



**Terrorist Property  
Reporting  
Guidance**

**Guideline No. 2 – 2016**

April 2016

## **DEFINITION OF TERMS**

### **Designated person or entity**

The term *designated person or entity* refers to individual, groups, undertakings and entities designated by the Committee of the Security Council established pursuant to resolution 1267(1999) (the 1267 Committee).

### **Funds or other assets**

In this context, *funds or other assets* means any assets, including, but not limited to, financial assets, economic resources, property of every kind, whether tangible or intangible, movable or immovable, however acquired, and legal documents or instruments in any form, including electronic or digital, evidencing title to, or interest in, such funds or other assets, including, but not limited to, bank credits, travellers cheques, bank cheques, money orders, shares, securities, bonds, drafts, or letters of credit, and any interest, dividends or other income on or value accruing from or generated by such funds or other assets.

### **Specified person or entity**

The term *specified person or entity* refers to any natural or legal person or entity specified by order of the Minister responsible for Finance under section 2(2) of the Anti-Money Laundering and Countering the Financing of Terrorist (AMLCFT) Act 2009 in accordance with the United Nations Security Council resolution 1373(2001).

## **INTRODUCTION**

This guideline supplements the Practical Guidance on Targeted Financial Sanctions – Guideline No. 2 of 2015 issued by the Financial Intelligence Unit (FIU) in August 2015. It is for Licensed Financial Institutions (LFIs) and Designated Non-Financial Businesses or Professions (DNFBPs) referred to hereinafter collectively as “Reporting Entities”.

The aim of this guideline is to provide direction to Reporting Entities on Terrorist Property Reporting.

## **WHO HAS TO SUBMIT A TERRORIST PROPERTY REPORT?**

Regulation 5 of the Anti-Money Laundering and Countering the Financing of Terrorism (AMLCFT) Regulations No. 4 of 2015 requires all Reporting Entities listed in the First Schedule of the AMLCFT Act 2009 to submit Terrorist Property Reports (TPRs) to the FIU. See list of Reporting Entities below:

### **Licensed Financial Institutions:**

- Banks
- Money Transfer Agencies
- Cambios
- Insurance Companies
- Securities Companies

### **Designated Non-Financial Businesses or Professions:**

- Registered Charities
- Co-operative Societies
- Casinos
- Dealers in Precious Metals
- Dealers in Precious Stones
- Trust or company Service Providers
- Pawnbrokers
- Betting Shops
- Real Estate Agents
- Used Car Dealers
- Lottery Companies
- Accountants
- Attorneys-at-Law, Notaries and other independent legal professionals.

## **TERRORIST PROPERTY REPORTING REQUIREMENTS**

### ***When does a Terrorist Property Report (TPR) have to be made?***

A Terrorist Property Report must be made to the FIU when a Reporting Entity knows or believes that it has in its possession, funds or other assets (property) of a person or entity designated pursuant to the United Nations Security Council resolution (UNSCR) 1267(1999) and its successor resolutions or specified by the Minister responsible for Finance under section 2(2) of the AMLCFT Act 2009 pursuant to UNSCR 1373(2001).

If a Reporting Entity is not sure that it is dealing with funds or other assets of a designated or specified person or entity, but suspect that it might be, then a Suspicious Transaction Report is required if a transaction was completed. The Reporting Entity also has to complete a Suspicious Transaction Report if the suspicious transaction was attempted.

### ***How to send a Terrorist Property Report to FIU***

A Terrorist Property Report may be sent to the FIU by registered or regular mail or hand delivered to the following address:

Director  
Financial Intelligence Unit  
Ministry of Finance Compound  
Main & Urquhart Streets  
Georgetown

### ***Method of reporting to FIU***

*(Paper reporting only)*

Terrorist Property Reports must be submitted to the FIU on paper. Reports should not be sent electronically at this time.

### ***Information to be contained in a Terrorist Property Report***

The Terrorist Property Report must contain information that describes the funds or other assets (property). The report must also provide information about the designated or specified person or entity and anyone who owns or controls the property on their behalf. In addition, if there were any transactions or proposed transactions related to the funds or other assets (property) the report must contain information about such transactions. In the case of a transaction or a proposed transaction, the information to be contained in the Terrorist Property Report is very

similar to a Suspicious Transaction Report.

### ***Offence***

It is an offence to knowingly –

- (a) deal directly or indirectly with any property owned or controlled by or on behalf of a designated or specified person or entity.
- (b) enter into or facilitate, directly or indirectly, any transaction related to a dealing referred to in paragraph (a);
- (c) provide any financial or other related service in relation of the property referred to in paragraph (a);
- (d) make any property or any financial or other related service available, directly or indirectly, for the benefit of a designated or specified person or entity.

### ***Penalties***

A natural person who contravenes section 68(11) of the AMLCFT Amendment Act No. 1 of 2015 commits an offence and shall be liable on summary conviction to a fine of not less than five million dollars nor more than one hundred million dollars or to imprisonment for up to seven years and in the case of a body corporate to a fine of not less than ten million dollars nor more than two hundred million dollars.

**Instructions for Completing a Terrorist Property Report**

The fields in this section refer to the numbered areas on the *Terrorist Property Report* form. As explained above, these reports can only be completed and sent to the FIU on paper. There is no mechanism to report electronically.

Fields of this report are either mandatory, mandatory where applicable, or require “reasonable efforts” to complete, as follows:

- **Mandatory:** All fields of the report marked with an asterisk (\*) **have to be completed.**
- **Mandatory where applicable:** The fields have both an asterisk and “where applicable” next to them have to be completed if they are applicable to you or to the property or the transaction or proposed transaction being reported.
- **Reasonable efforts:** For all other fields that do not have an asterisk, you have to make reasonable efforts to get the information. “Reasonable efforts” means that you tried to get the information requested on the report. If the information is available to you, you must provide it in the report. In the case of a transaction or a proposed transaction, if the information is not contained in your files or records, and it was not available at the time of the transaction, the field may be left blank.

For easy reference Parts I and II are mandatory, Parts III and IV are mandatory (if applicable) and Parts V and VI are mandatory.

**How to complete the Terrorist Property Report Form**

There are seven (7) parts on the Terrorist Reporting form, but as explained above some are only to be completed if applicable.

**Part I Information about the designated or specified person or entity**

- Field 1 Enter the full name of the designated or specified **entity**.
- Field 1.A Enter the Surname of the designated or specified **person**.
- Field 1.B Enter the First Name of the designated or specified **person**.
- Field 1.C Enter any other name(s) of the designated or specified **person**.
- Field 1.D Enter any alias of the designated or specified **person**.
- Field 2 Enter the full address of the designated or specified **person** or **entity**.
- Field 3 Enter the phone number of the designated or specified **person** or **entity**.

Field 4 Enter the date of birth of the designated or specified **person** or the date of registration/incorporation where it is a designated or specified **entity**.

Field 5 Enter the nationality of the designated or specified **person**.

Field 6 Check the appropriate box to indicate the method of identification used by designated or specified **person**.

Field 6.A Enter the date the identification document was issued.

Field 6.B Enter the number of the identification document.

**Part II Information about anyone who owns or controls the property on behalf of the designated or specified person or entity**

Field 7 Enter the full name of the **group or entity** that owns or controls the property on behalf of the designated or specified person or entity.

*Note: The designated or specified person or entity may own the property or a person or entity may control the property on behalf of the designated or specified person or entity.*

Field 7.A Enter the Surname of the person who owns or controls the property on behalf of the designated or specified person or entity.

Field 7.B Enter the First Name of the person who owns or controls the property on behalf of the designated or specified person or entity.

Field 7.C Enter any other name(s) of the person who owns or controls the property on behalf of the designated or specified person or entity.

Field 7.D Enter any alias of the person who owns or controls the property on behalf of the designated or specified person or entity.

Field 8 Enter the full address of the person who owns or controls the property on behalf of the designated or specified person or entity.

Field 9 Enter the phone number of the person who owns or controls the property on behalf of the designated or specified person or entity.

Field 10 Enter the date of birth of the person who owns or controls the property on behalf of the designated or specified person or entity or the date of

registration/incorporation where it is a group or entity that owns or controls the property on behalf of the designated or specified person or entity.

Field 11 Enter the nationality of the person who owns or controls the property on behalf of the designated or specified person or entity.

Field 12 Check the appropriate box to indicate the method of identification used by the person who owns or controls the property on behalf of the designated or specified person or entity

Field 12.A Enter the date the identification document was issued.

Field 12.B Enter the number of the identification document.

**Part III Information about the property/funds or other assets**

*(A) If property involves an account*

This part is for information about any account associated with the property (funds or other assets). It is possible to have more than one property per report. In that case please provide the account information, where applicable, for each property included in the report.

If there is more than one account, complete a separate Part III for each one. To do this, you can copy Part III – *Type of property* and *(A) If property involves an account* area at the top to distinguish between each account, and identify the applicable property in the “Type of Property” area.

If none of the property in this report is associated to an account, do not complete Part III.

Field 13 Enter the branch name number of the entity where the relevant account is held, if applicable to the property.

If the transaction being reported was proposed and, because of this, information for this field is not available, you can leave the field blank.

Field 14 Enter the number of the relevant account.

If the transaction being reported was proposed and, because of this, information for this field is not available, you can leave the field blank.

Field 14.A Indicate the type of the relevant account. If the selections provided do not cover this particular account, indicate “Other” and provide description below.

If the transaction being reported was proposed and, because of this, information for this field is not available, you can leave the field blank.



- Field 15      Enter the actual or approximate value of the account as at the date of the report.
- Field 16      Enter the code for the type of currency for the relevant account. Enter CAD if Canadian dollars, USD for United States dollars or GD if Guyana dollars.
- Field 17      Enter the full name of each account holder (up to three). If there are more than three, you do not need to provide more.
- Field 18      Enter the date (mm/dd/yyyy) the account was opened.
- Field 19      Enter the date (mm/dd/yyyy) the account was closed, if applicable.
- Field 20      Indicate whether the account was active, inactive or dormant at the time you came to know that the property belongs to a designated or specified person or entity. If there was a transaction or a proposed transaction relating to the account, indicate the status of the account at the time the transaction was initiated or proposed.

The status of an account is determined by your policies and procedures. For example, your policy may be to assign inactive status to all accounts if there is no client activity for an account over a certain period of time, and dormant status if that inactivity is prolonged.

If you do not have such policies or procedures to assign inactive or dormant status to unused accounts, simply leave this field blank.

If the transaction being reported was proposed and, because of this, information for this field is not available, you can leave the field blank.

***(B) If property involves a transaction***

- Field 21      Enter the date the transaction occurred.
- Field 22      Check the appropriate box to indicate which of the 14 types listed best describes the property.
- If none of the 14 types is appropriate for the type of property, check the box for “Other”. This would include, for example, commercial business assets (other than funds such as bank accounts). Provide a description in the space provided to the right.
- Field 23      Enter the total amount of funds or value of the property involved in the transaction. This is the total amount received to initiate the transaction. If this

amount was not in Guyana funds, you do not have to convert it but you must provide the currency information in field 24.

- Field 24 Enter the code for the type of currency for the relevant account. Enter CAD if Canadian dollars, USD for United States dollars or GD if Guyana dollars.
- Field 25 Check the appropriate box to indicate how the transaction was conducted, or proposed to be conducted. For example, if the transaction was done through an automated banking machine, check the “Automated bank machine” box. Provide a description in the space provided to the right.

**Part IV Information about the individual who conducted or proposed to conduct the transaction(s)**

- Field 26.A Enter the surname of the individual who conducted or proposed to conduct the transaction.
- Field 26.B Enter the first name of the individual who conducted or proposed to conduct the Transaction
- Field 26.C Enter the other name (if known) of the individual who conducted or proposed to conduct the transaction.
- Field 26.D Enter any alias that you know is used by the individual named in fields 26.A-C.
- Field 27 Enter the full address of the person conducting or proposing to conduct the transaction.
- Field 28 Enter the phone number of the person conducting or proposing to conduct the transaction.
- Field 29 Enter the date of birth of the person conducting or proposing to conduct the transaction.
- Field 30 Enter the nationality of the person conducting or proposing to conduct the transaction.
- Field 31 Check the appropriate box to indicate the method of identification used by the person conducting or proposing to conduct the transaction.
- Field 31.A Enter the date the identification document was issued.
- Field 31.B Enter the number of the identification document.

- Field 32 Enter the occupation of the person conducting or proposing to conduct the transaction.
- Field 33 Enter the name of the employer of the person conducting or proposing to conduct the transaction.
- Field 34 Enter the business address of the employer of the person conducting or proposing to conduct the transaction.
- Field 35 Enter the telephone number of the employer of the person conducting or proposing to conduct the transaction.

**Part V Information about person or entity filing the report**

- Field 36.A Enter the name of the entity or surname of the person filing the report.
- Field 36.B Enter the middle name of the person filing the report.
- Field 36.C Enter the first name of the person filing the report.
- Field 37 Enter the full address of the person or entity filing the report.

***If the activity occurred at a branch***

- Field 38 Enter the full name of the branch office.
- Field 39 Enter the full address of the branch office.

***If it is a reporting entity filing the report***

- Field 40 State the type of reporting entity. Eg. Licence Financial Institution-Bank/Insurance Company/Securities Company etc, or Designated Non-Financial Business or Profession-Pawnbroker/Gold Dealer/Casino etc.

**Part VI Information about Compliance Officer or person acting on behalf of Compliance Officer**

- Field 41.A Enter the surname of the Compliance Officer or person acting on behalf of Compliance Officer.
- Field 41.B Enter the first name of the Compliance Officer or person acting on behalf of Compliance Officer.

- Field 41.C Enter the other name(s) of the Compliance Officer or person acting on behalf of Compliance Officer.
- Field 42 Enter the job title or designation of the person (if person is acting on behalf of Compliance Officer).
- Field 43 Enter the telephone number of the Compliance Officer or person acting on behalf of Compliance Officer.
- Field 44 Enter the date the report was prepared.
- Field 45 Signature of Compliance Officer or person acting on behalf of Compliance Officer and the seal of the entity if available.

## **Part VII Reason for filing report**

This part should explain what led you to make the report. The more information that you provide to explain this, the more valuable your report will be.

Include a clear and complete description of the events that led you to make the report, with as many details as possible. Include an explanation of how you came to be in possession or control of the property.

If there is not enough room on the form, attach a separate sheet to provide all the relevant information. Make sure you indicate on the separate sheet that the information belongs to Part VII.

Remember that Terrorist Property Reports must be submitted to the FIU on the Forms provided by the FIU on its website at [fiuguyana.org](http://fiuguyana.org). You may also call 592-231-6781 for a copy to be mailed to you.

### **Comments?**

These guidelines will be reviewed on a periodic basis. If you have any comments or suggestions to help improve them, please send your comments to the mailing address provided below, or by email to [fiuofficeguyana@gmail.com](mailto:fiuofficeguyana@gmail.com)

**APPENDIX: TERRORIST PROPERTY REPORT - FORM**

**FINANCIAL INTELLIGENCE UNIT  
TERRORIST PROPERTY REPORT (TPR)**

In accordance with the Anti-Money Laundering and Countering the Financing of Terrorism (AMLCFT) Regulations No. 4 of 2015 made under the AMLCFT Act Cap. 10:11

**PART I INFORMATION ABOUT THE DESIGNATED OR SPECIFIED PERSON OR ENTITY**

*Particulars of designated or specified person or entity\**

Indicate whether report concerns:

- a. Individual
- b. Group or Entity

If it is a Group or Entity (designated or specified entity), complete fields 1 and 2-4. If it is an individual (designated or specified person), complete fields 1.A – 6.B

1. Full name of Group or Entity.

\_\_\_\_\_

1.A Surname of individual \_\_\_\_\_ 1.B First name of individual \_\_\_\_\_

1.C Other name(s) \_\_\_\_\_ 1.D Alias \_\_\_\_\_

2. Address \_\_\_\_\_  
(village, town, street, lot no.)

3. Phone number \_\_\_\_\_

4. Date of birth/ incorporation/registration \_\_\_\_\_  
MM/DD/YYYY

5. Nationality (if applicable) \_\_\_\_\_

6. If an individual, please tick method used to verify identity: (please attach copy)

(a) National Identification Card  (b) Passport

(c) Other (please specify)

6.A Date of issue \_\_\_\_\_  
MM/DD/YYYY

6.B Number \_\_\_\_\_

**PART II INFORMATION ABOUT ANYONE WHO OWNS OR CONTROLS THE PROPERTY ON BEHALF OF A DESIGNATED OR SPECIFIED PERSON OR ENTITY**

Particulars of entity or individual who owns or controls the property on behalf of a designated or specified person or entity named above. If it is a group or entity, complete fields 7 and 8-10. If it is an individual, complete fields 7.A-12.B\*

7. Full name of group or entity.

\_\_\_\_\_

7.A Surname of individual \_\_\_\_\_ 7.B First Name of individual \_\_\_\_\_

7.C Other Name(s) \_\_\_\_\_ 7.D Alias \_\_\_\_\_

8. Address \_\_\_\_\_  
(village, town, street, lot no.)

9. Phone number \_\_\_\_\_

10. Date of birth/ incorporation/registration \_\_\_\_\_  
MM/DD/YYYY

11. Nationality (if applicable) \_\_\_\_\_

12. If an individual, tick method used to verify identity: (please attach copy)

(a) National Identification Card  (b) Passport

(c) Other (please specify)

12.A Date of issue \_\_\_\_\_  
MM/DD/YYYY

12.B Number \_\_\_\_\_

**PART III INFORMATION ABOUT THE PROPERTY/FUNDS OR OTHER ASSETS**

*Type of property\**

Cash  Bank account  Insurance policy  Money order

Real estate  Securities  Travellers cheques

Other Specify \_\_\_\_\_

*(A) If property involves an account:*

13. Branch name \_\_\_\_\_

14. Account No. \_\_\_\_\_

14.A Type of account: Personal   
Business   
Trust   
Other

Description of other \_\_\_\_\_

15. Actual or approximate value \_\_\_\_\_ as at \_\_\_\_\_  
MM/DD/YYYY

16. Type of currency \_\_\_\_\_

17. Full name of each account holder (where applicable) \_\_\_\_\_

18. Date opened \_\_\_\_\_  
MM/DD/YYYY

19. Date closed (if applicable) \_\_\_\_\_  
MM/DD/YYYY

20. Status of account:  Active                       Inactive                       Dormant  
 Other (specify) \_\_\_\_\_

***(B) If property involves a transaction:***

21. Date of transaction \_\_\_\_\_  
MM/DD/YYYY

22. Type of funds or other property involved in initiating the transaction:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Cash                               | <input type="checkbox"/> Jewellery                        | <input type="checkbox"/> Negotiated securities |
| <input type="checkbox"/> Negotiated travellers cheque       | <input type="checkbox"/> Redeemed casino chips            | <input type="checkbox"/> Diamonds              |
| <input type="checkbox"/> Negotiated bank draft              | <input type="checkbox"/> Negotiated money order           | <input type="checkbox"/> Precious metal        |
| <input type="checkbox"/> Real estate                        | <input type="checkbox"/> Withdrawal from account          | <input type="checkbox"/> Negotiated cheque     |
| <input type="checkbox"/> Incoming electronic funds transfer | <input type="checkbox"/> Negotiated life insurance policy |  |
| <input type="checkbox"/> Other (Specify) _____              |   |  |

23. Amount of transaction \_\_\_\_\_

24. Type of currency (if applicable) \_\_\_\_\_

25. How was the transaction conducted?

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> In branch/office/store                    | <input type="checkbox"/> Mail deposit | <input type="checkbox"/> Automated banking machine |
| <input type="checkbox"/> Courier                                   | <input type="checkbox"/> Phone        |  |
| <input type="checkbox"/> Other:                      Specify _____ |                                       |  |

**PART IV INFORMATION ABOUT THE INDIVIDUAL WHO CONDUCTED OR PROPOSED TO CONDUCT THE TRANSACTION(S)**

*Particulars of individual who conducted or proposed to conduct the transaction(s)\* (if applicable)*

26.A Surname of individual \_\_\_\_\_ 26.B First Name of individual \_\_\_\_\_

26.C Other Name(s) \_\_\_\_\_ 26.D Alias \_\_\_\_\_

27. Address \_\_\_\_\_  
(village, town, street, lot no.)

28. Phone number \_\_\_\_\_ 29. Date of birth \_\_\_\_\_  
MM/DD/YYYY

30. Nationality \_\_\_\_\_

31. Tick method used to verify identity: (please attach copy)

(a) National Identification Card  (b) Passport

(c) Other (please specify)

31.A Date of issue \_\_\_\_\_ 31.B Number \_\_\_\_\_  
MM DD YYYY

32. Occupation \_\_\_\_\_ 33. Employer \_\_\_\_\_

34. Business Address of Employer \_\_\_\_\_  
(village, town, street, lot no.)

35. Business Telephone No. of Employer \_\_\_\_\_

**PART V INFORMATION ABOUT PERSON OR ENTITY FILING REPORT**

*Particulars of Reporting Entity or individual filing report\**

36.A Full name of Entity or Surname of individual \_\_\_\_\_

36.B Other Name(s) \_\_\_\_\_ 36.C First Name \_\_\_\_\_

37. Address \_\_\_\_\_  
(village, town, street, lot no.)

*If activity occurred at a branch office*

38. Full name of branch office \_\_\_\_\_

39. Address \_\_\_\_\_  
(village, town, street, lot no.)

40. Type of reporting entity (if applicable) \_\_\_\_\_



**PART VI COMPLIANCE OFFICER/PERSON ACTING ON BEHALF OF COMPLIANCE OFFICER**

*Particulars of person completing report\**

41.A Surname \_\_\_\_\_

41.B Other Name(s) \_\_\_\_\_

41.C First Name \_\_\_\_\_

42 Job title \_\_\_\_\_

43. Phone no. \_\_\_\_\_

44. Date report was prepared \_\_\_\_\_  
MM/DD/YYYY

Signature \_\_\_\_\_

Stamp/Seal of Reporting Entity if any:



**PART VII REASON FOR FILING THIS REPORT**

**Provide details of why you are filing a report about property in your possession or control.**

Include a clear and complete description of the events that led you to make this report, with as many details as possible.

Include an explanation of how you came to be in possession or control of the property.

Provide as many details as possible about how you know this property is owned or controlled by or on behalf of a terrorist or a terrorist group or how you believe this property is owned or controlled by or on behalf of a designated person.

Send completed report and associated documents to:

**The Director  
Financial Intelligence Unit  
Ministry of Finance Compound  
49 Main & Urquhart Streets  
Georgetown, Guyana**