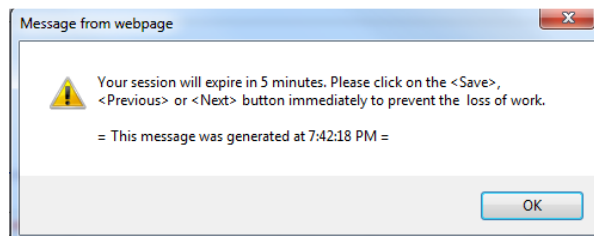


## **STROLLS Quick Reference Guide for Filing of Suspicious Transaction Reports (STRs) via STROLLS**

### **Instructions**

- 1) This guide is applicable to Money Changers and Remittance Agencies.
- 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.

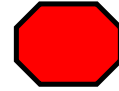
When you are timed out from STROLLS, you can retrieve the uncompleted draft STR using the Search and List function (see page 23 for more information). Notably an automated warning will be triggered when you have not clicked <Save>, <Previous> or <Next> for 10 minutes. An example is shown below.



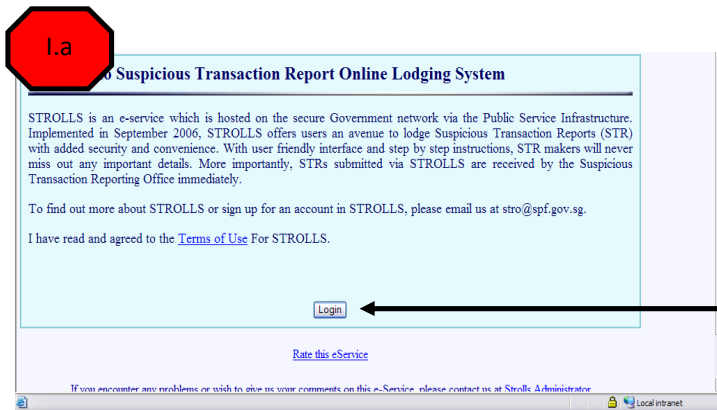
- 5) If you require any further assistance or clarifications you can contact us at [STRO@spf.gov.sg](mailto:STRO@spf.gov.sg).

**Contents**

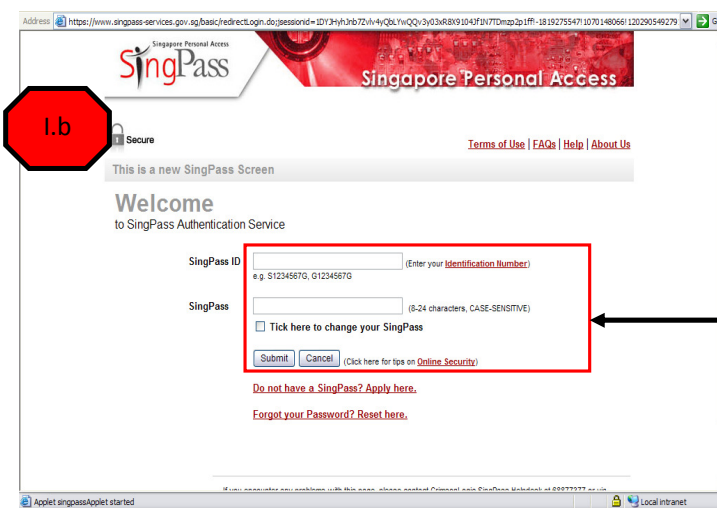
Each step in the quick reference guide is represented by a red hexagon.  
A list of the steps and which page they are on is shown below.



STEPS	DETAILS	PAGE
I. 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
	Managing Entities	7
3. Signator(ies)	Add New Authorized Signatories for Business Entities	8/9
	Managing Authorized Signatories for Business Entities	10
4. Beneficial Owner(s)	Add New Beneficial Owners	11/12
	Managing Beneficial Owners	13
5. Suspicious Transaction(s)	Add New Suspicious Transactions	14
	Managing Suspicious Transactions	15
6. Reason(s) for Suspicion	Add Reason(s) for Suspicion	16
	Choose Categor(ies) of Suspicion	17
	Choose Type(s) of Crime	18
7. Attachments	Add New Attachments (Supporting Documents)	19
	Managing Attachments	19
8. Report Preview	Preview Report and Submit STR	20
	Draft STR and STR Numbers	21

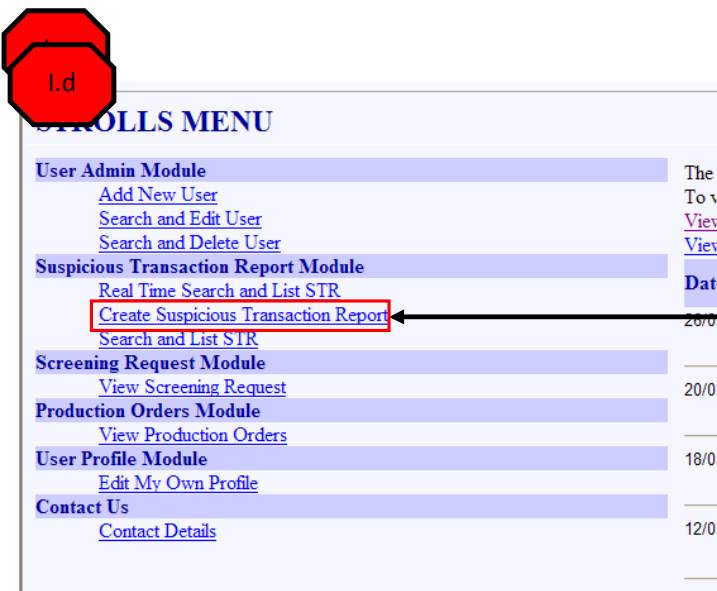


To access STROLLS Login Page, enter in the URL: <http://www.cad.gov.sg/strolls>. Click **<Login>**.



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.



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

## Create Suspicious Transaction Report

Please select the institution you wish to report for the STR report and click &lt;Proceed&gt; button to proceed

Institution : ( ) 111 Insure ▾  
Branch : No Branch ▾

Proceed

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.

1

**Suspicious Transaction Report for Money Changer / Remittance Agent**

Please follow the steps to complete the report

Fields marked with \* are mandatory

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

Business Type\* : Money Changer

**Reporting Institution**

Name :	() ### Changer	Branch :	No Branch
Block/House No* :	23	Street Name* :	Yen
Building Name :		Floor & Unit No :	-
Postal Code* :	523649	Reporting Reference :	
Fax :			

**Reporting Officer**

Name :	John Lim	Designation :	
Contact No* :	65432100	Email :	JL@XXXremit.com

Contact Officer :		Designation :	
Contact No :		Email :	

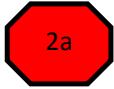
(If different from Reporting Officer)

**Next** Cancel

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

**Reporting Institution** and **Reporting Officer** particulars and contact details are auto populated with information from the STROLLS Account application unless updates are provided to the system.

Enter **Contact Officer** designation and contact details if different from the Reporting Officer.



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.

Add Person Entity

Add Business Entity

Previous Next

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.

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.

**<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 <b>&lt;If others, please state&gt;</b> e.g. Social Security No., Driving Licence

**<Country of Issue> field:**

- Select from drop down list of countries

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 \* :

☐ Please check if name is not available

ID Type & ID No :

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

Country Of Issue :

Other Available Information : (200 characters)

Date of Birth (dd/mm/yyyy) :

If others, please state :

Nationality :

Select from drop down list of countries.

**Contact Information**

Block/House No :

Building Name :

Postal Code :

Foreign/Other Address :

Contact No :

Street Name :

Floor & Unit 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:

Building Name :

Postal Code :

Foreign/Other Address :

Contact No :

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

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.

**<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**.

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

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

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

2c

&lt;Name&gt; 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**.

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 :

Based on your knowledge, in addition to company registration information

**Contact Information**

Block/House No :

Street Name :

Building Name :

Floor &amp; Unit No :

Postal Code:

Foreign/Other Address :

Contact No :

Other Contact No :

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

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 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**.

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.

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.



2d

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

**Suspicious Transaction Report for Money Changer / Remittance Agent**

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
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**Particulars of Entity(ies)**

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

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

Click on the name of the Person Entity or Business Entity to edit the information on the selected Person Entity or Business Entity shown in **steps 2b and 2c**.

Click to add another Person Entity or Business Entity

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

☐ Business Entity Name : [Biz 1](#)  
 Registration No :  
 Country of Registration :  
 Name(s) of Partner :

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

If you have entered the relevant entities, click **<Next>** to move to **step 3a** to add Authorized Signator(ies) to Business Entities

3a

Please follow the steps to complete the report

Step 1. Particular(s) Step 2. Entities 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.

Add Signatory

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

Previous Next

Click <Previous> to move back to Previous Screen.  
Click <Next> to move on to **step 4a** to enter Beneficial Owner 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 Authorised Signatory's Particulars fields are similar to Add Person Entity particulars fields in **step 2b**.

### Suspicious Transaction Report for Money Changer / Remittance Agent

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 Information

Occupation :  If others, please state:

Employer 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.

3a1

**Suspicious Transaction Report for Money Changer / Remittance Agent**

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](#)**Authorised Signatories' Particulars**

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

No	Entity Name	Name of Authorised Signatory	ID Type & ID No	Country of Issue	Nationality
<input checked="" type="radio"/> 1	Biz 1	<a href="#">Person 3</a>		--	--
<input type="radio"/> 2	Biz 1	<a href="#">Person 2</a>		--	--

[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 or Business Entity.

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



Please follow the steps to complete the report

Step 1. Particular(s)	Step 2. Entities	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
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**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.

4b

Click the drop down list **<Beneficial Owner for>** to choose the Person or Business Entity you want to link a Beneficial Owner to. The list of entities is based on those added in **steps 2b and 2c**.

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 Money Changer / Remittance Agent

Please provide us with as much information as possible.

Click **<Save>** to add this entity record or save changes made. Click **<Cancel>** to return to the previous page without saving.

Beneficial Owner for \* :

#### Beneficial Owner'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 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 Information

Occupation :  If others, please state:

Employer 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 Money Changer / Remittance Agent**

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 Pre](#)**Beneficial Owners' Particulars**

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

No	Entity Name	Name of Beneficial Owner	ID Type & ID No	Country of Issue	Nationality
<input checked="" type="radio"/> 1	Person 1	<a href="#">Person 4</a>		--	--
<input type="radio"/> 2	Biz 1	<a href="#">Person 5</a>		--	--

[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

Please follow the steps to complete the report

Step 1. Particulars(s)   Step 2. Entries   Step 3. Beneficiaries   Step 4. Beneficial Owner(s)   **Step 5. Suspicious Transaction(s)**   Step 6. Reason(s) for Suspicion   Step 7. Add

**Suspicious Transaction(s)**

Please click &lt;Add Suspicious Transaction&gt; 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 Money Changer / Remittance Agent**

Please provide us with as much information as possible.

Click &lt;Save&gt; to add this suspicious transaction record or save changes made. Click &lt;Cancel&gt; to return to the previous page without saving.

**Suspicious Transaction(s)**

Amount In Singapore Currency :

Amount In Foreign Currency :

Date (dd/mm/yyyy) :

Enter date of transaction

If Amount in Foreign Currency field is entered, the currency code is **mandatory**. Select currency code from drop down list of currencies.

No need to enter currency code for Singapore currency amounts.

**Source/Sender of Funds**

Source/Sender Country :

Select from drop down list of countries

Others Details (max 500 characters) :

Describe the **Source/Sender of Funds** and **Destination (for Funds Remitted)** in the other details free text field e.g.

- If the Source or Destination was paid via cheque, you could state the person and bank details of the cheque issuer.
- If the Source or Destination was paid via telegraphic transfer, you could state details such as swift number, sender's bank details, etc.
- If the source of funds for a large remittance or currency conversion was made via cash, you could state that it is unusual for such payment methods.

**Destination (for Funds Remitted)**

Destination Country :

Select from drop down list of countries

Others Details (max 500 characters) :

Save

Cancel

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 Money Changer / Remittance Agent**

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 In SGD	Amount In Foreign Currency	Date	Source/Sender Country	Destination Country
<input type="checkbox"/> 1	--	MYR 100,000.00	--	--	--
<input checked="" type="radio"/> 2	500,000.00	--	--	Singapore	Canada

[Rate this eService](#)

If you encounter any problems or wish to give us your comments on this e-Service, please contact us at [Strolls Administrator](#)

**Warning:** Please click on the buttons once only. Do not use the Back or Forward button on your browser as this may end your session.

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**.

6a

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. Entity(ies)   Step 3. Signatory(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.

**Categor(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

Previous   Save   Next

- **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.:
  - Further actions carried out by you. (e.g. subsequent remittances were rejected, Entity placed under watch list.)
  - Results of screening against commercial databases. (e.g. World Check, Biznet, Dow Jones)
  - Other STRs filed previously.

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

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

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.

6b

**Suspicious Transaction Report for Money Changer / Remittance Agent****Categor(ies) of Suspicion:**

Please select one or more type of suspicions and click on <Save> button to add categor(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"> <li><input type="checkbox"/> Client Behaviour - Entities gave false/misleading explanation for CDD purposes</li> <li><input type="checkbox"/> Client Behaviour - Entities uncontactable for CDD purposes</li> <li><input type="checkbox"/> Client Behaviour - Entities used forged / fraudulent / false identity documents for CDD purposes</li> <li><input type="checkbox"/> Client Behaviour - Unusual behaviour involving entities</li> <li><input type="checkbox"/> High Risk Transaction - Large currency transactions</li> <li><input type="checkbox"/> High Risk Transaction - Transaction inconsistent with known profile of entities</li> <li><input type="checkbox"/> High Risk Transaction - Transactions using separate entities to conceal source of funds/orderer of transactions</li> <li><input type="checkbox"/> High Risk Transaction - Unable to determine relationship between parties of transaction for CDD purposes</li> <li><input type="checkbox"/> High Risk Transaction - Unusual/Uneconomical international movement of funds (Transfer of funds to overseas)</li> <li><input type="checkbox"/> High Risk Transaction Pattern - Funds received are immediately transferred out/withdrawn</li> <li><input type="checkbox"/> High Risk Transaction Pattern - Funds transfer/withdrawal from a single entity to the accounts of multiple entities</li> <li><input type="checkbox"/> High Risk Transaction Pattern - Structuring - Segregating a large transaction into a number of smaller transactions</li> <li><input type="checkbox"/> High Risk Transaction Pattern - Suspicious transactions involving Politically Exposed Persons or Associate of Politically Exposed Persons (Local)</li> <li><input type="checkbox"/> High Risk Transaction Pattern - Transaction with entities featured in adverse news/sanction lists</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Client Behaviour - Entities suspected of committing an offence (See Possible Types of Crimes)</li> <li><input type="checkbox"/> Client Behaviour - Entities unwilling/unable to provide information for CDD purposes</li> <li><input type="checkbox"/> Client Behaviour - Entities with dubious background</li> <li><input type="checkbox"/> High Risk Transaction - Funds transferred from businesses into individuals' accounts</li> <li><input type="checkbox"/> High Risk Transaction - Suspicious transactions involving offshore companies</li> <li><input type="checkbox"/> High Risk Transaction - Transaction involving instruments where identity of source of funds cannot be immediately known</li> <li><input type="checkbox"/> High Risk Transaction - Transactions with no apparent business or lawful purpose</li> <li><input type="checkbox"/> High Risk Transaction - Unusual/Uneconomical international movement of funds (Receipt of funds from overseas)</li> <li><input type="checkbox"/> High Risk Transaction Pattern - Entities featured in adverse news/sanction lists</li> <li><input type="checkbox"/> High Risk Transaction Pattern - Funds transfer/deposit from multiple entities into the account of a single entity</li> <li><input type="checkbox"/> High Risk Transaction Pattern - Refining - Exchanging coinage or small denomination notes for larger denomination notes</li> <li><input type="checkbox"/> High Risk Transaction Pattern - Suspicious transactions involving Politically Exposed Persons or Associate of Politically Exposed Persons (Foreign)</li> <li><input type="checkbox"/> High Risk Transaction Pattern - Suspicious transactions involving entities in sensitive employment/responsibility</li> <li><input type="checkbox"/> Others</li> </ul> |
|--|--|

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

If others, please state :

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>.

6c

**Suspicious Transaction Report for Money Changer / Remittance Agent****Type(s) of Crime :**

Please select one or more type of crimes 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

- |  |   |
|--|---|
| <input type="checkbox"/> 419 Scams/Nigerian Scams (Others)<br><input type="checkbox"/> Corruption Related Offences<br><input type="checkbox"/> Counterfeit Currency<br><input type="checkbox"/> Dealing with Obscene and other Objectionable Materials<br><input type="checkbox"/> Drugs Related Offences<br><input type="checkbox"/> Falsification of accounts<br><input type="checkbox"/> Forgery<br><input type="checkbox"/> Illegal Gambling Related Offences<br><input type="checkbox"/> Immigration Related Offences<br><input type="checkbox"/> Internal Bank Fraud<br><input type="checkbox"/> Investment Scams (e.g. Ponzi Scams excl. Cold Call Security Scams)<br><input type="checkbox"/> Money Laundering - 3rd Party (excl. Money Mule)<br><input type="checkbox"/> Money laundering<br><input type="checkbox"/> Not Established/Unknown<br><input type="checkbox"/> Offences under Cross Border Movement of CBNI Reporting Regime<br><input type="checkbox"/> Offences under the Banking Act<br><input type="checkbox"/> Offences under the Casino Control Act<br><input type="checkbox"/> Offences under the Companies Act<br><input type="checkbox"/> Offences under the Financial Advisers Act<br><input type="checkbox"/> Offences under the Medicines Act<br><input type="checkbox"/> Securities Related Offences - False or Misleading Statements<br><input type="checkbox"/> Securities Related Offences - Market Manipulation/Rigging<br><input type="checkbox"/> Securities Related Offences - Regulatory Offences<br><input type="checkbox"/> Serious Violent Crimes (e.g. Murder, Rape, Kidnapping)<br><input type="checkbox"/> Tax evasion or other fiscal matters<br><input type="checkbox"/> Terrorism financing<br><input type="checkbox"/> Theft - Cash Card<br><input type="checkbox"/> Unlicensed Money Changing/Remittance Operations<br><input type="checkbox"/> Others | <input type="checkbox"/> 419 Scams/Nigerian Scams (Singapore Entities Impersonated)<br><input type="checkbox"/> Counterfeit Cheques, Cashier's orders, Bank/Demand drafts<br><input type="checkbox"/> Credit Card Fraud<br><input type="checkbox"/> Debit/ATM Card Fraud<br><input type="checkbox"/> Embezzlement<br><input type="checkbox"/> Fictitious Invoice Financing (Eg. Letter of Credits, Bank Guarantees, Trust Receipts)<br><input type="checkbox"/> Fraud/Cheating<br><input type="checkbox"/> Illegal dealing of Controlled Items<br><input type="checkbox"/> Insolvency/Bankruptcy Offences<br><input type="checkbox"/> Internet/E-Commerce Fraud (e.g. Phishing, Hacking)<br><input type="checkbox"/> Money Laundering - 3rd Party (Money Mule)<br><input type="checkbox"/> Money Laundering - Self Laundering<br><input type="checkbox"/> Multi-Level Marketing and Pyramid Selling<br><input type="checkbox"/> Offences under Computer Misuse Act<br><input type="checkbox"/> Offences under the Accountants Act<br><input type="checkbox"/> Offences under the Business Registration Act<br><input type="checkbox"/> Offences under the Charities Act<br><input type="checkbox"/> Offences under the Finance Company Act<br><input type="checkbox"/> Offences under the Legal Profession Act<br><input type="checkbox"/> Phone Scams (Kidnap/Lottery/Impersonation)<br><input type="checkbox"/> Securities Related Offences - Insider Trading<br><input type="checkbox"/> Securities Related Offences - Multiple Shares Applications<br><input type="checkbox"/> Securities Related Offences - Unauthorised Share Trading<br><input type="checkbox"/> Syndicated/Organised Crime (e.g. Secret Society)<br><input type="checkbox"/> Terrorism and Threats to National Security matters<br><input type="checkbox"/> Theft<br><input type="checkbox"/> Trademark/Copyright Infringement<br><input type="checkbox"/> Unlicensed money lending |
|--|---|

Check **at least 1** or more of the Possible Type(s) of Crimes.

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 Possible Type of Crimes, please state your type of crime in the free text box <If others, please state>.

7a

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

**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.)

Browse...

Previous Upload Next

Click &lt;Previous&gt; to move back to Previous Screen.

Click &lt;Upload&gt; to attach the selected file to the STR.

Click <Next> to move on to **step 7b** to view summary of attachments.

Click &lt;Browse&gt; 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 ~ & # % + / \ ^" < > ' ;).

7b

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

**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.)

Browse...

**Attached Documents**

No	Attached Files
1	<a href="#">Test.docx</a>

To preview attachment, click the hyperlink

Previous Upload Delete Next

Click &lt;Previous&gt; to return to previous screen.

Click &lt;Next&gt; to preview and submit the STR.

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>.



**Suspicious Transaction Report for Money Changer / Remittance Agent**

Please follow the steps to complete the report

Step 1: Introduction | Step 2: Entity | Step 3: Reporting Institution | Step 4: Suspicious Transaction(s) | Step 5: Reason(s) for Suspicion | Step 6: Documents | Step 7: Attachment | Step 8: Report Preview

Business Type: Money Changer

**Reporting Institution**

Name: () ### Changer Branch: No Branch  
 Block/House No: 23 Street Name: Yen  
 Building Name: Floor & Unit No:  
 Postal Code: 523649  
 Fax No:  
 Report Reference:

**Reporting Officer**

Name: John Lim Designation:  
 Contact No: 65432100 Email: JL@XXXbank.com  
 Contact Officer: Designation:  
 Contact No: Email:

(If different from Reporting Officer)

**Entity (Business Entity) 1**

Name: Biz 1  
 Country of Registration:  
 Registration Date (dd/mm/yyyy): Registration No:  
 Type: Partnership  
 Nature of CEO/Pr: Partner  
 Nature of Trustee: Partner  
 Nature of Sole-agent: Partner

**Employer's Info**

Occupation:  
 Employer's Name:  
 Block/House No: Street Name:  
 Building Name: Floor & Unit No:  
 Postal Code:  
 Foreign Other Address:  
 Contact No:

**Suspicious Transaction(s)**

No	Amount In Singapore Currency	Amount In Foreign Currency	Date (dd/mm/yyyy)	Source/Sender of Funds	Destination (For Fund Remitted)
1	--	MYR 100,000.00	--	Country: -- Other Details: --	Country: -- Other Details: --
2	500,000.00	--	--	Country: Singapore Other Details: Singapore Bank Account	Country: Canada Other Details: Timber Company

**Reason(s) for Suspicion**

Reason(s) for Suspicion:  
 Reason(s) for suspicion:  
 Other Relevant Information (Including Any Action Taken):  
 Other Relevant Information:

**Category(ies) of Suspicion:**

- Client Behaviour - Entities uncontactable for CDD purposes
- Client Behaviour - Entities used forged / fraudulent / false identity documents for CDD purposes

**Possible Type(s) of Crime:**

- Money laundering
- Not Established/Unknown

**Documents**

1 - 11 (2)

Previous | Save As Draft | Route to Approving Officer | Print Friendly Page

**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:
  - Click **<Previous>** to return to previous screen.
  - Click **<Save As Draft>** to create a draft STR which you can modify or view later.
  - 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:
  - Click **<Previous>** to return to previous screen.
  - Click **<Save As Draft>** to create a draft STR which you can modify or view later.
  - 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.

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

8b

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

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](#)

### 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:

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