EXPLANATORY NOTES ON NEW MONEY LAUNDERING (P) ACT 2004 REPORTING FORMAT 1

1. **Serial Number**

All consolidated reports should have serial numbers in chronological order.

2. **Date of Report**

The report date of all the information given by the bank should be indicated and should be in   DD/MM/YY format.

3. **Reference number**

The reference number for each batch of document should be in the format **BC/RD/(CTR,STR,FTR)/NFIU/BATCH OR DOCUMENT NUMBER.**

Where BC- Bank code, RD- report date, Batch or document number- should be the number given to that document by the branch. Depending on the transactions contained in the excel sheet, the right acronym should be chosen from the list CTR for section 10, STR for section 6, FTR for section 2. The NFIU indicates where the document is being sent to.

4. **Bank Code**.

This specifies your Organization's Code with the CBN

5. **Branch Code**

This specifies the Branch Code of the Bank.

6. **Customer's Type**

This specifies if the Customer is an individual customer or corporate customer .i.e. if the account is being run as a company account, Joint account, expatriate account, minor account, NGO's accounts, Government accounts, etc.

7. **Surname or Name of Organization.**

This should bear the surname of the Individual or the name of the Organization where the customer is i.e. a private or Government organization. **Note** this should be written in full (not abbreviated).

8. **First Name**

The first name of the customer should be written in full (not abbreviated).

9. **Middle Name**

The Middle Name of the Individual should be written in full and not abbreviated.

10. **Nationality**

Nationality should be reported. This should be the Country of origin of the customer. Persons with dual nationality should equally be reported.

11. **Date of Birth**

Date of Birth for the individual should be clearly stated in the DD/MM/YY format.

12. **Date of Incorporation**

Date of Incorporation for corporate body should be clearly stated in the DD/MM/YY format.

13. **Occupation/Line of Business**

The actual line of customer's business should be stated; where the customer is a business man, the type of business the customer deals in should be stated (e.g. textile trade, electronic dealer) or where the customer is employed, his actual designation should be stated. Where the customer is a professional practitioner e.g. engineer, actual discipline should be stated (whether civil or electrical etc.) If the customer is a company that is into manufacturing, what do they manufacture? If it is a construction company, what kind of construction are they into. Etc.

14. Type of Identification

You are required to state the means of identification the customer uses in the transaction, e.g. Drivers License, International Passport, National ID card, e.t.c.

15. Identification Number

You are required to report the means of Identification Number .i.e. Passport number and driver's license number etc. in the case of the Individual and in the case of a Corporate Body.

16. Registration Number

Registration certificate number (**RC**) or Business registration Number (BN) should be clearly stated

17. Date of Issue

You should state the actual date the means of Identification was issued in the DD/MM/YY format.

18.   Place of Issue

You should state where the means of identification was issued.

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19. Issuing Authority

You should state the name of the Issuing Authority in full (not abbreviated).

20. Customer Address Type.

You should indicate whether the address is an **Official** or **Residential** address and this should be the address verified and **visited by the branch** as per the KYC principle.

21. First Address line

This should contain the house or office number of the customer, with the street name as verified by the branch.

22. Second Address line

This should bear the Area, or District the Office or Residence is located.

23. Town/City

This should bear the town or city where the customer resides.

24. L.G.A

This should bear the local government of where the individual or business is located.

25. State

This should bear which state of the Federation or the state of the Country where the customer resides.

26. Telephone Number

The mobile number, Office number or/and Residence Number should be clearly Indicated.

27. E-Mail

Customer's E-mail address should be clearly and fully stated,in the form amanda2k2@something.com

28. Account type

The actual type of account involved in the transaction should be clearly stated whether Current Account, Savings Account, Foreign Currency Domiciliary Account, Deposit Account, etc. Not abbreviations

29. Account Status

This should indicate if the account is active, passive, dormant, performing or non performing etc.

30. **Account Number**

Account Number should be written in full.

31. **Date of Account Opening**

The date the account was opened. In the case of a dormant account, the date the account was re-activated and the date of instruction in the case of a referral from a sister branch or head office where the account existed initially and should come in the DD/MM/YY format.

32. **Linked and Connected Accounts**

All accounts having any form of link or relationship with a particular customer account, account signatories, directors, etc. Minor account, Expatriate account should be reported in connection to the account that has the transaction or any facility Account.(if the account number is more than one, it should be separated by commas where applicable)

33. **Transaction Date**

The actual date of transaction should be reported, and should be in the DD/MM/YY format.

34. **Transaction Type**

You are expected to report the type of Transaction, whether it is a lodgment, withdrawal, local transfer, international transfer, or foreign exchange transaction.

35. **Transaction Details**

The details of the instrument involved in the transaction should be reported. If a cheque is involved, the name/branch, cheque serial number and type of cheque (whether crossed, open or clearing) should be reported. If it is transfer, what type of transfer?

- Mail Transfer (MT)
- Telegraphic Transfer (TT)
- Electronic Fund Transfer (EFT)
- Inter Branch (I/B)

- Bankers Payment (B/P)
- Nigeria Interbank Settlement System (NIBSS)
- Society for Worldwide Inter Financial telecom (SWIFT)

Where the transaction involves Foreign Exchange, and Letters of Credit (LC) or Bills for Collection (BC) are involved in the transaction, the LC or (BC) numbers, date of establishment, value of form 'M', country of origin and type of goods imported, expiry date, etc should be clearly stated. Where invisible Foreign Exchange transactions are involved for example: Business Travel Allowance (BTA), Personal Travel allowance (PTA) and Personal Home Remittance (PHR), the purpose of issuance of traveler's cheques and the value should be reported. The permanent residence permit, and expatriate in the case of an expatriate should be given in details.

Where money market instruments are involved: Bankers acceptance, Commercial papers, Treasury bills/ treasury certificate and/or Certificate of deposit etc, you should state: the name and address of the issuer; the purchaser's name and address and the value of the instrument purchased. If discounted, then state Rate of discount and particulars of who discounted the bill should be reported in details.

36. **Currency Type**

The currency involved in the transaction should be stated whether Naira, Pound Sterling, Dollars, Yen, Euro, etc. The amount should be written in words and not symbols e.g. US dollar, Canadian dollar, French franc, CFA franc e.t.c.

37. **Amount**

The Amount involved should be stated in figures.

38. **Purpose of Transaction**

Purpose of all transaction must be detailed. For all kinds of transfers, the purpose of the transfer should be stated. In case of Letters of Credit (Imports), type of goods imported

should be clearly stated and for payment instruments, the purpose for which they are issued should be stated in the report. For example, if a cheque is used in the transaction, it is expected that you report as being settlement for contract executed for so…... or for the settlement of a particular goods or services rendered.

39. Source/Origin of Funds

The actual source and origin of fund is needed here. For example, if it is a transfer, the details of originating source of fund are required. If it is a Foreign Exchange transaction, it is also required that you report source of foreign exchange as either Central Bank of Nigeria (CBN), Foreign Exchange Market (FEM), etc. or proceeds of sales or services or the country where funds originate from.

40. Name of Beneficiary

Here it is expected that you report the name of the original payee if different from the account holder or where the instrument is endorsed to a third party, negotiated or discounted. The name should be in full (not abbreviations).

41. Address of Beneficiary

The Address of Beneficiary should be stated. In the case of an Account holder, the address on the mandate file on which the KYC principle is applied and in the case of a walk-in customer, it is required that you report both official and residential addresses (where applicable).

42. Name of Sender

Full name of sender is required not abbreviations.

43. Address of Sender

Full address of sender is required, both official and residential.

44. Name and Address of Correspondence Bank

Where one or more Correspondence Banks are used in the transaction, all their names and addresses should be clearly stated. No abbreviations

45. **Suspicious Activity Indicator Observed (applicable only to Section 6)**

The reasons for suspicion should be stated. Use your initiative and professional experience to report, because the parameters for suspicious transactions are inexhaustible.

46. **Narratives (applicable only to Section 6 - STR)**

Full description of suspicions transaction/events and the reason(s) for suspicion should be explained in details and in the report form together with all attachment if applicable.