



Annex 1: Completion of the Cash and/or Monetary Transaction Report Form

The report consists of four parts numbered from Part 1 to Part 4. It is important that **as much information as possible** be included in the report as this will enable the FIA to carry out meaningful analysis of the reported information and take appropriate action in accordance with the AML Act, 2013. All relevant fields must therefore be completed, where information is available.

Completing Part 1: Information on Reporting Entity/Person

Part 1 requires particulars of the Accountable Person making the CTR. In Part 1.2, the reporter is required to categorize the Accountable Person according to the classifications listed in the second schedule to the AML Act, 2013.

The particulars of the Money Laundering Control Officer should clearly be indicated in Part 1.4.

Completing Part 2: Particulars of Person or Entity Being Reported or Conducting the Transaction

Part 2 of the reporting form is divided into three parts – Part 2.1 (information about individual conducting transaction) Part 2.2 (information about entity on whose behalf the transaction was conducted) and Part 2.3 (information about individual on whose behalf the transaction was conducted). This section should be carefully completed indicating all the vital information.

Completing Part 3: Transaction Details

If multiple transactions are involved, please supply details for each transaction on a separate page. It is very important to provide as much information as possible concerning the specific transaction or series of transactions which are the subject of the CTR, in order to enable the FIA to carry out a meaningful analysis of the reported information

In Part 3.1 the date and amount of transaction must be clearly captured. In addition, the reporter should indicate the information which the client may have provided as to the intended purpose of the transaction, for example that the *“transaction was conducted to purchase land”*.

Part 3.2 requires the reporter to describe how the person or business entity being reported disposed of the funds as a result of the transaction, in other words what happened to the funds involved in the transaction. Multiple choices are possible here since there could be



more than one use for a particular transaction. For example, the customer could initiate a transaction in cash and also send an electronic fund transfer.

Part 3.3 relates to the account of the entity or person that is involved in the transaction that is being reported. All relevant fields must therefore be completed, where information is available.

Completing Part 4: Relationship

Part 4 requires the reporter to state the relationship of the individual named in Part 2.1 to the entity named in Part 2.2 and/or individual named in Part 2.3. It also requires the reporter to list all available documents that are related to the report. For example all account opening documentation; information required by the institution as part of its transactional obligations, account statements, and any other applicable documentation.