



REPUBLIC OF KENYA

## FINANCIAL REPORTING CENTRE

### SUBMITTING A SUSPICIOUS ACTIVITY OR TRANSACTION REPORT

The Proceeds of Crime and Anti-Money Laundering Act, 2009 provides at section 44(2) that:

*"... a reporting institution shall report the suspicious or unusual transaction or activity to the Centre in the prescribed form immediately and, in any event, within seven days of the date the transaction or activity that is considered to be suspicious occurred."*

This guide outlines and explains the procedure to be followed by a reporting institution duly registered with the Financial Reporting Centre (FRC) in submitting a Suspicious Activity or Transaction Report (STR).

### Electronic STR reporting Template

FRC has developed an Excel based STR reporting template called [FRC STR Template.xlsm](#). This is the template to be filled and emailed to FRC to report an STR.

### How do I obtain the Template?

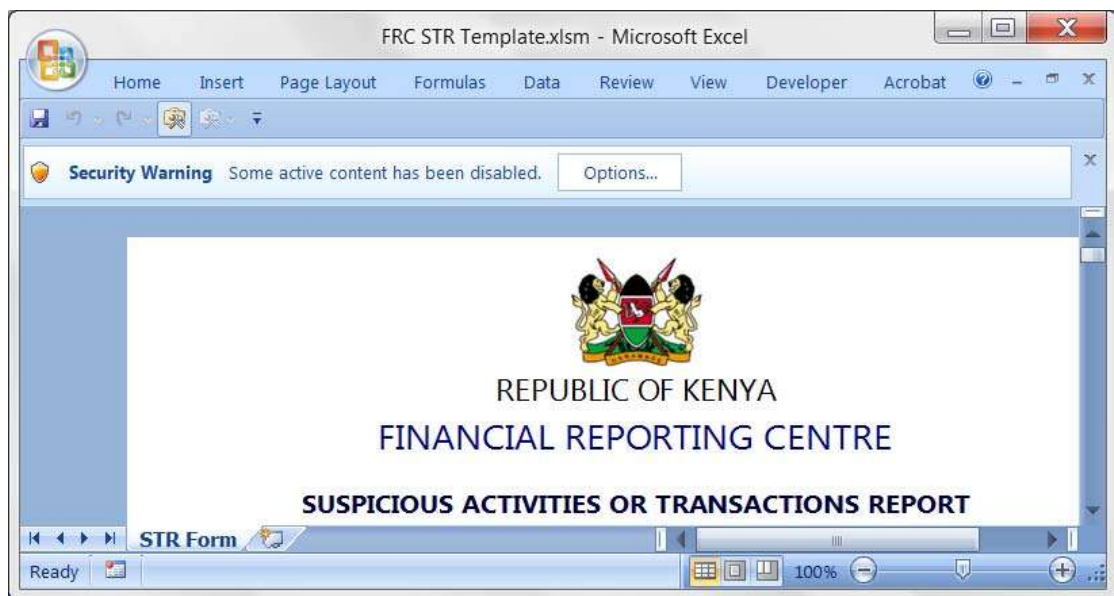
The template can be obtained in any one of the following ways:

1. Registering with FRC. A reporting institution that is registered with the FRC will obtain the template through its registered email address as part of the confirmation of registration.

2. Request to FRC. A reporting institution can request for the template in writing either through email or a letter. The template will be emailed to the email address provided in the request.

### How do I fill the STR template?

1. Make a copy of the STR template keeping the original intact for future use. All other operations below are on the copy not the original.
2. Open the STR template in Excel. Note that the template has not been tested on Excel versions lower than Microsoft Office Excel 2007.
3. Excel may display a security warning at the top ribbon stating that some active content has been disabled (see image below).



4. Click on **Options** and enable content in the dialog box that appears, then click **OK** (see image below).



5. Proceed and fill in all the relevant sections of the template.
6. Save the template using the following suggested name pattern:

[STR-YYYY-999-\[Reporting Institution\]](#) where [YYYY](#) is the year, [999](#) is a sequential number beginning with [001](#) every calendar year, and reporting institution is the name of your institution. For example, if [Export Bank](#) is submitting their [14<sup>th</sup>](#) STR report this year [2013](#), the name of the report will be [STR-2013-014-Export Bank.xlsm](#)

## How do I Submit the STR Report?

1. Print, sign, and stamp the filled in report. The template has been set to print properly on A4 paper.
2. Scan the signed and stamped report and save it as a [pdf](#) file with the same name as the Excel file e.g. [STR-2013-014-Export Bank.pdf](#)
3. Scan any other additional information to be submitted with the STR.
4. Attach the Excel and PDF files and any additional information in one email and email to the Interim Director, FRC at [reports.frc@centralbank.go.ke](mailto:reports.frc@centralbank.go.ke). The subject of the email is to be the same as the name of the files e.g. [STR-2013-014-Export Bank](#).