



Guideline 2

Financial Transactions Reporting Act

Reporting a Suspicious Transaction by Paper

Introduction

Reporting a suspicious transaction to the Financial Intelligence Unit (FIU) by paper will require that you complete a "*Suspicious Transaction Report*" (STR) form and submitting this to the FIU.

How to Obtain a Suspicious Transaction Report form?

This can be accessed and printed from the FIU website or you may call the FIU on telephone number 322-3333 for a copy to be faxed or mailed to you.

How to Complete a Suspicious Transaction Report form?

Fill out a Suspicious Transaction Report (STR) form as follows:

Part A	<p>Identity of Person Conducting the Suspicious Transaction</p> <p>Provide information on the person at your counter/office actually conducting the transaction.</p> <p>Q1-10</p> <p>Details to be provided include</p> <ol style="list-style-type: none">1. full name of the person (include father's name, if available);2. date of birth;3. occupation, business or principal activity (if self employed) ;4. business address (both physical and postal address) ;5. residential address (only the physical address);6. whether he/she is a Fiji citizen; if he/she is a non-Fiji citizen, provide a Fiji contact address;7. whether he/she is a signatory to the account(s) affected in the transaction;8. description of the accounts affected by the transaction;9. the identification documents used to identify the person conducting the transaction eg driver's license; FNPF card10. whether copies of ID documents are also being submitted with the STR.
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<p>Part B</p>	<p>Details of Person/Organization on Whose Behalf the Transaction was Conducted (if applicable) If the person is conducting the transaction on his own behalf, write “same as Part A.”</p> <p>Otherwise, provide information on the person(s) or organization on whose behalf the transaction is being conducted.</p> <p>Q11-15 Details to be provided include</p> <ol style="list-style-type: none"> 11. full name of the person or organization (include father’s name, if available); 12. occupation, business or principal activity; 13. business address (both physical and postal address); 14. residential address (only the physical address); 15. whether this person is a signatory to the accounts affected by the transaction; if so provide information of the affected accounts.
<p>Part C</p>	<p>Details of the Transaction Provide information on the nature of the transaction being reported on.</p> <p>Q16 State the type of transaction conducted; examples are:</p> <ul style="list-style-type: none"> ▪ Banks/Credit institutions- deposit, withdrawal; telegraphic transfer of funds; ▪ Foreign Exchange Dealers & Money Remitters – purchase/sale of foreign currency; telegraphic transfer; ▪ Insurance Companies- cash receipts ▪ Real estate firms- cash receipts <p>Q17 State the date of the transaction.</p> <p>Q18 Describe the nature of the transaction – what is the reason given by the customer/client for the transaction. Examples are:</p> <ul style="list-style-type: none"> ▪ Bank: savings deposit; TT for import payments; ▪ Foreign exchange dealer: overseas travel for holiday ▪ Insurance: payment of premium ▪ Real estate: deposit on purchase of a property <p>Q19 State the total amount or value of the transaction in Fiji dollar. Any amounts in foreign currency must be converted to Fiji dollars and also included in this amount.</p> <p>Q20 If foreign currency was also involved, than provide details of what type of foreign currency was involved and its value.</p> <p>Q21 If a cheque/bank draft/money order/telegraphic transfer/transfer of currency or purchase or sale of any security was involved in this transaction, than provide details of:</p> <ul style="list-style-type: none"> - the drawer/ordering customer and

	<p>- the payee/favouree/beneficiary customer.</p> <p>Q22 Provide details of any other financial institution involved in this transaction should be provided. In particular the name of the financial institution, branch and country in which is it located.</p> <p>Q23 If any Accounts of OTHER Persons/Organizations were affected by this Transaction, than provide details of this.</p>
PART D	<p>DETAILS OF THE RECIPIENT PERSON/ORGANISATION Provide details of the person/organization that is to receive the funds.</p> <p>Q24-27 Details include: 24. Full name of the person/organization (include father's name, if available) 25. Business address 26. Residential address 27. Occupation/Business activity</p> <p>Q.28 State the account, if any, in which the person/organization is to receive the funds. This should include the account name/title, name of the financial institution, the branch/office/agency and the account number.</p>
PART E	<p>GROUND FOR SUSPICION Q29 Briefly explain your reasons for suspicion, clearly pointing out the features or details surrounding the transaction which led to your suspicion.</p> <p>You may also provide physical description of the person conducting the transaction here if proper identification document was not produced.</p> <p>Q30 State whether additional information is attached to the report. Supporting documentation such as identification documents, copies of correspondences or transaction history maybe provided with the STR.</p>
PART F	<p>Reporting Financial Institution Q31-34 Provide details of the reporting financial institution namely the type of financial institution (eg bank; real estate agent; foreign exchange dealer) full name of the financial institution; branch/agency where the transaction took place and business address.</p>
PART G	<p>Financial Institutions Statement Q35-37 Person making the report must provide his/her name, position and contact details. He/she must also sign off on the report.</p>

How to Send the STR form to the FIU

STR Forms should be sent to the FIU using the most secure channel available to a financial institution due to the confidentiality of the information contained in the report.

You may fax this to the FIU on fax number: 331 6454

Or you can hand deliver or mail the form to

*Financial Intelligence Unit
Reserve Bank of Fiji
Tower 3, RBF Building
Pratt Street
Suva*

*Financial Intelligence Unit
Reserve Bank of Fiji
Private Mail Bag
Suva*

All mails containing the STR forms must be marked as CONFIDENTIAL and addressed to “The Director, Financial Intelligence Unit.”

Further guidance on Suspicious Transaction reporting is provided in **Guideline 1**.

For further information please contact the Financial Intelligence Unit on:

Phone: 322-3333

Fax: 331- 6454

Website address: www.FIJIFIU.gov.fj

Postal address: FIU, Reserve Bank of Fiji, Private Mail Bag, Suva

Financial Intelligence Unit

26 October 2007