

INSTRUCTIONS FOR COMPLETING **FORM 1b** — Terrorist Property Report
(Prevention of Terrorism Act 2005)

(1) What is the purpose of this form?

Form 1b is a short form to be used by financial institutions reporting to the Director of ONDCP that they **are not** in possession of property owned or controlled by terrorists or terrorist groups (referred to in the Act as “specified entities”).

Financial institutions that need to report that they **are** in possession of property owned or controlled by terrorists or terrorist groups should use the Terrorist Property Report — **Form 1**, obtainable from the ONDCP.

(2) Who needs to complete this form?

Financial institutions that are required to make Terrorist Property Reports to the Director of ONDCP are those institutions that are commercial banks, or any other institution that makes loans, advances or investments or accepts deposits of money from the public.

(3) What property should be reported?

Financial institutions are required to report possession of property owned or controlled by terrorists or terrorist groups (“specified entities”). Relevant persons include all persons and entities listed by the United Nations Security Council Subcommittee (the 1227 Committee) in its consolidated list of terrorists published on the United Nations Security Council website. This list is periodically updated and copies may be obtained from the ONDCP. Checks of the OFAC list are also advisable.

(4) FILLING OUT THE FORM

In filling out Form 1b the following should be noted of each item:—

Date of report: This date refers to the date on which the reporting officer starts to prepare the report. The date of the report must be filled in. The day, month and year should be inserted in the numerical format dd-mmm-yyyy; dd represents the day of the month and must be a two digit number from 01 to 31, mmm represents the month and must be the first 3 letters of the month such as jun for June; yyyy is the year of the report. Example: 02-Jun-2007.

Time of report: The time of the report should be filled in giving the hour, minute and a.m. or p.m.

PART A — Financial institution making report

The following details of the financial institution making the report should be filled in as completely as possible.

Item 1. Name: Insert the name of the institution (this may be a company name, the name of a person etc.)

Item 2. Street: Insert the street address of the financial institution.

Item 3. City: Insert the name of the city, town or village of the financial institution’s address.

Item 4. Country: Insert the name of the country of the financial institution’s address.

Item 5. Type of financial institution: In box A describe the type of financial institution that is making the report (eg. Bank, insurance company, money transfer service etc.). If filling out an online form, select the appropriate description from the drop down box. If the activity of your financial institution is not listed in box A then insert an appropriate description or label in box B.

Item 6. Telephone: Insert the telephone number of the financial institution.

Item 7. Fax: Insert the fax number of the financial institution.

Item 8. Email: Insert the email address of the financial institution.

PART B — Details of property

The following details relating to terrorist property must be indicated on the form by ticking the appropriate box.

Item 9. In this item the reporting officer must indicate whether the financial institution “is” or “is not” in possession or control of terrorist property. This is done by ticking the appropriate box next to the selections indicating “is”, “is not”.

PART C — Details of reporting officer

Item 10. Identification of compliance officer or authorized person submitting report

The identity of the reporting officer making the report on behalf of the financial institution must be indicated in the following sub-items:

- a. **Name:** Insert name of the reporting officer. If the reporting officer is not the compliance officer then the name of the reporting officer rather than that of the compliance officer must be indicated.
- b. **Position:** Insert the position of the reporting officer (eg. Compliance officer; auditor, etc.)
- c. **Telephone** Insert a telephone number where the reporting officer can be reached as directly as possible.
- d. **Fax** Insert a fax number where the reporting officer can be reached. This number should be for a secure a fax machine, one that only appropriate personnel have access to.
- e. **Email:** Insert the email address of the reporting officer.

PART D — Declaration

Item 11. Declaration: The reporting officer must ensure before making the report that all the information being provided is correct to the best of his or her knowledge. This must include checking the names of listed terrorists and terrorist groups published by the UN Security Council Subcommittee and any other declared specified entities under the Prevention of Terrorism Act 2005, and ascertaining whether there is any match or close but imperfect matches to any account holders or customers of the reporting financial institution. The reporting officer must then adopt the declaration by dating and signing the form at items 12 and 13 below.

Date: This date refers to the date on which the reporting officer has completed the report and signs and sends it to the Director of the ONDCP. This date must be filled in. The day, month and year should be inserted in the numerical format dd-mmm-yyyy; dd represents the day of the month and must be a two digit number from 01 to 31, mmm represents the month and must be the first 3 letter of the month such as jun for June; yyyy is the year of the report. Example: 02-Jun-2007.

Signature: The reporting officer should sign his name here.