

Ministry of Justice  
Israel Money Laundering Prohibition Authority

**The Authority's guidelines according to the law prohibiting money laundering, -  
According to the prohibition on money laundering law 2000  
and according to the prohibition on money laundering law(amendment) 2002  
For reporting and managing databases by providers of currency services**

30 September 2002



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## **1 Objective Reporting**

### **1.1 General**

The responsible bodies, which are bound by law to report, shall submit a periodic report; the reports will be accepted, in the first stage, on magnetic media (diskette/magnetic tape/ or CDROM disk). All currency service providers may choose the most convenient media for the reporting, depending on the volume of data.

At this stage all providers of currency services shall report once a month only. Every service provider must set a set day for reporting. The day on which the report is submitted may vary for each service provider and depending on the choice of the reporter by written notice to the Authority, on condition that it will be a working day at the Authority for Prohibition on Money Laundering.

Each monthly report batch must include a report for the daily services of the currency service provider, for every working day in the calendar month prior to the month of the report. For example: A currency service provider who chooses to report on the 1st of each month will report, on this day, all the information required for the business days of the full calendar month prior to the day of the report. The report will be accepted by the Authority for prohibiting money laundering, not later than the 7<sup>th</sup> of the month following the month to which the report relates. Regarding a report about an irregular transaction, the report shall be submitted to the Authority as close to (as is possible under the circumstances) after to transaction has been done or been registered/ noted according to the matter.

Every batch of a monthly report shall include five data files (in ANSI format which supports Hebrew in Windows as detailed in paragraph 1.2), and formatted as detailed below. (See paragraphs 1.3.1 – 1.3.5)

It is mandatory to include in the report all file types, even in the event that there is an empty file (See paragraph 1.3.5)

Format of the file name:	Date, E, type of record.txt
Date:	4 characters, format mmyy
E	Fixed letter to indicate currency service provider
Record type:	2 cgharacters

For example: The name of the entities file for the month of December 2001, reported by a currency service provider, would be: 1201E30.txt

The authority uses the currency codes and country codes of The Bank of Israel (ISO codes). For the convenience of the reporters, the tables are published on the authority's internet site: [www.impa.justice.gov.il](http://www.impa.justice.gov.il)

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**1.2 List of type of files in monthly batch:**

Field	File Name	Mandatory/ Optional	Notes
1	Title of the batch	mandatory	General characteristics of the delivery and the reporting body
2	Transactions	mandatory	Transactions which have to be reported according to the law prohibiting money laundering, according to:  The directive prohibiting money laundering (amendment), 2002 - "The amendment to the law". The law prohibiting money laundering (mandatory identification, reporting and managing databases of money changers) - 2002, hereafter, "the directive"
3	Details of entities	mandatory	Details of entity requesting the service and details of entity receiving the service.
4	Details of financial assets	mandatory	Details of financial assets received or deposited, details of checks and certificate redeemed by the reporter
5	End of batch	mandatory	Summary of contents of reporting files (number of reported records in each file)

**1.3 Structure of Files:**

**1.3.1 Heading of Batch File**

Field	Field name	Length	Notes
1	Reporter's no.	15	Reporter's registration number, which is determined by the authority of currency providers (The Treasury)
2	Identity number/corporation of reporter	15	The id number of the reporting body - identity number for individuals, and corporation number for a corporation.
3	Year of report	4	YYYY
4	No. of report	8	A report number which has a single, sequential value (changing with each report) which the reporter will determine, according to his judgment, especially to identify the report batch which has been sent to the authority according to this report number.
5	Type of record	2	00
6	Month of report	6	YYYYMM
7	Identification string	50	Unique identification string for each reporter, which will be fixed by the authority for each reporter separately. The string will be listed in this field for the purposes of verification of the reporter. The string will be passed by the authority to each reporter, as per his request
8	Name of the reporting body	100	<b>Full</b> name of currency service provider who is reporting - individual (first name and surname) or corporation
9	Address 1	100	Address of reporting body, in the following sequence: Country/city/postal code/street/house number/unit ...
10	Address 2	100	Address of the <b>branch</b> of the reporting body, in the following order: Country/city/postal code/street/house number/unit ...

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Field	Field name	Length	Notes
11	Telephone 1	15	Telephone number of reporting body
12	Telephone 2	15	Additional telephone number of reporting body
13	Fax	15	Facsimile number of reporting body
14	Description of file	100	Such as name of reporter, report according to the law prohibiting money laundering, etc.

\* In this file, details of the reporting currency service provider will be submitted according to paragraph 7 (1) of the directive.

**1.3.2 Transactions File**

Report No.	Field Name	Length	Notes
1	Reporter's number	15	Reporter's registration number, which is determined by the authority of currency providers (The Treasury)
2	Identity number/corporation of reporter	15	The id number of the reporting body – identity number for individuals, and corporation number for a corporation.
3	Year of report	4	YYYY
4	No. of report	8	A report number which has a single, sequential value (changing with each report) which the reporter will determine, according to his judgment, especially to identify the report batch which has been sent to the authority according to this report number.
5	Type of record	2	10
6	Branch number	3	Name of reporter's branch in which transaction was carried out. A reporter who has only one branch will list 001.
7	Transaction identifier	18	A unique number, which uniquely identifies the transaction at the reporter and permits tracking of all pertinent documents in the reporter's possession.
8	Type of transaction	2	Code for the type of service given by the reporter in accordance with paragraph 7 (2) (א) of the directive: <b>In return</b> – the financial asset which is handed over by the currency service provider (the reporter). 0 Exchanging currency of one country for currency of another, for an equivalent value of NIS 50,000 or greater. 1 Sale of travelers' checks of every currency in an equivalent value of NIS 50,000 and more. 2 Redemption of travelers' checks of any currency in an equivalent amount worth NIS 50,000 and more. 3 Receipt of financial assets in one country in exchange for arranging financial assets in another; for an equivalent amount of NIS 50,000 or greater. 4 Exchanging bank notes for the value of NIS 50,000 or greater 5 Discounting checks, bills of exchange and promissory notes presented in shekels against cash,

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Report No.	Field Name	Length	Notes
			<p>6 travelers' checks or setting up these assets valued at NIS 50,000 or greater.</p> <p>7 Discounting checks, bills of exchange and promissory notes, presented in foreign currency or in a currency other than that of the asset which is being discounted, valued at NIS 50,000 or greater.</p> <p>8 Discounting checks, bills of exchange and promissory notes which were not reported according to type of transaction (6) or (7), valued at NIS 50,000 or greater.</p> <p>55 Reporting with regard to a different transaction, <b>irregular transaction</b> (which is not suited to paragraphs 1-8) according to paragraph 6(2) of the directive.</p>
9	Date transaction is carried out	8	Format: YYYYMMDD - (paragraph 7(2)(2) of the act.
10	Financial asset code	2	Code for types of financial assets: 1. Cash 2. Travelers' checks 3. Checks 4. Bills of exchange 5. Promissory notes 6. Negotiable bonds 7. Credit 8. Monetary deposits 9. Bank transfers - in Israel 10. Bank transfers - international 11. Other _____
11	Financial asset code - other	100	If 11 (other) is selected for item 10, enter a description for the financial asset received.
12	Financial asset country	5	As per the table
13	Currency code	5	Code for the received currency as per the Bank of Israel currency code table
14	Value in Shekels	15	Value (or equivalent) of the amount received in Shekels to be calculated on the day of transaction according to bylaw 7(2) b

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Notes for Transaction Files

1. For the purpose of the threshold for the report to the IMPA, one must relate to the inclusive service which is provided by one currency service provider, to one client (even if he acts for himself or on behalf of another) on a given day.

For example: Currency service provider X exchanges currency for a client Y, valued at 30,000 shekels on day Z. On the same day, currency service provider X provided a service of discounting checks, exchanging currency or any other service to client Y, valued at 20,000 shekels.

In this example, each transaction is for less than the reporting threshold, but since the service is provided to the same client on the same day, one must relate to the amount of the overall service which is given for the purpose of comparison against the threshold of the report and therefore must be reported. The report will include the information required relating to all the transactions that were carried out on the same day.

2. In a transaction of discounting checks, bills of exchange and promissory notes – the comparison against the reporting threshold will be done according to the presented amount and not according to the account after the discounting transaction. In the event that a number of bills are presented for discounting, the comparison against the reporting threshold will be done according to the inclusive sum presented for the discounted bills, similar to that described in paragraph 1 above and each of the bills will be related to separately with regard to the details of the bills, as detailed in paragraph four below.

3. In a foreign currency transaction, the amount of the transaction will be calculated according to the rate known on the day of the transaction taking place.

4. The report on each transaction will include the information required regarding all financial assets which are involved in the transaction, when each financial asset is received or handed over will be described in a separate list in the file.

**At first** all the financial assets which were received by the reporter will be detailed by listing the details required in the transaction file 1.3.2.

**Thereafter** all the financial assets which were handed over to the reporter will be detailed by listing the details required in the transaction file 1.3.2.

All these financial assets must have the same transaction identification number.

5. The reporter must include every transaction for the season based on the criteria in field 7 (type of transaction), without any connection to the type of client or whether he provides currency exchange services himself.

6. A transaction which does not have to be reported within the framework of this format, because of its components, must be reported with the reporting table for an extraordinary transaction – see chapter 2.1

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**1.3.3 Entities File**

Details about those requesting the service and those receiving the service in accordance with paragraph (3) 7 of the directive.

**Service requester** - "Someone requesting service from someone who provides currency services whether for himself or for someone else:

**Service recipient** - "Someone who receives service from someone who provides currency services, even if another person requested the service on his behalf. In the event that the service requester is not the service recipient, you must note the details of both of them in a separate record in this file.

Report No.	Field Name	Length	Notes
1	Reporter's number	15	Reporter's registration number, determined by the authority of currency providers (The Treasury)
2	Identity number/corporation of reporter	15	The identity number of the reporting body – identity number for individuals, and corporation number for a corporation.
3	Year of report	4	YYYY
4	No. of report	8	A report number which has a single, sequential value (changing with each report) which the reporter will determine, according to his judgment, especially to identify the report batch which has been sent to the authority according to this report number.
5	Type of record	2	30
6	Transaction identifier	18	A unique number that identifies, in a unique way, the transaction by the reporter and makes it possible to trace all the documents relating to it which are in the reporter's possession.
7	Name of person verifying details	100	First name, and after it, surname of the employee of the service provider who identified the service requester (paragraph (1) 7 (ה) of the directive)
8	Identify no / passport no. of person carrying out verification	15	Identity number of the employee of the service provider who identified the service requester (paragraph (1) 7 (ה) of the directive)
9	Type of executor of transaction	2	1. Service requester for himself 2. Service requester as trustee 3. Service requester who controls a corporation. 4. Service requester who holds power of attorney. 5. Service requester – other _____ 6. Recipient of service
10	Type of executor of transaction – different	100	If 5 was selected above, - "other", describe the executor of the transaction in this field.
11	Name of executor of transaction	100	For an individual – Name and after it, surname For a corporation – Name of the corporation in Hebrew or Latin letters (paragraph (3) 7 (ס) of the directive).
12	Identity number of executor of transaction	15	e.g.: - I.D./passport/company code/registration number of corporation (paragraph (3) 7 (ז) of the directive).
13	Country issuing id. doc or country of corporation	5	According to country codes of the Bank of Israel

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Report No.	Field Name	Length	Notes
14	Address 1	100	As listed in the identifying document or a different address which the customer provided. A foreign resident must fill in his permanent address outside Israel (paragraph (3) 7 (א) of the directive)
15	Address 2	100	As listed in the identifying document or a different address which the customer provided. A foreign resident staying in Israel must fill in his address for the period of his stay in Israel. (paragraph (3) 7(( א of the directive.
16	Date of birth / date of corporation	8	Format of date: YYYYMMDD (3) 7 (ב) of the directive)
17	Status of executor of the transaction	2	Code for service requester/recipient: 1. Individual who is an Israeli resident 2. Individual who is a foreign resident 3. Corporation registered in Israel. 4. Corporation registered in a foreign country 5. Other _____
18	Status of executor of the transaction - other	100	If 5 was selected in the previous field - "other", describe executor of the transaction's type of status in this field.
19	Sex	2	Code (paragraph (3) 7 (ג) of the directive): 1. Male 2. Female 3. Corporation 4. Other _____
20	Sex - other	100	If 4 was selected in the previous field - "other", in this field, explain what is "other"
21	Country code -tel. 1	3	If separate in reporter's database
22	City code - telephone 1	4	If separate in reporter's database
23	Telephone no. 1	15	
24	Country code - tel. 2	3	If separate in reporter's database
25	City code - telephone 2	4	If separate in reporter's database
26	Telephone 2	15	
27	Country code - facsimile	3	If separate in reporter's database
28	City code - facsimile	4	If separate in reporter's database
29	Facsimile	15	If not identified, list as telephone 2
30	Country code - mobile	3	If separate in reporter's database
31	Code - mobile	4	If separate in reporter's database
32	Mobile	15	

Telephone details according to paragraph (3) 7 (ד) of the directive.

In fields 8 - 31 above detail details of executor of transaction, i.e. details of service requester or service recipient.

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**1.3.4 File of Financial Assets**

Details of financial assets or details of cleared financial asset, as they appear on a check, exchangeable bill or promissory note - **in accordance with paragraph (2) 7 of the directive.**

A photocopy of both sides of the documents from which details are brought in the report must be attached to the report - paragraph (2) 7 (7)(7) of the directive.

Report No.	Field Name	Length	Notes
1	Reporter's no	15	Registration no of the reporter, which is fixed by the registrar of currency service providers (the Treasury)
2	Identity no. / corporation of the reporter	15	Identity number of the reporting body; for an individual : I.D. no.; for a corporation, no of corporation
3	Year of report	4	YYYY
4	No. of report	8	No. of report to be a single value consecutive no (which changes for each report), to be determined by the reporter, according to his judgment, and especially so that he can identify the report batch sent to the authority by this report no.
5	Type of record	2	40
6	Transaction identifier	18	A unique no., which will identify, in a unique way, the transaction at the reporter and make it possible to track all documents relating to it which are in the reporter's possession.
7	Status of financial asset	1	Description of financial asset: 1. Received (in possession of reporter) 2. Handed over / brought (to the reporter)
8	Bank no.	20	To be filled in with regards to checks or setting up of financial assets (including identification of bodies outside Israel) - according to paragraph 7 (7) + (7) of the directive.
9	Branch no.	20	As above
10	Country code	5	According to the list of codes of the Bank of Israel.
11	Name of bank or institution	40	Must be filled in with regards to checks or setting up of financial assets (including identity numbers of bodies outside of Israel) - according to paragraph 7 (7) + (7) of the directive.
12	Address of branch	100	As above
13	Account number	100	As above
14	Document number	10	Number of check, discounted bill or financial asset according to paragraph 7 (7) + (7) of the directive.

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Report No.	Field Name	Length	Notes
15	Type of financial asset	2	1. Check 2. Promissory note 3. Negotiable bill 4. Share/bond in name accompanied by transfer document 5. Bearer bond 6. I.O.U. in name accompanied by transfer document 7. I.O.U. to bearer 8. Letter of option (share certificate) 9. Monetary deposit 10. Bank transfer - in Israel 11. Bank transfer - International 12. Credit 13. Other _____
16	Type of financial asset - other	100	If 13 was selected in the previous field, - "other", describe the other financial asset in this field.
17	Name of account holder	100	<u>For a check</u> - Name of account holder, as it appears on the check. <u>For a note</u> - name of author of the note, as it appears on the note <u>For presenting financial assets</u> - name of owner of financial asset
18	Address of account holder	100	As above, but with regard to the account holder
19	Name of beneficiary	100	<u>For a check</u> - Name of the payee in whose favour check is drawn <u>For a note</u> - Name of drawee as it appears on the note <u>For presenting financial assets</u> - name of owner of the property
20	Identity number	15	<u>For a check</u> - Identity no of account holder <u>For a note</u> - Identity no. of author of the note <u>For presenting financial assets</u> - I.D. number of owner of the property
21	Telephone 1	15	<u>For a check</u> - Telephone no. of account holder <u>For a note</u> Telephone no. of author of the note
22	Telephone 2	15	<u>For a check</u> - Additional telephone no. of account holder <u>For a note</u> Additional telephone no. of author of the note

\* For each financial asset, its details must be presented as instructed above in a separate record (additional line) in this file.

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**1.3.5 File for ending a batch**

Report No.	Field Name	Length	Notes
1	Reporter's no	15	Registration no of the reporter, which is fixed by the registrar of currency service providers (the Treasury)
2	Identity no. / corporation of the reporter	15	Identity number of the reporting body; for an individual : I.D. no.; for a corporation, no of corporation
3	Year of report	4	YYYY
4	No. of report	8	Number of report to be a single value consecutive number (which changes for each report), determined by the reporter, to help identify the report batch sent to the authority by this report number.
5	Type of record	2	99
6	Month of reporting	6	Format of date : YYYYMM
7	Report counter file 10	8	If file 10 is empty, this item will contain 0
8	Report counter file 30	8	If file 30 is empty, this item will contain 0
9	Report counter file 40	8	If file 40 is empty, this item will contain 0

**General notes on report field formatting**

Do not add characters to the length of the records above defined above.

In the event that a specific field has less characters than required, it should be adjusted to the right, for example:

An amount of a transaction of NIS 199,999, will be written in the following way: 000000000199999 (according to the length of a record of 15 characters)

Country and currency fields: It is mandatory to list according to the country and currency codes of the Bank of Israel – published on the authority's website.

Do not skip fields. If a field is not known, zeroes should be recorded in numeric fields or blank characters in text fields.

An identification string will be given by the Money Laundering Prohibition Authority – As long as not defined as a string, zeroes will be automatically inserted.

In the event that in the reporter's books a transaction identifier does not exist, the reporter must create a transaction identifying number which is unique for the transaction.

All amounts must be recorded in whole NIS (New Israeli Shekels) without Agorot. If there are Agorot, the amount should be rounded off.

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**2 Form for reporting an irregular transaction**

**2.1 General**

The reporting body must append to a report of an irregular transaction all the information, which is known to him and if it is relevant to the report and according to the fields appearing in the following paragraphs, in addition to the report on a magnetic medium according to fields 1.3.1, 1.3.2, 1.3.3, 1.3.4 and 1.3.5.

- For each report on an irregular transaction, 5 files in ANSI format, same as standard report to be attached.
- The number of the report will be consecutive and change for each report and will receive the value of a report of an irregular transaction as it appears in paragraph 2.2 below.
- The code for the type of the transaction will get the value - 55.
- A new delivery number and wording in the file unit heading, like: "Report on an irregular transaction according to the law prohibiting money laundering of 2000...."
- Filling in fields 2.2 - 2.7 and sending them as a Word file

**2.2 Details of Reporter**

Type of reporting body (Currency services provider)	
Full name of reporting body:	
Date of writing of report (dd/mm/yyyy):	
No. of report:	
First name and surname of reporter	
Identity number / number of corporation:	
Address of reporter:	
Title (job) of reporter:	
Telephone and fax of reporter:	
Name and Identity no. of person verifying details:	
Identification string (identical to objective reporting)	To be only in a WORD file for the accompanying letter

**2.3 Bearer of Information**

The subject of the report is the executor of the transaction or the person or corporation on whose behalf the transaction is carried out.

First Name:	
Surname:	
Title *:	
Identity Number / Passport:	
Date of Birth:	
Sex:	
Occupation*:	

or

Name of Corporation:	
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Registration No. of Corporation:	
Date of Registration of Corporation:	
*No. for VAT: (if known)	
Country of Registration:	
*Description of Field of Business	
Country which issued identity document (default for Israeli = Israel code)	

Fields marked will be filled as best as is known and relevant to the report.

**Subject of the report :** (In order: Country/ District-area/City/Code/Street/House no/unit no. in building)

With regard to a foreign resident, also fill in his address for the period he spends in Israel.

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**2.4 Report extract**

The report extract on the nature of providing currency services for which the report is being submitted, including all circumstances.

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**2.5 Content of the Information**

The date on which the currency service provider carried out the transaction, as it is recorded by the currency service provider, the amount of the transaction in Israeli currency, types of currencies in which the transaction was carried out and the type of service provided.

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**2.6 Bodies involved in the content of the transaction/transactions**

First Name and Surname / Corporation	Identity No./Passport/Registration	Connection to Bearer of Information	Additional Notes
Type of Address	Name of Owner of Address	State / Area - District	Place

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Street and No.	Postal Code	Post Office Box	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Note: Order of recording names; It is preferable to have first names first and afterwards surnames, or the official name of the corporation.

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**2.7 Details of the Contents of the Report**

(photocopies of documents, graphic files, tables of movements):

e.g.: Declaration form of requester of services (the first addendum to the directive (paragraph 4)), resident's identity documents (paragraph (1) 3 to the directive), identity documents for foreign residents (paragraph (2) 3 to the directive), copy of power of attorney or article of trust, copies of foreign documents connected to providing currency services, photocopy (on both sides) of a check etc. for example:

1 Magnetic carrier containing the report	16
2 Photocopy of declaration form requesting service	17
3 Photocopy of documentation document for providing currency services	18
4 Photocopy identification documents <b>xx</b> pages ( <b>xx</b> - record the number of photocopied pages)	19
5	20
6	21
7	22
8	23
9	24
10	25
11	26
12	27
13	28
14	29
15	30

Date and time: \_\_\_\_\_

Name and Surname (Reporter) : \_\_\_\_\_ Reporter's Job: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

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**2.8 For Use of the Authority Only**

Identity or first name and surname of recorder of information:
Number of information:
Classification:
Date of recording of information:
Type of information:
Field of information:
Evaluation of recorder of information:
Classification of credibility of information
Comments/ reaction of investigator to source:
Way in which information is handed over:

Date: \_\_\_\_\_ Name and Surname: \_\_\_\_\_

Signature: \_\_\_\_\_