

Suspicious Transaction Reporting Office

Suspicious Transaction Reporting Form – Generic

- (1) Reporting of Suspicious Money Laundering Transactions pursuant to Section 39, Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act
- (2) Reporting of Suspicious Terrorist Financing Activities pursuant to Section 8, Terrorism (Suppression of Financing) Act

*Items with asterix are mandatory fields

SECTION A: REPORTING COMPANY/BUSINESS	
Name*:	
Address*:	
Fax:	
Report Reference No.	
Reporting Officer	
Name*:	
Designation:	
Contact No*:	
Email address*:	
Contact Officer: (if different from Reporting Officer)	
Designation:	
Contact No.:	
Email address:	

Complete this section if the **Contact Officer's** name, designation and contact details differ from that of the **Reporting Officer**.

SECTION B: PARTICULARS OF ENTITIES REPORTED ON (LEGAL PERSON)

If you are reporting on Natural Person, please go to Section C

Complete this section to report on a **Business Entity**.

Business Type*:	Corporation / Partnership / Sole-Proprietor / Trustee or equivalent
Name*:	
Main Business Activity:	
Registration Number:	
Registration Date (dd/mm/yyyy):	
Country of Registration:	
Address:	
Foreign Address (if any):	
Contact No.:	
Name(s) of CEO/ Partner/Sole-Proprietor/ Trustee or equivalent*:	
Date when particulars were last updated (where applicable):	
Business Relationship with subject (including account details if any)*:	

<Name>:

- State full name of business.
 - If unavailable, please state that *"the name of the business is unavailable"*.
 - **DO NOT** state aliases, organised crime associations, conglomerate group in this field.
- State such information in the <Reasons for Suspicion> field under **Section D**.

< Addresses and contact number>:

- State the full address of the business, including postal code.
- Include the **country and area code** for foreign numbers. E.g. If country code is 58, area code is 681 and telephone number is 61234567, state +58-681-61234567. **Exclude the country code for Singapore telephone numbers.**

<Business relationship with subject>:

- Indicates the **relationship between the Reporting Entity and the Reported Business Entity/ Individual** (e.g. supplier of goods for my company, employee, customer, etc.)
- State account details such as account number, opening/closing date, currency, and balance amount as of reporting date (if applicable).

- State the full names and particulars of these individuals in **Section C** if they are involved in the suspicious transaction (s).
- Indicate each individual's role in the company (e.g. Director, shareholder, beneficial owner etc.)

Authorised Signator(ies) Particulars	
Authorised Signatory for*:	
Name:	
Date of Birth (dd/mm/yyyy):	
Nationality:	
NRIC/Passport No./Other ID No.:	
Country of issue:	
Address:	
Foreign Address (if any):	
Designation:	
Date of appointment as signatory (dd/mm/yyyy):	
Contact No.:	
Employment details	
Occupation:	
Employer's Name:	
Address:	
Foreign Address (if any):	
Contact No.:	

Refer to **Section C: Particulars of entities reported on (natural person)** for more information on completing the **<authorised signator (ies) particulars>** fields.

Beneficial Owner(s) Particulars	
Beneficial Owner for*:	
Name:	
Date of Birth (dd/mm/yyyy):	
Nationality:	
NRIC/Passport No./Other ID No.*:	
Country of issue:	
Address:	
Foreign Address: (if any)	
Designation:	
Date of appointment as Beneficial owner (dd/mm/yyyy):	
Contact No.:	
Employment details	
Occupation:	
Employer's Name:	
Address:	
Foreign Address: (if any)	
Contact No.:	

Refer to **Section C: Particulars of entities reported on (natural person)** for more information on completing the <beneficial owner (s) particulars> fields.

SECTION C: PARTICULARS OF ENTITIES REPORTED ON (NATURAL PERSON)

Name*:

Other available information:

NRIC/Passport No./Other ID No.:

Country of issue:

Date of Birth (dd/mm/yyyy):

Nationality:

Address:

Foreign Address (if any):

Contact No.:

Date when particulars were last updated (where applicable)

Complete this section to report on an **individual**.

<Name>:

- State full name of the individual. Surname/ Family name/ Last name should be in BLOCK LETTERS. Capitalise only the first letter for the rest of the name.
- If unavailable, please state that *"the name of the individual is unavailable"*.
- DO NOT** state aliases, tattoos, organised crime associations. State such information in <Other Available Information> below or <Reasons for Suspicion> field under **Section D**.

<Identification>:

- State the ID Type (i.e. NRIC, FIN, Passport or others)

ID Type	Applicable to
NRIC	Singapore Citizens and Permanent Residents
FIN	Foreigners issued Singapore work/employment passes
Passport	Foreigners without Singapore work/employment passes
Other ID	E.g. Social Security no., Driving License

Refer to **Section B: Particulars of entities reported on (legal person)** for more information on completing the <Addresses and contact number> fields.

Employment details	
Occupation:	
Employer's Name:	
Main Business Activity:	
Address:	
Foreign Address (if any):	
Contact No.:	
Business Relationship with subject (including account details if any)*:	

Refer to **Section B: Particulars of entities reported on (legal person)** for more information on completing the **<Addresses and contact number>** and **<business relationship with subject>** fields.

SECTION D: SUSPICIOUS TRANSACTION(S)**		
**Please provide details for at least one suspicious transaction		
Amount	Date	Description of Transaction

<Description of Transaction>:

- State the type of transaction (Debit OR Credit).
- State the mode of transaction (E.g. Telegraphic/wire transfer/ cash/ cheque/ others).
- Describe the suspicious transaction e.g.
 - For payment of goods, you should state the invoice number and payment details.
 - For suspicious payment pattern, you should describe the pattern, for instance the large payment was made solely by cash.
 - For transfers of monies you should state the swift codes, transaction reference numbers, destination of funds, source of funds, etc.

<Amount>:

- State the currency used for each suspicious transaction.

Reason(s) for Suspicion*:

Other Relevant Information (including information on other accounts that may be linked to the transaction(s) and any actions taken by the reporting entity in response to the transaction):

A copy of each the following documents is attached:

- ☐ Customer Identification Documents
- ☐ Relevant Documents Supporting the Suspicious Transactions

(Signature of Reporting Officer)

Date:

<Reason(s) for Suspicion>:

- A brief summary to explain what led you to believe there was something suspicious about the transaction. Provide the basis of your suspicion and relevant details to support your explanation.
- Where enquiries have been made with the customer to clarify or gather information, the results (i.e. brief details of those enquiries, explanations provided by the subject) should be included as well.
- Indicate whether the transaction was attempted (also state why the transaction was not completed) or completed.

<Other Relevant Information> may include (non-exhaustive):

- Previous STRs filed on the same individual/business entity (quote previous STR reference number (s)).
- STR relates to an existing investigation (indicate the investigation unit and quote the case reference number).
- Further actions carried out by you. (E.g. ceased business relationship with the entity, Entity placed under watch list, lodged a police report).
- Results of screening against commercial databases. (E.g. World-Check, Biznet, Dow Jones).
- Any intention to discontinue an account or relationship.