

EXPLANATORY NOTES ON FOREIGN EXCHANGE BUREAU

Name of Foreign Exchange Bureau

Name of your organization

Type of Report

Specify if your report is Suspicious transaction report (STR) or Cash transaction report (CTR)

Reporting period

The period the reported transactions took place

Serial Number

All consolidated reports should have serial numbers in chronological order.

Date of Report

Current date (Today's date) and should be in the YYYY-MM-DD HH24:MI:SS format.

Customer's Type

This specifies if the Customer is an individual or corporate body.

Surname or Name of Organization.

This should bear the surname of the Individual or the name of the organization transacting the business written in full, **not** abbreviated

First Name

The first name of the individual customer written in full, **not** abbreviated.

Middle Name

The Middle Name of the Individual customer written in full, **not** abbreviated.

Date of Birth Or Incorporation

This should capture date of birth for individual customer and date of incorporation for corporate customer and should be in the YYYY-MM-DD HH24:MI:SS format.

First Address line

This should contain the house or office number of the customer, with the street name

Second Address line

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

Town/City

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

State

This should bear which state in the Federation or in any country the customer addresses is located

Identification Document

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

Identification Number

This is the Number on the Identification Document. Or Registration Number for corporate body customers

Transaction Date

The actual date of transaction and should be in the YYYY-MM-DD HH24:MI:SS format.

Transaction Type

You are expected to report the type of Transaction, whether the customer is buying or selling

.

Currency Type

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

Amount

The Amount involved should be stated in figures and in same currency

Rate of Exchange

The rate at which the currency was exchange

Leone equivalent

The requisite amount in Leone

Foreign Exchange Bureau Branch Office

The Branch of the foreign exchange bureau where the transaction took.

Office Address (Line 1)

Branch Office Address (First Line)

Office Address (Line 2)

Branch Office Address (Second Line)

Town/City

City where the branch office is situated

Region/State

State where the branch office is situated