



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO



## QUARTERLY TERRORIST REPORT FORM

### General Information for Financial Institutions

#### REPORTING REQUIREMENTS

##### WHO MUST REPORT?

In accordance with the **Anti-Terrorism Act, Chapter 12:07 section 33 (3)**

*“Every Financial Institution (FI) shall report, every three months, to the FIU –*

- a. *If it is not in possession or control of terrorist property, that it is not in possession or control of such property; or*
- b. *If it is in possession or control of terrorist property, that it is in possession or control of such property, and the particulars relating to the person, accounts and transactions involved and the total value of the property.”*

#### DEFINITION

A **Financial Institution** is defined in the Proceeds of Crime Act section 2(1) and in section 5(b) of its amendment.

#### GENERAL INSTRUCTONS

**NOTE:** The QTR 1 or QTR 2, must be completed fully and accurately, in block letters. ALL fields **MUST** be completed for the submission to be accepted, processed, and recorded. Acknowledgement letters will not be provided if these fields are not completed.

**QTR 1** : Where the FI has conducted the required verification of its customer’s database against the UN Security Councils List (UN 1267 - <http://www.un.org/sc/committees/1267/consolist.shtml>) and any other list of Terrorist, a QTR 1 form will only be completed, if no customer of the FI, is named or is linked to any person or organizations listed in the UN Security Council list.

**QTR 2** : Where the FI has conducted the required verification of its customer's database, against the UN Security Councils List and or any other list of Terrorist, and **there exist** such a customer/entity, then a QTR 2 will be completed. This means that a customer/entity of the FI is named on the UN Security Council list of terrorist or is affiliated with person(s)/organizations, on such list.

**SUBMITTING REPORTS**

Send your completed QTR 1 forms by registered mail or hand delivery. However, your QTR 2 must be hand delivered to:

**The Director  
Financial Intelligence Unit of Trinidad and Tobago  
Level 25, Tower D  
International Waterfront Complex  
1A Wrightson Road, Port of Spain  
Trinidad, West Indies**

**\* Please include private and confidential on the sealed envelope**

**NOTE:** Changes to the mode of delivery of the QTR 1 and QTR 2 forms will be amended in the near future.

**THE FIU WILL**

Send an acknowledgment of receipt of your submission, within, approximately thirty (30) days after the information has been processed.

**Abbreviations/Meanings**

<b>FIU</b>	Financial Intelligence Unit of Trinidad and Tobago
<b>FI</b>	Financial Institution
<b>QTR 1</b>	Quarterly Terrorist Report Form 1
<b>QTR 2</b>	Quarterly Terrorist Report Form 2 <i>(only if your institution is in possession of terrorist property)</i>
<b>UN</b>	United Nations
<b>UN 1267</b>	The Consolidated List established and maintained by the 1267 Committee with respect to Al-Qaida, Osama bin Laden, and the Taliban and other individuals, groups, undertakings and entities associated with them
<b>OFAC</b>	Office of Foreign Asset Control

**CONTACT US**

Telephone: 1 (868) 625-8351 Fax: 1(868) 627-7018  
E-mail : [fiutt@gov.tt](mailto:fiutt@gov.tt) Website: [www.fiu.gov.tt](http://www.fiu.gov.tt)