

## **Guidance Notes to Reporting Entities for Filing CTR Form**

This document provides general guidance notes to the Reporting Entities on filing Currency Transaction Report to Financial Monitoring Unit.

<b>Seq</b>	<b>Field Name</b>	<b>Description</b>
1	Report Date	Reporting date: (format DD-MON-YYYY)
2	Report Status	Initial report Corrected Report Supplemental  Transaction status code are initial report (when a report is generated first time), Corrected report (when there is a need for correction in the initial report) and Supplemental report (when there is an update information on already reported initial report).
3	Person Involved in Transaction: Name	Name of the person involved in the currency transaction being reported (The information provided in field 19 should correspond to this field)
4	Person Involved in Transaction: Father/Husband Name	Father/Husband name of the person involved in the transaction. (In case of individual(s) account)
5	Person Involved in Transaction: Permanent Address	Permanent address of the person involved the transaction.  [ <b>Note:</b> one of the address field is mandatory i.e. you must specify either Permanent Address or Present Address or Other Address]
6	Person Involved in Transaction: Present Address	Present address of the person involved in the transaction.
7	Person Involved in Transaction: Other Address	Other available address of the person involved the transaction.
8	Person Involved in Transaction: Residence Phone#	Residence phone No. of the person involved the transaction.  [ <b>Note:</b> one of the contact number field is mandatory i.e. you must specify either residence phone or office phone or fax or cell number]

<b>Seq</b>	<b>Field Name</b>	<b>Description</b>
9	Person Involved in Transaction: Office Phone#	Office phone no. of the person involved the transaction
10	Person Involved in Transaction: Fax#	Fax No of the person involved the transaction
11	Person Involved in Transaction: Cell#	Cell no of the person involved the transaction
12	Person Involved in Transaction: CNIC#	CNIC# of the person involved the transaction.  [Note: one of the identification field is mandatory i.e. you must specify either CNIC or NIC or NTN or other Identification number
13	Person Involved in Transaction: NIC#	Old NIC# of the person involved in the transaction
14	Person Involved in Transaction: Other Identification#	Any other identification No. This may be a text like in Passport No. etc.
15	Person Involved in Transaction: NTN	National Tax No. of the person involved the transaction
16	Person Involved in Transaction: Date of Birth	Date of birth of the person involved the transaction (In case of individual(s))
17	Person Involved in Transaction: Nationality	Nationality of the person involved the transaction (In case of individual(s))
18	Person Involved in Transaction: Occupation/Business Type	Occupation of the person involved in the transaction.
19	Person Involved in Transaction: Relationship with FI	Relationship of the person involved in the transaction with the reporting inst. One of the following to be selected.  Account holder Agent Employee Walk-in Customer Other (Explain other)
20	Person Involved in Transaction: Business Relation with Customer, if any	Nature of business Relationship of reporting institution with customer who is conducting the transaction e.g., deposit accounts or having availed any other facility.
	<b>Section B (Fields from 21-31) to be filled if a third party/person is conducting the transaction on behalf of the customer) whose information is provided in the Section A.</b>	

<b>Seq</b>	<b>Field Name</b>	<b>Description</b>
21	Person Conducting Transaction: Name	Name of the person conducting transaction.
22	Person Conducting Transaction: Father/Husband Name	Father/husband name of the person conducting transaction
23	Person Conducting Transaction: Permanent Address	Permanent address of the person conducting transaction (Note: Provide information at least against one of the fields viz 23, 24, 25 where information against field 21 has been provided.
24	Person Conducting Transaction: Present Address	Present address of the person conducting transaction
25	Person Conducting Transaction: Contact No	Phone No. of the person conducting transaction
26	Person Conducting Transaction: CNIC#	CNIC of the person conducting transaction  [ <b>Note:</b> If name of person conducting transaction is specified then one of the identification field is mandatory i.e. you must specify either CNIC or NIC or NTN or other Identification number]
27	Person Conducting Transaction: Other Identification#	other identification available of the person conducting transaction
28	Person Conducting Transaction: Date of Birth	Date of Birth of the person conducting transaction
29	Person Conducting Transaction: Nationality	Nationality of the person conducting transaction
30	Person Conducting Transaction: Occupation/Business Type	Occupation / business type of the person conducting transaction
31	Person Conducting Transaction: Relationship with FI	Relationship of the person involved the in transaction, with the reporting institution: Account holder Agent Employee Walk-in Customer Other (Please specify)
32	Transaction Date	Date, when transaction took place.

<b>Seq</b>	<b>Field Name</b>	<b>Description</b>
33	Transaction Total Cash-In	If transaction is carried out in local currency then Total cash deposited in reporting institution.
34	Transaction Total Cash-Out	If transaction is carried out in local currency then Total cash withdrawn from the reporting institution.
35	Foreign Cash-In	If transaction is carried out in foreign currency then Total cash deposited in the reporting institution.
36	Foreign Cash-out	If transaction is carried out in local currency then Total cash withdrawn from the reporting institution.
37	Name of Foreign Country	If a cash based wire transfer, then name of country where wired.
38-43	Transaction Type	Type of CTR conducted. Any one from the below mentioned (38-43) can be selected.  Negotiable Instrument(s) Purchased Negotiable Instrument(s) Cashed Currency Exchange(s) Deposit/Withdrawal Account Number(s) Affected (if any) WTR-Wire Transfer(s).
44	Transaction Type - Other	Required if OTH is selected in 'Transaction Type' column
45	Name of FI	Name of Reporting Institution
46	NIFT Code	NIFT code of reporting institution
47	Branch Code	Branch code assigned to the reporting branch or where the transaction took place. The branch code is internal to each Reporting Institution that does not change as branches are opened/closed/relocated.
48	Address of FI	Address of the Head Office of the reporting institution
49	Name of Branch-Transaction occurred	Name of the branch where transaction carried out

<b>Seq</b>	<b>Field Name</b>	<b>Description</b>
50	Address of Branch	Address of the branch where transaction carried out
51	Reporting Officer's Name	Name of reporting officer, who is reporting the transaction to FMU on behalf of the reporting entity
52	Reporting Officer's Designation	Designation of the reporting officer.
53	Reporting Officer's Phone#	Mention reporting officers phone number.
53	Reporting Officer's Fax#	Mention reporting officers fax number.
54	Reporting Officer's Email Address	Email address of the reporting officer. Must be a valid email address
55	Reporting Officer's Cell#	Cell No. of the reporting officer.
56	Contact Person's Name	Name of the contact person for assistance to FMU about this transaction, to be provided if other than the reporting officer.
57	Contact Person's Phone#	Phone number of the contact person.