Financial Transactions and Reports Analysis Centre of Canada (FINTRAC)

Standard Batch Reporting Instructions and Specification
Version 3.0.1

MODULE 2

Includes specifications for Suspicious Transaction Reports (STR)

5.2.1 Detailed Specification Layout (Format Version 03) — STR

The following specifications outline the format for suspicious transaction reports (STR) included in a batch, based on batch report format version 03. All previous batch formats (versions 01 and 02) will no longer be supported upon implementation of version 03.

There are three new fields in Part A in format version 03 (reporting entity report reference number, action code, and reporting entity's location number) that were not in previous batch format versions. The content of field A1 is changed. There are also new values possible for fields B10 and B17. In addition, the following fields have been eliminated in format version 03: fields A2 to A6, D1A to D3A, D11A, F1A to F3A and F9A. Fields B5L, B10G, B12H, B12L, C3D, D12E, F12E and F25J have been renumbered. The order of former fields B12H and B12L has been reversed. Also, the order for province and country at fields D7 and D8, D14 and D15, D22 and D23, E5 and E6, E10 and E11, F6 and F7, F15 and F16, as well as F21 and F22 has been reversed. The following fields in Parts B1, B2 and C of the STR have not changed from format version 02, but were different in format version 01: fields B9, B12H, B16 and C2. Field B2 (time of transaction) and fields D17 and F17 (individual's occupation) are different from both previous format versions.

Any report parts that are not applicable do not need to be included. However, all fields in each applicable part must be included, unless you are deleting a report (as explained in Section 3.4 and Part A below). If any fields in applicable parts have no data, pad those fields with spaces or zeros according to the required field format. For additional information about STR fields, refer to *Guideline 3A: Submitting Suspicious Transaction Reports to FINTRAC Electronically.*

The layout for each STR report will be as follows, with all the parts of each transaction together:
- Part A
- Transaction 1
- Transaction 2, etc. (if there is more than one transaction to include in the report)
- Part G
- Part H (if applicable)

You can choose either of the following layouts for the parts of each transaction in your STR reports:
- Part B1, Part B2, Part D and any of Parts C, E or F that are applicable; **or**
- Part B1, Part B2, Part C if applicable, Part E or F if applicable, and Part D.

Batch format version 03: STR

Part A: Information about where the transaction took place

This part is for information about you, the reporting entity required to report the transaction to FINTRAC. It is also for information about the physical location where the transaction took place. If you need more information about what type of person or entity is a reporting entity, see the series of guidelines prepared by FINTRAC to explain reporting and other obligations.

If you have multiple branch or office locations, the information in this section should be about the branch or office location where the transaction took place. Transactions that happened at different branch or office locations should be reported on separate reports.

Field No.	Field Name	Format	Comment
±	Part ID	X(2)	"A1"
±	Report sequence number	9(5)RJZ	Report sequence number within the preceding sub-header
±	Reporting entity report reference number	X(20)LJ	A unique report reference number is required for each report submitted from the same reporting entity. If you need to access this report in F2R, as explained in Section 3.4.2, this information will be in field 6A in Part A.
±	Action code	X(1)	If you are submitting a new batch (batch type "A"), enter "A" to indicate there is no change or deletion as this is a new report. If you are submitting a correction batch (batch type "C"), indicate whether this report is to be changed or deleted from a previously accepted batch. To **change** a report, use the action code "C" and complete the rest of the report. To **delete** a report, use the action code "D". After you have provided your reporting entity's identifier number in fields A1, immediately delimit that report with carriage return, line feed (<CRLF>). Continue with the next report or the batch trailer, as appropriate.
*1	Reporting entity's identifier number	9(7)RJZ	This is your seven-digit identifier number assigned to you by FINTRAC at enrolment. For more information about this, contact your F2R administrator. This field is mandatory. If it is invalid, the report will be rejected.
*1A	Reporting entity's location number	X(15)LJ	This represents information about where the transaction took place. Location numbers are assigned during the FINTRAC enrolment process and maintained by your F2R administrator. For more information about this, contact your F2R administrator. For deposit taking institutions, this number is the branch portion of your transit number with leading zeroes. For example, the location number for branch 02831 of bank number 0004 would be 02831. For other types of reporting entities, this number will be created and assigned to you by FINTRAC. This field is mandatory. If it is invalid, the report will be rejected.
*7-9	Contact person *7 Surname *8 Given name 9 Other name/initial	X(20)LJ X(15)LJ X(10)LJ	Enter the name of the individual FINTRAC can contact for clarification about this report. Fields A7 and A8 are mandatory. If they are not included, the report will be rejected.
*10	Contact person telephone number	X(20)LJ	Enter the telephone number of the individual FINTRAC can contact for clarification. Include the extension in field A10A if applicable. Format 999-999-9999 This field is mandatory. If it is not included, the report will be rejected.
10A	Contact person telephone extension number	9(10)RJZ	Telephone extension number, if any available.

Batch format version 03: STR

Part A: Information about where the transaction took place
This part is for information about you, the reporting entity required to report the transaction to FINTRAC. It is also for information about the physical location where the transaction took place. If you need more information about what type of person or entity is a reporting entity, see the series of guidelines prepared by FINTRAC to explain reporting and other obligations.

If you have multiple branch or office locations, the information in this section should be about the branch or office location where the transaction took place. Transactions that happened at different branch or office locations should be reported on separate reports.

Field No.	Field Name	Format	Comment
*11	Type of reporting entity	X(1)LJ	Enter the type of activity applicable to the transaction that took place. **Code** **Description** A Accountant B Bank C Caisse populaire D Agent of the Crown that sells or redeems money orders E Casino F Co-op credit society G Foreign exchange dealer H No longer applicable for this field. I Life insurance broker or agent J Life insurance company K Money services business L Provincial savings office M Real estate broker or sales representative N Credit union O Securities dealer P Trust and/or loan company This field is mandatory. If it is not included, the report will be rejected.
	Total characters in Part A: 126		Each STR must include Part A.

Batch format version 03: STR

Part B1: Information about transaction
This part is for information about the transaction(s) that led you to the suspicion of a connection to money laundering or terrorist financing. Provide details about how the transaction was initiated (i.e., where the money came from). Details about how the transaction was completed (i.e., where the money went) go in Part B2.
Your suspicion could be based on a series of transactions. In that case, include in this report the information for each transaction that led to the suspicion.

Field No.	Field Name	Format	Comment
±	Part ID	X(2)	"B1"
±	Part sequence number	9(2)RJZ	Sequence number of the reportable transaction included in the report, beginning at 01 and with a maximum of 99. If you have more than 99 transactions for a particular report, submit the rest on a separate report.
*1-2	Date and time of transaction. *1 Date of transaction 2 Time of transaction	 X(8)LJ X(6)LJ	Enter the date and time of the transaction that caused suspicion. If the transaction was outside normal business hours, and you do not have the date and time, use the night deposit indicator field. Date format YYYYMMDD Date should be no earlier than five years before the report submission date. It cannot be a future date and must be the same as or earlier than the posting date (if one is entered in field B4). Time format HHMMSS (space-fill if time not available) Field B1 is mandatory, unless you indicate a deposit outside normal business hours in field B3. Field B2 requires reasonable efforts.
*3	Night deposit indicator	9(1)	If the transaction was outside normal business hours, enter a "1" in this field. Otherwise, enter "0".
4	Date of posting	X(8)LJ	Enter the date the transaction cleared, if this differs from the date of the transaction provided above. Date should be no earlier than five years before the report submission date. It must be the same or later than the transaction date. Date format YYYYMMDD. This field requires reasonable efforts.

*5	Detail funds involved in initiating transaction	X(1)LJ	Enter the appropriate code to show the type of funds involved in initiating the transaction. If the selections provided do not cover the particular transaction, indicate "Other" and provide details in field 5A.
			Code Description
			  A Cash in
			  B Withdrawal from account
			  C Redeemed casino chips
			  D Negotiated cheque
			  E Incoming electronic funds transfer
			  F Negotiated bank draft
			  G Negotiated life insurance policy
			  H Negotiated money order
			  I Real estate
			  J Negotiated securities
			  K Negotiated traveller's cheques
			  L Other
			This field is mandatory.

Part B1: Information about transaction

This part is for information about the transaction(s) that led you to the suspicion of a connection to money laundering or terrorist financing. Provide details about how the transaction was initiated (i.e., where the money came from). Details about how the transaction was completed (i.e., where the money went) go in Part B2.

Your suspicion could be based on a series of transactions. In that case, include in this report the information for each transaction that led to the suspicion.

Field No.	Field Name	Format	Comment
5A	Other type of funds	X(20)LJ	Provide a description of "Other" as explained above. This field is required if code "L" is entered in field B5. Note: This field was renumbered from B5L to B5A.
*6	Amount of transaction	X(15)d RJZ	Enter the total of funds involved in the transaction, including two decimal places. This is the total amount received to start the transaction. What happens to that total will be explained in Part B2 as one or more dispositions. If this amount was not in Canadian funds, you do not have to convert it but provide the currency information in field B7. This field is mandatory.
*7	Transaction currency	X(3)LJ	Enter the currency of the transaction, even if it was in Canadian funds. Refer to the currency code table in the technical documentation area of the Publications page on FINTRAC's Web site. This field is mandatory.
*8-9	Other institution, entity or person name, number and account number *8 Other institution name and number or other entity or person name *9 Other entity or person account number	X(35)LJ X(30)LJ	This is for additional information about the funds described in field B5. Provide the name and the identification number if applicable of any other institution involved in the transaction or provide the name and account number of any other entity or person involved in the transaction. If more than one other was involved, put the information about the others in Part G. These fields are both mandatory if applicable. Note: Field B9 was different in STR format version 01.
*10	How the transaction was conducted	X(1)LJ	Enter the appropriate value to indicate how the transaction was conducted. If the selections provided do not cover this particular transaction, indicate "Other" and provide details in field B10A. Code Description A In-branch/office B ABM (Automated banking machine) C Armoured car D Courier E Mail deposit F Telephone G Other H Night deposit (this code should be used if "1" is entered in field B3) I Quick drop This field is mandatory.
10A	Other description	X(20)LJ	Provide a description of "Other" as explained above. This field is required if code "G" is entered in field B10. Note: This field was renumbered from B10G to B10A.
11	ID number of the person initially identifying a suspicious transaction	X(15)LJ	Enter the identification number of the person who first identified the suspicious behaviour leading to the report. If that person does not have an identifier number, space-fill this field.
Total characters in Part B1:		167	Each STR must include Part B1.

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Part B2: Information about transaction disposition
This part is for information about how the transaction was completed (i.e., where the money went).
You have to provide information about the individual conducting the transaction in Part D. If the disposition was on behalf of an entity (other than an individual), refer to Part E to provide the information about that entity. If the disposition was on behalf of another individual, refer to Part F to provide the information about the individual.

Field No.	Field Name	Format	Comment
±	Part ID	X(2)	"B2"
±	Part sequence number	9(2)RJZ	Sequence number of the disposition, beginning at 01. If you need to enter more than one disposition for a particular transaction, you do so by including another disposition record with the part sequence number incremented by one, to a maximum of 30, once you have entered all information for the previous disposition.
*12	Disposition of funds	X(1)LJ	This describes what happened to the funds involved in the transaction. If the selections provided do not cover this particular disposition, indicate "Other" and provide details in field B12A. **Code Description** A Deposit to an account B Outgoing electronic funds transfer C Conducted currency exchange D Purchase of casino chips E Purchase of bank draft F Purchase of money order G Purchase of traveller's cheques H Life insurance policy purchase or deposit (provide number in field B12B) I Securities purchase or deposit J Real estate purchase or deposit K Cash out L Other This field is mandatory.
12A	Other description	X(20)LJ	Provide a description of "Other" as explained above. This field is required if code "L" is entered in field B12. Note: This field was renumbered from B12L to B12A and the presentation order has changed.
12B	Life insurance policy number	X(30)LJ	Provide the life insurance policy number if disposition was a "Life insurance policy". This field is required if code "H" is entered in field B12**.** Note: This field was renumbered from B12H to B12B and the presentation order has changed. Field B12H was different in format version 01.
*13	Amount of disposition	X(15)d RJZ	Enter the amount of funds involved in the disposition, including two decimal places. If the amount was not in Canadian funds, you do not have to convert it but provide the currency information in field B14. This field is mandatory.
*14	Disposition currency	X(3)LJ	Enter the currency of the disposition, even if it was in Canadian funds. Refer to the currency code table in the technical documentation area of the Publications page on FINTRAC's Web site. This field is mandatory.

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Part B2: Information about transaction disposition

This part is for information about how the transaction was completed (i.e., where the money went).

You have to provide information about the individual conducting the transaction in Part D. If the disposition was on behalf of an entity (other than an individual), refer to Part E to provide the information about that entity. If the disposition was on behalf of another individual, refer to Part F to provide the information about the individual.

Field No.	Field Name	Format	Comment
*15-16	Other institution, entity or person name, number and account number *15 Other institution name and number or other entity or person name *16 Other entity or person account or policy number	 X(35)LJ X(30)LJ	This is for additional information about the funds described in field B12. Provide the name including the identification number if applicable of any other institution involved in the disposition or provide the name and account number of any other entity or person involved in the disposition. If more than one person or institution was involved, put the information about the others in Part G. Also provide any policy number related to the other entity or person, in field B16, if applicable. These fields are both mandatory if applicable. Note: Field B16 was different in format version 01.

±17	On behalf of indicator	X(1)LJ	This field is required to indicate on whose behalf the disposition of funds is made.
			Code **Description**
			   C Not applicable (complete Part D)
			   E On behalf of an entity (complete Part D and Part E)
			   F On behalf of another individual (complete Part D and Part F)
			   G Employee depositing cash to employer's account (complete Part D)
			If you need to access this report in F2R, as explained in Section 3.4.2, this information will be at the top of Part B2 (above field 12).

	Total characters in Part B2: 139		Each STR must include part B2.

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Part C: Account information (if applicable)

This part is for information about the account if the transaction was in fact related to an account. For example, if the related disposition was a "Deposit", this part is required.

As explained earlier, it is possible to have more than one transaction per report, and more than one disposition per transaction. Provide the account information, if applicable, for each transaction included in the report.

If a transaction was not related to an account, do not include Part C in the report for that transaction.

Field No.	Field Name	Format	Comment
±	Part ID	X(2)	"C1"
±	Part sequence number	9(2)RJZ	Sequence number of the account information related to the disposition of funds (must match the part sequence number of the corresponding disposition in Part B2).
*1	Branch or transit number where account held	X(12)LJ	Enter the branch number, transit number, or other appropriate identifying number of the entity where the account is held, when applicable to the transaction. For example, if it is a bank account, enter the five-digit bank branch number and space-fill the rest of the field. This field is mandatory if this part is applicable.
*2	Account number	X(30)LJ	Enter the number of the account. This field is mandatory if this part is applicable. Note: Field C2 was different in format version 01.

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Part C: Account information (if applicable)

This part is for information about the account if the transaction was in fact related to an account. For example, if the related disposition was a "Deposit", this part is required.

As explained earlier, it is possible to have more than one transaction per report, and more than one disposition per transaction. Provide the account information, if applicable, for each transaction included in the report.

If a transaction was not related to an account, do not include Part C in the report for that transaction.

Field No.	Field Name	Format	Comment

*3	Account type	X(1)LJ	Indicate the type of account. If the selections do not cover this particular account, indicate "Other" and provide details in field C3A.
			Code Description
			    A Personal
			    B Business
			    C Trust
			    D Other
			This field is mandatory if this part is applicable.

3A	Other description	X(20)LJ	Provide a description of "Other" as explained above. This field is required if "D" is entered in field C3. Note: This field was renumbered from C3D to C3A.
*4	Account currency	X(3)LJ	Enter the type of currency for the relevant account. Refer to the currency code table in the technical documentation area of the Publications page on FINTRAC's Web site. This field is mandatory if this part is applicable.
*5	Full name of each account holder *5A Account holder *5B Account holder *5C Account holder	 X(45)LJ X(45)LJ X(45)LJ	Enter the full name of each account holder, up to three. If there are more than three, you need not provide more. This field is mandatory if this part is applicable.
6	Date opened	X(8)LJ	The date the individual or entity opened the account. Date format YYYYMMDD. Must be later than 1900 and cannot be a future date. This field requires reasonable efforts.
7	Date closed	X(8)LJ	The date the entity or individual closed the account, if applicable. Date format YYYYMMDD. Cannot be a future date and must not be earlier than the date opened. This field requires reasonable efforts.

*8	Status of the account	X(1)LJ	Indicate whether the account was active, inactive or dormant at the time of the transaction.
			Code Description
			    A Active
			    B Inactive
			    C Dormant
			This field is mandatory if this part is applicable.

	Total characters in Part C:	222	If a transaction was not related to an account, do not include Part C in the report for that transaction.

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Part D: Information about the individual conducting the transaction

This part is for information about the individual who conducted the transaction. As explained earlier, it is possible to have more than one transaction per report. Provide this information for each transaction included in the report.

Field No.	Field Name	Format	Comment
±	Part ID	X(2)	"D1"
±	Part sequence number	9(2)RJZ	Sequence number of the individual conducting the transaction (must match the part sequence number of the corresponding transaction in Part B1)
1-3	Individual's full name 1 Surname 2 Given name 3 Other name/initial	 X(20)LJ X(15)LJ X(10)LJ	Enter the last name, first name and middle initial or other name (if applicable) of the individual who conducted the transaction. These fields require reasonable efforts.
*4	Entity client number	X(12)LJ	Enter the client number issued to the individual who conducted the transaction, if applicable. This field is mandatory if applicable.
5-9	Individual's full address 5 Street address 6 City 7 Country 8 Province/State 9 Postal/zip code	 X(30)LJ X(25)LJ X(2)LJ X(20)LJ X(9)LJ	Enter the civic address, town or city, country, province or state and postal or zip code of the individual who conducted the transaction. These fields require reasonable efforts.
10	Country of residence	X(2)LJ	Enter the country of permanent residence of the individual who conducted the transaction. Refer to the country code table in the technical documentation area of the Publications page on FINTRAC's Web site. This field requires reasonable efforts.
10A	Country of citizenship	X(2)LJ	Enter the country of citizenship of the individual who conducted the transaction. Refer to the country code table in the technical documentation area of the Publications page on FINTRAC's Web site. This field requires reasonable efforts.
11	Home telephone number	X(20)LJ	Enter the home telephone number of the individual who conducted the transaction. This field requires reasonable efforts. Field D11A, home telephone extension number, has been eliminated.

12	Individual's identifier	X(1)LJ	Enter the appropriate value to show the document used to identify the individual who conducted the transaction.
			If the selections provided do not cover the identifier used, indicate "Other" and provide details in field D12A.
			Code Description
			   A Driver's licence
			   B Birth certificate
			   C Provincial health card
			   D Passport
			   E Other
			   F Record of Landing or Permanent residence card
			This field requires reasonable efforts.

12A	Other description	X(20)LJ	Provide a description of "Other" as explained above. This field is required if code "E" is entered in field D12. Note: This field was renumbered from D12E to D12A.

Batch format version 03: STR

Part D: Information about the individual conducting the transaction

This part is for information about the individual who conducted the transaction. As explained earlier, it is possible to have more than one transaction per report. Provide this information for each transaction included in the report.

Field No.	Field Name	Format	Comment
13	ID number	X(20)LJ	Enter the number of the document described in field D12 that was used to identify the individual who conducted the transaction. This field requires reasonable efforts. Note: A social insurance number (SIN) should not be provided in this field. If the identifier document in field D12 (and D12E) is a SIN card, enter "N/A" in field D13 to indicate the number is not applicable.
14-15	Place of issue of individual's identifier 14 Country 15 Province/State	 X(2)LJ X(20)LJ	Enter the country of issue of the document used to identify the individual who conducted the transaction. If the place of issue includes a province or state, enter this also. If the country of issue is Canada, field D15 must contain a valid Canadian province or territory. If it is the United States or Mexico, field D15 must contain a valid state. Refer to the relevant code tables in the technical documentation area of the Publications page on FINTRAC's Web site for valid provinces, territories and states. These fields require reasonable efforts.
16	Individual's date of birth	X(8)LJ	Enter the date of birth of the individual who conducted the transaction. Date format YYYYMMDD Must be later than 1880 and cannot be a future date. This field requires reasonable efforts.
17	Individual's occupation	X(30)LJ	Enter the occupation of the individual who conducted the transaction. This field requires reasonable efforts.
18	Individual's business telephone number	X(20)LJ	Enter the business telephone number of the individual who conducted the transaction. This field requires reasonable efforts.
18A	Individual's business telephone extension number	9(10)RJZ	Telephone extension number, if any available.
19	Individual's employer	X(35)LJ	Enter the name of the entity or individual who is the employer of the individual who conducted the transaction. This field requires reasonable efforts.
20-24	Employer's address 20 Street address 21 City 22 Country 23 Province/State 24 Postal/zip code	 X(30)LJ X(25)LJ X(2)LJ X(20)LJ X(9)LJ	Enter the civic address, town or city, country, province or state and postal or zip code of the employer of the individual who conducted the transaction. These fields require reasonable efforts.
25	Employer's business telephone number	X(20)LJ	Enter the business telephone number of the employer of the individual who conducted the transaction. This field requires reasonable efforts.
25A	Employer's business telephone extension number	9(10)RJZ	Telephone extension number, if any available.
Total characters in Part D:		453	Each STR transaction must include Part D.

Batch format version 03: STR

Part E: Information about the entity on whose behalf the transaction was conducted (if applicable)

This part only applies if the disposition was conducted on behalf of a third party other than an individual, as indicated in Part B2. To include Part E, the on behalf of indicator in Part B2 (field B17) has to be "E".

Field No.	Field Name	Format	Comment
±	Part ID	X(2)	"E1"
±	Part sequence number	9(2)RJZ	Sequence number of the "on behalf of an entity" information related to the disposition of funds (must match the part sequence number of the corresponding disposition in Part B2).
1	Corporation, trust or other entity name	X(35)LJ	Enter the full name of the corporation or other entity on whose behalf the transaction was conducted. This field requires reasonable efforts, if this part is applicable.
2	Type of business	X(20)LJ	Describe the type of business for the entity on whose behalf the transaction was conducted. This field requires reasonable efforts, if this part is applicable.
3-7	Full address of entity 3 Street address 4 City 5 Country 6 Province/State 7 Postal/zip code	 X(30)LJ X(25)LJ X(2)LJ X(20)LJ X(9)LJ	Enter the full civic address, town or city, country, province or state and postal or zip code of the entity on whose behalf the transaction was conducted. These fields require reasonable efforts, if this part is applicable.
8	Business telephone number	X(20)LJ	Enter the telephone number of the entity on whose behalf the transaction was conducted. This field requires reasonable efforts, if this part is applicable.
8A	Business telephone number extension	9(10)RJZ	Telephone extension number, if any available.
9	Incorporation number	X(14)LJ	The incorporation number of the entity, if it is a corporation. This field requires reasonable efforts, if this part is applicable and if the entity is a corporation.
10-11	Place of issue of incorporation number 10 Country 11 Province/State	 X(2)LJ X(20)LJ	Provide the country of issue of the incorporation number of the entity on whose behalf the transaction was conducted (if it was a corporation). If the place of issue includes a province or state, enter this also. If the country of issue is Canada, field E11 must contain a valid Canadian province or territory. If it is the United States or Mexico, field E11 must contain a valid state. Refer to the relevant code tables in the technical documentation area of the Publications page on FINTRAC's Web site for valid provinces, territories and states. These fields require reasonable efforts, if this part is applicable and the entity is a corporation.
12	Individuals authorized to bind the entity or act with respect to the account 12A Individual's name 12B Individual's name 12C Individual's name	 X(35)LJ X(35)LJ X(35)LJ	Provide the names of up to three individuals who have authority to conduct transactions through the account. This field requires reasonable efforts, if this part is applicable.
	Total characters in Part E:	316	Do not include Part E in the report for that transaction if it was not conducted on behalf of an entity or if an employee deposited cash in his or her employer's account.

			Batch format version 03: STR

Part F: Information about the individual on whose behalf the transaction was conducted (if applicable)

This part only applies when the disposition was conducted on behalf of a third party that is an individual.

If the individual conducted the disposition on his or her own behalf, this part does not apply. In that case, information about the individual should be put in Part D. If the disposition was conducted on behalf of an entity (other than an employee depositing cash in his or her employer's account), Part E should be completed.

To include Part F, the on behalf of indicator in Part B2 (field B17) has to be "F".

Field No.	Field Name	Format	Comment
±	Part ID	X(2)	"F1"
±	Part sequence number	9(2)RJZ	Sequence number of the "on behalf of an individual" related to the disposition of funds (must match the part sequence number of the corresponding disposition in Part B2).
1-3	Individual's full name 1 Surname 2 Given name 3 Other name/initial	 X(20)LJ X(15)LJ X(10)LJ	Enter the surname, given name and middle initial or other name (if applicable) of the individual on whose behalf the transaction is conducted. These fields require reasonable efforts, if this part is applicable.
4-8	Individual's full address 4 Street address 5 City 6 Country 7 Province/State 8 Postal/zip code	 X(30)LJ X(25)LJ X(2)LJ X(20)LJ X(9)LJ	Enter the civic address, town or city, country, province or state and postal or zip code of the individual on whose behalf the transaction is conducted. These fields require reasonable efforts, if this part is applicable.
9	Home telephone number	X(20)LJ	Enter the home telephone number of the individual on whose behalf the transaction is conducted. This field requires reasonable efforts, if this part is applicable. Field F9A, home telephone extension number, has been eliminated.
10	Office telephone number	X(20)LJ	Enter the office telephone number of the individual on whose behalf the transaction is conducted. This field requires reasonable efforts, if this part is applicable.
10A	Office telephone extension number	9(10)RJZ	Telephone extension number, if any available.
11	Individual's date of birth	X(8)LJ	Enter the date of birth of the individual on whose behalf the transaction is conducted. Date format YYYYMMDD. Must be later than 1880 and cannot be a future date. This field requires reasonable efforts, if this part is applicable.

12	Individual's identifier	X(1)LJ	Enter the appropriate value to show the document used to identify the individual on whose behalf the transaction was conducted. If the selections provided do not cover the identifier used, indicate "Other" and provide details in field F12A.
			Code Description
			    A Driver's licence
			    B Birth certificate
			    C Provincial health card
			    D Passport
			    E Other
			    F Record of Landing or Permanent residence card
			This field requires reasonable efforts, if this part is applicable.

12A	Other description	X(20)LJ	Provide a description of "Other" as explained above. This field is required if code "E" is entered in field F12. Note: This field was renumbered from F12E to F12A.

Batch format version 03: STR

Part F: Information about the individual on whose behalf the transaction was conducted (if applicable)

This part only applies when the disposition was conducted on behalf of a third party that is an individual.

If the individual conducted the disposition on his or her own behalf, this part does not apply. In that case, information about the individual should be put in Part D. If the disposition was conducted on behalf of an entity (other than an employee depositing cash in his or her employer's account), Part E should be completed.

To include Part F, the on behalf of indicator in Part B2 (field B17) has to be "F".

Field No.	Field Name	Format	Comment
13	ID number	X(20)LJ	Enter the number of the document described in field F12 that was used to identify the individual on behalf of whom the transaction was conducted. This field requires reasonable efforts, if this part is applicable. Note: A social insurance number (SIN) should not be provided in this field. If the identifier document in field F12 (and F12E) is a SIN card, enter "N/A" in field F13 to indicate the number is not applicable.
14	Country of residence	X(2)LJ	Enter the country of permanent residence of the individual on whose behalf the transaction was conducted. Refer to the country code table in the technical documentation area of the Publications page on FINTRAC's Web site. This field requires reasonable efforts, if this part is applicable.
14A	Country of citizenship	X(2)LJ	Enter the country of citizenship of the individual on whose behalf the transaction was conducted. Refer to the country code table in the technical documentation area of the Publications page on FINTRAC's Web site. This field requires reasonable efforts, if this part is applicable.
15-16	Place of issue of individual's identifier. 15 Country 16 Province/State	X(2)LJ X(20)LJ	Enter the country of issue of the document used to identify the individual on whose behalf the transaction was conducted. If the place of issue includes a province or state, enter this also. If the country of issue is Canada, field F16 must contain a valid Canadian province or territory. If it is the United States or Mexico, field F16 must contain a valid State. Refer to the relevant code tables in the technical documentation area of the Publications page on FINTRAC's Web site for valid provinces, territories and States. These fields require reasonable efforts, if this part is applicable.
17	Individual's occupation	X(30)LJ	Enter the occupation of the individual on whose behalf the transaction was conducted. This field requires reasonable efforts, if this part is applicable.
18	Individual's employer	X(35)LJ	Enter the name of the entity or individual who is the employer of the individual on whose behalf the transaction was conducted. This field requires reasonable efforts, if this part is applicable.
19-23	Employer's address 19 Street address 20 City 21 Country 22 Province/State 23 Postal/zip code	X(30)LJ X(25)LJ X(2)LJ X(20)LJ X(9)LJ	Enter the civic address, town or city, country, province or state and postal or zip code of the employer of the individual on whose behalf the transaction was conducted. These fields require reasonable efforts, if this part is applicable.
24	Employer's telephone number	X(20)LJ	Enter the business telephone number of the employer of the individual on whose behalf the transaction is conducted. This field requires reasonable efforts, if this part is applicable.
24A	Employer's telephone extension number	9(10)RJZ	Telephone extension number, if any available.

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Part F: Information about the individual on whose behalf the transaction was conducted (if applicable)
This part only applies when the disposition was conducted on behalf of a third party that is an individual.
If the individual conducted the disposition on his or her own behalf, this part does not apply. In that case, information about the individual should be put in Part D. If the disposition was conducted on behalf of an entity (other than an employee depositing cash in his or her employer's account), Part E should be completed.
To include Part F, the on behalf of indicator in Part B2 (field B17) has to be "F".

Field No.	Field Name	Format	Comment
25	Relationship to individual	X(1)LJ	Indicate the relationship of the person conducting the transaction to the individual on whose behalf the transaction is conducted. If the selections provided do not cover the relationship, indicate "Other" and provide details in field F25A. **Code Description** A Accountant B Agent C Legal counsel D Borrower E Broker F Customer G Employee H Friend I Relative J Other This field requires reasonable efforts, if this part is applicable.
25A	Other relationship	X(20)LJ	Provide a description of "Other" as explained above. This field is required if code "J" is entered in field F25. Note: This field was renumbered from F25J to F25A.
	Total characters in Part F:	462	Do not include Part F in the report for that transaction if it was not conducted on behalf of another individual or if an employee deposited cash in his or her employer's account.

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Part G: Description of suspicious activity			
This part explains what led you to believe there was something suspicious about the transaction.			
Field No.	**Field Name**	**Format**	**Comment**
±	Part ID	X(2)	"G1"
±	Part sequence number	9(2)RJZ	Sequence number of the description of the suspicious transaction, beginning at 01. If more than 400 characters are required in field G1, add another Part G and increment the sequence number by 1.
*1	Description of suspicious activity	X(400)LJ	The more information that you provide to explain the basis of your suspicion, the more valuable your report will be. The ideal response would clearly and completely describe all of the factors or unusual circumstances which led you to a suspicion of money laundering or terrorist financing, and would provide as many relevant details as possible to support this determination. This field is mandatory.
	Total characters in Part G:	404	Each STR must include Part G.

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Part H: Action taken (if applicable)			
This part is for you to describe any action taken by you, if applicable, as a result of the suspicious transaction report. There is no requirement for you to take any action other than to report, but if you do, please provide the details in this section.			
Field No.	**Field Name**	**Format**	**Comment**
±	Part ID	X(2)	"H1"
±	Part sequence number	9(2)RJZ	Sequence number of the description of the Action Taken, beginning at 01. If more than 400 characters are required in field H1, add another Part H and increment the sequence number by 1.
*1	Description of action taken	X(400)LJ	Identify whether you have taken any action as a result of reporting to FINTRAC. For example, if you are also making a report to a law enforcement agency. This field is mandatory, if this part is applicable.
	Total characters in Part H:	404	If you did not take any action as described above, do not include Part H in the report for that transaction.

5.3.1 STR Structure Flowchart