**Suspicious activity report according to art. 305ter para. 2 SCC**

To be sent by priority mail to:

**Money Laundering Reporting Office Switzerland**

Federal Office of Police fedpol

Guisanplatz 1a

3003 Bern

Phone 058-463 40 40

Please consider the related information sheet ([LINK](https://www.fedpol.admin.ch/dam/data/fedpol/kriminalitaet/geldwaescherei/meldeformulare/informationsblatt-verdachtsmelde-formular-e.pdf)) when completing the report.

*(You can move the cursor from field to field by pressing the Tab-key)*

## **Sender (data on the financial intermediary)**

|  |  |  |
| --- | --- | --- |
| Company | : |  |
| Street | : |  |
| Zip code / City | : |  |
|  |  |  |
| Phone number of the responsible person / service | : |  |
| E-mail | : |  |
|  |  |  |
| Date of report | : |  |
| Sender’s reference (compulsory) | : |  |
|  |  |  |

**Suspicious activity report according to art. 305ter para. 2 SCC**

## **Data on the business relation**

## **1.1. General information**

|  |  |
| --- | --- |
| Client- / Reference number |  |
| Place of business relation |  |
| Opening date of the business relation |  |
| Possible closing date of the business relation |  |
| Destination(s) of the transfer in case of account closing or significant outflows (bank, country) |  |

## **1.2. Data on reported assets (detailed report)**

|  |  |  |  |
| --- | --- | --- | --- |
| Reported accounts (compulsory with IBAN) as well as any additional securities accounts / safe deposit boxes | Account- / securities account designation | Balance as per reporting date | |
| In account currency | In CHF |
|  |  |  |  |
|  |  |  |  |
| If spot transaction, nature of spot transaction: | | | |

*(Statement of assets and liabilities per reporting date to be provided in the annex)*

## **1.3. Data on politically exposed persons (PEP) according to art. 2a AMLA**

|  |  |
| --- | --- |
| Is a PEP involved? (As contracting party, power of attorney / authorized signatory, beneficial owner or third party, e.g. related person)  Yes  No | |
| If yes:  LAST NAME and first name |  |
| Role / function |  |
| Country / Organisation / Relation / etc. |  |

## **1.4. Data on contracting party**

|  |  |
| --- | --- |
| **For natural persons** | |
| LAST NAME and first name |  |
| Address of residence |  |
| Date of birth |  |
| Nationality(ies) |  |
| Identification document and its number |  |
| Issuing agency |  |
| Issuing date |  |
| Home town [[1]](#footnote-1) |  |
| Phone number\* |  |
| Fax number\* |  |
| Profession\* |  |

|  |  |
| --- | --- |
| **For legal entities / companies** | |
| Is the contracting party a domiciliary company?  Yes  No | |
| Company |  |
| Domicile |  |
| UID / Identification number\* |  |
| Type of business \* |  |

*(A copy of the identification documents to be provided in the annex*)

## **1.5 Data on beneficial owner / controlling person**

|  |  |
| --- | --- |
| **For natural persons** | |
| Is the beneficial owner identical with the contracting party?  Yes  No | |
| If not:  LAST NAME and first name |  |
| Address of residence |  |
| Date of birth |  |
| Nationality(ies) |  |

|  |  |
| --- | --- |
| **For legal entities / companies** | |
| Data on controlling person or beneficial owner  Controlling person  Beneficial owner | |
| LAST NAME and first name |  |
| Address of residence |  |
| Date of birth |  |
| Nationality(ies) |  |
|  |  |
| If it is a legal entity / company:  Name |  |
| Domicile |  |

## **1.6. Data on persons with power of attorney / authorized signatory**

|  |  |
| --- | --- |
| Power of attorney / authorized signatory |  |
| LAST NAME and first name |  |
| Address of residence[[2]](#footnote-2)\* |  |
| Date of birth |  |
| Nationality(ies) |  |
| Home town\* |  |

## **1.7. Data on third parties involved**

|  |  |
| --- | --- |
| **Further involved third parties** | |
| LAST NAME and first name |  |
| Role / function |  |
| Date of birth\* |  |
| Nationality(ies)\* |  |

## **Reason(s) for filing the report and/or for the clarifications resulting in filing the report**

## **2.1 Reasons**

|  |
| --- |
| Transaction monitoring / -analysis  Press / media coverage  Information received from law enforcement authorities (such as disclosure orders)  Information from third parties (external sources, potential victims, business partners, etc.)  Information received from within the group  Terrorism list according to art. 9 para. 1 let. c AMLA (in rel. with art. 22a AMLA)  MROS-Info (art. 11a para. 2 and 3 AMLA)  others, i.e.:        (free text) |

## **2.2. Details on suspected predicate offence(s)** *(for explanations see information sheet* [*LINK*](https://www.fedpol.admin.ch/dam/data/fedpol/kriminalitaet/geldwaescherei/meldeformulare/informationsblatt-verdachtsmelde-formular-e.pdf)*)*

|  |  |
| --- | --- |
| Suspected predicate offence(s) |  |

## **Fact / transaction arousing suspicion**

## **3.1. How did the activity, which prompted the report, take place?**

     (free text)

## **3.2. Why is this activity suspicious?**

     (free text)

## **3.3. Which clarifications have been performed and what is the result of those clarifications?**

     (free text)

## **Enclosures (non-exhaustive list of mandatory documents)**

**Mandatory** enclosures (see art. 3 para. 1 let. c-h, art. 3a para. 4 as well as art. 16 para. 1 MROSO)

* **Identification documents on contracting party**
* **Account opening documents**
* **Power of attorney holder resp. authorised signatory documents**
* **Form A and/or Form K / I / R / S / T**
* **If available identification documents on power of attorney holder, authorised signatory / beneficial owner / controlling person**
* **Balance overview of involved assets as per reporting date**
* **Account statements and detailed documentary evidence of suspicious transactions**
* **Detailed records on suspicious / not plausible payment orders / credits (detail on beneficiary / ordering party incl. account details)**
* **Documentary record of suspicious facts resp. printout of World Check entries, press / media reports, etc. or other tangible documents, e.g. orders from prosecution authorities (if available)**
* **Clarifications according to art. 6 AMLA on suspicious / not plausible transactions**
* **KYC-profile**
* **Documentary record of special duties of due diligence according to art. 6 AMLA resp. documentary record of internal clarifications on business relationships with a higher risk / transactions with a higher risk / additional clarifications if higher risks occur (art. 13 – 15 AMLO-FINMA)**
* **Financial transactions during the relevant period of time of the suspicion (all transactions should be registered in the** [**excel list**](https://www.fedpol.admin.ch/dam/data/fedpol/kriminalitaet/geldwaescherei/aml/vorlage-fuer-transaktionen.xlsx) **which is available on our website and which should be attached to the suspicious activity report)**
* Debit advice of the last transaction if the account has been closed

Additional enclosures

     (free text)

1. if known [↑](#footnote-ref-1)
2. \* if known [↑](#footnote-ref-2)