

**REPORTING GUIDE**

# Australian Transaction Reports and Analysis Centre (AUSTRAC): Suspicious Matter Reporting Obligations

# AUSTRAC Suspicious Matter (Transaction) Reporting Guide

Australian Transaction Reports and Analysis Centre (AUSTRAC) identifies suspicious transactions to be closely linked to money laundering, terrorist financing and other forms of organised crime, that is often attempted to disguise the origins or purpose of illegal activity. The timely submission of a complete and accurate suspicious matter reports (SMRs) are vital in identifying potential illegal activity and play a key role in helping authorities detect and disrupt the movement of unlawful funds.



Who needs to submit a SMR Report?

- All reporting entities that provide **designated services** or those about to provide one are obliged to submit SMRs.
- **Affiliates of a remittance network provider (RNP)**, given that there's an established written agreement, can submit an SMR.



When should the SMR Report be submitted?

When there is reasonable grounds for suspicion that a person may be involved in criminal activity, is misrepresenting their identity, or could be a victim of a crime:

- *within 24 hours if the suspicion is related to terrorism financing; or*
- *within 3 business days if the suspicion is related to other matters such as money laundering.*



What should be included for the SMR to be submitted?

Details about the designated service provided or proposed to provide and:

- *the suspicious matter;*
- *the person/organisation which the matter relates to; and*
- *any transactions related to the suspicion.*



What information about the individual should be submitted?

Include, if known:

- *Full name and any other name they use, address, email address and telephone number;*
- *Date of birth;*
- *Country of citizenship;*
- *Occupation, type of business activity and Australian Business Number (ABN); and*
- *A description of the documents or electronic data used to verify their identity.*

If unknown:

- *A description of the individual;*
- *Any video footage or photographs of the individual; and*
- *Any known address and email address.*



How is the SMR Report filed?

An SMR must be submitted via [AUSTRAC Online](#) using the reporting entities registered credentials.



What if a reporting entity fails to comply?

The Federal Court of Australia determines that failure to submit an SMR on time, or at all when required, may result in penalties of up to 20,000 units for individuals or 100,000 units for bodies corporate and other enforcement actions from AUSTRAC.

## Reporting Tips

- *Provide clear and accurate details and use plain English to make the SMR easier to read.*
- *Irregular transaction patterns or account activity may require enhanced due diligence to assess if it's suspicious and reportable via an SMR.*
- *Tipping off or disclosing information such submitting or have submitted an SMR to AUSTRAC is a criminal offence under Australian law.*