

goAML PROCEDURE MANUAL REPORTING ENTITIES - TPA REPORTING

OVERVIEW

All reporting entities are required to submit to the designated authority at least once in every four calendar months, or in response to a request made to it by the designated authority a **Listed Entity Report (LER)**. This report is a declaration by the reporting entity that it is either:

- > Not in possession or control of any property by or on behalf of a listed entity; or
- It is in possession or control of such property, in which case it shall also report the number of persons, contracts or accounts involved and the total value of the property.

The reporting periods and deadlines for submission of the LER are as follows:

No.	Four Months Period	Due Date
1	January-April	May 31
2	May-August	September 30
3	September - December	January 31

Additionally, reporting entities are required to report to the designated authority in the form of a Terrorism Prevention Act (TPA) Suspicious Transaction Report (STR), all transactions, whether completed or not, which the entity suspects may be related to a terrorism offence and/ or terrorism financing. The submission of this report (TPA-STR) should be done as soon as is reasonably practicable and in any event within fifteen (15 days) after the suspicion or reasonable cause for suspicion arises.

This manual hereby provides the step-by-step procedures for entering these reports unto the goAML portal.

POSTING TO goAML

Take note of all the fields that have an **asterisk** (*) as this signifies that the fields are **mandatory**. Please note that fields not denoted to be mandatory should be completed once the reporting entity is in possession of the details.

Listed Entities Report – Not in Possession

- 1. Select NEW REPORTS > Web Reports
- 2. Select the report **TYPE > TPA-Listed Entities Report.**
- **3.** Enter the reporting period in the following format in the '**Reporting Entity Ref#'** field acronym of the reporting entity-MMM-MMM-YYYY. For e.g. FIU-SEP-DEC-2019.
- 4. Enter the 'Reason for Determination' in the 'Reason' field. See below:

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NEW REPORTS V DRA	FTED REPORTS V SUBMITTED REPOR	RTS ∽ MYGOAML ∽ S	TATISTICS ADMIN	~ ?		
XML Upload						
Web Reports	Report Type: TPA ID: -	-				
XML Report Validator	Entity ID	Financial Intelligence Unit	(FIU) Repo	rting Entity Branch		
	Туре*	TPA- Listed Entities Report	v Repo	rting Entity Ref #	FIU-SEP-DEC-2019	
	Submission Date*	23/01/2020	-			
	Reason*					
	We have checked all period January to A	our records of transaction oril 2020 and found no mai	ons for customers and cch.	compare the names w	rith the UN Sanction List o	during the
	Action					
						G,
	Reporting Person					2
	First Name	Last Name	Birth Date	TRN	Passport Number	
	Rae-Ann	Robinson	27/11/1983	10000002		

- 5. Select the plus (+) button at Possible Report Triggers. Then select TPA Not in possession/control of property owned/controlled and TPA Regular Period.
 - ✓ Select the plus (+) button at Activity > Report Parties. In the Comments field, enter the reporting period 'LER for the period September to December 2019'.
 - Select Person for the Party Type, and then enter NIL in both the First and Last Name fields; those fields are mandatory and requires an input.

Pos	sible Report Trigger		
TPA - Not in possession of prope	erty owned or controlled of property owned (TPA)	8	
т	PA- Regular Period	8	
Report Parties * 🚭			
Report Party			
Significance		Reason	
Comments			
Party Type	Person Account Entity		
Party Type 🔹	Person Account Entity		
Party Type Person * 🔁 Person	Person Account Entity	_	Use an existing Perso
Person * 💿 Person Title	Person Account Entity	Gender	Use an existing Perso
Party Type Person * 🚭 Person Title First Name*	Person Account Entity	Gender Last Name*	Use an existing Perso NIL
Party Type Person * 🚭 Person Title First Name* Middle Name	Person Account Entity	Gender Last Name* Prefix	Use an existing Perso NIL
Party Type Person * Person Title First Name* Middle Name Birth Date	Person Account Entity	Gender Last Name* Prefix Birth Place	Use an existing Perso NIL

✓ Select all Save buttons until you are taken to the first screen that provides a summary of report data input and the options to either 'Submit Report' or 'Save Report' or 'Preview' are available as seen below:

ity ID	Financial Intelligence Unit	(FIU)	Reporting Entity Branch	h		
e*	TPA- Listed Entities Report	Ŧ	Reporting Entity Ref #	FIU-SE	EP-DEC-2019.	
omission Date*	27/03/2020		-			
ason*						
e names of all custor e current UN Sanctior	mers (company & individ ns List and no hits for	duals) that condu und.	cted transactions o	over the per	riod have been che	ecked against
ion						
Reporting Person						
Reporting Person First Name	Last Name	Birth Date	TRN		Passport Number	
Reporting Person Firat Name Rae-Ann	Last Name Robinson	Birth Date 27/11/1983	TRN 1000000	02	Passport Number	2
Reporting Person First Name Rae-Ann Reporting Entity Locat	Last Name Robinson	Birth Date 27/11/1983	TRN 1000000	02	Passport Number	
Reporting Person First Name Rae-Ann Reporting Entity Locat Possible Report Trigge	Last Name Robinson	Birth Date 27/11/1983	TRN 1000000	02	Passport Number	
Reporting Person First Name Rae-Ann Reporting Entity Locat Possible Report Trigge	Last Name Robinson ion 💿 rrs 💿 Possible Report Trigger	Birth Date 27/11/1963	TRN 10000000	02	Passport Number	2
Reporting Person First Name Rae-Ann Reporting Entity Locat Possible Report Trigge TPA - Not in possession of	Last Name Robinson	Birth Date 27/11/1983 of property owned (TPA)	TRN 10000000	02	Passport Number	
Reporting Person First Name Rae-Ann Reporting Entity Locat Possible Report Trigge TPA - Not in possession o	Last Name Robinson ion • Possible Report Trigger of property evened or controlled o TPA- Regular Period	Birth Date 27/11/1983 of property owned (TPA)	TRN 10000000	02	Passport Number	
Reporting Person First Name Rae-Ann Reporting Entity Locat Possible Report Trigge TPA - Not in possession of Activity *	Last Name Robinson ion • Passible Report Trigger of property owned or controlled of TPA- Regular Period	Birth Date 27/11/1963 of property owned (TPA)	TRN 1000000	02	Passport Number	2
Reporting Person First Name Rae-Ann Reporting Entity Locat Possible Report Trigge TPA - Not in possession of Activity * Number of Report Parties	Last Name Robinson ion • Possible Report Trigger of property owned or controlled or TPA- Regular Period Number of Goods and	Birth Date 27/11/1983 of property owned (TPA)	TRN 1000000	02	Passport Number	

✓ If the reporting person has completed the process and wishes to submit the report, the "submit" option should be selected, otherwise, the report may be "saved" for submission at a later time.

Listed Entities Report – In Possession

- 1. Select NEW REPORTS > Web Reports
- 2. Select the report **TYPE > TPA-Listed Entities Report.**
- 3. Enter the reporting period in the following format in the '**Reporting Entity Ref#'** field acronym of the reporting entity-MMM-MMM-YYYY. For e.g. FIU-SEP-DEC-2019.
- 4. Enter the **'Reason for Determination'** in the **'Reason'** field. See below:

ort Type: TPA ID: -						
ntity ID	Financial Intelligence Unit	(FIU) Repo	rting Entity Branch			
уре*	TPA- Listed Entities Report	▼ Repo	rting Entity Ref #	FIU-SEP-DEC-2019		
ubmission Date*	23/01/2020	-				
eason*						
We have checked Sanction List due he Listed entity is	ed all our records of tra ring the period January a person and we have pro	ansactions for custo y to April 2020, and poerty owned by the 1	omers, compare d found a match isted entity, which	the names with . is a property and	the UN	in 🔻
We have check Sanction List du The Listed entity is cransactions involvi ction	ed all our records of tra ring the period January a person and we have pro ng the property that incl ing alert has been placed	ansactions for custo y to April 2020, and operty owned by the 1: udes etc.	omers, compare d found a match isted entity, which documents for the	e the names with :h is a property and transactions summar	the UN I has engaged	in //
We have check Sanction List du The Listed entity is cransactions involvi ction A freeze and monitor attached.	ed all our records of tra ring the period January a person and we have pro ng the property that incl ing alert has been placed	Ansactions for custo y to April 2020, and operty owned by the 1: udes etc.	omers, compare d found a match isted entity, which documents for the	e the names with :h is a property and transactions summar	the UN I has engaged Lized above a	in //
We have check Sanction List du The Listed entity is cransactions involve ction A freeze and monitor ottached.	ed all our records of tra ring the period January a person and we have pro ng the property that incl ing alert has been placed	Ansactions for custo y to April 2020, and operty owned by the li udes etc.	omers, compare d found a match isted entity, whic documents for the	e the names with the is a property and transactions summar	the UN I has engaged Tized above a	in re C
We have check Sanction List du The Listed entity is transactions involvi action A freeze and monitor attached. Reporting Person First Name	ed all our records of tra ring the period January a person and we have pro ng the property that incl ing alert has been placed Last Name	Ansactions for custo y to April 2020, and operty owned by the 1: udes etc.	omers, compare d found a match isted entity, which documents for the TRN	e the names with the is a property and transactions summar Passport Nur	the UN I has engaged Tized above a	in //

N.B. If a Suspicious Transaction Report TPA has been previously submitted to the FID on the same subject, this prior report should be referenced in the **"action"** section of the **"In Possession TPA"** currently being submitted.

- 5. Select the plus (+) button at **Possible Report Triggers.** Then select **TPA In possession of property owned or controlled of property owned** and **TPA Regular Period.**
 - ✓ Select the plus (+) button at Activity > Report Parties. In the Comments field, enter the reporting period 'LER for the period September to December 2019'.
 - Select the appropriate 'Party Type' noting that more than one 'Party Type' can be added to the report by selecting the plus (+) button after saving each detail. ALL details in the possession of the Reporting Entity should be provided in the fields available. Additionally, each 'Party Type' has a comment section for the insertion of any other essential details that could not be captured in the available fields. See below, the fields available for each 'Party Type':

Select PERSON – if entity is an individual.

Select ENTITY – if entity is a group, trust, partnership or fund or an incorporated association or organization.

	erson O Account O Entity			Party Type	Person Account •	Entity			
Person			Use an existing Perry	Entity * 🕀					
Title		Gender							
Elect Name*		Last Name*		Entity					
				Name*			Trading As		
Middle Name		Prefix							
Birth Date		Birth Place		Incorporatio	on Legal	۲	Business		
Mother's Name		Alias		Form					
TRN		Company ID Number		Incorporatio Number	on		Incorporation Date		
Nationality 1	•	Nationality 2		Incorporatio	on State		Incorporation	JAMAICA	
Current Location	•	Residence							
Occupation		Employer Name		Email			Uri		
-		-		TRN			Reg. Number		
Source of Wealth							-		
Passport?	No Yes			Comments					
Deceased?	No Yes								
Phones 🛟				Business Clo	osed?				
Addresses 🕤					U Tes				
Identification	D			Phones	0				
Emails 🕚				Address	ies 🕀				
Employer Addre	ss 🕒								
Employer Phone	• •			Principa	nl(s) 🔂				
Comments						Save	Cancel		
								_	_

Account			Use an existing Accou
Account Number*		Name	
nstitution Name*		Branch	
Non Banking	Yes No		
Code or SWIFT?*	Institution Code Swift		
account Type		▼ Status Code	
Currency Code		 Beneficiary 	
BAN		Client Number	
Opened		Closed	
Balance?	Yes No		
Entity 😷			
Signatory(ies)	• 🙃		
Beneficiary Comme	nt	Comments	

Select ACCOUNT – if **property type** is **an account**.

Note the following:

- If the Listed Entity is a Person(s) and the Property Type held is an Account then both Person and Account MUST be selected for the Report Parties.
- If the Listed Entity is an Entity and the Property Type held is an Account then both Entity and Account MUST be selected for the Report Parties.
- If the Listed Entity is a Person(s) or an Entity and an Agent is used to represent either, the Agent information MUST be captured as a Related Party in addition to the Person or Entity being reported, with 'Person' being selected as the 'Party Type' and his/ her role stated in the 'Comments' field.
- If the Listed Entity is an Entity, ensure that in the Principals section ALL partners or directors and shareholders with 10% or more shareholdings are entered in the report.
- Given that the Reporting Entity is in possession of an asset for the 'Party Type' then the Goods and Service section MUST be completed with all the details that are in the possession of the Reporting Entity. See below for the Goods and Service screen.

ossible Report Trigge	s 🕀		
	Possible Report Trigger		
TPA- In possession of p	roperty owned or controlled of property owned (TPA)	8	
	TPA- Regular Period	8	
Activity * 🕀			
Activity			
Report Parties * (Ð		
Goods and Service	·· •		
Transaction Ite	em		
Item Type*	Property V	Item Make	
Description*	Art Bonds, stocks, or other securities Cash/ cash equivalent	Previously Register To	red
Presently Registe To	red Chemicals Collectibles	Estimated Value	
Status Code	Consumer goods (electronics, furniture, etc.) Equipment Furniture	Disposed Value	
Currency Code	Industrial equipment Intellectual property rights	Size	
Size UOM	Marine vessels Property	Registration Date	
Registration Num	ber Purchase into company Real estate Safety Deposit Roy	Indentification Number	
Comments	Services Vehicle		
Street Addre	ss 🔁		
Status Comments			
	Save	Cancel	

Item Type	Fields	Information Required:
	Item Make	Brand name
	Description	Year, Model, Colour & Vehicle/Body Type
Vehicle	Registration Number	Licence Plate No.
	Identification Number	Chassis number for motor vehicle or unique identifier
		marked on the vehicle
	Itom Mako	Indicate whether the property is Residential/ Commercial/
		Industrial/ Land
		Indicate whether for:
		1. Residential - Townhouse, 2 storey, single dwelling etc.
Real Estate	Description	2. Commercial - Shopping Centre/ Mall, medical, hotel etc.
		3. Industrial – manufacturing, warehouse etc.
		4. Land – vacant land, working farms etc.
	Registration Number	Volume & Folio Number
	Identification Number	Valuation Number

For consistency, the following 'Item Type' MUST be completed as follows:

For the other fields, once the reporting entity is in possession of the information, it is encouraged that the fields be completed. These fields are:

- 1. Previously Registered To previous owner(s) name(s)
- 2. Presently Registered To current owner(s) names(s)
- 3. Estimated Value valuation report estimated price or market price knowledge
- 4. Status Code active, dormant, transferred, deferred etc.
- 5. Disposed Value valuation report market value
- 6. Currency Code the currency of the quoted values, e.g. JMD, USD, GBP etc.
- 7. Size engine size, property size or measurement of the asset
- 8. Size Unit of Measure (UOM) the unit of measure used i.e. sq. meter, sq. feet, cubic meters etc.
- 9. Registration Date date the asset was registered and/ or date of transfer of ownership
- 10. Comments free text field for any other valuable statement
- 11. Street Address address asset is maintained or held
- 12. Status Comments free text field for any other valuable statement as it relates to the status of the asset(s)

VEHICLE:

Goods and Services	Ð		
Transaction Item			
Item Type*	Vehicle •	Item Make	Toyota
Description*	2017, Corolla, Silver, Sedan Motor Car	Previously Registered To	Mary Poppins
Presently Registered To	Tom Jones	Estimated Value	250000.00
Status Code	Bought •	Disposed Value	
Currency Code	Jamaican Dollar 🔹	Size	
Size UOM		Registration Date	06/11/2019
Registration Number	0011 CM	Indentification Number	11211KHM98RR
Comments			
Street Address	Ð		
Status Comments			
		6	
	Save	Cancel	

REAL ESTATE:

oods and Services	Ð		
Transaction Item			
Item Type*	Real estate	Item Make	Residential
Description*	Single dwelling	Previously Registere To	Mary Poppins
Presently Registered To	Tom Jones	Estimated Value	15000000
Status Code	Bought	Disposed Value	
Currency Code	Jamaican Dollar	Size	1159
Size UOM	Square Metres	Registration Date	06/11/2019
Registration Number	VOL 2356 FOL 46	Indentification Number	111445589
Comments			
Street Address Address	Φ		Use an existing Addres
Type*	Residential	▼ Address*	11 Tom Drive
Town	Vineyard Manor	City*	Kingston 10
Zip		Country*	JAMAICA
State/Parish*	St. Andrew	Comments	
		Save Cancel	
Status Comments			
	Save	Cancel	

Entity ID	Financi	al Intelligence Uni	t (FIU)	Reporting I	Entity Branch			
Type*	TPA-Li	sted Entities Report		 Reporting I 	Entity Ref #			
Submission Date*	11/02/2	020		-				
Reason*								
We have checked during the period possession of a p	d all our re d January t property ov	cords of trans to April 2020, i wned by the li	sactions for cu and found a r sted entity, a	ustomers, co natch. The L nd several ti	ompare the nar isted Entity is a ransactions hav	mes with the a person, we ve been cond	UN Sanctior are in ucted etc.	n List
Action								
A freeze and monito attached.	ring alert	has been place	d and the supp	porting docum	ents for the tr	ransaction summ	marized above	are
Reporting Person								2
Reporting renson								
First Name		Last Name	Birth Da	ite	TRN	Passport	Number	
First Name Rae-Ann Reporting Entity Lo	ocation 🕂	Last Name Robinson	Birth Da 27/11/19	ate	TRN 10000002	Passport	Number	
First Name Rae-Ann Reporting Entity Lo Possible Report Trie TPA- In possession	potation 🕂 ggers 💽 Possible t of property ow TPA- 1	Last Name Robinson Report Trigger ned or controlled of j Regular Period	Birth Da 27/11/19 property owned (TP)	A) S	TRN 100000002	Passport	Number	
Reporting Frist Name Rae-Ann Reporting Entity Lo Possible Report Trig TPA- In possession	pcation + ggers + Possible Possible rof property ow TPA-1	Last Name Robinson Report Trigger ned or controlled of p Regular Period	Birth Da 27/11/15 property owned (TP/	A) S	TRN 10000002	Passport	Number	
Reporting First Name Rear-Ann Reporting Entity Lo Possible Report Trig TPA- In possession Activity * Number of Report Parti	aggers Possible o of property ow TPA-1 Solution	Last Name Robinson Report Trigger ned or controlled of r Regular Period r of Goods and Services	Birth Da 27/11/15 property owned (TP)	A) 🔇	TRN 100000002	Passport	Number	į
Reporting Frist Name Ree-Ann Reporting Entity Lo Possible Report Trig TDA- In possession Activity * Number of Report Partia	es Number	Last Name Robinson Report Trigger ned or controlled of I Regular Period rof Goods and Services 1	Birth Da 27/11/19 property owned (TP)	A) S	TRN 10000002	Passport	Number	
Reporting First Name Reserving Entity Lo Possible Report Trig TPA- In possession Activity * Number of Report Partia 1 Activity	es Number	Last Name Robinson Report Trigger Inde or controlled of I Regular Period rof Goods and Services 1	Birth Da 27/11/15 property owned (TP)	A) S	TRN 100000002	Passport	Number	
Reporting First Name Ree-Ann Reporting Entity Lo Possible Report Trie TPA- In possession Activity * Number of Report Partie 1 Activity Report Parties	es Number	Last Name Robinson Report Trigger Inde or controlled of Regular Period r of Goods and Services 1	Birth Da 27/11/15 property owned (TP	A) C	TRN 10000002	Passport	Number	
Reporting First Name Rear-Ann Reporting Entity Lo Possible Report Tria TPA- In possession Activity * Number of Report Partie 1 Activity Report Parties 1 Person / Account	ocation ggers Possible o of property own TPA- I es Number S * * • • • • • • • • • •	Last Name Robinson Report Trigger Ind or controlled of Regular Period r of Goods and Services 1 Name	Birth Da 27/11/15 property owned (TP	A) S	TRN 10000002	Passport	Number	
Reporting First Name Rear-Ann Reporting Entity Lo Possible Report Trig TPA- In possession Activity * Number of Report Partia 1 Activity Report Parties I Person / Account Person	es Number + + + - - - - - - - - - -	Last Name Robinson Report Trigger ned or controlled of p Regular Period 1 1 Name Tom Whealer	Birth Da 27/11/19 property owned (TP)	A) S	TRN 100000002	976 Passport	Number	
Activity * Report Parties 1 Activity Report Parties 1 Activity Report Parties 1 Activity Geoods and Serv	cation Possible Possible Possible Number S Number S	Last Name Robinson Report Trigger Inde or controlled of I Regular Period I I I I I I I I I I I I I I I I I I I	Birth Da 27/11/15 property owned (TP)	A) C	TRN 100000002	976 2 2	Number	
Reporting Feirst Name Reporting Entity Lo Possible Report Trie TDA- In possession Activity * Number of Report Partie 1 Activity Report Parties i Person / Account Person Goods and Serv Item Typ	cation Possible Possible Possible Number S Number S	Last Name Robinson Robinson Report Trigger Inde or controlled of I Regular Period I I I I I I I I I I I I I I I I I I I	Birth Da 27/11/19 property owned (TP)	A) C	TRN 10000002 Date DoB:08/01/1	976 2 2	Number	

6. Select all Save buttons until you are taken to the first screen that provides a summary of report data input and the options to either **'Submit Report'** or **'Save Report'** or **'Preview'** are available as seen below:

Sort Type: TPA ID: Entry ID Financial Intelligence Unit (FU) Reporting Entry Branch Type: TPA-Listed Entities Report Reporting Entry Branch Type: TPA-Listed Entities Report Reporting Entry Branch We have checked all our records of transactions for customers, compare the names with the UN Sanction List during the period January to April 2020, and found a match. The Listed Entity is a person, we are in possession of a propert wowed by the listed entity, and several transactions have been conducted etc. Action A freeze and monitoring alert has been placed and the supporting documents for the transaction summarized above are attached. Reporting Person The type Person First Name Last Name Birth Date TRN Possible Report Triggers Person Person Two: transaction of Processible Report Triggers Person Person Reporting Entity Location Person Person Reporting Entity Location Person Person Person Reporting Entity Location Person Person Person Two: transactions of Geodes and Service Save Report Person Person Reporting Entity Location Person Person Person Person <tr< th=""><th></th><th></th><th></th><th></th><th></th><th></th></tr<>						
Ensity 1D Financial Intelligence Unit (FIU) Reporting Entity Branch Type:* TPA-Listed Entities Report Reporting Entity Ref # Submitssion Date* 11/02/2020 - We have checked all our records of transactions for customers, compare the names with the UN Sanction List during the period January to April 2020, and found a match. The Listed Entity is a person, we are in possession of a property owned by the listed entity, and several transactions have been conducted etc. Action A freese and monitoring alert has been placed and the supporting documents for the transaction summarized above are attached. Reporting Person The transaction of prosenty owned in conducted of prosenty owned (TRA) Possible Report Triggers * The Reports Person The transaction of prosenty owned or controlled of property owned (TRA) Image: State Stat	port Type: TPA ID:					
Type:* TPA-Listed Entities Report Reperting Entity Ref # Submission Date* 11/02/2020 Researe* We have checked all our records of transactions for customers, compare the names with the UN Sanction List during the period January to April 2020, and found a match. The Listed Entity is a person, we are in possession of a property owned by the listed entity, and several transactions have been conducted etc. Action Reporting Person Person Reporting Entity Location C Person Person The List Report Triggers Person Person The List Report Trigger Person Person Reporting Entity Location C Person Person The List Report Trigger Person Person The List Report Trigger Person Person The List Report Trigger Person Person The List Name Birth Date TRN Person The Descence of property worded or controlled of property conted or	Entity ID	Financial Intelligence Ur	nit (FIU)	Reporting	Entity Branch	
Bubmitssion Date* 1102/2020 Reason* We have checked all our records of transactions for customers, compare the names with the UN Sanction List during the period January to April 2020, and found a match. The Listed Entity is a person, we are in possession of a property owned by the listed entity, and several transactions have been conducted etc. Atria A freese and monitoring alert has been placed and the supporting documents for the transaction summarized above are attached. Reporting Person Image: Transaction Compares the transaction summarized above are attached. Reporting Entity Location Compares the advector of a proserity wound of enterplant of and transaction of TRN Passport Number Passport Number The Intersection of proserity wound of enterplant of and the support of transaction of transaction of the support transaction of transaction of transaction of transaction of transaction of transaction of the support transaction of transac	Type*	TPA- Listed Entities Repo	rt 🔻	Reporting	Entity Ref #	
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Reporting Person Reporting Person Possible Report Triggers Possible Report Triggers The Last Name Birth Date The sequent Person Reporting Entity Location Possible Report Triggers Reporting Entity Location Image: Intervention Report Parties Number of Report Triggers Image: Intervention Report Image: Ima	Submission Date*	11/02/2020		-		
We have checked all our records of transactions for customers, compare the names with the UN Sanction List during the period January to April 2020, and found a match. The Listed Entity is a person, we are in possession of a property owned by the listed entity, and several transactions have been conducted etc. Action Activity * Reporting Entity Location Image: Submit Report Triggers The - Reporting Entity Location Image: Submit Report Triggers Reporting Entity Location Image: Submit Report Triggers The - Reporting Entity Location Image: Submit Report Triggers The - Report Triggers Image: Submit Report Triggers Image: Submit Report Triggers Image: Submit Report Image: Submit Report Triggers Image: Submit Report Image: Submit Report Save Report	Reason*					
Action A freeze and monitoring alert has been placed and the supporting documents for the transaction summarized above are attached. Reporting Person Image: Control of the control of t	We have checked all during the period Ja property owned by	l our records of trans nuary to April 2020, a the listed entity, and	actions for cust and found a ma several transac	omers, con tch. The Lis tions have l	npare the names ted Entity is a pe been conducted	with the UN Sanction List erson, we are in possession of a etc.
A freeze and monitoring alert has been placed and the supporting documents for the transaction summarized above are attached.	Action					
Report ing Person First Name Last Name Birth Date TRN Pessport Number Reporting Entity Location Image: Colspan="2">Image: Colspan="2" Reporting Entity Location Image: Colspan="2" Image: Colspan="2" Image: Colspan="2" First Name Last Name Birth Date TRN Passport Number Reporting Entity Location Image: Colspan="2" Image: Colspan="2" Image: Colspan="2" Possible Report Triggers Image: Colspan="2" Image: Colspan="2" Image: Colspan="2" Activity * Image: Colspan="2" Image: Colspan="2" Image: Colspan="2" 1 1 Image: Colspan="2" Image: Colspan="2" Submit Report Save Report Preview	Reporting Percer					
Item team Link team Dirk team Title team Item team	Reporting Person	Last Name	Riath Dat	-	TPN	Descort Number
Reporting Entity Location Possible Report Trigger TPA- In possession of property owned or controlled of property owned (TPA) TPA- In possession of property owned or controlled of property owned (TPA) TPA- In possession of property owned or controlled of property owned (TPA) TPA- Regular Period First Name Last Name Birth Date TPA- Regular Period Possible Report Number Reporting Entity Location Controlled of Report Parties Number of Report Parties Number of Goods and Submit Report Submit Report Save Report	Pirst Name	Robinson	27/11/100	83	10000002	Passport Number
First Name Last Name Birth Date TRN Passport Number Rae-Ann Robinson 27/11/1983 100000002 Reporting Entity Location • Possible Report Triggers • Activity * Number of Report Parties Number of Goods and Services 1 1 Submit Report Save Report Preview 	TPA- In possession of p	Possible Report Trigger	property owned (TPA)	8		
First Name Last Name Birth Date TRN Passport Number Rae-Ann Robinson 27/11/1983 10000002 Image: Constant of C		TPA- Regular Period		8		
Rae-Ann Robinson 27/11/1983 100000002 Reporting Entity Location ① Possible Report Triggers ① Activity * Number of Report Parties Number of Goods and Services 1 1 Submit Report Preview	First Name	Last Name	Birth Date	e	TRN	Passport Number
Reporting Entity Location • Possible Report Triggers • Activity * Number of Report Parties Number of Goods and Services 1 1 🖉 🛇 🛇 Submit Report	Rae-Ann	Robinson	27/11/198	3	10000002	
Activity * Number of Report Parties Number of Goods and Services 1 1 Submit Report Save Report Preview	Reporting Entity Locati Possible Report Trigger	on 🕂				
Number of Report Parties Number of Goods and Services 1 1 Submit Report Save Report	Activity *					
1 1 2 2 Submit Report Save Report Preview	Number of Report Parties	Number of Goods and Services				
Submit Report Save Report Preview	1	1	08			
Submit Report Save Report Preview						
Submit Report Save Report Preview						
		Sul	omit Report	Save Report	Preview	

✓ If the reporting person has completed the process and wishes to submit the report, the "submit" option should be selected, otherwise, the report may be "saved" for submission at a later time.

TPA – Suspicious Transaction Report

- 1. Select NEW REPORTS > Web Reports
- 2. Select the report **TYPE > TPA Suspicious Transactions Report.**
- In the 'Reporting Entity Ref#' field the following format can be followed: acronym of the reporting entity-date of submission in the format DDMMMYYYY-sequential number. For e.g. FIU-31JAN2019-001.
- 4. Enter the reason for believing that the transaction is suspicious in the **'Reason'** field. See below:

intity ID	Einangial Totalligange Unit /	CTU Report	ting Entity Branch		
	Financial Intelligence Unit ((014)			
ype*	TPA- Suspicious Transaction	ns Report 🗸 🗸 Report	ting Entity Ref #		
ubmission Date*	24/01/2020	•			
leason*					
Reason for reportin	,, as 300 susp				
Action					.ii
Action Action A freeze and monitor attached.	ing alert has been place	d and the supporting	documents for the tran	nsactions summarized ab	
Action A freeze and monitor: attached. Reporting Person	ing alert has been place	d and the supporting	documents for the tran	nsactions summarized ab	.d ove are C C

Select the plus (+) button at Possible Report Triggers. Then select, **TER** – **Terrorism/Terrorist/Financing** and any other related triggers. Please note the **TER** – **Terrorism/Terrorist/Financing** option **must** be selected once filing a **TPA** - **Suspicious Transactions Report**.

- 5. Select the plus (+) at **Transactions**
 - ✓ All fields marked by an asterisk (*) are mandatory and should be entered. These include:
 - **Transaction #** If the entity does not have one generated internally, the gears option to the right of the field should be selected in order for a number to be generated automatically.
 - **o Transaction Type**
 - Transaction Date
 - o Location/Branch
- In the From Type, either the My Client or Not My Client should be selected accordingly. The plus
 (+) at the From My Client should then be selected.

Transaction			
Transaction #*	TRN-W-20200124-00001	Reporting Entity Transaction #	
Transaction Type*	Sale	✓ Comment If Other	
Local Amount (JMD)*	180000	00 Transaction Date*	07/01/2020
Late/Night Deposit?	Yes No		
Teller		Authorized By	
Location/Branch*			
New Kingston			
Source of Funds			
Savings			.t
Comments			
From Type	My Client Not My Client		
From My Client *	• 🙃		
То Туре	My Client Not My Client		
Goods and Servi	ces 🕂		
	s	ave Cancel	

Fro	m Party				
Fun	ds Type*	Cheque		✓ Comment If Oth	her
Cou	ntry*	JAMAICA		~	
т	ransaction Cu	rrency *			
	Currency C	Code	Amount	Exchange Rate	
	JMD		1800000	1	00
A	gent 🕒				
Part	ty Type:	Perso	Account	Entity	
P	erson My Clie	ent * 🕒			
			Add Party a	nd Save Report Ca	ancel

- 7. Either **Person**, **Account** or **Entity** option should be selected and all the mandatory fields completed. Please be reminded that once the reporting entity is in possession of any information in relation to the reported transaction, it should be provided in the relevant field of the portal.
- 8. In the **To Type** either the **My Client** or **Not My Client** should be selected accordingly. The plus (+) at the **To My Client** should then be selected.

- 9. Either **Person**, **Account** or **Entity** option should be selected and all the mandatory fields completed. Please be reminded that once the reporting entity is in possession of any information in relation to the reported transaction, it should be provided in the relevant field of the portal.
- 10. Select all Save buttons until you are taken to the first screen that provides a summary of report data input and the options to either **Submit Report** or **Save Report** or **Preview** are available as seen below:

tity ID	Financia	al Intelligence Unit (F	IU) Repor	ting Entity Branch		
pe*	TPA- S	uspicious Transactions	Report V Repor	ting Entity Ref #		
bmission Da	ate* 24/01/2	020	-			
ason*						
		., ,,,,,.				
freeze and tached.	d monitoring alert d	nas been placed a	and the supporting do	ocuments for the trans	actions summarized a	bove are
freeze and tached.	d monitoring alert d	nas been placed a	and the supporting d	ocuments for the trans	actions summarized a	bove are
freeze and tached. Reporting Fir	# monitoring alert # Person st Name	Last Name	Birth Date	TRN	Passport Number	bove are
freeze and tached. Reporting	d monitoring alert H Person st Name Nicolai	Last Name	and the supporting do Birth Date 29/09/1987	TRN 000000000	actions summarized a PassportNumber	bove are
Reporting Reporting	Person st Name Nicolai Entity Location	Last Name	Birth Date 29/09/1987	TRN 00000000	actions summarized a PassportNumber	U C
Reporting Reporting Reporting Reporting	entity Location	has been placed a	and the supporting da Birth Date 29/09/1987	TRN 000000000	actions summarized a PassportNumber	ebove are
Reporting Reporting Reporting Possible F	e monitoring alert f Person st Name Nicolai Entity Location teport Triggers Possibl	Last Name Green e Report Trigger	Birth Date 29/09/1987	TRN 000000000	actions summarized a PassportNumber	ebove are
Reporting Reporting Reporting Possible F	eperson st Name Nicolai Entity Location Report Triggers Possibl Terrorism	Last Name Green e Report Trigger	Birth Date 29/09/1987	TRN 000000000	actions summarized a PassportNumber	eve are
Reporting Reporting Reporting Possible F	A monitoring alert A Person St Name Nicolai Entity Location Possibl Terrorism Ons *	Last Name Green e Report Trigger /terrorist financing	Birth Date 29/09/1987	TRN 000000000	actions summarized a PassportNumber	bove are
Reporting Reporting Possible F	e monitoring alert f Person st Name Nicolai Entity Location Report Triggers Possibl Terrorism ons * Transaction #	Last Name Green e Report Trigger //terrorist financing	Birth Date 29/09/1987	TRN 000000000	actions summarized a Passport Number Status	bove are

- ✓ Ensure that in the 'Transactions' summary section the 'Status' states 'Complete' before proceeding to select 'Submit Report'.
- ✓ If the reporting person has completed the process and wishes to submit the report, the "submit" option should be selected, otherwise, the report may be "saved" for submission at a later time.

APPENDIX

Note the following proposed **'Rejection Rules'** will be added to the existing **'Rejection Rules'** in order to aid in validating the proper completion of the reports (legislated by the Terrorism Prevention Act (TPA), 2005 and amended 2011, 2013 and 2019.)

Additional Rejection Rules:

1.0 A Reason is required for the following Report Types:

- TPA Listed Entities (Declaration)
- TPA Suspicious Transaction Reports
- TPA Suspicious Activity Reports

2.0 A Report Trigger is required for the following Report Types:

- TPA Listed Entities (Declaration)
- TPA Suspicious Transaction Reports
- TPA Suspicious Activity Reports
- 3.0 One of these Report Triggers must be selected for the Report Type: TPA- Listed Entities Report
 - TPA –Not in possession of property owned or controlled of property owned
 - TPA In possession of property owned or controlled or controlled of property owned

4.0 These Report Triggers cannot be selected together

- TPA –Not in possession of property owned or controlled of property owned
- TPA In possession of property owned or controlled or controlled of property owned
- 5.0 One of these Report Triggers must be selected for TPA-Listed Entities Report
 - TPA Initial Report (this should be selected if it's the first report being submitted due to your company recently being licensed to operate as reporting entity).
 - TPA Special Report (this should be selected once the submission of the report is based on a special request from the Designated Authority)
 - TPA Regular Report (this should be selected all the time if the report is NOT an Initial or Special Report defined above)

6.0 The reporting period must be entered in the Reporting Entity Ref# using the format :

• Acronym-MMM-MMM-YYYY