

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

Instructions

1) This guide is applicable to following institutions

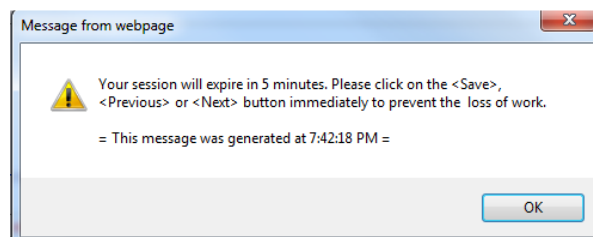
- | | |
|----------------------------------|----------------------------------|
| a. Domestic Agencies | i. Company Service Provider |
| b. Notaries | j. Pawn Shop |
| c. Real Estate Agent | k. Other Payment System Provider |
| d. Accountant | l. Other Agencies |
| e. Auditor | m. Co-operative Society |
| f. Lawyer | n. Corporation |
| g. Precious Metals/Stones Dealer | p. Individual Person |
| h. Precious Stones Dealer | o. Trust Companies |

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.

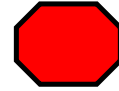
When you are timed out from STROLLS, you can retrieve the uncompleted draft STR using the Search and List function (see page 23 for more information). Notably an automated warning will be triggered when you have not clicked **<Save>**, **<Previous>** or **<Next>** for 10 minutes. An example is shown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



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

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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.



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I.a

Welcome to Suspicious Transaction Report Online Lodging System

STROLLS is an e-service which is hosted on the secure Government network via the Public Service Infrastructure. Implemented in September 2006, STROLLS offers users an avenue to lodge Suspicious Transaction Reports (STR) with added security and convenience. With user friendly interface and step by step instructions, STR makers will never miss out any important details. More importantly, STRs submitted via STROLLS are received by the Suspicious Transaction Reporting Office immediately.

To find out more about STROLLS or sign up for an account in STROLLS, please email us at stro@spf.gov.sg.

I have read and agreed to the [Terms of Use](#) For STROLLS.

[Login](#)

[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](#)

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

I.b

SingPass
Singapore Personal Access

Secure [Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

This is a new SingPass Screen

Welcome
to SingPass Authentication Service

SingPass ID (Enter your Identification Number)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

☐ Tick here to change your SingPass

[Submit](#) [Cancel](#) (Click here for tips on Online Security)

[Do not have a SingPass? Apply here.](#)

[Forgot your Password? Reset here.](#)

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

STROLLS MENU

Module	Date
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	20/03/
Search and List STR	
Screening Request Module	
View Screening Request	20/03/
Production Orders Module	
View Production Orders	18/03/
User Profile Module	
Edit My Own Profile	
Contact Us	
Contact Details	12/03/

To file a new STR, click <Create new STR>.

NOTE: Options available on the STROLLS Menu depend on your role. Refer to the Complete User Guide for details.

I.d

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 <Proceed> button to proceed

Institution :
Branch :

() 111 Insure
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 Generic Company

Please follow the steps to complete the report

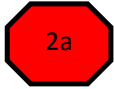
Fields marked with * are mandatory

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(s)	Step 7. Attachment	Step 8. Report Preview
Business Type* : Other Payment System Provider							
<u>Reporting Institution</u>							
Name :	() Other Payment Pte Ltd		Branch :	No Branch			
Block/House No* :	33		Street Name* :	Street 1			
Building Name :			Floor & Unit No :	-			
Postal Code* :	987654		Reporting Reference :				
Fax :							
<u>Reporting Officer</u>							
Name :	Alan Wee		Designation :				
Contact No* :	65432111		Email :	AW@RZS.com			
Contact Officer :							
Contact No :			Designation :				
<i>(If different from Reporting Officer)</i>							
Email :							
Next Cancel							

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



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.

2b

<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

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.

Suspicious Transaction Report for Generic Company

Please provide us with as much information as possible. Fields marked with * are mandatory.
Click <Save> to add this entity record 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 :

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 :

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**.

Contact Information

Block/House No : Street Name :

Building Name : Floor & Unit No : -

Postal Code :

Foreign/Other Address :

Contact No : Other Contact No :

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) : / /

(when available)

Business Relationship with Subject * (max 1000 characters)

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

<Business Relationship with Subject> is a **mandatory** field. E.g. supplier of goods for my company, employee, customer, etc.

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**.

Save Cancel

<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**.

2c

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.

Suspicious Transaction Report for Generic Company

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

Business Particulars

Name * : Country of Registration : Select from drop down list of countries.

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 & Unit No :

Postal Code :

Foreign/Other Address :

Contact No : Other Contact No :

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

Business Relationship with Subject * (max 1000 characters)

Save **Cancel**

<Business Relationship with Subject> is a mandatory field. E.g. supplier of goods for my company, employee, customer, etc.

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**.

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.

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
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Particulars of Entit(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>.

<input type="radio"/>	Person Entity Name : ID Type & ID No : Country of Issue : Nationality : Employer Name :	Person 1	<p>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.</p> <p>Click to add another Person Entity or Business Entity</p>				
<input type="radio"/>	Business Entity Name : Registration No : Country of Registration : Name(s) of Partner :	Biz 1					

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.

3b

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**.

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

Or: 1 / All

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

Click on the name of the Authorized Signatory to edit information on the selected Authorized 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

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

[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(s) Step 2. Entries Step 3. Beneficiary(ies) Step 4. Beneficial Owner(s) **Step 5. Suspicious Transaction(s)** Step 6. Reason(s) for Suspicion Step 7. Attach

Suspicious Transaction(s)

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

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.)

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 payment of goods, you should state the invoice number and payment details.
- If it relates to a suspicious payment pattern, you should describe the pattern, for instance the large payment was made solely by cash.
- If it relates to transfers of monies you should state the swift codes, transaction ID, destination of funds, source of funds, etc.

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 Generic Company

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

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="checkbox"/> 1	SGD 500,000.00 DR	10/10/2013	--
<input checked="" type="radio"/> 2	SGD 1,500,000.00 DR	10/12/2013	My customer paid me in cash for the abovementioned amount.

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. ceased business relationship with the entity, 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

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"> <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 - 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 international movement of funds (Transfer of funds to overseas) <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 - 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 (Local) <input type="checkbox"/> High Risk Transaction Pattern - Transaction with entities featured in adverse news/sanction lists | <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 - Funds transferred from businesses into individuals' accounts <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/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 - Funds transfer/deposit from multiple entities into the account of a single entity <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 - 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"/> Others |
|--|--|

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

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

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

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 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 <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 ~ & # % + / \ ^" < > ' ;).

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	Test.docx

To preview attachment, click the hyperlink

Previous Upload Delete Next

Click <Previous> to return to previous screen.

Click <Next> 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>.

8a

Please follow the steps to complete the report

[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](#)
[Step 7. Attachment](#)
[Step 8. Report Preview](#)

Business Type :	Other Payment System Provider
-----------------	-------------------------------

Name :	Q Other Payment Pte Ltd	Branch :	No Branch
Block/House No :	33	Street Name :	Street 1
Building Name :		Floor & Unit No :	
Postal Code :	987654		
Fax No :			
Report Reference :			

Name :	Alan Wee	Designation :	
Contact No :	65432111	Email :	AW@RZS.com
Contact Officer :		Designation :	
Contact No :		Email :	
(if different from Reporting Officer)			

Name :	Biz 1		
Country of Registration :			
Registration Date (dd/mm/yyyy) :	Registration No :		
Type :	Partnership		
Na P	of CEO/P Truste	*Sole- vent	

A
Pos.
Foreign/Other Address:
Contact No:

No	Amount	Date	Description of Transaction
1	SGD 500,000.00 DR	10/10/2013	--
2	SGD 1,500,000.00 DR	10/12/2013	My customer paid me in cash for the abovementioned amount.

Reason(s) for suspicion :
Reason(s) for suspicion.

Other Relevant Information (Including Any Action Taken) :

1. Client Behaviour - Entities unwilling/unable to provide information for CDD purposes
2. Client Behaviour - Entities with dubious background
3. High Risk Transaction - Dubious/Uneconomical investment activities

1. Drugs Related Offences
2. Forgery
3. Offences under the Banking Act

[Previous](#)
[Save As Draft](#)
[Route to Approving Officer](#)
[Printer-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.

- 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.

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
Draft STR No : 1121c2e32

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](#)

The f
To vi
View
View

Date
20/03

18/03

12/03

10/03

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.