REQUESTS FOR INFORMATION

Cover

Fields marked with * are mandatory, and must always be completed, while fields marked with ** are conditional mandatory and must be completed only when relevant or when the related information is available to the disclosing FIU. Fields marked with *** shall be replicated as necessary on a case-by-case basis.

SECTION 1 – REQUEST DETAILS		
	Fields/Types of information	**Description**
**	☐ Urgent Reasons for urgency: _________________ Reply requested by: _________________	If the box "Urgent" is ticked, text shall be added to explain the "Reasons".
*	From FIU: Name: _________________ Jurisdiction: _________________ To FIU(s): Name: _________________ Jurisdiction: _________________	Identification of the FIU through two-digit ISO code.
*	Request reference number: _________________	
**	Underlying case at the requesting FIU: _________________	Reference of the underlying dossier at the requesting FIU to which the request is connected.
*	Date of request: _________________	Format DD-MM-YYYY
**	Reference number at the requested FIU: _________________	Requested FIU reference (if applicable, after a spontaneous disclosure or for additional requests, for instance).
	FIU contact person: _________________	Name, position and contact details (phone and email) of the contact person at the requesting FIU.

**	*SECTION 2 – SUSPENSION*	
	Fields/Types of information	**Description**
*	☐ Suspension requested Available details of the accounts or transactions for which the suspension is requested: ____ Transaction originator: ____________________________ Beneficiary information: ___________________________ Others: ____________________________________	If the box "Suspension requested" is ticked", other information (free text) shall be added allowing to clearly and promptly identify the accounts or transactions that should be suspended.
*	Amount of assets to be suspended: _________________	Free text – Amount (with currency).
*	Reasons for the request for suspension and grounds of suspicion: ☐ Urgency ☐ Risk of dissipation ☐ Assets' flight ☐ Other: free text	
*	Expected duration: _______________________________	

In Sections 3 and 4, at least one of the fields – 3.1, 3.2, or 4 – must be completed. These fields are marked as mandatory because at least one of them is required; however, completing only one of the three is sufficient.

SECTION 3 – INVOLVED PERSONS		
	Fields/Types of information	**Description**
*	**3.1. NATURAL PERSONS TO WHOM THE REQUEST REFERS TO (***)**	
	IDENTIFICATION	
*	Given Name (s)	Free text field (in cases where the distinction between given and family name is unknown, include here the full name)
**	Family Name(s)	Free text field In principle, full information on both given name and family name shall be included mandatorily and separately. In exceptional cases where the identity data on name and family names are not complete or cannot be confirmed, the relevant fields shall nonetheless be filled in with available information, while appropriate caveats and details should be provided in the "Comments" field.
**	Previous name(s)	Free text field

**	Gender ☐ Female ☐ Male ☐ Other	Enumeration
	Aliases	
**	☐ The distinction between name and family name cannot be confirmed	To be ticked in cases where it is not possible to distinguish with sufficient certainty the relevant identity information. Appropriate description should be included in the "Comments" field.
**	Date of Birth	Date of Birth in the format *DD-MM-YYYY*
**	Nationality(ies)	Enumeration
	Place of Birth – Country	Enumeration
	Place of Birth - City	Free text field
	Occupation	Free text field
**	Unique Identification Number	Free text field
	Comments	Free text field (E.g. indications on reliability of ID data; references to other available identifiers; useful data that can facilitate the identification)
**	Politically Exposed Person (PEP) ☐ Yes ☐ No	Enumeration
**	Sanction status: ☐ Yes	This field indicates whether the subject is a listed subject in Targeted Financial Sanction lists.

	☐ No Sanctions list reference: ______________________	When the 'Yes' is ticked, the the list shall be indicated.
**	Person involved in an investigation ☐ Yes ☐ No	
	IDENTIFICATION DOCUMENTS	
	Identification Document Type ☐ ID card ☐ Passport ☐ Residence Permit ☐ Work Permit ☐ Other: free text	Enumeration
	Number	Free text field
	Country of Issuance	Enumeration
	Issuing Authority	Free text field
	Date of Issuance	Date of issue in the format *DD-MM-YYYY*
	Expiry date	Date of expiry in the format *DD-MM-YYYY*
	Additional information	Free text field
	RESIDENCE	
	Country	Enumeration
	City	Free text field
	State/province	Free text field
	Street	Free text field
	Number	Free text field

	Postcode	Free text field
	Contacts: ☐ Telephone (with country code) ☐ E-mail ☐ Webpage (url) ☐ Social media ☐ IP address ☐ IMEI ☐ Other: free text	Enumeration
	LINKAGE (***)	
**	Subject to which the natural person is linked	Enumeration with the subjects listed above
**	Type of link ☐ Owner ☐ Beneficiary ☐ Manager ☐ Board Member ☐ Authorized signatory ☐ Representative ☐ Employee ☐ Partner ☐ Family ☐ Other: free text	Enumeration
	Comments: ______________________________________	Free text

*	**3.2. LEGAL PERSONS TO WHOM THE REQUEST REFERS TO (***)**	
	IDENTIFICATION	
*	Company name	Free text field
**	Previous name(s)	Free text field
**	Trade name	Free text field – It shall be completed with the name under which the legal entity trades, where this differs from the registered or legal name.
	Entity status	Free text field
**	Country of registration	Enumeration
	Date of registration	Date of registration in the format *DD-MM-YYYY*
	Date of closure	Date of closure in the format *DD-MM-YYYY*
	Registration number	Free text field
	Legal type	Free text field
	Contacts: ☐ Telephone (with country code) ☐ E-mail ☐ Webpage (url) ☐ Social media ☐ IP address ☐ IMEI ☐ Other: free text	Enumeration

	Managing Director	Free text field
	Beneficial Owner	Free text field
**	Tax Identification Number (TIN)	Free text field
	Legal Entity Identifier (LEI)	Free text field
	Business Sector	Free text field
	Additional details:__________________________	Free text field
**	Sanction status: ☐ Yes ☐ No Sanctions list reference: ______________________	This field indicates whether the subject is a listed subject in Targeted Financial Sanction lists. When the 'Yes' is ticked, the the list shall be indicated.
	ADDRESS	
	Country	Enumeration
	City	Free text field
	State/province	Free text field
	Street	Free text field
	Number	Free text field
	Postcode	Free text field
	Status: ☐ Current ☐ Previous ☐ Unknown	Enumeration
	LINKAGE (***)	

**	Subject to which the legal person is linked	Enumeration with the subjects listed above
**	Type of link ☐ Owner ☐ Beneficiary ☐ Manager ☐ Board Member ☐ Authorized signatory ☐ Representative ☐ Employee ☐ Partner ☐ Family ☐ Other: free text	Enumeration
	Comments: ____________________________________	Free text
	3.3. OTHER RELATED SUBJECTS - NATURAL PERSONS (***)	
	IDENTIFICATION	
*	Given Name (s)	Free text field (in cases where the distinction between given and family name is unknown, include here the full name)
	Middle Name(s)	Free text field

**	Family Name(s)	Free text field In principle, full information on both given name and family name shall be included mandatorily and separately. In other cases, where the identity data on name and family names are not complete or cannot be confirmed, the relevant fields shall nonetheless be filled in with available information, while appropriate caveats and details should be provided in the "Comments" field.
**	Previous name(s)	Free text field
**	Gender ☐ Female ☐ Male ☐ Other	Enumeration
	Aliases	Add more entities using add entity function
**	☐ The distinction between name and family name cannot be confirmed	To be ticked in cases where it is not possible to distinguish with sufficient certainty the relevant identity information. Appropriate description shall be included in the "Comments" field.

**	Date of Birth	Format *DD-MM-YYYY*
**	Nationality(ies)	Enumeration
	Place of Birth – Country	Enumeration
	Place of Birth - City	Free text field
	Occupation	Free text field
**	Unique Identification Number	Free text field
	Comments	Free text field (E.g. indications on reliability of ID data; references to other available identifiers such as social security numbers; useful data that can facilitate the identification)
**	Politically Exposed Person (PEP) ☐ Yes ☐ No	Enumeration
**	Sanction status: ☐ Yes ☐ No Sanctions list reference: ______________________	This field indicates whether the subject is a listed subject in Targeted Financial Sanction lists. When the 'Yes' is ticked, the the list shall be indicated.
**	Person involved in an investigation ☐ Yes ☐ No	
	IDENTIFICATION DOCUMENTS	
	Identification Document Type ☐ ID card ☐ Passport ☐ Residence Permit	Enumeration

	☐ Work Permit ☐ Other: free text	
	Number	Free text field
	Country of Issuance	Enumeration
	Issuing Authority	Free text field
	Date of Issuance	Format *DD-MM-YYYY*
	Expiry date	Format *DD-MM-YYYY*
	Additional information	Free text field
	RESIDENCE	
	Country	Enumeration
	City	Free text field
	State/province	Free text field
	Street	Free text field
	Number	Free text field
	Postcode	Free text field
	Contacts: ☐ Telephone (with country code) ☐ E-mail ☐ Webpage (url) ☐ Social media ☐ IP address ☐ IMEI ☐ Other: free text	Enumeration
	LINKAGE (***)	

**	Subject to which the natural person is linked	Enumeration with the subjects listed above
**	Type of link ☐ Owner ☐ Beneficiary ☐ Manager ☐ Board Member ☐ Authorized signatory ☐ Representative ☐ Employee ☐ Partner ☐ Family ☐ Other: free text	Enumeration
	Comments: ___________________________________	Free text
	3.4. OTHER RELATED SUBJECTS - LEGAL PERSONS (***)	
	IDENTIFICATION	
*	Company name	Free text field
**	Previous name(s)	Free text field
**	Trade name	Free text field – It shall be completed with the name under which the legal entity trades, where this differs from the registered or legal name.
	Entity status	Free text field

**	Country of registration	Enumeration
	Date of registration	Format DD- MM-YYYY
	Date of closure	Format DD- MM-YYYY
	Registration number	Free text field
	Legal type	Free text field
	Contacts: ☐ Telephone (with country code) ☐ E-mail ☐ Webpage (url) ☐ Social media ☐ IP address ☐ IMEI ☐ Other: free text	Enumeration
	Managing Director	Free text field
	Beneficial Owner	Free text field
**	Tax Identification Number (TIN)	Free text field
	Legal Entity Identifier (LEI)	Free text field
	Business Sector	Free text field
	Additional details:_________________________	Free text field
**	Sanction status: ☐ Yes ☐ No Sanctions list reference: ______________________	This field indicates whether the subject is a listed subject in Targeted Financial Sanction lists. When the 'Yes' is ticked, the the list shall be indicated.

	ADDRESS	
	Country	Enumeration
	City	Free text field
	State/province	Free text field
	Street	Free text field
	Number	Free text field
	Postcode	Free text field
	Status: ☐ Current ☐ Previous ☐ Unknown	Enumeration
	LINKAGE (***)	
**	Subject to which the Legal Person is linked	Enumeration with the subjects listed above
**	Type of link ☐ Owner ☐ Beneficiary ☐ Manager ☐ Board Member ☐ Authorized signatory ☐ Representative (for legal persons) ☐ Employee ☐ Partner ☐ Family (for natural persons) ☐ Other: free text	Enumeration
	Comments: ______________________________________	Free text

SECTION 4 – ACCOUNTS OR OTHER BUSINESS RELATIONSHIPS		
	Fields/Types of information	**Description**
*	**ACCOUNTS OR OTHER BUSINESS RELATIONSHIPS (***)**	Information on accounts or other types of relationships that are either held by or otherwise associated to persons involved, or are relevant for the case and its analysis.
*	Type of the relationship	Free text field
*	Natural or legal person to which the account or the business relationship is linked	Enumeration indicating the subjects listed in the sections above and residual option ‘unknown’.
**	Type of link ☐ Holder ☐ Authorised signer ☐ Beneficial Owner ☐ Representative ☐ Other: specify	Enumeration This field shall be filled when the natural or legal person to which the account/relationship is linked is known and indicated in the field above.
	Country code	Enumeration
	Institution type	Free text field
	Institution name	Free text field
	Institution code	Free text field
	Branch name	Free text field

	Branch code	Free text field
**	Account number	Free text field
	Account type (name)	Free text field
**	IBAN	Free text field
	SWIFT/BIC	Free text field
	Currency	Enumeration
	Balance of the account	Free text field
	Date of balance	Format DD-MM-YYYY
	Balance in Euro	Free text field
	Exchange rate	Free text field
	Status of the account or the relationship ☐ Open Date: Additional info: free text ☐ Closed Date: Additional info: free text ☐ Temporarily suspended Date: Reason and additional info: free text ☐ Other: free text	Enumeration
	Comments	Free text field (balance, etc.)

SECTION 5 – TRANSACTIONS

	Fields/Types of information	**Description**
**	**TRANSACTIONS (***)**	

**	Type of transaction: ☐ Deposit ☐ Withdrawal ☐ Transfer ☐ Remittance ☐ Purchase/sale of securities ☐ Other: free text Type of obliged entity: free text	The two tables are dedicated respectively to transfers (including for crypto assets) and to other types of transactions. For each transaction (row), the available information must be included in the corresponding field, leaving the other fields in the row empty (or marked as “Unknown”).
	The following data should be provided, as relevant depending on the type of transactions: **Transfers**	When translated into an IT procedure, a unique “table” is provided for all types of transactions, to be filled in as appropriate, depending on the type of activity and the information available.
	(table below)	(1) The subjects indicated in the tables must be duly identified in the sections above.

					ORIGIN				**DESTINATION**			
Date	**Amount**	**Currency/ cryptocurrency**	**Amount in EUR**	**Transaction ID/ Hash**	**Ordering customer**	**Account/ address**	**Entity**	**Country**	**Beneficiary**	**Account/ address**	**Entity**	**Cou ntry**

	Description/details of the transfer: ____ **Other transactions**	

Date	Amount	Currency/crypto currency	Amount in EUR	Transaction ID/Hash		

SECTION 6 – ORIGIN OF THE REQUEST		
	Fields/Types of information	**Description**
*	FIU analysis (choose at least one): ☐ Report of suspicions; Type of reporting entity: ______________________ ☐ Exchange with other FIUs ☐ request ☐ response ☐ spontaneous disclosure ☐ cross-border reports (XBR) ☐ cross-border disseminations (XBD)	

	☐ ma3tch hit ☐ strategic/joint analysis ☐ other (please specify): ______________________	

SECTION 7 – GENERAL DESCRIPTION OF THE CASE		
	Fields/Types of information	**Description**
*	Description: __________________	Narrative, as appropriate to allow the recipient to understand the case, the assistance needs, the link with the other country, the significance for own analyses so that the receiving FIU can properly assess the relevance for their own authorities.

SECTION 8 – GROUNDS FOR SUSPICION / ALLEGED OFFENCE		
	Fields/Types of information	**Description**
* *	• **GROUNDS FOR SUSPICION:** Description: ____ • **ML/TF INDICATORS (choose at least one):** ☐ Transactions inconsistent with declared activity/income ☐ Sudden change in financial profile/transactional activity ☐ Cash ☐ High-risk countries / territories ☐ High-risk areas/sectors of activity ☐ Involvement of shell entities ☐ False information/documents ☐ Open source information linking with criminal activities ☐ Geographical delocalisation ☐ Accounts used for pass-through activities ☐ Transactions involving luxury items ☐ Other (please specify): _______________________	

	ALLEGED CRIMINAL OFFENCE: ☐ **MONEY LAUNDERING** ☐ OFFENCES AGAINST PROPERTY ☐ Fraud/swindling ☐ Robbery/theft ☐ Asset stripping ☐ Counterfeiting and product piracy ☐ Other (please specify): _______________ ☐ OFFENCES AGAINST PUBLIC FINANCE ☐ VAT fraud ☐ Other taxes ☐ Subsidies/grants ☐ Other (please specify): ______________________________ ☐ OFFENCES AGAINST CONSTITUTION / PUBLIC ORDER ☐ Corruption/bribery ☐ Other (please specify): ____________________________________ ☐ OTHER SUSPECTED ACTIVITIES ☐ Organized crime ☐ Drug trafficking ☐ Trafficking in human beings (illegal immigration) ☐ Trafficking in protected species ☐ Illicit trade in human organs ☐ Illicit trade in arms ☐ Illicit trafficking in cultural goods ☐ Child pornography ☐ Religious sects ☐ Smuggling ☐ Prostitution ☐ Extortion ☐ Insider trading and market manipulation	Under '*alleged criminal offence*' it is mandatory to select at least one general category. Within ML, "*Not known or not available*" should be ticked when the predicate offence is unknown or in instances where this information is not available for the exchange (e.g. for confidentiality reasons).

	☐ Kidnapping, illegal restraint and hostage-taking ☐ Forgery of means of payment/administrative documents ☐ Sanction evasion (EU, UN, OFAC, etc.) ☐ Financing of proliferation of weapons of mass destruction ☐ Cybercrimes ☐ Environmental crime ☐ Murder ☐ Illicit trafficking in stolen goods ☐ Other (please specify): ___________________ ☐ Unknown/Not Applicable ☐ **TERRORISM FINANCING** ☐ Radical Islamism ☐ Nationalist terrorism ☐ Violent radicalism ☐ Other (please specify): __________________________________ ☐ **PROLIFERATION FINANCING** ☐ **OTHER:** free text	

SECTION 9 – LINK TO THE COUNTRY OF THE REQUESTED FIU AND OTHER ELEMENTS		
	Fields/Types of information	**Description**
	9.1. LINK TO THE COUNTRY OF THE REQUESTED FIU	
*	Description:	Free text field describing the link to the country of the requested FIU (e.g. nationality, residence, contact details, accounts, origin/destination of funds, investigations, etc. Also refer to possible "Ma3tch" hits).

	9.2. REFERENCE TO OTHER EXCHANGES, PAST OR ONGOING	
**	Description: _________________	Free text describing previous related exchanges with the same counterpart or with other FIUs or foreign agencies, including the corresponding reference numbers.
	9.3. OTHER AGENCIES/COUNTRIES THAT HAVE KNOWLEDGE OF THIS CASE	
	Description: _________________	Description if applicable.

SECTION 10 – INFORMATION REQUESTED		
	Fields/Types of information	**Description**
*	☐ FIU database Description: _________________ ☐ Company information Description: _________________ ☐ Obliged entities Description: __________ ☐ Central Bank Account Register (CBAR)	Boxes to tick (choose at least one) for the different types of information requested, each with an additional optional free text field in which to detail, if necessary, the information requested, using clear and concise questions.

	Description: ___________________ ☐ Real estate information Description: ___________________ ☐ Tax/customs Description: ___________________ ☐ Law enforcement agencies (LEAs) / Criminal Data Description: ___________________ ☐ Other authorities Description: ___________________ ☐ Other Description: ___________________	

SECTION 11 – CONDITIONS FOR USE OR DISSEMINATION

To ensure a correct understanding of the terminology used throughout the document, the following definitions apply:

'**intelligence purposes**' means the use of the information by any competent authority, as defined by Article 2(44) of the Regulation (EU) 2024/1624, for the purposes of analysing and processing it in order to identify possible money laundering, terrorist financing or related criminal risks.

'*investigative purposes*' means the use of information for the purposes of investigating or assisting prosecutions related to money laundering, its predicate offences or terrorist financing, or for tracing, seizing or freezing and confiscating criminal assets but not for use as evidence.

	Fields/Types of information		Description
*	**The information shall be kept under the strictest confidentiality and not processed or divulged outside of the cases consented.**		
	11.1. EXTENT OF THE CONSENT TO DISSEMINATE THE INFORMATION PROVIDED (one option among 1, 2 and 3 shall be chosen)		Option 1 (General consent) applies by default and shall be preselected, while option 2 and 3 shall be expressly selected by the responding FIU.
	1. ☐	**General consent** The information may be disseminated to any competent authority as defined in Article 2(44)(*c*) and (*d*) AMLR, including Law Enforcement Authorities, of the country of the recipient FIU, as well as to the European Public Prosecutor's Office (EPPO) and European Anti-Frad Office (OLAF), where competent, and to the relevant foreign FIUs expressly identified in the exchange.	
	2. ☐	**Restricted consent (internal use - no dissemination)** The information in this document may be used only within the receiving FIU with no possibility to disseminate it to any third party. **Reasons:______**	

	3. ☐	<u>**Specific consent to disseminate to third parties**</u> **The information in this document may be shared with (it is possible to choose more than one option):** 3.1.1 ☐ Your competent Law Enforcement Authorities (LEAs) 3.1.2 ☐ The following competent authority(ies) as defined in Article 2(44) (*c*) and (*d*) AMLR: ____ 3.1.3 ☐ The following entities subject to national AML/CFT legislation (elements strictly necessary to respond to a request for information): ____	
		3.1.4 ☐ The following authority(ies) deemed appropriate: ____ Reasons: ___________________________________ 3.1.5 ☐ The following FIU(s): [enumeration with country codes with possibility to select more than one]	

	*	**Conditions (applicable to General consent (1) and Specific consent (3))** ☐ No conditions apply to the consent for dissemination of the information ☐ Without mentioning the origin of this information ☐ Without sharing the documents or attachments transmitted ☐ Further dissemination is permitted under the same conditions and extent as the original consent granted	This field must be completed only when '*General consent*' and '*Specific consent*' are selected. The option indicating the absence of any such restrictions constitutes the default choice and shall be pre-selected.
	*	**EXTENT OF THE CONSENT TO USE OF THE INFORMATION PROVIDED** **The information in this document may be used for (at least one option shall be selected):** ☐ Intelligence purposes ☐ Investigative purposes ☐ To prepare a Mutual Legal Assistance request ☐ As evidence in legal proceedings ☐ Additional use (specify): ______________________________	This section shall be always completed.

REQUEST FOR CONSENT (one option among 11.2.1, 11.2.2, 11.2.3 and 11.3 shall be chosen)

*

11.2. REQUEST FOR CONSENT

We request the following type of **consent to disseminate** the information requested:

☐ **<u>11.2.1 General consent</u>**: the information provided by you may be disseminated to any competent authority as defined in Article 2(44)(c) and (d) AMLR, including Law Enforcement Authorities, of our country, as well as to the European Public Prosecutor's Office (EPPO) and European Anti-Frad Office (OLAF), where competent, and to the relevant foreign FIUs expressly identified in the exchange.

☐ **<u>11.2.2 Restricted consent (internal use - no dissemination)</u>**: information in this document may be used only within the receiving FIU with no possibility to disseminate it to any third party.

☐ **<u>11.2.3 Specific consent to disseminate to third parties</u>** (**more than one option can be selected**) - the information you provide may be shared with:

- Our competent Law Enforcement Authorities (LEAs)
- The following competent authority(ies) as defined in Article 2(44) (*c*) and (*d*) AMLR:
  ____
- The following entities subject to your national AML/CFT legislation (elements strictly necessary to respond to a request for information):
  ____
- The following authority(ies) deemed appropriate:
  ____

	Reasons: ____ ○ The following FIU(s): [enumeration with country codes with possibility to select more than one]. We request the following type of **consent to use** the information requested (**at least one option shall be selected**): ☐ Intelligence purposes ☐ Investigative purposes ☐ To prepare a Mutual Legal Assistance request ☐ As evidence in legal proceedings ☐ Additional use (specify): ____	The indication of the use of the information shall always be completed, if one option among 11.2.1, 11.2.2, 11.2.3 is chosen.

*	**11.3. PRIOR ASSUMPTION OF CONSENT** ☐ Please note that the information you may provide us with in response to this request will be shared with the following authorities unless you explicitly indicate otherwise. Authorities: ____________________________ Use of the information: ____ Reasons/Justification: ____	When 11.3 is chosen, the requested consent is considered embedded in the reply – unless it is made explicit or the counterpart clearly states otherwise in their response. The FIU shall also provide an explanation of the reasons for which it intends to share the information with the specific authority.

SECTION 12 – ATTACHMENTS		
	Fields/Types of information	**Description**
	Attachment 1 description: ____ Attachment 2 description: ____ Attachment 3 description: ____ …	Attachments shall be referenced here with file name and short description of the contents.