



## SUSPICIOUS ACTIVITY REPORT (SAR)

Complete as much of this form as possible. Please replicate the applicable parts for multiple activities/attempted transactions.

**SEND THE COMPLETED FORM TO:**

The Director  
Financial Intelligence Centre  
71 Robert Mugabe Ave  
Windhoek  
Facsimile: (061) 283 5687/5918/5922  
E-mail: [helpdesk@fic.na](mailto:helpdesk@fic.na)

**DISCLAIMER**

Reporting of suspicious activities and attempted transactions is required under Section 33 of the Financial Intelligence Act (FIA), Act No.13 of 2012, read with Regulation 20, 21 and 22 of FIA.

**IMPORTANT INFORMATION**

It is an offence i.t.o Section 33(4) and read with Section 46 of the Financial Intelligence Act, Act No.13 of 2012 for any person to either directly or indirectly disclose to any other person that a disclosure has been submitted to the Financial Intelligence Centre.

**FOR FURTHER INFORMATION CONTACT:**

FIC Helpdesk at 061 – 283 5287/5100 or via e-mail at: [helpdesk@fic.na](mailto:helpdesk@fic.na)

**REPORT DATE**

Y	Y	Y	Y	/	M	M	/	D	D
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### PART A: PARTICULARS OF THE PERSON/ENTITY SUBMITTING THE REPORT

Full name Reporting Entity (If not already registered with the FIC, complete the rest of Part A)

Entity Registration number

Entity Incorporation City

Entity Incorporation Country

Operating Street Address

Nature of Business (i.e Legal Practitioner, Casino, Real Estate)

**PARTICULARS OF THE COMPLIANCE OFFICER:**

First Name

Last Name

Nationality

ID Number

Telephone no (with area code)

Cellphone number

Postal Address

Street Address

**PART B : DESCRIPTION OF THE SUSPICIOUS ACTIVITY/ATTEMPTED TRANSACTIONS**

Describe clearly and completely the facts or unusual circumstances or grounds that led to the suspicion of the attempted transaction or activity; Use additional pages if necessary.


**PART C : DESCRIPTION OF THE ACTION TAKEN**

Describe clearly and completely what action was or will be taken after the suspicion was formed


**PART D: REPORT INDICATORS**

Select more than one if applicable:

**REPORTING INDICATORS**

- |   |   |
|---|---|
| <input type="checkbox"/> ACTIVITY DOES NOT MATCH CLIENT PROFILE   | <input type="checkbox"/> ILLICIT TRAFFICKING IN STOLEN AND OTHER GOODS  |
| <input type="checkbox"/> ADVERSE REPORTS - INTERNATIONAL          | <input type="checkbox"/> INSIDER TRADING AND MARKET MANIPULATION  |
| <input type="checkbox"/> ADVERSE REPORTS ON COMMERCIAL DATABASES  | <input type="checkbox"/> INVOLVES INTERNATIONAL PEPS  |
| <input type="checkbox"/> ADVERSE REPORTS ON LOCAL PRESS           | <input type="checkbox"/> INVOLVES LOCAL PEPS  |
| <input type="checkbox"/> APPEAR ON OFAC OR OTHER LIST             | <input type="checkbox"/> KIDNAPPING, ILLEGAL RESTRAINT, HOSTAGE-TAKING  |
| <input type="checkbox"/> ARMS TRAFFICKING                         | <input type="checkbox"/> MONEY LAUNDERING   |
| <input type="checkbox"/> AUTOMATED RULES BASED ACCOUNT MONITORING | <input type="checkbox"/> MURDER, GRIEVOUS BODILY INJURY (FOR PROFIT)  |
| <input type="checkbox"/> CORRUPTION/BRIBERY                       | <input type="checkbox"/> PIRACY   |
| <input type="checkbox"/> COUNTERFEITING AND PIRACY OF PRODUCTS    | <input type="checkbox"/> PROLIFERATION  |
| <input type="checkbox"/> COUNTERFEITING OF CURRENCY               | <input type="checkbox"/> ROBBERY  |
| <input type="checkbox"/> DENOMINATION CONVERSION                  | <input type="checkbox"/> SEXUAL EXPLOITATION/PROSTITUTION   |
| <input type="checkbox"/> DRUG TRAFFICKING                         | <input type="checkbox"/> SMUGGLING (DIAMONDS, GOLD, MINERALS, PRECIOUS & SEMI-PRECIOUS MINERALS, PROTECTED RESOURCES) |
| <input type="checkbox"/> ENVIRONMENTAL CRIME                      | <input type="checkbox"/> SMURFING   |
| <input type="checkbox"/> EXTORTION                                | <input type="checkbox"/> STOCK THEFT  |
| <input type="checkbox"/> FORGERY                                  | <input type="checkbox"/> STRUCTURING  |
| <input type="checkbox"/> FRAUD                                    | <input type="checkbox"/> TAX EVASION  |
| <input type="checkbox"/> FRAUD ATM                                | <input type="checkbox"/> TERRORISM  |
| <input type="checkbox"/> HAWALA                                   | <input type="checkbox"/> THEFT OF EXPLOSIVES  |
| <input type="checkbox"/> HUMAN TRAFFICKING/SMUGGLING OF MIGRANTS  | <input type="checkbox"/> THEFT OF FIREARMS  |
| <input type="checkbox"/> ILLICIT ARMS TRAFFICKING                 | <input type="checkbox"/> OTHER: <input type="text"/>  |

**PART E1: PARTICULARS OF PERSON BEING REPORTED AS A PARTY TO ACTIVITY/ATTEMPTED TRANSACTION**

First Name			Last Name							
Date of Birth	Y	Y	Y	Y	/	M	M	/	D	D
Nationality			Identification (At least one should be provided)	ID Number	Passport	Drivers License				
Occupation			Identification: Issue Country							

**PERSON PHONE AND ADDRESS DETAILS**

Telephone no (with area code)	Cellphone number
Postal Address	Street Address
City/Town	Country

**EMPLOYER INFORMATION**

Name of Employer

**PART E2: PARTICULARS OF ACCOUNTS INVOLVED IN ACTIVITY/ATTEMPTED TRANSACTION**

Account Name/Holder

Account Number

Institution Name (where account is held)

**PART E2-1 : ACCOUNT SIGNATORY INFORMATION**

First Name			Last Name							
Date of Birth	Y	Y	Y	Y	/	M	M	/	D	D
Nationality			Identification (If available)	ID Number	Passport	Drivers License				
Occupation			Identification: Issue Country							

**PERSON PHONE AND ADDRESS DETAILS**

Telephone no (with area code)	Cellphone number
Address	City/Town

**EMPLOYER INFORMATION**

Name of Employer

Telephone no (with area code)

Address

**PART E3: PARTICULARS OF ENTITY REPORTED AS A PARTY TO ACTIVITY/ATTEMPTED TRANSACTION**

Name of Entity

Type of Business

**ENTITY PHONE AND ADDRESS DETAILS**

Telephone no (with area code)

Cellphone number

Postal Address

Street Address

City/Town

Country

**DIRECTOR INFORMATION**

First Name

Last Name

Role in Organization

- Accountant    Auditor    Beneficial Owner    Company Secretary    CEO    Director    General Attendant/Drivers  
 Stakeholder    Unknown    Other

**PART F: GOODS/SERVICES INVOLVED IN ACTIVITY**

Destination Funds Code – Disposition of Funds – Mark with ✓

- Equipment    Firearm    Furniture    Jewelry    Land    Leasehold  
 Property    Shares & Interest    EFT    Vehicle    Other

Item Description