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:
1. Reporting Date and Sequence	Nº Nº
2. Type of Transaction Reported: (Please ✓ to select) a. ☐ Initial Report (Previously reported person/organization? ☐ Yes ☐ No. ☐ Amendment Report: ☐ (1) Partial Amendment ☐ (2) Replacement ☐ (3) Cancellation c. ☐ Supplementary Report Previous STR Ref. Number:/	Total Number of document submitted: pages (Main Form 3 pages, Supplementary Form A pages, Supplementary Form B pages, Attachment pages, Other Document pages)

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° 3 means the 3rd report submitted on 1st 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 <u>must</u> 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.

(Main Form)

PART I – INFORMATION OF REPORTING ENTITY					
3. Full Name or Business Registered Name:					
(in Chinese):					
4. Full Address: (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 7. Contact Person of Reporting Entity: Name (Please select: Mr./Mrs/Ms): 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 1. □ Purchase of portable valuable commodities (gems, precious metals, antiques etc.) m. □ Purchase of valuable assets (real estate, n. □ Purchase of goods					
vehicles, yacht etc.) 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 yyyy / mm / dd to yyyy / mm / dd to yyyy / 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) a. MOP b. HKD f. USD g. CAD					
c. RMB d. JPY e. EURO h. AUD i. NZD j. Others					
(Please state:) 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					

(Main Form)

Signa	ure of Contact Person of Reporting Entity:	
	The state of the s	
Date:		

Please complete Form B for each **Organization** being Reported.

SUSPICIOUS TRANSACTION REPORT (Person conducting suspicious transactions) Reporting Entity may photocopy this Supplementary Form A to report additional Person(s) in relation to the present STR. (This box is to be completed by GIF) Reference Number of Individual being Reported: STR Reference Number:_ A01. Name of Person being reported: (If possible, please give information in accordance with Identification document and provide photocopy, where applicable) Surname Middle Name (if any) Given Names Name in Chinese: Alias (if any):_ **A06.** Place of Permanent Residence & Other Place(s) of Residence: A02. Gender: (1) Male (Please fill in the appropriate (3) Female Country Province/City number in the box) (i) Place of Perm. Residence **A03.** Date of Birth: (ii) Other place of Residence (if available) yyyy / mm / dd A04. Nationality: (if available) (i) is the place where the person being reported is permanently domiciled. (ii) is other place(s) that the person reported has stayed for more than one **A05.** Profession: month during the same year. (Please provide more information in the Attached Blank Form where necessary.) (if available) A07. Identification Document (Please select one or more I.D. Document and provide photocopies if possible): Place/ Date of Issue (yyyy / mm / dd) Type and Number of I.D. Document Province of Issue Valid Until (yyyy / mm / dd) Macao Identity Card Not Applicable Hong Kong Identity Card Not Applicable PRC Identity Card **Passport Traveling Permit** Others: **A08.** Address and Telephone Number of Person being reported (if available) Address: (In Chinese): Contact Telephone and Mobile Phone Number: **A09.** Type of Relationship with the reporting entity: (Please fill in the appropriate number in the box) (6) Employee (position held: _____ (1) New Client (2) Existing Client (3) Supplier

(7) Ex-Client

(9) Others:

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

SUSPICIOUS TRANSACTION REPORT (Corporation/Organization conducting suspicious transactions) Reporting Entity may photocopy this Supplementary Form B to report additional Corporation/Organization(s) in relation to the present STR. (This box is to be completed by GIF) Reference Number of Entity being Reported: _____ STR Reference Number:____/ __ **B01.** Nature of Entity being reported (Please fill in the appropriate number in the box): (1) Corporation/Company (3) Organization B02. Registered Name of Local Company / Organization (Registered Name should be referred to Incorporation Document of the Entity. Provide copy of Incorporation Document if possible.) In Portuguese: In English: (if applicable) In Chinese: **Registered Name of Foreign Entity / Organization** (Since Incorporation document or certificate may not be available, reporting entity should request for an accurate name by reference to objective evidence source. Provide copy of evidence if possible.) B03. For Local Corporation/Company (if available) **B04.** For Local Organization (if available) Company Registration Number:___ Registration Number: (Required only if Company Registration Number is not available) **B05.** Person representing the Entity completing the Transaction (if available) Name:_ Position: Telephone Number: ____ Identification Document: (Type & Number) **B06.** Address and Telephone Number of Entity being reported (if available) Address: (In Chinese): __ Contact Telephone and Mobile Phone Number: **B07.** Type of Business or Nature of Activities: (if available) **B08.** Type of Relationship with the reporting entity: (Please fill in the appropriate number in the box) (1) New Client (2) Existing Client (3) Supplier (5) Ex-Client (9) Others:__

(Attachment)

SUSPICIOUS TRANSACTION REPORT (Attachment)

(This box is to be completed by GIF)	Reporting Entity Reference Number:			
(STR Reference Number:/			
	STR Reference Number:/			
				
				
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