



Financial Investigation Agency

PO Box 4090, 2nd Floor, Ritter House, Wickham's Cay II
Road Town, Tortola, VG 1110, British Virgin Islands

SUSPICIOUS ACTIVITY REPORT/SUSPICIOUS TRANSACTION REPORT CHECKLIST

The FIA in its capacity as the Reporting Authority (“RA”) provides this Checklist for the benefit of all Reporting Individuals and Entities within the Territory of the Virgin Islands. The information that would be required to treat a Report as a SAR/STR is as follows:

- Date (dd/mm/yyyy)
- Reporting Individual or Entity Reference Number
- Name of Reporting Individual or Entity
- Type of Reporting Individual or Entity
- Name and Address of Reporting Officer (in the case of a regulated entity or professional)
- Contact Details of Reporting Officer (Email address and telephone number)
- Name of Reported Individual or Entity
- Address of Reported Individual or Entity
- Contact Details of Reported Individual or Entity
- Identification of Reported Individual or Entity (Due Diligence Documentation)
- Suspected Offence committed by Reported Individual or Entity
- Detailed summary of the offence(s) being reported:
 - Reason for the report,
 - Reason why the Reporting Officer believes or suspects that an offence of Money Laundering (“ML”), Terrorist Financing (“TF”), Proliferation Financing (“PF”) or any other financial crime is being committed,
 - Connection or relationship between named Individual(s) or Entities; and
 - Supporting documentation (including due diligence documents, bank statements, etc)