



Instructions for completing 'Report of received cash payments over \$10.000 or equivalent'

Each free zone company in the course of business receives more than \$10.000 or equivalent in cash in one transaction or related transactions, must report this to FZA NV to comply with the Aruba Free Zone Operations Manual, Chapter 3 "Banking and financial requirements", point 2.1, by means of the form 'Report of received cash payments over \$10.000 or equivalent'.

What is a related transaction?

Any transaction conducted between a payer (or its agent) in 24-hours period are related transactions. Transactions are also considered related even if they occur over a period of more than 24 hours if the recipient knows, or has reason to know, that each transaction in one of a series of transactions.

When to report?

The cash transaction must be reported by means of the form 'Report of received cash payments over \$10.000 or equivalent' to FZA NV by the 14th day after the date the cash was received. If that day falls on a Saturday, Sunday or legal holiday, the form must be submitted on the next business day.

If the free zone company receives more than one cash payment for a single transaction or for related transactions, it must report the multiple payments any time it receives a total amount that exceeds \$10.000 within any 12-month period. Submit the report to FZA NV within 14 days of the day the company receives the payment that causes the total to exceed \$10.000.

Specific instructions

All parts must be completed. Although most of the requested data is self-explanatory, the following items are further elaborated on:

Item 6: For example: courier, boat captain, business owner, business representative, etc.

Item 7: Use a primary form of identification, such as valid drivers' license, passport or identity card with photograph.

Item 10: Enter the date the cash was received by the free zone company. If the cash was received in more than one payment, enter the date the payment was received that caused the combined amount to exceed \$10.000 (see related transactions, above) and check the 'yes' box for multiple payments.





Report of Received Cash Payments over \$10,000 or Equivalent

Free zone company: _____

Part I: Identity of individual from whom the cash was received

	Individual 1	Individual 2
1. Last name:		
2. First name:		
3. Address:		
4. Date of birth (m/d/y):		
5. Occupation, profession or business:		
6. Document used to verify identity:		
6.1 Issued by:		
6.2 Number:		
6.3 Date:		
6.4 Copy on file:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If more than two individuals are involved, please complete the information on additional forms for the other individuals.

Part II: Person/Business on whose behalf this transaction was conducted

7. Individual's full name or name of business:	
8. Address:	

Part III: Description of transaction and method of payment

9. Date cash received (m/d/y):	
10. Multiple payments ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Total cash received (in U.S. dollar equivalent):	\$
12. If not U.S. dollars, please state the currency:	

I declare that to the best of my knowledge the information I have furnished above is true, correct and complete.

Date: _____

Signature of authorized employee

