



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF FINANCE

FINANCIAL INTELLIGENCE UNIT OF TRINIDAD AND TOBAGO

ADVISORY

Reference No : ADV002 /2010

Issued : September 22, 2010

Subject : REPORTING FORMS :

- SUSPICIOUS TRANSACTION / ACTIVITY REPORTS (STR/SAR) AND
- QUARTERLY TERRORIST PROPERTY REPORT

General

In accordance with *section 8(1), Part III* of the *Financial Intelligence Unit (FIU) of Trinidad and Tobago Act 11 of 2009*, the FIU in fulfilling its function, is disseminating the following reporting guideline, in the form of an advisory.

This *Advisory* is intended to provide Financial Institutions with the guidelines in relation to STRs/SARs and Terrorist Property reporting to be made to the FIU of Trinidad and Tobago, which in turn, will assist you in meeting your obligation to the relevant legislation.

The *Proceeds of Crime Act (POCA), Section 55 as amended, by section 30 (3) of Act No. 10 of 2009, and the Anti-Terrorism (Amendment) 2 of 2010, Section 22C*, requires the reporting of suspicious transactions and suspicious activities, by Financial Institutions and Listed Businesses.

A suspicious transaction is one for which there are reasonable grounds to suspect that the transaction is related to a specified offence or a terrorist activity financing offence. A suspicious transaction can include one that was attempted.

REPORTING FORMS

All Financial Institutions are advised that a PDF version of the STR/SAR forms and Quarterly Terrorist Property Reporting Forms (QTR1 & QTR2), are now online and can be found on the FIU website at : (<http://www.fiu.gov.tt>). The forms can be printed for use. **However, if you require an electronic version (MS Word) of the forms, you can contact the FIU and make such a request.**

STR/SAR FORM : Mandatory fields

STR/SAR forms which were used previously are no longer suitable for use and must be discontinued immediately. In its stead, the revised STR/SAR form must be used.

Many of the fields that are mandatory in the STR/SAR form, apply only for transactions that have occurred. If the suspicious transaction was attempted, you may not have as much information as you would have if it had been completed. In this case, if the information for any field in the report is not available because it was an attempted transaction, blank fields are acceptable.

QTR1 & QTR2 :

Previously, Financial Institutions forwarded to the FIU, a quarterly letter, informing of their standing as it relates to terrorist property. With the implementation of the QTR1 & QTR2 forms, quarterly Terrorist Property Reports will now be accepted on such forms only.

General instructions as to the use of these two forms can be found online. Please be guided accordingly.

NOTE: The requirement to submit QTR1 & QTR2 forms are for Financial Institutions only.

REMINDERS

You are not allowed to inform anyone, including the customer, about the contents of a STR/SAR or Terrorist report, even that you have made such a report. This applies whether or not such an investigation has begun. *{(See POCA section 51, FIU Act 11 of 2009 section 23 (1) and section 24, and Anti-Terrorism amendment 2 of 2010, section 22C(4))}*.

PROTECTION :

No criminal or civil proceedings may be brought against you for making a report in good faith concerning a suspicious transaction. This also applies if you are not required to submit a report to the FIU, but decided to provide information voluntarily to the FIU because of your suspicions of money laundering or financing of terrorist activity. *{(See POCA section 55(4) and Anti-Terrorism amendment section 22C (7))}*.

HOW TO CONTACT THE FIU OF TRINIDAD AND TOBAGO

For further information, please visit the FIU website at : (<http://www.fiu.gov.tt>), or contact us at:

Telephone : 625-8351
Fax : 627-7018
E-mail : fiutt@gov.tt

*Financial Intelligence Unit of
Trinidad and Tobago.*