

Standardized AML Reporting Template

For Financial Institutions

1. Reporting Institution Information

Institution Name	
Institution Code/ID	
Address	
Country	
Contact Person Name	
Contact Email	
Contact Phone	
Date of Report	

2. Subject of Report (Customer/Client Information)

Full Name/Entity Name	
Account Number(s)	
National ID/Passport/Registration No.	
Date of Birth/Registration	
Address	
Type of Customer	

3. Details of Suspicious Transactions

Date	Transaction Type	Amount	Currency	Account	Counterparty Info	Description

4. Reason for Suspicion / Narrative Explanation

Summary of Suspicion

5. Further Information (if any)

Additional Remarks/Supporting Documents

Important Notes:

- This document is for internal use and regulatory submission where required by law.
- Ensure all sections are completed with accurate and verifiable information.
- Do not inform the subject of this report about the filing (tipping-off is prohibited).
- If uncertainty exists, consult your institution's Compliance or AML Officer before submission.
- Maintain confidentiality at all stages of the reporting process.