

**EXPLANATORY NOTE ON THE REPORTING TEMPLATE FOR
DESIGNATED NON-FINANCIAL INSTITUTIONS
(PROFESSIONALS)**

1. **S/N:** Serial Number of reporting.
2. **DNFI (Designated Non-Financial Institution):** Means the reporting entity whose responsibility is to send/report transaction(s) above the threshold to SCUML. The name of the DNFI should be clearly written on the column.
3. **CLIENT/SOURCE OF FUND**
 - a. A Client is a person or legal person who gives money or valuables on trust to a law or Accounting firm.
 - b. A client is a person or legal person who directed a law or Accounting firm to manage investment account on his/her behalf.
 - c. A client is a person or legal person who directed a law or Accounting firm to manage real estate on his/her behalf
 - d. A client is a person or legal person who directed law firm to arrange for the creation or management of company.
 - e. A client is a person or legal person who directed a law or accounting firm to transfer money on his/her behalf
 - f. The name of your client/source of fund should be clearly written on the column as follows: Last name/surname, First name and Middle name.
4. **COMPANY/CUSTOMER**
 - a. Customer/company is a person or legal person who buys property from or sells property to a DNFI.
 - b. Customer/company is a person or legal person who pays rented property.
 - c. Customer/company is a person or legal person who requested for an agreement on sales of property/item.
 - d. Customer/company is a person or legal person who rendered service to you (DNFI) or sold an item/property to you.
 - e. The name of a company/customer should be clearly written on the column as follows: Last name/surname, First name and Middle name.
5. **ADDRESS**

Contact address of Client/Source of fund/Company/Customer/agent which include number, street, city and state (name of a country, if other than Nigeria).
6. **OCCUPATION**

Source of living or nature of business of a Client / Source of fund / Company / Customer.
7. **TELEPHONE NUMBER**

Contact Phone Number of a Client/Source of fund/Company/Customer.

8. TYPE OF IDENTIFICATION

Means of identification of a Client/Source of fund/Company/Customer which include National ID card or Driver's license or International Passport or Certificate of Incorporation in the case of company. Note that the type of ID and number of ID should be clearly stated.

9. DATE OF BIRTH

The client/customer's date of birth or company's date of incorporation.

10. NATIONALITY

The country of origin of a client / source of fund / company / customer.

11. NAME OF ITEM/SERVICE

Nature/description of the item/service rendered to or required by Client/Source of fund/company/customer/agent.

12. TRANSACTION DATE

The date the reported transaction took place. This should be in the following format: dd/mm/yy.

13. LOCATION OF TRANSACTION

Indicate where transaction took place.

14. MODE OF PAYMENT

Indicate mode of payment (Cash, Cheque, wire etc) for the item/service rendered or required.

15. AMOUNT/CURRENCY

- a. The value of item/service required or rendered.
- b. The "IN" column is the amount received by DNFI for the service rendered or item sold.
- c. The "OUT" column is the amount paid by DNFI for the service requested or item purchased.
- d. The currency type (Naira, \$) should be clearly indicated.

16. BENEFICIARY

- a. The person or company who transacted a business (requested for an item or service) for his/her own benefit.
- b. The person or company on whose behalf a transaction is carried out by an agent.

17. AGENT

The person or company transacting business on behalf of another (beneficiary)

