**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

Nussbaumstrasse 29

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)