



Reporting to the Sanctions Monitoring Board

This document is to be used as a template to submit information to the Sanctions Monitoring Board.

This template may be completed to provide the Board with information regarding suspected designated persons or entities; assets and property which may be deemed to be targeted by restrictive measures and/or violations or suspected violations of sanctions.

When completing this document, individuals are to certify that facts and the information provided is accurate. Individuals are to be aware that a criminal offence or an administrative penalty may be imposed if one acts in contravention of the National Interest (Enabling Powers) Act or knowingly participates in activities whose object or effect is to circumvent any of the prohibitions or facilitates the contravention of any of such prohibitions.

Kindly email the completed report and any supplementary documents to: reporting.smb@gov.mt with a relevant subject line. Documentation should also be sent to the following address:

The Chairman,
Ministry for Foreign Affairs and Trade Promotion,
Palazzo Parisio,
Merchant Street,
Valletta, VLT 1171,
Malta.



Section 1:

General Information

Kindly complete the below so to indicate the reason for reporting to the Sanctions Monitoring Board.

Date of Submission:

DD/MM/YYYY

I. Person submitting the report:

Name	
Company/Organization	
Job Title	
Address	
Email Address	
Contact number	

II. Type of case being reported:

Please highlight the relevant option from the below

- (i) Suspected Designated Person and/or Entity (*section 2*)
- (ii) Frozen Assets (*section 3*)
- (iii) Suspected Breach (*section 4*)

III. Action taken:

Please highlight the relevant option from the below

- (i) Freezing of funds
- (ii) Rejection of application
- (iii) Stopping of transaction
- (iv) None of the above: _____

Section 2:**Reporting Designated Persons and/or Entities**

Subject Persons are to report their knowledge of, or suspicions of activity undertaken by an individual or entity that is designated under EU, UN or National Sanctions in Malta.

If the sanction breach comprises of more than one person and/or entity, a separate template is to be used.

Suspected Designated Person	
Name of the Person/Entity as given on the Consolidated list	
Name of the Person/Entity if owned or controlled by a designated person	
Sanction Regime the Person/Entity is listed under	

Information on which this Report is based	
What reasons led you to believe that the person/entity concerned is a designated person? OR What Reasons led you to believe that the person/entity concerned is owned/controlled by a designated person or entity? <i>[The subject person is to provide as much information as possible including their connection with the person/entity concerned; What information the subject person holds and how the issue arose]</i>	
Kindly provide any additional details which are not present on the consolidated list which may help to identify the person or entity. <i>[Example: date of birth, address, passport number, aliases etc.]</i>	

Section 3:**Reporting Frozen Assets**

Subject Persons are to report their knowledge of identified frozen assets of designated persons and/or entities. If there are assets belonging to more than one individual or entity, a separate template is to be filled in.

Suspected Designated Person	
Name of the Person/Entity as given on the Consolidated list	
Name of the Person/Entity if owned or controlled by a designated person	
Sanction Regime the Person/Entity is designated under	

Details regarding all Funds and Economic Assets Frozen by the Subject Person <i>(Where applicable)</i>	
Name of financial institution holding the frozen assets	
Details of the Account Holder	
Type of Account	
Credit Balance	
Debit Balance	
Currency	
Date the account was opened	
Any other valuable information relevant to the freezing of the account	

Section 4:**Information regarding a suspected violation**

Subject Persons must complete this section to clarify the reason for reporting the suspected or known violation of sanctions.

The report is to include all the known information in relation to the suspected breach activity. Supplementary documentation is to be attached to the submission of this report.

I. The information provided relates to a:

- (i) Suspected Completed Breach
- (ii) Suspected Attempted Breach

Who do you suspect has committed or has attempted to commit the suspected breach?
<i>Please provide further details</i>

Provide a Summary of the Facts which led you to believe of the suspected sanctions breach
<i>To include the date of when the breach was discovered; how is was discovered and; the series of actions which led to a suspected breach taking place (if known)</i>

II. Under which Sanction Regime has the suspected Sanctions violation occurred?

Details concerning the suspected breach: What does the suspected breach involve? <i>(Complete applicable sections)</i>	
Funds <i>Describe what type/s of funds are involved</i>	
Economic Resources/Assets <i>Describe what type/s of economic resources/assets are involved</i>	
Financial Services <i>Describe what the financial services are, including how and when they were provided</i>	
Reporting Obligations <i>Provide the concern for reporting and how you suspect it has been breached</i>	

Method of Payment and/or transfer <i>(If applicable)</i>
<i>Example cheque; bank transfer; cash; money order; internet/electronic or physical asset transfer.</i>

Information regarding the Remitter or Sender of the funds
<i>Please provide full information on the remitter/sender of the funds and/or economic resources/assets. To include the: goods involved, accounts, currencies, account names, bank details nationalities of payers and dates.</i>

Intermediary Information <i>(If applicable)</i>
<i>Please provide any additional information you may have on intermediaries involved in the activity.</i>



Information regarding the Ultimate Beneficiary

Please provide information on the ultimate beneficiaries of the funds and/or economic resources.

Other Relevant Information

Please provide any additional information you may have to help us better understand what has occurred

Are you providing any supporting documents?

Yes

No

Please indicate the supporting documentation you are providing.