

Enforceable Guideline 3

Financial Transactions Reporting Act

This Guideline is an enforceable instrument issued pursuant to the powers of the Financial Intelligence Unit under the Financial Transactions Reporting Act No.22 of 2004 [Section 25.1.j FTR Act & Regulation 35 and 36.1 FTR Regulations].

Reporting of Cash Transactions (\$5,000 and above)

1 INTRODUCTION

- 1.1 Financial institutions, that are not a bank, are required under section 13(1A) of the Financial Transactions Reporting (FTR) Act to report any cash transaction of \$5,000 and above (or its equivalent in foreign currency) to the Financial Intelligence Unit (FIU).
- 1.2 This obligation also applies to designated non-financial businesses and professions such as legal practitioners, accountants and real estate agents.
- 1.3 “Cash” means any coin or paper money that is designated as legal tender in the country of issue.

2 WHEN AND HOW TO REPORT A CTR

- 2.1 A CTR must be submitted to the FIU within 5 working days from the date of the cash transaction or within such other period specified by the FIU.
- 2.2 A reporting financial institution must report a cash transaction by completing a Cash Transaction Report (CTR) form. This form can be completed electronically or via a hard copy format.
- 2.3 Once a CTR form is completed, this may be submitted to the FIU through either one of the following means:
 - a. electronically via the FIU’s online reporting system (ODDS). Financial institutions that conduct more than 250 CTRs in a year must submit their CTRs electronically in batch file format as provided under the FIU’s specification document;
 - b. electronically by secure email to info@fijifiu.gov.fj;
 - c. by hand delivery to the FIU office at:
*Financial Intelligence Unit
Tower Level 5, RBF Building
Pratt Street, Suva*
 - d. by registered post to the FIU;

- e. by telephone provided that any report made by telephone is confirmed in writing by method referred to in paragraphs (a) to (d).
- 2.4 An electronic version of the CTR form can be downloaded from the FIU website at the link <https://www.fijifiu.gov.fj/Pages/Publications/Reporting-Forms>
- 2.5 Hard copies of the CTR form can also be requested from the FIU on telephone number 322-3333 or by email request to info@fijifiu.gov.fj.
- 2.6 All mails containing the CTR forms must be marked as CONFIDENTIAL and addressed to “The Director, Financial Intelligence Unit.”
- 2.7 Financial institutions that intend to submit their CTRs electronically using ODDS, should liaise with the FIU for user access to the online reporting system.
- 2.8 Due to the confidentiality of information contained in the report, CTR Forms should be sent to the FIU using the most secure channel available to a financial institution.

3 DETAILS TO BE REPORTED

- 3.1 The CTR form must contain all relevant information that is available concerning the customer/client and the cash transaction involved.

4 HOW TO COMPLETE A CTR FORM

- 4.1 The following is an explanatory of how the CTR form (attached) is to be completed.

Part A Customer/Client Details	
Provide information on the customer/client who is conducting the cash transaction or on whose behalf, you are conducting the cash transaction.	
Q1-9	Provide details of your customer/client as follows: <ul style="list-style-type: none"> 1. full name of the customer/client; 2. customer’s/client’s tax identification number (TIN) (if available); 3. customer’s/client’s Birth Registration Number (BRN) as provided in his/her birth certificate (if available). This field is applicable only if a customer/client is a natural person; 4. National ID number or the reference number of any other ID document used to verify your customer’s/client’s identity; 5. date of birth of customer/client. This field is applicable only for a customer/client that is a natural person; 6. occupation, business or principal activity (if self-employed); 7. postal address; 8. business or residential address (this cannot be a postal address); 9. account name/title, account number and type of account held.
Part B Details of Transaction	
Provide information on the cash transaction being reported on.	
Q10-14	Details to be provided include: <ul style="list-style-type: none"> 10. date when cash transaction was conducted; 11. direction of the cash transaction, whether this was cash paid into/received by the reporting financial institution or cash paid out by the reporting financial institution; 12. value of the cash transaction in FJD amount;

	13. a brief description of the cash transaction (nature or purpose of the transaction); 14. details of the type of transaction (tick the appropriate box).
Part C	Reporting Financial Institution Provide details of your organization or institution.
Q15-16	Details to be provided include: 15. full name of the reporting financial institution or organisation; 16. name of the branch/office/agency in Fiji where the cash transaction took place.

5 OVERSIGHT AND IMPLEMENTATION

- 5.1 The FIU and/or the relevant supervisory authority, in the course of its supervision, may assess the compliance of non-bank financial institutions with the requirements of this Guideline.
- 5.2 Non-compliance may result in sanctions as specified in section 43(2) of the FTR Act and regulations 42(2) and 42(3) of the FTR Regulations.

6 OVERSIGHT AND IMPLEMENTATION

- 6.1 This Guideline is effective from 1 November 2022.

Financial Intelligence Unit

22 May 2009

14 October 2022 (Revised)

Attached: CTR Form