

## SUSPICIOUS TRANSACTION REPORT

(Applicable to Entities Supervised by Macao Economic Bureau and The Housing Bureau)

**In accordance with Article 7 of Administrative Regulation No. 7/2006, reporting entity is obliged to report suspicious transaction within 2 working days to Financial Intelligence Office (Portuguese acronym "GIF"), and it is stipulated in Article 9 that non-compliance with the duties established in this administrative regulation constitutes an administrative offence, and is subject to penalty.**

This version of Suspicious Transaction Report ("STR") is applicable to entities supervised by Macao Economic Bureau and The Housing Bureau, such as pawn shop, jewelry store, antique shop, auction house, real estate agent, real estate developer, automobile dealer, etc.

Please take note of the followings prior to completing the STR:

- **Provide** a clear and concise description to the STR, and **state** all available information.
- **Document** in detail why the transaction is considered extraordinary, irregular or suspicious.
- **Provide** supporting document where is necessary to explain the STR.
- **Indicate** if the potential violation is an initial report or if it relates to a previous transaction or transactions reported.
- **Complete** this STR Form in Block letters.
- **Take** reference to the explanatory notes below when completing the STR.
- After completion, please **send** this report to the Financial Intelligence Office.

Address: Av. Dr. Mário Soares, nos. 307-323, Edif. "Banco da China", 22 andar

Contact Telephone Number: 2852 3666

(This box is to be completed by GIF)

Reporting Entity Reference Number: \_\_\_\_\_

STR Reference Number: \_\_\_\_\_ / \_\_\_\_\_

1. Reporting Date and Sequence Number:     /   /   N<sup>o</sup>

yyyy / mm / dd

2. Type of Transaction Reported: (Please ✓ to select)

- a.  Initial Report (Previously reported person/organization?  Yes  No)
- b.  Amendment Report:  (1) Partial Amendment  
 (2) Replacement  
 (3) Cancellation
- c.  Supplementary Report

**Total Number of document submitted: \_\_\_\_\_ pages**

(Main Form 3 pages,  
 Supplementary Form A \_\_\_\_\_ pages,  
 Supplementary Form B \_\_\_\_\_ pages,  
 Attachment \_\_\_\_\_ pages,  
 Other Document \_\_\_\_\_ pages)

Previous STR Ref. Number: \_\_\_\_\_ / \_\_\_\_\_ Remarks: \_\_\_\_\_

### Section Explanatory Notes

1. **Reporting Date and Sequence Number** is comprised of the date of submitting the STR and the Sequential Number of STR submitted on the same day, eg. 2006/11/01 N<sup>o</sup> 3 means the 3<sup>rd</sup> report submitted on 1<sup>st</sup> November 2006. This reference number is for temporary identification purpose. GIF will assign a unique STR Reference Number for each reported case, and inform reporting entity in writing. Thereafter, the STR Reference Number **must** be quoted when submitting Amendment or Supplementary Report.
- 2a. **Initial Report** refers to first-time reporting of a suspicious transaction/(s), and each report should be made on transaction basis. If this person/organization has been involved in a previously reported case, it should still be reported as an Initial Report, but the earliest STR Number is to be provided in Remarks.
- 2b. **Amendment Report** refers to amendments made to previously submitted STR. Please state the previous STR Reference Number. Type of Amendment includes (1) **Partial Amendment**, (2) **Replacement**, and (3) **Cancellation of STR**. Please fill in the right number in the box of (b). For Partial Amendment, only the amended part is to be completed. Replacement is applicable where the whole set of submitted STR is to be replaced due to significant amendment, but the STR Reference Number remains unchanged. For Cancellation of an STR, a reason must be stated in Remarks.
- 2c. **Supplementary Report** refers to additional information provided to a previously submitted STR, such as recently discovered information or additional person/organization suspected to be involved in the same transaction. For new transaction/(s) related to a previously reported person/organization, it will be filed as an Initial Report (See Note 2a).
8. **Person/Organization conducting suspicious transactions** should be classified either as Individual or Corporation/Organization. Corporation is also known as commercial establishment such as proprietorship/partnership/companies whilst Organization is usually set up for specific non-commercial purposes.

**NOTE:** Please keep a copy of this document, and the following items, for a period of five years:

- All the support documentation, including oral or written reports made by the reporting entities.
- Explanation to this report provided by any other person(s), the identification of such persons(s) and date of the explanation given.

PART I – INFORMATION OF REPORTING ENTITY

3. Full Name or Business Registered Name: [Grid]

(in Chinese): \_\_\_\_\_

4. Full Address: [Grid]

(in Chinese) \_\_\_\_\_

5. Nature of Business (Please select an appropriate number and fill in the box): [ ] [ ]
Business Code 12 Pawn Shop 13 Watch/Jewelry Store 14 Antique Shop 15 Real Estate Agent
16 Real Estate Developer 17 Automobile Dealer 26 Auction House 99 Others (Please specify): \_\_\_

6. Contact Information of Reporting Entity
Telephone No: (\_\_\_\_\_) \_\_\_\_\_
Fax No: (\_\_\_\_\_) \_\_\_\_\_
E-mail Address: \_\_\_\_\_

7. Contact Person of Reporting Entity:
Name (Please select: Mr./Mrs/Ms): \_\_\_\_\_
Position/Function: \_\_\_\_\_
Telephone Number: (\_\_\_\_\_) \_\_\_\_\_
Fax Number: (\_\_\_\_\_) \_\_\_\_\_
E-mail Address: \_\_\_\_\_

PART II – INFORMATION OF THE SUSPICIOUS TRANSACTION

8. Number of Entity(ies) being reported:
(1) Total number of Individual(s): \_\_\_\_\_ (Please complete one Supplementary Form A for each individual)
(2) Total number of Corporation(s)/Organization(s): \_\_\_\_\_ (Please complete one Supplementary Form B for each corporation/ Organization)

9. Type of Suspicious Transaction (✓ more than one box if necessary)
d. [ ] Pawn shop transaction i. [ ] Purchase of portable valuable commodities (gems, precious metals, antiques etc.)
m. [ ] Purchase of valuable assets (real estate, vehicles, yacht etc.) n. [ ] Purchase of goods
p. [ ] Others (Please Specify \_\_\_\_\_)

10. Is the above transaction completed via Internet? (Please fill in the appropriate number in the box) [ ] (2) Yes (4) No

11. Date/Period of Suspicious Transaction(s): from [ ]/[ ]/[ ] to [ ]/[ ]/[ ]
yyy / mm / dd yyy / mm / dd

12. Number of Suspicious Transaction(s) involved: (Only for transactions relevant to the present STR) [ ] [ ] [ ] [ ]

13. Currencies Involved (Please fill in the respective amount. More than one currency can be filled in if necessary. Reporting entity should fill in the transaction amounts according to the original currencies identified in the case, e.g. the reporting entity should report 100,000 US Dollars as '100,000.00' in the respective row of USD)

Table with 2 columns of currency options (a-e and f-j) and input fields for amounts.

14. Origin of Suspected Funds: Country \_\_\_\_\_ Province/City \_\_\_\_\_
Destination of Suspected Funds: Country \_\_\_\_\_ Province/City \_\_\_\_\_

15. Payment Method (Please ✓ in the appropriate box, more than one box can be selected if necessary)
a. [ ] Cash b. [ ] Cheque c. [ ] Remittance
d. [ ] Cashier Order e. [ ] Credit Card f. [ ] Traveler's Cheque
g. [ ] Draft h. [ ] Debit Card i. [ ] Letter of Credit
j. [ ] Account Transfer k. [ ] Others (Please specify \_\_\_\_\_)







