

# Threshold transaction reports How to avoid common mistakes

Your business is one of the first lines of defence in the fight against money laundering and other serious financial crimes.

The quality, accuracy and timeliness of your reports give us the best chance to detect, deter and disrupt serious financial crime.

# i How to use this guide

This guide has been created for authorised deposit-taking institution (ADI) staff who submit threshold transaction reports (TTRs) to AUSTRAC using the AUSTRAC Online single data entry method.

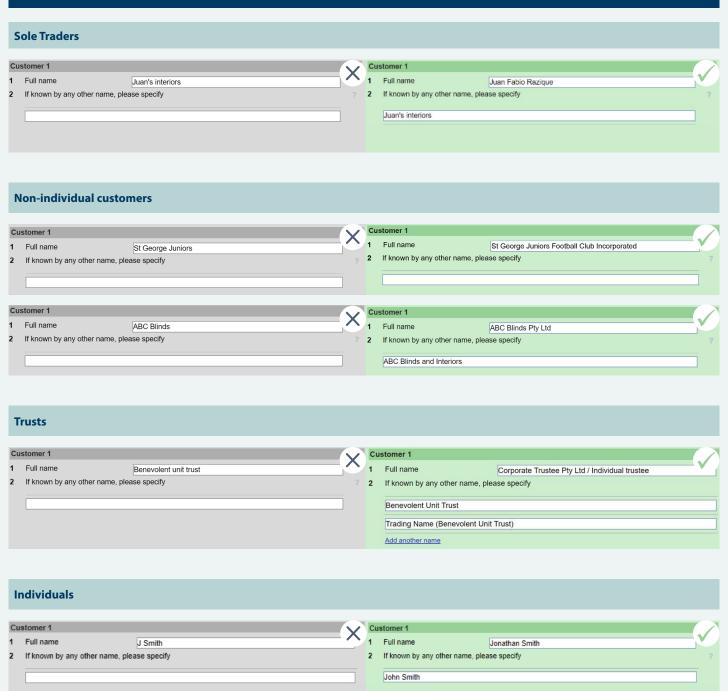
It steps you through the AUSTRAC Online TTR form to show the questions where common mistakes are made  $\mathbf{X}$  and the correct way to complete these sections  $\mathbf{V}$ .

Question numbers included in this guide correspond to the question numbers from the TTR form. Not all questions from the TTR form are included, only the questions where common mistakes are made.

For a full guide on how to complete all sections, go to AUSTRAC Online to access 'A guide to making a threshold transaction report (TTR) \$10,000 or more for the financial and bullion services' **online.austrac.gov.au** 



#### Questions 1 and 2. Full names and legal names



If your customer is an individual, enter all given names and the family name. If your customer is a non-individual, enter the full legal name of the organisation. Do not use initials where full names are available.



### Question 4. Business/residential address (cannot be a post box address)

4	Business/residential address (cannot be a post box address)			V	4 B	Business/residential address (cannot be a post box address)						
	45 City Way			4	45 City Way Full street address			St Kilda City/town/suburb	1	ν,		
	ull street address		City/town/suburb				Fu					
		3182			V	ictoria		3182		AUSTRALIA		
	State	Postcode	Country		St	tate		Postcode		Country		

If your customer is an individual, enter their residential address.

If the customer is a non-individual, enter the business address or physical address at which their organisation trades or operates.

Ensure that you provide a physical address where the customer can be located and not just a postal address.

#### Question 5. Postal address (if different to business/residential address)

5	Postal address (if different to business/residential address)			X	5	Postal address (if different to business/residential address)				
	PO Box 5682 Full street or post box address		Melbourne City/town/suburb			PO Box 5682 Full street or post box address		Melbourne City/town/suburb	y	
		3000				Victoria	3000	AUSTRALIA		
	State	Postcode	Country			State	Postcode	Country		

Provide the customer's postal address if it is different to the physical address that was provided in the previous question.

The postal address may be a different street address, or a post box address.

#### **Question 6. Phone number**



Provide the customer's telephone numbers including any country and area code details, where possible. Mobile phone numbers are acceptable.

#### Question 8. Occupation/business or principal activity



#### Question 9 and 10. ABN, ACN or ARBN and non-individual customers organisation structures



Whilst these are 'if known' fields, you should know this information through undertaking your applicable customer identification procedures.





#### Completing Part B - Details of the individual conducting the transaction

# Question 16. Full name of the person conducting the transaction Details of the individual conducting the transaction Details of the individual conducting the transaction 16 Full name 16 Full name Jonathan Apple Smith Mr Smith If known by any other name, please specify If the individual conducting the transaction is not the customer – the person listed in Question 1 & 2 - enter the full name of the individual here. Enter all given names and family name. Do not use initials where full names are John Smith available. Question 23. Occupation, job title or principal activity of the person conducting the transaction 23 Occupation, job title or principal activity 23 Occupation, job title or principal activity Licensed Club Manager Enter the occupation, job title or the type of work the individual conducting the transaction does. Completing Part C - Details of the transaction of the individual conducting the transaction 27 Transaction reference number 27 Transaction reference number Enter the code of letters and/or numbers by which you or your organisation uniquely identifies this transaction. You are required to keep records of transactions to comply with your obligations. Assigning a unique transaction reference number to each transaction will assist you with conducting effective quality assurance and responding to AUSTRAC and partner agency requests for information. Any transaction reference or number must be included in the TTR. **Dummy data** 23 Occupation, job title or principal activity Many reporting entities complete fields with 'N/A' or 'Unknown' when information is not known or when the field is not a mandatory field. N/A Please leave fields blank if information is not known to your organisation. 22 Email addresses Add another email address

## **Submission**

A TTR must be submitted to AUSTRAC within 10 business days after the day on which the transaction takes place.

#### For more information

For more information go to AUSTRAC Online for 'A guide to making a threshold transaction report (TTR) \$10,000 or more for the financial and bullion services' online.austrac.gov.au

If you need further assistance with submitting TTRs, please contact AUSTRAC's Contact Centre:

By phone: 1300 021 037 Email: contact@austrac.gov.au

Monday to Friday, 8.30am to 5.00pm (AEST)

If you are unsure of a question when completing your TTR, hover over the symbol for more information on what's required.



