

FORM 7

SUSPICIOUS ACTIVITY REPORT

Please complete all sections fully.

If you are completing this form by hand, please print.

Please return **completed forms** directly to:

The Financial Intelligence Unit
P.O.Box 2028
Building No. 1
The Financial Complex
The Carenage, St George
Grenada

OFFICIAL USE ONLY

Date received:

PART I—REPORTING FINANCIAL INSTITUTION INFORMATION

1. Name of Financial Institution

2. FULL Address

3. Account number(s) affected, if any

Closed?

Yes

No

Yes

No

Yes

No

PART 2—SUSPECT INFORMATION

4. Individual's FULL name

5. SSN

6. FULL Address

7. Date of Birth (DD/MM/YYYY)

8. Occupation, profession, or business

9. Telephone number (residence)

Telephone number (work)

10. Name of Employer (if applicable)

11. Forms of identification used to verify identity:

Driver's license.

Passport

Other

Issued

Number: _____

by: _____

12. Relationship to Financial Institution

Accountant

Director

Agent

Employee

Appraiser

Officer

Attorney

Shareholder

Borrower

Other

Customer

13. Is the relationship an insider relationship? Yes
No

If Yes, please specify: Still employed at financial institution

Suspended

Terminated

Resigned

14. Date of Suspension, Termination or Resignation ____/____/____
DD MM YYYY

PART 3—SUSPICIOUS ACTIVITY INFORMATION

15. Date or date range of suspicious activity ____/____/____ to
____/____/____
DD MM YYYY DD MM YYYY

16. Total dollar amount involved in known or suspicious activity \$_____

17. Summary/characterization of suspicious activity

Money Laundering

Bribery

Cheque Fraud

Cheque Kiting

Commercial Loan Fraud

Computer

Intrusion

Consumer Loan Fraud

Counterfeit Cheque

Counterfeit Credit/Debit Card

Counterfeit

Instrument (other)

Credit Card Fraud

Debit Card Fraud

Embezzlement

False Statement

Misuse of Position or Self Dealing

Mortgage Loan Fraud

Mysterious Disappearance

Wire Transfer Fraud

Terrorist Financing

Other

Identity Theft

18. Amount of loss prior to recovery

\$ _____

19. Dollar amount of recovery (if applicable) \$

20. Has the suspicious activity had a material impact on, or otherwise affected the financial soundness of the institution? Yes
No

PART 4—SUSPICIOUS ACTIVITY INFORMATION EXPLANATION/DESCRIPTION

Explanation/description of known or suspected violation of law or suspicious activity.

This section of the report is **critical**. The care with which it is written may make the difference in whether or not the described conduct and its possible criminal nature are clearly understood.

Provide below a chronological and **complete** account of the possible violation of law, including what is unusual, irregular or suspicious about the transaction, using the following checklist as you prepare your account. **If necessary, continue the narrative on a duplicate of this page.**

- a) **Describe** supporting documentation and retain for 5 years.
- b) **Explain** who benefited, financially or otherwise, from the transaction, how much, and how.
- c) **Retain** any confession, admission, or explanation of the transaction provided by the suspect and indicate to whom and when it was given.
- d) **Retain** any confession, admission, or explanation of the transaction provided by any other person and indicate to whom and when it was given.
- e) **Retain** any evidence of cover-up or evidence of an attempt to deceive examiners or others.
- f) **Indicate** where the possible violation took place (e.g., main office, branch, other).
- g) **Indicate** whether the possible violation is an isolated incident or relates to other transactions.
- h) **Indicate** whether there is any related litigation; if so, specify.

- i) **Indicate** whether any information has been excluded from this report; if so, why?
- j) If you are correcting a previously filed report, describe the changes that are being made.

For Money Laundering reports, include the following additional information:

- k) **Indicate** whether currency and/or monetary instruments were involved. If so, provide the amount and/or description of the instrument (for example, bank draft, letter of credit, domestic or international money order, stocks, bonds, traveler's checks, wire transfers sent or received, cash, etc.).
- l) **Indicate** any account number that may be involved or affected.

21. Signed by Reporting Officer _____

22. Name of Reporting Officer _____

23. Telephone Number _____

24. Fax Number _____