



Australian Government
AUSTRAC

FIGHTING
FINANCIAL
CRIME
TOGETHER

SUSPICIOUS MATTER REPORTING: CHECKLIST

- Have you noticed something suspicious or a suspicious activity?
- Have you conducted enhanced customer due diligence checks to determine if you have reasonable grounds for your suspicion?
- Have you included all the reasons for your suspicion, including potential indicators (or red flags), in a clear and readable format?
- Have you written your grounds for suspicion in plain English, using subheadings where appropriate?
- Have you answered the six essential key elements in your grounds for suspicion? The **who, what, where, when, why** and **how**?
- Have you referred to crime types and keywords to help you best describe the suspicious activity?
- Have you included all the relevant know your customer (KYC) and transactional information about the people connected to the suspicious activity in the **appropriate fields and sections**?
- Submit your SMR within the required timeframes i.e. within **24 hours** if your suspicion is related to terrorism financing and **3 business days** for money laundering and other offences.

