

GETTING STARTED WITH SONAR

**For STR filers
(Updated on 6 Sept 2018)**

INTRODUCTION AND CONTENTS

Introduction

In August 2018, the STRO Online Notices And Reporting platform (SONAR) replaced the Suspicious Transaction On-Line Lodging System (STROLLS) to allow electronic submission of Suspicious Transaction Reports. SONAR is also the consolidated platform to allow electronic submission of Cash Movement Reports (Form NP 728) and Cash Transaction Reports (Form NP 759). This guide serves to inform Suspicious Transaction Report filers on the functions of SONAR and how they can use SONAR to electronically submit Suspicious Transaction Reports.

Getting Started

To begin, access SONAR through the [Police E-services webpage](#) for businesses. Select “STRO Online Notices and Reporting Platform (SONAR)”. Select “Login via CorpPass”. You will be redirected to the CorpPass sign in page.

1. Fill in your CorpPass credentials
2. Click “Login”.

! Do not bookmark this CorpPass login page because this is a redirected link. Always access SONAR via the Police E-services webpage.

From 1 Sep 2018, CorpPass will be the only login method for G2B transactions
Other login methods will not be accepted for online corporate transactions with the government. IRAS digital services will also be available by then. Register for CorpPass now to prevent any disruption to your business transactions!

Log in with CorpPass

1

☐ Remember Entity ID

[Forgot Entity / CorpPass ID or Password](#)

2

Click on the relevant section you would like to know more about.

USER ADMINISTRATION

- General Information on SONAR User Rights
- Apply for Administrator User Right
- Create Non-Administrator Users
- Search, Edit and Delete Users

REPORT FILING & BULLETINS


- Submit Suspicious Transaction Reports
- Search Submitted Reports
- View Bulletins and Alerts
- SONAR Technical Requirements

GENERAL INFORMATION ON SONAR USER RIGHTS

SONAR User Rights

There are 3 main user rights on SONAR – Submitter, Reviewer and Administrator. Each SONAR user can hold any combination of the 3 user rights.

| | SUBMITTER | REVIEWER | ADMINISTRATOR |
|------------------------------------|------------------------------|--|-------------------------------------|
| Submit Reports | Yes | No | No |
| Search, View and Void past Reports | Yes (for own submissions) | Yes (for all submissions in the organisation) | No |
| Manage SONAR user accounts | No | No | Yes |
| Approval required from STRO? | No | No | Yes (Need to submit application) |

 Users can hold a combination of user rights. If you are a submitter and reviewer, you will be able to submit reports **and** search for all reports submitted by the organisation.

ADMINISTRATOR APPLICATION

Each organisation can only have a maximum of 2 users holding the Administrator user right. Before you apply as an Administrator, please ensure that you have the following:

1. A valid CorpPass account (to register for CorpPass, please visit <https://www.corppass.gov.sg>)
2. Access to SPF Digital Services (Your entity’s CorpPass Admin should assign users to “SPF E-services (G2B)”)
3. Coloured copies of the following documents (to be submitted on SONAR):
 - a. **Authorization letter** with company letterhead (signed by Head of Compliance or above*)
 - b. Signatory’s **photo ID** (front & back)
 - c. If the Signatory is an ACRA-listed Director/Partner, please provide the **company’s ACRA Profile**

** If you are an ACRA-listed Director/Partner (except for sole proprietors), the authorization letter needs to be endorsed by another ACRA-listed Director/Partner of the same company.*



The following pages contains detailed steps on how to apply for the administrator user right on SONAR. Please note that turnaround time for approval may take up to 10 working days.

APPLY FOR ADMINISTRATOR USER RIGHT

Applying for Administrator rights

You should see the following Homepage after logging in if you are an unregistered user. You will notice that you are unable to view Bulletins and unable to submit Suspicious Transaction Reports.

1. Click on “[Apply for Administrator Rights for self](#)”

Home

Log out

SONAR

STRO Online Notices And Reporting platform

Name:Your Name

Name of Company:Your Company's Name

You are assigned as:Unregistered

Report Menu

Upload Report

View Bulletins

Search Submitted Report

Account Registration

1

Apply for Administrator Rights for self

Blank Report Template(s)

Cash Movement Report (CMR-NP728)

Cash Transaction Report (CTR-NP759)

Bulletins

Please register as a SONAR user to view bulletins/alerts.

Only registered users will be able to view bulletins and download report templates for Suspicious Transaction Reports

You will not be allowed to proceed on with your registration if your organisation already has 2 Administrators. The following prompt will appear. At least 1 of the existing Administrators will have to deactivate his/her SONAR account for a new user to apply as Administrator.

Information

You are unable to access this function as each organisation can only have a maximum of 2 users holding Administrator rights. Please approach your Administrators if you want to change your role.

CLOSE

APPLY FOR ADMINISTRATOR USER RIGHT

Administrator Registration – Personal Particulars

- 1. Complete your Personal Particulars. You may notice that some items have been auto-populated from your CorpPass credentials
- 2. Select your required User Rights (If you select all three User Rights, you will be able to access all functions on SONAR) and fill in your organisation’s address details
- 3. Click “NEXT”

Administrator Registration

* Required

Personal Particulars

1

CorpPass ID *

Identification Type *

NRIC

Identification No. *

SXXXXXXX

Full Name *

Name of SXXXXXXX

Email Address *

Department

Designation *

Office Contact No. *

65

Date of Birth *

!

Please provide a valid email address as the outcome of your application will be sent to the email address provided here.

2

Company Information

Company Name

Name of T44444444D

UEN

T44444444D

User Rights *

!

Some fields will be auto-populated according to your CorpPass profile.

?

☐ Administrator

☐ Reviewer

☐ Submitter

Address

Postal Code *

Block/House No. *

Street *

Building Name

Floor-Unit

Floor number

Unit number

CANCEL

3

NEXT

APPLY FOR ADMINISTRATOR USER RIGHT

Administrator Registration – Select Institution and Business Type

Select the applicable Institution and Business Type that applies to your organisation. This includes business activities that your organisation is licensed to carry out.

1. Select an applicable Institution Type
2. Select an applicable Business Type - you may use *Ctrl* or *Shift* keys to select multiple items
3. Click “ADD”
4. Select another Institution and Business Type, if your company operates in more than one business activity.

Institution / Business Type Assignment

Please add all Business Types applicable to your Institution Type.
The selections made in the new Administrator will replace past selections and will affect the types of reports your institution is able to file.

UEN
T44444444D

1

Institution TypeCommercial Bank

2

Business TypeFull BankOffshore BankWholesale Bank

3

ADD

The Institution and Business Types will be added to the list at the bottom of the screen.

5. To remove an Institution Type/Business Type, click “Remove”
6. After adding all the applicable Institution Type and Business Type that applies to your organisation, click “NEXT”

| Institution Type | Business Type |
|------------------|---------------|
| Commercial Bank | Full Bank |

5


Remove

6

NEXT

CANCEL

BACK

 Institution Type and Business Type affects what bulletins your organisation will receive

APPLY FOR ADMINISTRATOR USER RIGHT

Administrator Registration – Supporting Documents

Supporting documents are required for users applying to be Administrators. Please follow the instructions on the types of supporting documents required. If insufficient or erroneous documents are provided, the application will be rejected and fresh applications will have to be submitted.

1. Click “ADD” to upload supporting documents. Use the checkboxes and click “DELETE” to remove uploaded documents
2. Click “SUBMIT” when all the necessary supporting documents have been uploaded
3. A confirmation prompt will appear. Click “YES” to proceed.

Upload Supporting Document

Please submit **coloured copies** of the following:

1. **Coloured** copy of authorisation letter with company letterhead (signed by Head of Compliance or above*)
2. **Coloured** copy of the signatory's photo ID** (front & back)
3. If the signatory of the authorisation letter is an ACRA-listed Director/Partner, to additionally provide a copy of the company's ACRA Profile

* If the applicant is an ACRA-listed Director/Partner (except for sole proprietor), the authorisation letter needs to be endorsed by another ACRA-listed Director/Partner of the same company.

** Photo ID: NRIC or pass issued by the Ministry of Manpower e.g. employment pass.

To note: Applications with incomplete supporting documents will be rejected. In such cases, fresh applications will have to be submitted.

Allowed file types: jpg,jpeg,png,pdf,doc,docx,xls,xlsx

(Maximum file size is 2MB each)

1

| <input type="checkbox"/> | File Name |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Authorisation Letter (SONAR).pdf |
| <input type="checkbox"/> | ACRA Profile.pdf |
| <input type="checkbox"/> | Signatory NRIC (front + back).jpg |

ADD

DELETE

Declaration

By submitting this application, you declare that the information provided (including all attachments) is true and correct.

CANCEL

BACK

2

SUBMIT

Confirmation

Are you sure you want to submit this application?

3

YES

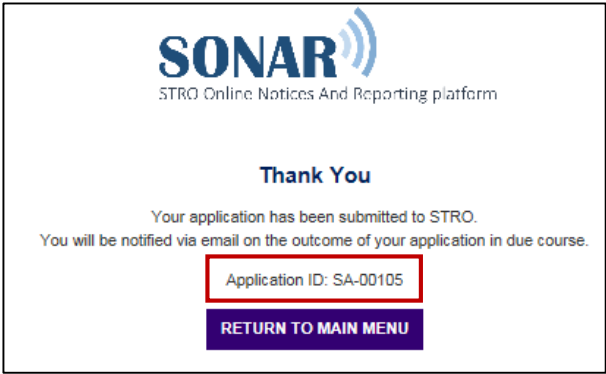
NO

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APPLY FOR ADMINISTRATOR USER RIGHT

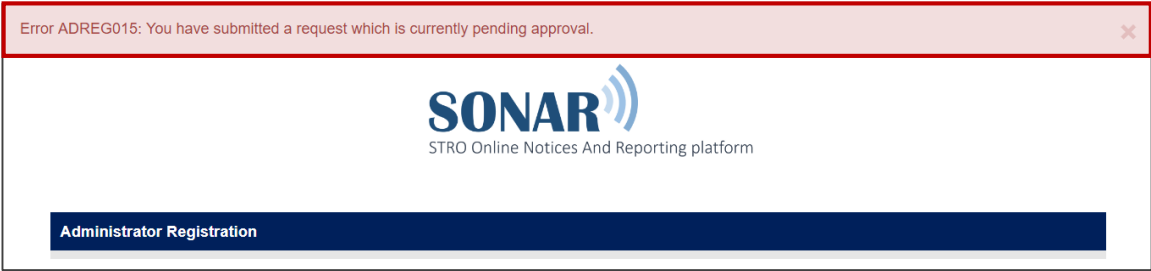
Administrator Registration – Acknowledgement

If your application is successfully submitted, you will be assigned an Application ID.
Please provide your Application ID when making queries to STRO for us to better assist you.



The Administrator application process is complete. You will be notified on the outcome of your application via email. The approval process may take up to 10 working days.

You will not be allowed to submit another administrator application while we are reviewing the submitted application. You will encounter the following error message.



CREATE NON-ADMINISTRATOR USERS

Account Creation – Submitters and Reviewers

This section is a guide on how to create non-administrator accounts. [Click here](#) to learn how to create administrator accounts on SONAR.

To begin, click on “Create User Account” under the User Account Management menu.

User Account Management

Create User Account

Search User Account

! Only users with the Administrator user right will be able to access User Account Management functions

1. Complete the required fields in the form
2. Indicate the effective period, status of account and user right(s) to be appointed
3. Click “SUBMIT”

Add User

1

Personal Particulars

CorpPass ID *

Identification Type *

Identification No. *

Full Name *

Email Address *

Department

Designation

Office Contact No. *

65

Contact No

Date of Birth *

DD/MM/YYYY

Company Information

Company Name

Name of T44444444D

UEN

T44444444D

Institution Type

Securities, Future and Fund Management

Securities, Future and Fund Management

Direct Insurance

Business Type

Clearing Facility

Central Depository System

Insurance Agent/Insurance Broker

Address

Postal Code *

Street *

Building Name

Floor-Unit

Floor number

Unit number

2

User Account Information

Effective Date *

DD/MM/YYYY

Expiry Date *

DD/MM/YYYY

User Rights *

Reviewer

Submitter

Status of Account *

CANCEL

3

! Please set Effective Date 1 day earlier than the date you would like the user's account to be active.

SUBMIT

The user account will be created immediately. There is no approval process for non-administrator accounts.

SEARCH, EDIT AND DELETE USERS

Search SONAR Accounts

To retrieve the list of SONAR users in your organisation, click “Search User Account”.

User Account Management

[Create User Account](#)

[Search User Account](#)

! Only users with the Administrator user right will be able to access User Account Management functions

1. Key in either the NRIC/FIN, Full Name or User Right of the user you would like to search for
2. Click “SEARCH”

Search User

NRIC/FIN

Full Name

User Rights

SEARCH

3. The list of users that match your search parameters will be returned. Click on the NRIC/FIN of the user you would like to edit/delete

| Result(s) | | | | | | |
|---|-----------|----------------------------|-----------------|----------------|-------------|--------|
| To edit user information, please click on the NRIC/FIN of the user. | | | | | | |
| No. | NRIC/FIN | Full Name in Passport / ID | Email | Effective Date | Expiry Date | Status |
| 1 | S9571477C | Name of S9571477C | email@email.com | 02/08/2018 | 20/08/2018 | Active |
| Showing 1 to 1 of 1 entries | | | | | | 1 |

SEARCH, EDIT AND DELETE USERS

Edit and Delete SONAR Accounts

You may make amendments to the user profile on this page.

- 1. Click “UPDATE” to save changes made to the profile
- 2. Click “DELETE” to delete this user’s SONAR account

Personal Particulars

CorpPass ID *

CPS9571477C

Identification Type *

NRIC

Identification No. *

SXXXXXXX

Full Name *

Full Name

Email Address *

email@email.com

Department

Designation

Office Contact No. *

65

61234567

Date of Birth *

24/06/2018

Company Information

Company Name

Name of T44444444D

UEN

T44444444D

Institution Type

Business Type

Securities, Future and Fund Management

Clearing Facility

Securities, Future and Fund Management

Central Depository System

Direct Insurance

Insurance Agent/Insurance Broker

Address

Postal Code *

123123

Block/House No. *

123

Street *

Sesame Street

Building Name

Floor-Unit

Floor number

Unit number

User Account Information

Effective Date *

02/08/2018

Expiry Date *

20/08/2018

User Rights *

☒ Administrator

☒ Reviewer

☒ Submitter

Status Of Account *

Active

CANCEL

2

DELETE

1

UPDATE

SUBMIT SUSPICIOUS TRANSACTION REPORTS (STRs)

Submit STRs on SONAR

SONAR will only accept submissions of the validated STR Offline Forms.

1. To obtain a copy of the form template, click on “Suspicious Transaction Report (STR)” under the Blank Report Template(s) Menu.
2. To begin filing reports, click on “Upload Report” in the Report Menu

| | |
|-----------------------------|------------------------------------|
| Name: | Your Name |
| Name of Company: | Your Company's Name |
| You are assigned as: | Reviewer, Submitter, Administrator |

User Account Management
[Create User Account](#)
[Search User Account](#)

Report Menu
[Upload Report](#)
[View Bulletins](#)
[Search Submitted Report](#)

Account Registration
[Edit Administrator Rights for self](#)

Blank Report Template(s)
[Cash Movement Report \(CMR-NP728\)](#)
[Cash Transaction Report \(CTR-NP759\)](#)
[Suspicious Transaction Report \(STR\)](#)



3. In the form selection page that appears, select “Suspicious Transaction Report (STR)” in the drop-down list to file STRs.
4. Click “NEXT”

Upload Report

Your name and NRIC will be auto-populated into the identification fields of the report(s), if applicable.

Please select a report type and click on 'Next'

3

Report Type

Suspicious Transaction Report (STR) ▾

BACK TO HOME

4

NEXT

SUBMIT SUSPICIOUS TRANSACTION REPORTS (STRs)

Submit STRs on SONAR

Upload only validated STR forms at the Upload Report screen

- 1. Click “ADD” to upload your form. Use the checkbox and click “DELETE” to remove uploaded documents
- 2. Click “UPLOAD”

Upload Report

Your name and NRIC will be auto-populated into the identification fields of the STR report(s), if applicable.

Please click on 'Add' button to choose the relevant document and click on 'Upload' button to upload the document.
(Maximum file size is 2.5MB each and 90 characters for filename)

1

File Name

☐

Sample STR Form (Validated).pdf

ADD

DELETE

!

You may submit 1 file per submission

BACK

2

UPLOAD

!

Make sure that your forms have been validated (all sections are green in the validation summary of your form) before submitting them on SONAR

Reporting Institution

Account Information

Entity Information

Policy Information

Suspicious Transactions

Reasons for Suspicion

Validation Summary

Part VII

Validation Summary

Reporting Institution Status

Successful

Account Information Status

Successful

Entity Information Status

Successful

Suspicious Transactions Status

Successful

Reason for Suspicion Status

Successful

Once all of the sections are validated successfully, the form will be enabled for submission.

Enabled

SUBMIT SUSPICIOUS TRANSACTION REPORTS (STRs)

Submit STRs on SONAR

If you upload erroneous files, you will be prompted on the error encountered.

1. Click on the “x” beside the file to remove the erroneous file or a file you do not wish to submit
2. Click on the file you wish to submit to preview it. You will notice that your organisation’s Name and UEN will be auto-populated into the form. Please ensure that the information within the form is correct before submitting the form
3. Check on the declaration checkbox
4. Click “SUBMIT”

Sample Error Messages

The file uploaded is erroneous and will not be submitted.

Sample CMR Form.pdf

Error AEMWB006: Do not upload a different Form type from the Report Type you selected previously. Please cancel your transaction and try again with the correct Report Type.

The file uploaded is erroneous and will not be submitted.

Sample STR Form (Not Validated).pdf

Error AEMWB008: Do not upload forms that have not been successfully validated. Please cancel your transaction and try again with a valid form.

Review Drafts

Please click on the file name to review the uploaded document(s).

All report(s) has been processed for your review.

| S/N | File Name |
|-----|---------------------------------|
| 1 | Sample STR Form (Validated).pdf |

Part I Reporting Institution

Reporting Institution Particulars

| | |
|--------------------------------|--|
| Institution Type* | Business Type* |
| Commercial Bank | Full Bank |
| Name of Reporting Institution* | |
| UAT Pte Ltd | |
| UEN of Reporting Institution* | Internal Reporting Institution Reference Number* |
| R00CL7266H | INTERNAL-00123 |

Declaration

☒

I declare I am submitting the above STR(s) with my personal CorpPass ID.

I have reviewed the uploaded document(s) and confirmed that the uploaded data is accurate to the best of my knowledge.

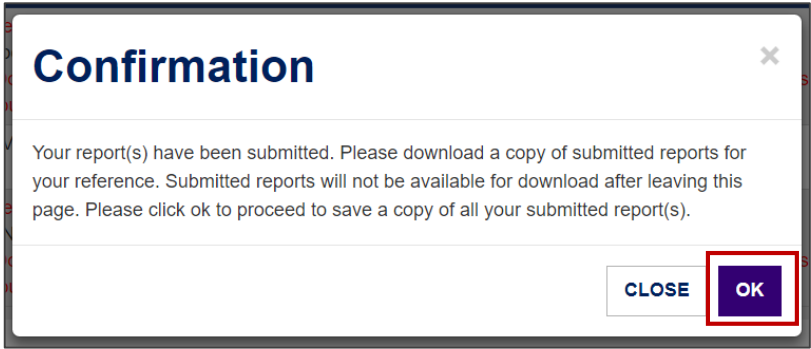
CANCEL

SUBMIT

SUBMIT SUSPICIOUS TRANSACTION REPORTS (STRs)

Submit STRs on SONAR

Upon successful submission, you will receive a confirmation prompt. Click “OK” to download a zip file containing the official copy of your submitted report.



You can also download an official copy of your submitted report by clicking on “DOWNLOAD ALL”. All successfully submitted reports will be issued a report number. **Please note that Submitted reports will not be retrievable for download after leaving this page. Download the reports before returning to the Main Menu.**

Submission of Reports

Note: The official STR reports submitted will be not be available for download after leaving this page. Please download a copy for your internal records.

All report(s) has been processed for submission.

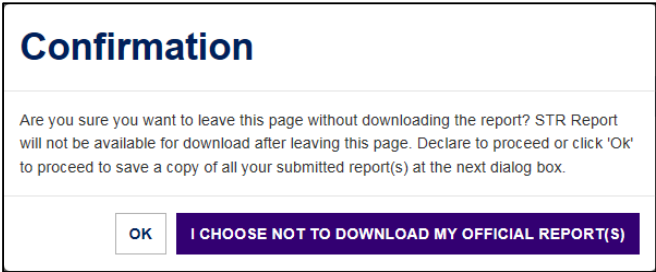
DOWNLOAD ALL

| S/N | File Name | Status | Report No. |
|-----|---------------------------------|-----------|-------------|
| 1 | Sample STR Form (Validated).pdf | Submitted | 180810-18-1 |

RETURN TO MAIN MENU

!

Ensure that you have downloaded all reports at this stage because they will no longer be retrievable for download after leaving this page. If you do not download the reports, you will encounter the following prompt.



SEARCH SUBMITTED REPORTS

Retrieving Submitted Reports on SONAR

To retrieve a list of submitted STRs, click on “Search Submitted Report” under the Report Menu.

Name:

Your Name

Name of Company:

Your Company's Name

You are assigned as:

Reviewer, Submitter, Administrator

User Account Management

Create User Account

Search User Account

Report Menu

Upload Report

View Bulletins

Search Submitted Report

Account Registration

Edit Administrator Rights for self

Blank Report Template(s)

Cash Movement Report (CMR-NP728)

Cash Transaction Report (CTR-NP759)

Suspicious Transaction Report (STR)

!

Submitters will only be able to retrieve reports submitted by himself/herself.

Reviewers will be able to retrieve all reports submitted by the organisation.

1. Select the Report Type you would like to search (Suspicious Transaction Reports)

2. Indicate either the report number or date submitted (Report No. supports partial search)

3. Click “SEARCH”

Search Submitted Form

* Required

* At least one field is required

Please select the type of search and provide the relevant details. Click on 'Search' to fetch the results.

1

Report Type *

2

Report No. #

Date From #

DD/MM/YYYY

Date To #

DD/MM/YYYY

3

SEARCH

SEARCH SUBMITTED REPORTS

Retrieving Submitted Reports on SONAR

The list of STRs that match your search parameter(s) will be generated.

Search Submitted Form

* Required

At least one field is required

Please select the type of search and provide the relevant details. Click on 'Search' to fetch the results.

Report Type *

Suspicious Transaction Report (STR)

Report No. #

180813

Date From #

DD/MM/YYYY

Date To #

DD/MM/YYYY

SEARCH

Result(s)

Note: Status of submitted STR reports is available for searching for up to 5 years.

| Submitted Date | Report No. | Submitted By | Uploaded By | Status | Official Report | Remark |
|----------------|-------------|--------------|-------------|-----------|-----------------|--|
| 13/08/2018 | 180813-15-2 | | | Submitted | 180813-15-2.pdf | STRO has completed its analysis of the STR and there is currently insufficient basis to take further action on the matter. Nevertheless, the intelligence developed from the STR has been collated for future reference. No further action is required of the STR filer unless notified otherwise. |

Showing 1 to 1 of 1 entries

!

Please allow for a 5 to 10 minute delay after submission for your submitted report to appear on the search results.

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VIEW BULLETINS AND ALERTS

View Bulletins and Alerts on SONAR

A list of the latest bulletins and alerts will be displayed on your Homepage upon logging in. You may either click on the date for each bulletin to view the detailed contents and attachment(s) or click on “View Bulletins” under the Report Menu to view all bulletins and alerts.

Name:

Your Name

Name of Company:

Your Company's Name

You are assigned as:

Reviewer, Submitter, Administrator

User Account Management

Create User Account

Search User Account

Report Menu

Upload Report

View Bulletins

Search Submitted Report

Account Registration

Edit Administrator Rights for self

Blank Report Template(s)

Cash Movement Report (CMR-NP728)

Cash Transaction Report (CTR-NP759)

Suspicious Transaction Report (STR)

Bulletins

Ask Jamie @ SPF (Beta)

Type your question ...

| Date | Bulletin Content |
|------------|--|
| 07/08/2018 | Please download the attachment to view Suspicious... |
| 07/08/2018 | 180803-09-1 remark was updated |
| 07/08/2018 | Bulletin Content |
| 07/08/2018 | 180803-10-1 remark was updated |
| 03/08/2018 | Bulletin Content |
| 03/08/2018 | 180802-10-16 remark was updated |
| 03/08/2018 | Bulletin Content |
| 03/08/2018 | 180802-10-16 remark was updated |
| 02/08/2018 | Bulletin Content |
| 01/08/2018 | Bulletin Content |

Bulletin

| | |
|------------|--|
| Date | 07/08/2018 |
| Title | Suspicious Indicators for Financial Institutions |
| Content | Please download the attachment to view Suspicious Indicators |
| Attachment | Suspicious_Indicators_for_Financial_Institutions.pdf |

!

Click on the Attachment file names to download the documents.

TECHNICAL REQUIREMENTS

Compatible Web Browsers

SONAR platform has been tested to be compatible with the following web browsers:

- Internet Explorer 11
- Microsoft Edge
- Mozilla Firefox 50+
- Google Chrome 60+



We recommend using a private browser and clearing your cache each time before starting a new session on SONAR.

To optimise your experience, you may wish to check with your IT department to ensure that the following settings have been made on your organisation's workstations and proxy servers.

Proxy Server Settings

- Allow internet traffic from the domain <https://eservices.police.gov.sg>
- Proxy server should not terminate or refresh internet access sessions automatically

Internet Explorer Settings

- Enable cookies
- Do not use the <Back>, <Forward> and <Refresh> buttons on the internet explorer (IE) browser or use "Ctrl + N" to launch a new IE window when the SONAR application is open. Keyboard shortcuts such as <Backspace> to go to the previous page will also cause your session to be terminated prematurely.

Compatible Adobe Readers

The new form has been tested to be compatible with the following Adobe software(s):

- Acrobat DC Version 15+ (Available for free on the Adobe website)
- Acrobat 11+

Do also install the necessary Adobe Font Pack(s) to use certain font type(s) in the form (available for free on the Adobe website).