

Form Guide for new Form NP 759 (Cash Transaction Report) for Precious Stones and Metals Dealers (PSMD)

Objective

1. This guide explains the features found in the new Form NP 759, or Cash Transaction Report (CTR). The new Form NP 759 is meant to be submitted to the Suspicious Transaction Reporting Office (STRO) via the STRO Online Notices and Reporting Platform (SONAR), an electronic online filing platform.
2. This form guide is **NOT** the prescribed form under Section 48J of the Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act.
3. There are **no changes to the fields** of the new Form NP 759 except for the inclusion of the identity of the reporting officer under Part VI of the form.

Features in new Form NP 759

General Guidance:

A CTR reference number is found on each page and will be system-populated when the CTR is successfully submitted on the filing platform. Quote this number when corresponding with STRO on the submitted CTR.


The screenshot shows the top portion of the 'CASH TRANSACTION REPORT' form. At the top left, there is a 'Reference No.' field. In the center is the Singapore Police Force logo. To the right is the form number 'NP 759'. Below the logo is the title 'CASH TRANSACTION REPORT' and a note: 'Note: All fields are mandatory.' A horizontal navigation bar contains six tabs: 'Reporting Institution', 'Cash Transactions', 'Who Paid and Owns Cash', 'Person Who Owns The Cash', 'Business That Owns The Cash', and 'Declaration'. Below this is 'Part I: Reporting Institution's Information', which includes two input fields: 'Name of Reporting Institution' and 'Registration No./Foreign Entity Identification No.'. Red boxes highlight the 'Reference No.' field, the navigation tabs, and the two input fields in Part I. Lines connect these boxes to explanatory text boxes on the right.

You can click on the **tab headers** to quickly access the different Parts of the report. No input is required for Parts which are not applicable.

Greyed-out fields will be system-populated when the CTR is successfully submitted on the filing platform. These greyed-out fields do not have to be completed. **A copy of the submitted CTR with the system-populated information will be available for download upon successful submission.**

When you **hover your mouse** over active fields or blue icons (for greyed-out fields), a short description of the field will appear. You may refer to the descriptions of the fields if you are unsure of how to complete the CTR.

Reporting Institution's Reference No.

Name of Reporting Officer 

Designation



The reference number that the PSMD uses to identify the cash transaction report made. (e.g. receipt number, customer loyalty number).

When there are **“+” and “-” buttons**, more than one entry is allowed.

- Use the “+” button to add up to 20 entries.
- Use the “-” button to delete entries (data deleted is irreversible).

Part IV: Identity of the Person Who Owns the Cash

No. of Owner(s): 1

Owner 1  

Name of Person

Nationality

Date of Birth (DD/MM/YYYY)

Gender Male Female

Contact No. + -

Occupation

- Member of Parliament, Legislator, Senior Civil Servant and related (Including Foreign Diplomatic Personnel)
- Accountants, Auditors and related Professionals
- Agricultural, Fishery, Park/Garden Maintenance and related Worker
- Architects, Planners, Surveyors and Designer
- Business and Administration Professional
- Civil Servant
- Cleaners, Cleaning Supervisors and related Worker
- Clerical Support Worker (Clerk)

Fields with arrows have **drop down lists**. You can click on the arrow to see all selection available, scroll to select the field or type the first alphabet of the field (e.g. in Occupation, type “U” for “Unemployed”) to jump to a particular field.

Fields in red have been incorrectly filled and must be corrected.

Date of Transaction (DD/MM/YYYY)

Amount Transacted (SGD or SGD equivalent) \$

Description of Commodity Transacted

Address/Location where Transaction

Block

Warning: JavaScript Window - Form Validation Errors

Please amend the following fields:
Part II: Cash Transaction 1 - The value entered for Date of Transaction is invalid.
Please enter a date in this format: DD/MM/YYYY.

OK

A **pop-up window** may appear to tell you that the field has an error. You should correct the field accordingly.

Part I: Reporting Institution's Information

Part I: Reporting Institution's Information	
Name of Reporting Institution <i>i</i>	<input type="text"/>
Registration No./Foreign Entity Identification No. <i>i</i>	<input type="text"/>
Address	
Block	<input type="text"/>
Street	<input type="text"/>
Building	<input type="text"/>
Unit	# <input type="text"/> - <input type="text"/>
Postal Code	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Country	<input type="text"/>
Reporting Institution's Reference No.	<input type="text"/>
Name of Reporting Officer <i>i</i>	<input type="text"/>

The following **greyed-out fields** will be system-populated upon submission of the CTR on the filing platform:

- Name and registration no. of reporting institution
- Name of reporting officer

This information will be based on the particulars associated with the logged-in Corp Pass account.

Part II: Details of Cash Transaction(s)

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No. of Transaction(s): 4

Transaction 1

If same as transaction 1

Block

Street

Building

Unit # -

Postal Code

City

State

Country

Name of Transacting Officer if same as transaction 1

Transacting Officer's Designation if same as transaction 1

In adding and deleting cash transactions, if you have more than 1 transaction, the first transaction cannot be deleted (you can edit it instead).

For subsequent transactions, if the Address, Name of Transacting Officer and Transacting Officer's Designation is the same as Transaction 1, click on the **check box**. You do not need to populate these fields (they will be greyed-out).

Part III: Identity of the Person Who Paid Cash

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As far as you know, is the person making the cash payment the owner of the cash? Yes No

Is the owner of the cash an individual and/or a business? Individual Business

Selecting “No” will trigger the following question to appear. Selecting “Individual” and/or “Business” will trigger Part IV and/or Part V to appear in the next few pages.

Identification Details

Identification No.

Identification Type NRIC FIN Passport Driver's License Others

Other Identification Type (please specify)

Under Identification Type, selecting “Others” will trigger the Other Identification Type field to appear.

Part IV: Identity of the Person Who Owns the Cash

Identification Details

Identification No.

Identification Type NRIC FIN Passport Driver's License Others

Other Identification Type (please specify)

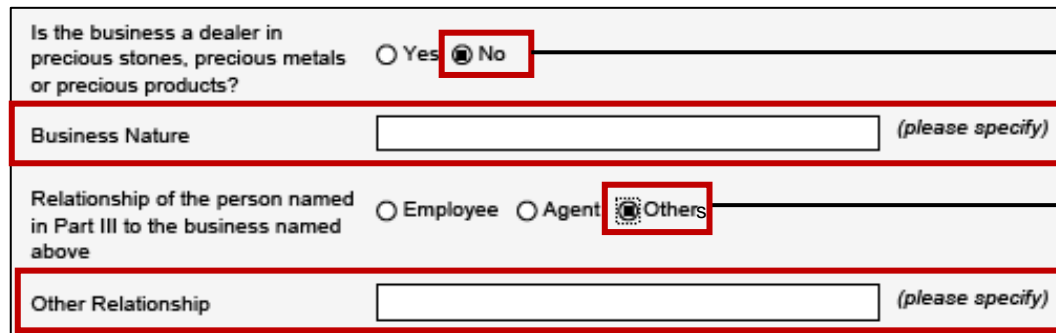
Under Identification Type, selecting “Others” will trigger the Other Identification Type field to appear.

Relationship of the person named in Part III to the person named above Family / Relative Friend Employee Agent Others

Other Relationship (please specify)

Under Relationship, selecting “Others” will trigger the Other Relationship field to appear.

Part V: Identity of the Business That Owns the Cash



Is the business a dealer in precious stones, precious metals or precious products? Yes No

Business Nature (please specify)

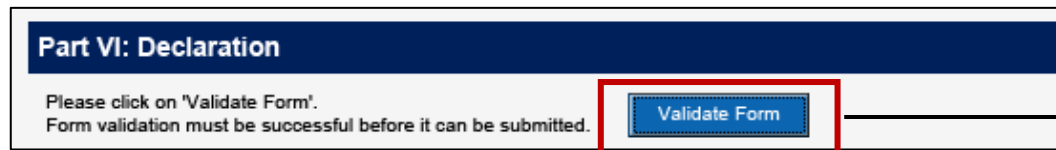
Relationship of the person named in Part III to the business named above Employee Agent Others

Other Relationship (please specify)

Under the question relating to PSMD business nature, selecting “No” will trigger the Business Nature field to appear.

Under Relationship, selecting “Others” will trigger the Other Relationship field to appear.

Part VI: Declaration

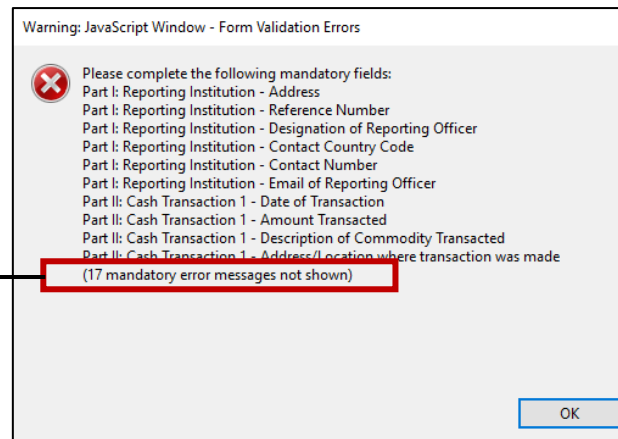


Part VI: Declaration

Please click on 'Validate Form'.
Form validation must be successful before it can be submitted.

You must click on “**Validate Form**” at the end of the form to trigger the validation checks.

Take note that this pop-up window only displays up to 10 errors. To view the remaining errors, you will need to first fix the errors shown, then validate again.



Warning: JavaScript Window - Form Validation Errors

Please complete the following mandatory fields:
Part I: Reporting Institution - Address
Part I: Reporting Institution - Reference Number
Part I: Reporting Institution - Designation of Reporting Officer
Part I: Reporting Institution - Contact Country Code
Part I: Reporting Institution - Contact Number
Part I: Reporting Institution - Email of Reporting Officer
Part II: Cash Transaction 1 - Date of Transaction
Part II: Cash Transaction 1 - Amount Transacted
Part II: Cash Transaction 1 - Description of Commodity Transacted
Part II: Cash Transaction 1 - Address/Location where transaction was made
(17 mandatory error messages not shown)

If there are errors in the form, a **pop-up window** will appear to inform you of the errors. Click 'Ok' and correct the errors identified. Fields with errors will be highlighted in **red** for your attention.

Form validation has failed if the validation status turns **red**. You will need to correct the errors and click on "Validate Form" again until form validation is successful.

Part VI: Declaration

Please click on 'Validate Form'.
Form validation must be successful before it can be submitted.

Validation Status **Validation failed as of 19/4/2018 10:56 AM**

You can only submit the form if form validation is successful (turns **green**).

Part VI: Declaration

Please click on 'Validate Form'.
Form validation must be successful before it can be submitted.

Validation Status **Validated successfully as of 17/4/2018 2:56 PM**

I declare that the information provided in this report is full and accurate*.

Name of Reporting Officer

Identification Type

Identification Number of Reporting Officer

Date of Declaration (DD/MM/YYYY)

The following **greyed-out fields** will be system-populated upon submission of the CTR on the filing platform:

- Name of reporting officer
- Identification type and identification number of reporting officer
- Date of declaration (date in which CTR is submitted on the filing platform)

The identifying information of the reporting officer will be based on the particulars associated with the logged-in Corp Pass account. The date of declaration will be the date on which the CTR is submitted successfully on the filing platform.