Client Behaviour - Entities unwilling/unable to provide information for CDD purposes <input type="checkbox"/> Client Behaviour - Entities with dubious background <input type="checkbox"/> High Risk Transaction - Dubious/Uneconomical investment activities <input type="checkbox"/> High Risk Transaction - Incomplete remittance information in wire transfers <input type="checkbox"/> High Risk Transaction - Suspicious transactions involving offshore companies <input type="checkbox"/> High Risk Transaction - Transaction involving instruments where identity of source of funds cannot be immediately known <input type="checkbox"/> High Risk Transaction - Transactions with no apparent business or lawful purpose <input type="checkbox"/> High Risk Transaction - Unusual use of credit/debit cards <input type="checkbox"/> High Risk Transaction - Unusual/Uneconomical international movement of funds (Receipt of funds from overseas) <input type="checkbox"/> High Risk Transaction Pattern - Entities featured in adverse news/sanction lists <input type="checkbox"/> High Risk Transaction Pattern - Frequent redemptions and short holding period of investments <input type="checkbox"/> High Risk Transaction Pattern - Funds transfer/deposit from multiple entities into the account of a single entity <input type="checkbox"/> High Risk Transaction Pattern - Large losses from trading activities inconsistent with profile of entities <input type="checkbox"/> High Risk Transaction Pattern - Multiple accounts/policies opened under single or group of related entities <input type="checkbox"/> High Risk Transaction Pattern - Multiple entities operating a single account <input type="checkbox"/> High Risk Transaction Pattern - Refining - Exchanging coinage or small denomination notes for larger denomination notes <input type="checkbox"/> High Risk Transaction Pattern - Sudden change in account activity <input type="checkbox"/> High Risk Transaction Pattern - Suspicious transactions involving Politically Exposed Persons or Associate of Politically Exposed Persons (Local) <input type="checkbox"/> High Risk Transaction Pattern - Transaction with entities featured in adverse news/sanction lists <input type="checkbox"/> High Risk Transaction Pattern - Use of documentation which are false / forged or of dubious origins (bank instruments/trade documents) |
|---|---|

Check at least 1 or more of the Category(ies) of Suspicion.

If others, please state :

Save Cancel

Click <Save> to save selection and return to previous page
Click <Cancel> to return to previous page without saving.

NOTE: If you have checked "Others" as the Category of Suspicion, please state your category of suspicion in the free text box <If others, please state>.



Suspicious Transaction Report for Financial Institution

Possible Type(s) of Crime :

Please select one or more type(s) of crime and click on <Save> button to add type(s) of crime to save changes made. Click on <Cancel> button to return to the previous page without saving.

Please tick 1 or more if applicable

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 419 Scams/Nigerian Scams (Others) <input type="checkbox"/> Corruption Related Offences <input type="checkbox"/> Counterfeit Currency <input type="checkbox"/> Dealing with Obscene and other Objectionable Materials <input type="checkbox"/> Drugs Related Offences <input type="checkbox"/> Falsification of accounts <input type="checkbox"/> Forgery <input type="checkbox"/> Illegal Gambling Related Offences <input type="checkbox"/> Immigration Related Offences <input type="checkbox"/> Internal Bank Fraud <input type="checkbox"/> Investment Scams (e.g.Ponzi Scams excl. Cold Call Security Scams) <input type="checkbox"/> Money Laundering - 3rd Party (excl. Money Mule) <input type="checkbox"/> Money laundering <input type="checkbox"/> Not Established/Unknown <input type="checkbox"/> Offences under Cross Border Movement of CBNI Reporting Regime <input type="checkbox"/> Offences under the Banking Act <input type="checkbox"/> Offences under the Casino Control Act <input type="checkbox"/> Offences under the Companies Act <input type="checkbox"/> Offences under the Financial Advisers Act <input type="checkbox"/> Offences under the Medicines Act <input type="checkbox"/> Securities Related Offences - False or Misleading Statements <input type="checkbox"/> Securities Related Offences - Market Manipulation/Rigging <input type="checkbox"/> Securities Related Offences - Regulatory Offences <input type="checkbox"/> Serious Violent Crimes (e.g. Murder, Rape, Kidnapping) <input type="checkbox"/> Tax evasion or other fiscal matters <input type="checkbox"/> Terrorism financing <input type="checkbox"/> Theft - Cash Card <input type="checkbox"/> Unlicensed Money Changing/Remittance Operations <input type="checkbox"/> Others | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Check at least 1 or more of the Possible Type(s) of Crimes. </div> | <ul style="list-style-type: none"> <input type="checkbox"/> 419 Scams/Nigerian Scams (Singapore Entities Impersonated) <input type="checkbox"/> Counterfeit Cheques, Cashier's orders, Bank/Demand drafts <input type="checkbox"/> Credit Card Fraud <input type="checkbox"/> Debit/ATM Card Fraud <input type="checkbox"/> Embezzlement <input type="checkbox"/> Fictitious Invoice Financing (Eg. Letter of Credits, Bank Guarantees, Trust Receipts) <input type="checkbox"/> Fraud/Cheating <input type="checkbox"/> Illegal dealing of Controlled Items <input type="checkbox"/> Insolvency/Bankruptcy Offences <input type="checkbox"/> Internet/E-Commerce Fraud (e.g. Phishing, Hacking) <input type="checkbox"/> Money Laundering - 3rd Party (Money Mule) <input type="checkbox"/> Money Laundering - Self Laundering <input type="checkbox"/> Multi-Level Marketing and Pyramid Selling <input type="checkbox"/> Offences under Computer Misuse Act <input type="checkbox"/> Offences under the Accountants Act <input type="checkbox"/> Offences under the Business Registration Act <input type="checkbox"/> Offences under the Charities Act <input type="checkbox"/> Offences under the Finance Company Act <input type="checkbox"/> Offences under the Legal Profession Act <input type="checkbox"/> Phone Scams (Kidnap/Lottery/Impersonation) <input type="checkbox"/> Securities Related Offences - Insider Trading <input type="checkbox"/> Securities Related Offences - Multiple Shares Applications <input type="checkbox"/> Securities Related Offences - Unauthorised Share Trading <input type="checkbox"/> Syndicated/Organised Crime (e.g. Secret Society) <input type="checkbox"/> Terrorism and Threats to National Security matters <input type="checkbox"/> Theft <input type="checkbox"/> Trademark/Copyright Infringement <input type="checkbox"/> Unlicensed money lending |
|---|--|---|

If others, please state :

NOTE: If you have checked "Others" as the Possible Type of Crimes, please state your type of crime in the free text box <If others, please state>.

Click <Save> to save selection and return to previous page
Click <Cancel> to return to previous page without saving.



Suspicious Transaction Report for Financial Institution

Please follow the steps to complete the report

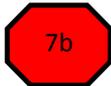
- Step 1. Particular(s)
- Step 2. Entities
- Step 3. Signatories
- Step 4. Beneficial Owner(s)
- Step 5. Suspicious Transaction(s)
- Step 6. Reason(s) for Suspicion
- Step 7. Attachment
- Step 8. Report Preview

Documents Supporting the Suspicious Transaction

Please click on <Browse> button to choose the relevant document and click on the <Upload> button to upload the document.
(You may lose your session if you upload a file which is more than 2MB.)

Click <Previous> to move back to Previous Screen.
Click <Upload> to attach the selected file to the STR.
Click <Next> to move on to **step 7b** to view summary of attachments.

Click <Browse> to select file.
The maximum file size for each attachment is 2MB. Files such as MS Word, MS Excel, PDF or compressed graphical formats like JPEG or GIF can be uploaded. Please **do not** upload TIFF or MDI files.
NOTE: Users are advised **not to upload more than 20 attachments per STR**; doing so might cause system errors when the STR is being submitted. You can send the attachments to STRO@spf.gov.sg
Users should also name the attached file in **alphabets** and **numbers** only and should not use special symbols (such as ~ & # % + / \ ^" < > ' ;).



Suspicious Transaction Report for Financial Institution

Please follow the steps to complete the report

- Step 1. Particular(s)
- Step 2. Entities
- Step 3. Signatories
- Step 4. Beneficial Owner(s)
- Step 5. Suspicious Transaction(s)
- Step 6. Reason(s) for Suspicion
- Step 7. Attachment
- Step 8. Report Preview

Documents Supporting the Suspicious Transaction

Please click on <Browse> button to choose the relevant document and click on the <Upload> button to upload the document.
(You may lose your session if you upload a file which is more than 2MB.)

Attached Documents

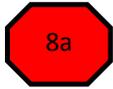
No	Attached Files
1	Test.docx

Attached documents reflected.

- To add another file, click <Browse > to choose the file and click <Upload> to add it to the STR.
- To delete the attachment, click on the relevant radio button and click <Delete>.

To preview attachment, click the hyperlink

Click <Previous> to return to previous screen.
Click <Next> to preview and submit the STR.



Stage 2 of 3 Edit Or Add Details To Form This e-Service will take about 30 minutes to complete.

[Menu](#) [Logout](#)

Suspicious Transaction Report

Please follow the steps to complete the report

[Step 1. Particulars](#) |
 [Step 2. Entities](#) |
 [Step 3. Transactions](#) |
 [Step 4. Beneficial Owners](#) |
 [Step 5. Suspicious Transactions](#) |
 [Step 6. Reason\(s\) for Suspicion](#) |
 [Step 7. Attachment\(s\)](#) |
 [Step 8. Report Preview](#)

Business Type : Commercial Banks

Reporting Institution

Name :	Richesse Financial Institution	Branch :	
Block/House No :	1111	Street Name :	1111
Building Name :		Floor & Unit No :	
Postal Code :	123123		
Telephone :	61111123	Fax No :	
Email :	wjchang@ncs.com.sg	Report Reference :	

Reporting Officer

Name :	Carrie Underwood	Designation :	Administrator
Contact Officer :		Designation :	
Telephone :	11111111		
Email :			

Reason(s) for Suspicion

Other Relevant Information (Including Any Action Taken):

Category(ies) of Suspicion :

1. Client Behaviour - Entities gave false/misleading explanation for CDD purposes

Possible Type(s) of Crime :

1. 419 Scams^Nigerian Scams (Others)

Documents

1 : ffastun.tif

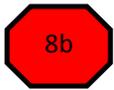
Note: A copy of the report will also be sent to the Monetary Authority of Singapore upon submission.

NOTE: You can click on any of the hyperlinks to go to the different sections of the report to edit or add more information.

After uploading the attachment, the final section **<Report Preview>** allows users to preview the whole STR.

At the end of the report preview/submission:

- A STR Making Officer or Checking Officer can choose to:
 - 1) Click **<Previous>** to return to previous screen.
 - 2) Click **<Save As Draft>** to create a draft STR which you can modify or view later.
 - 3) Click **<Route to Approving Officer>** and an email will be sent to all the STR Approving Officers in your firm stating that a draft STR is ready for submission.
- A STR Approving Officer can choose to :
 - 1) Click **<Previous>** to return to previous screen.
 - 2) Click **<Save As Draft>** to create a draft STR which you can modify or view later.
 - 3) Click **<Submit>** for submission. No further editing can be done. An email notification will be sent to MAS, STRO and the STR Approving Officer. After clicking the **<Submit>** button, STROLLS will redirect the user to a Report Confirmation page where a new STROLLS reference number and submission date will be reflected.



Suspicious Transaction Report for Financial Institution

Your STR has been saved and submitted successfully. Click <Printer-friendly Page> to print a copy of STR for reference of the

STR NO : 131230-19-1
Date Submitted : 30/12/2013

Business Type : Commercial Banks

Reporting Institution

Name :	Alicia Bank	Branch :	Toa
Block/House No :	11	Street Name :	112:

Suspicious Transaction Report for Financial Institution

Your STR has been saved successfully. Click <Printer-friendly Page> to print a copy of STR for reference of the Draft STR number.

DRAFT STR NO : D-131230-18-6825

Business Type : Commercial Banks

Reporting Institution

Name :	Alicia Bank	Branch :	Toa Payoh:
Block/House No :	11	Street Name :	1121c2e32

NOTE: If you clicked <Submit>, a STR number will be generated, e.g. 131230-19-1.

You can check the status of your STR by using that number in the **Real Time Search and List STR** function found in the STROLLS menu.

If you clicked <Save as draft> or <Route to approving officer> for the particular STR, you would receive a draft STR number, e.g. D-131230-18-6825. You can search for the draft STR by using that number in the **Search and List STR** function found in the STROLLS menu.

STROLLS MENU

- User Admin Module**
 - [Add New User](#)
 - [Search and Edit User](#)
 - [Search and Delete User](#)
- Suspicious Transaction Report Module**
 - [Real Time Search and List STR](#)
 - [Create Suspicious Transaction Report](#)
 - [Search and List STR](#)
- Production Orders Module**
 - [View Production Orders](#)
- User Profile Module**
 - [Edit My Own Profile](#)
- Contact Us**
 - [Contact Details](#)

Refer to the **Quick Reference Guide for Other Useful Functions** for a step by step guide to the following functions:

- a. **Real Time Search and List STR**, this function allows users to find out the status of submitted STRs.
- b. **Search and List STR**, this function allows users to search for their submitted and draft STRs.