

Suspicious Transaction Reports

Quick Guide To Submitting STRs Online

From 7th September 2020, Reporting Entities/Money Laundering Reporting Officers (MLROs) are required to submit all STRs to Revenue, using Revenue's Online Service (ROS) **only**. Revenue will no longer accept hard copy (paper) STRs from that date onwards.

Reporting Entities/MLROs will continue to submit Suspicious Transaction Reports to both Revenue and the Financial Intelligence Unit (FIU), as dual reporting will remain a requirement.

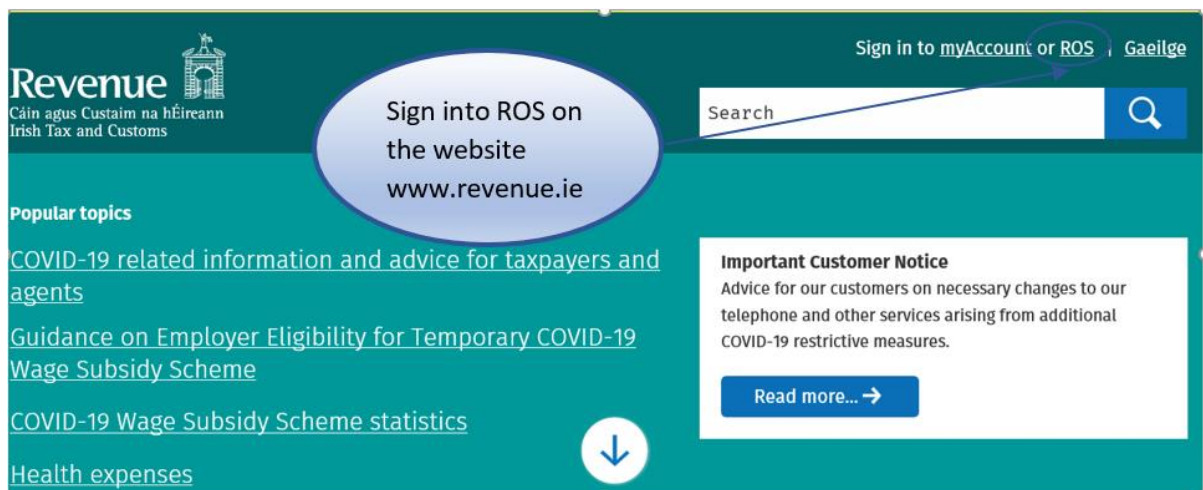
Quick Steps to Submit STRs On-Line

STEP 1: REGISTER FOR ROS

Reporting Entities must firstly be registered for ROS and have a digital certificate to submit STRs online. If you are not registered for ROS, please go to www.revenue.ie and [Register for ROS](#).

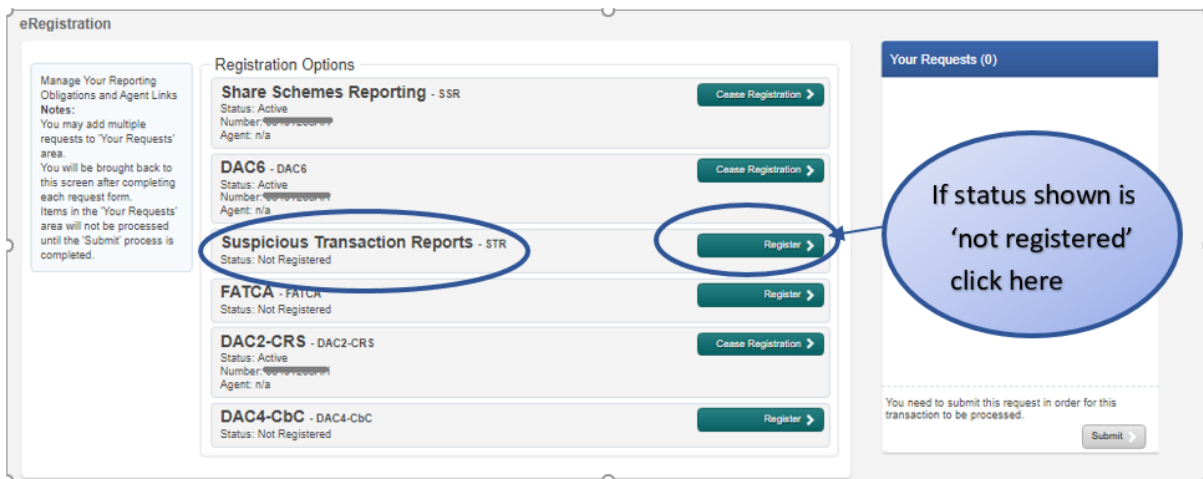
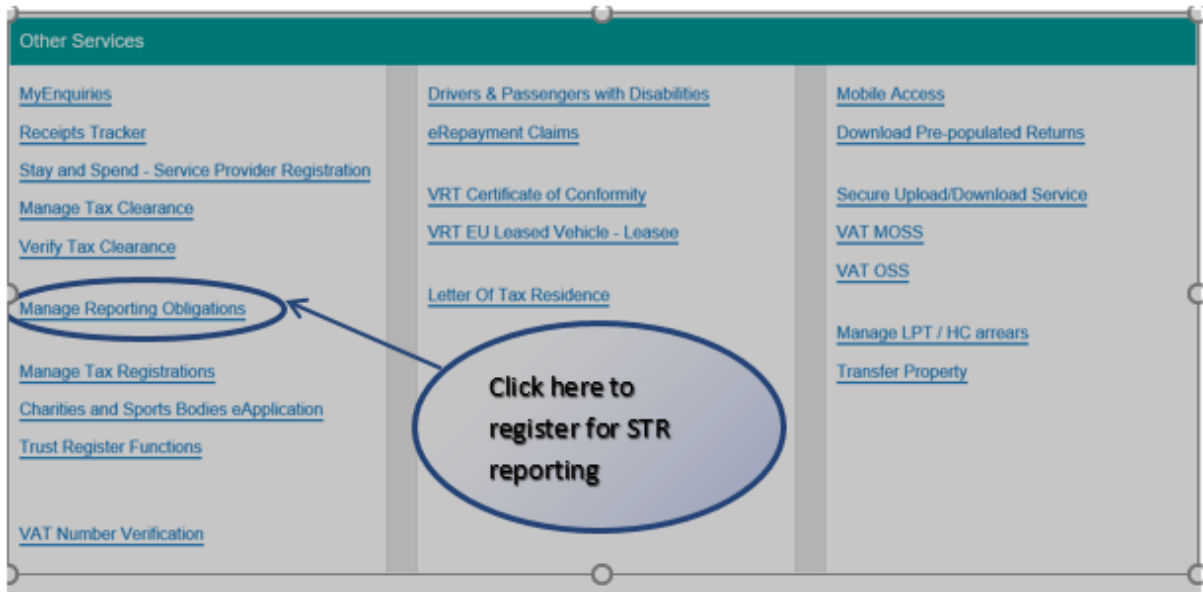
STEP 2: REGISTER FOR STR REPORTING

Once registered for ROS, login with your ROS Administrator certificate.

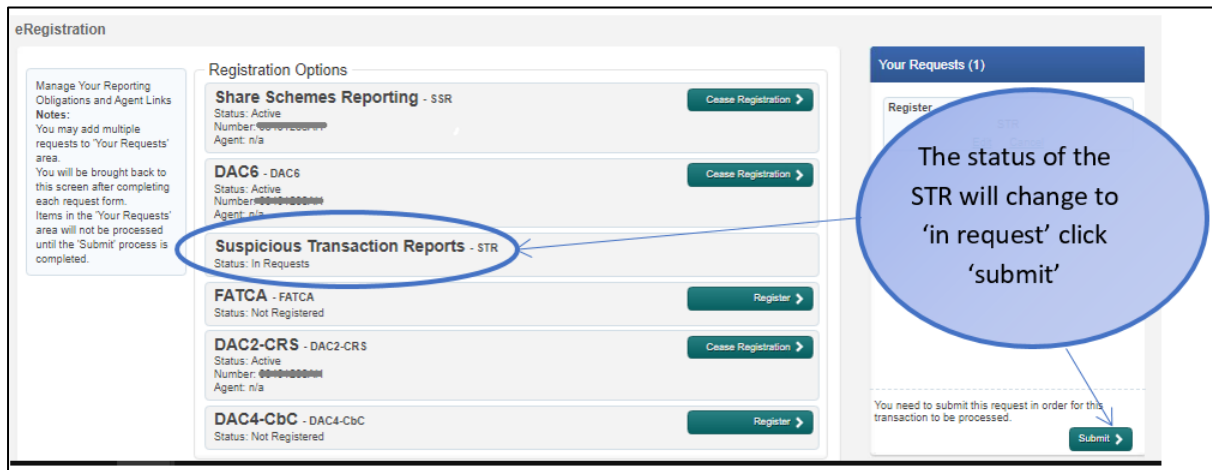


The screenshot shows the Revenue website homepage. The Revenue logo is in the top left corner. In the top right corner, there is a link for "Sign in to myAccount or ROS" and a "Gaeilge" link. A search bar is located in the top right. A blue oval callout points to the "Sign in to myAccount or ROS" link with the text "Sign into ROS on the website www.revenue.ie". Below the search bar, there is a "Popular topics" section with links to "COVID-19 related information and advice for taxpayers and agents", "Guidance on Employer Eligibility for Temporary COVID-19 Wage Subsidy Scheme", "COVID-19 Wage Subsidy Scheme statistics", and "Health expenses". To the right of the popular topics, there is an "Important Customer Notice" box with a "Read more..." button. A blue arrow icon is located at the bottom center of the page.

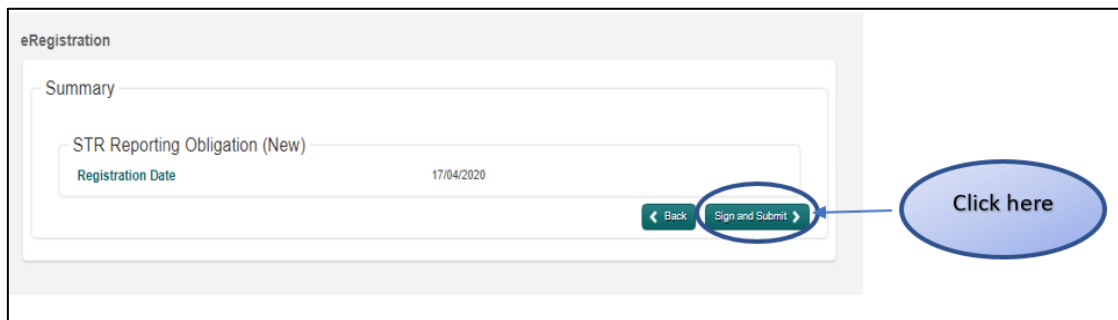
Complete the eRegistration process for STR on the 'My Services' page by clicking '**Manage Reporting Obligations**'.




The FIU Organisation ID (ORG ID No.), is available on GoAML. Log onto GoAML and click on **'My GOAML'** tab, and select either **'My User Details'** or **'My Org Details'**. The FIU number is the 'ORG ID' number and is a unique number assigned to each reporting entity.



The registration process involves a 'Sign & Submit' Process. Once complete it may take two to three days to reflect in ROS.




Return

Information  If your transaction is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back.

Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.

Sign & Submit

Certificate: INT202_61281770 

Enter Password:

0%

Enter password and click here. It may take 2-3 days to reflect in ROS

ROS Acknowledgement

You have just transmitted an Online Registration Return which has been received by ROS.

You can access a copy of this transaction through your ROS inbox by clicking on the Revenue Record tab above. A Receipt will be sent to your ROS inbox as soon as this transaction has been processed by Revenue. To file another Return click on the My Services tab.

Please use the Notice Number below in any future correspondence or inquiry relating to this transaction.

Notice Number: **5790398970J**

eRegistration summary:

Action	Status	Comments
Register STR	Success	

To return to My Services page click the OK button

You will find a copy of the registration confirmation on the 'Revenue Record' tab.

Notice No. ↓	Customer Name ↓	Regn./Trader No./Doc ID ↓	Tax Type/Duty/Rep. Oblig. ↓	Document Type ↓	Period Begin ↓	Issued Date ↓
5790398970J	TEST COMPANY - 1	3388963QH		Reporting Entity Registr	N/A	12/12/2019

You are now registered to submit STRs online to Revenue.

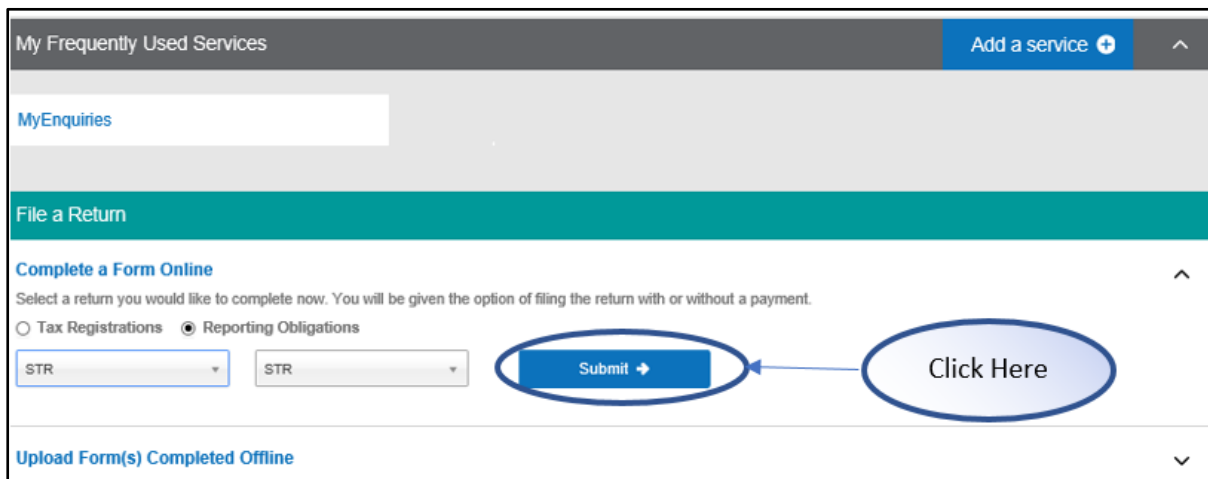
STEP 3: CREATE A NEW CERTIFICATE FOR MLROs

A separate ROS [sub-user certificate](#) must be created for the MLRO(s) within your organisation. Instructions on how to create a new sub-user certificate are provided [here](#). Once the MLRO sub-user certificate has been created, the 'File' permission should be granted to the MLRO sub-user certificate for the STR reporting obligation. Once

completed, the MLRO will have access to STRs submitted in your ROS inbox. Where the ROS administrator is also the MLRO, please ensure that the ROS Administrator requests a sub user certificate for STR reporting. **The ROS Administrator, using the main cert will not be able to view or submit STRs, this permission is restricted to the MLRO or an Administrator who is also the MLRO, with a sub certificate for STR reporting obligations.**

STEP 4: SUBMITTING AN STR ONLINE

Once registered for STR reporting obligation, the MLRO using the sub user cert will be able to file an STR Online as follows: On the **'My Services'** screen in ROS, select the **'Complete a Form Online'** option.



- You will be redirected to the STR application, which gives you 2 options to submit STR Returns:
 - **XML upload** – allows you to upload one or many STR returns in XML format, the STR XML file must be compliant with GoAML format/schema. If there are more

than one STR files in the submission, these should be uploaded as a ZIP file. Please note that the 'Reporting Entity Reference' field, although optional in the GoAML schema, is a mandatory field for Revenue, so please ensure that this field is completed in GoAML. Where you forget to complete this field, the XML can be amended later using any text editor/XML editor like notepad++ to add the element <entity_reference> with a suitable value (see Figure 1 below)..

Failure to add this field to the XML file will result in the XML file being rejected by ROS as incomplete.

Figure 1: Example of How to Amend XML File to include Entity Reference

```
• <?xml version="1.0" encoding="utf-8"?>
<report>
  <reentity_id>63</reentity_id>
  <reentity_branch>Non-Branch</reentity_branch>
  <submission_code>E</submission_code>
  <report_code>STR</report_code>
  <entity_reference>1633843</entity_reference> { add this line with your unique Entity Ref}
  <submission_date>2021-02-18T12:23:40</submission_date>
  <currency_code_local>EUR</currency_code_local>
  <location>
```

- **Web Report** – allows you to submit the details of the suspicious activity through an online form (containing fields that correspond to the STR GoAML format).

Hello TEST COMPANY - 1 Gaeilge [Sign out](#)

Revenue Cáin agus Custaim na hÉireann
Irish Tax and Customs | **STR Return**

STR Online Return Facility

From Sept 2020, all Suspicious Transaction Reports (STRs) must be submitted online to Revenue. The requirement to report suspicious transactions is contained in section 42 of the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended. Dual reporting remains a requirement and all reporting entities must continue to submit STRs, to both An Garda Síochána's Financial Intelligence Unit (FIU) and Revenue.

Please select the format for this submission.

Web Reports
 XML Upload

Back Save Clear Next

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Irish Tax and Customs

Uploading XML Reports:

When **'XML Upload'** is clicked, you can upload a zip file containing XML files or a single XML file, this includes copies of STR files which have been submitted previously to the FIU GoAML system.

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Revenue Cáin agus Custaim na hÉireann
Irish Tax and Customs | **STR Return**

STR Online Return Facility

Upload a single STR report as XML file or multiple STR reports within a ZIP file.
All STRs uploaded must conform to the goAML Schema.

* Denotes Required Field

* **Upload report:** Add File

Back Save Clear Submit

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Irish Tax and Customs

- On clicking **'Save'** button, the form will be partially saved so that the user can later retrieve and continue working on the form at a later stage.
- The files should have the extension .zip or .xml. Otherwise, an error message appears. If the schema of the files is not valid, then you will receive an error message.
- If a single XML file is uploaded (not for zip files), a **'Upload Attachments'** section will be enabled, and you can upload attachments.

* Denotes Required Field

* Upload report: STR.xml Remove File

Upload Attachment Add Attachment

Back Save Clear Submit

- On clicking **'Submit'**, you will be redirected to ROS Sign & Submit page.

Sign & Submit

Certificate INT202_61281770 Help

Enter Password|

Sign & Submit Back

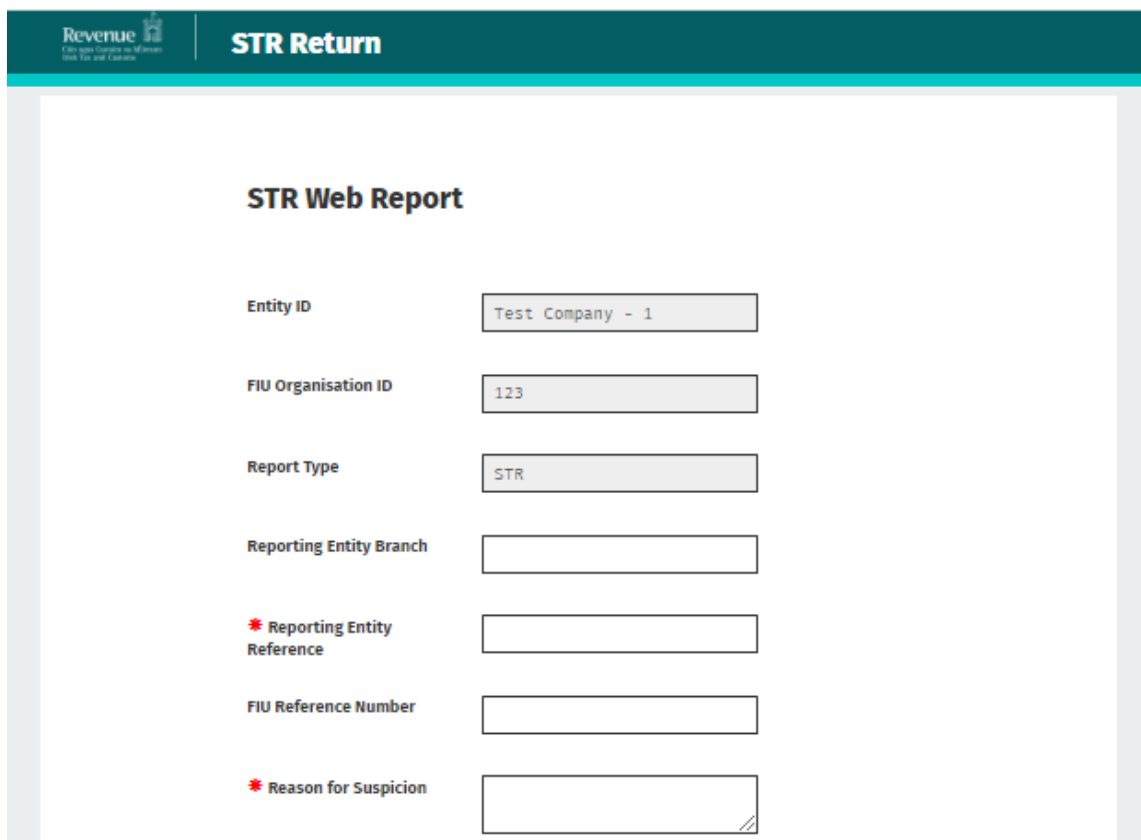
0%

Enter the password and click 'Sign and Submit', you will be redirected to the Acknowledgement Page.

Once the Sign & Submit has successfully completed, the user will be redirected to the Acknowledgement Page. The user can click on **'Go to ROS'** button to be redirected to the **'MyServices'** screen.

Web Reports:

- On selecting **'Web Reports'**, you will have the option to fill the form.
- If you have a previous partially saved submission, you will see a pre-populated form, otherwise all fields are left blank for user input.



The screenshot shows the 'STR Return' page in the Revenue system. The page has a dark teal header with the Revenue logo and the text 'STR Return'. Below the header, the main content area is titled 'STR Web Report'. It contains a form with the following fields:

Entity ID	Test Company - 1
FIU Organisation ID	123
Report Type	STR
Reporting Entity Branch	
* Reporting Entity Reference	
FIU Reference Number	
* Reason for Suspicion	

* Reason for Suspicion

Action Taken

First Name

Last Name

Indicators

- CBI - CBI Use Only
- PEP - Politically Expos
- SLM - Sanctions List Ma

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- On clicking **'Save'** button, the form will be partially saved, so that user can later retrieve it and continue working on the form at a later stage.
- On clicking **'Next'** you can proceed to the next section of the online form.
- There is also a provision to attach files such as copy of bank statements, customer identification documents etc in the final section of the web form.
- In the last section of the Web reports, on click of **'Submit'** button, you will be presented with a ROS Sign and Submit.

Sign & Submit

Certificate

Enter Password

0%

Enter the password and click 'Sign and Submit', you will be redirected to the Acknowledgement Page.

Once the Sign & Submit has successfully completed, the user will be redirected to the Acknowledgement Page. The user can click on 'Go to ROS' button to be redirected to the 'MyServices' screen.

Hello TEST COMPANY - 1 Gaeilge [Sign out](#)

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Irish Tax and Customs | **STR Online Return**

Thank you.
Your STR Online Return has been submitted.

Please check your ROS Revenue Record shortly for confirmation. See Notice No.: 4689046494.

[Go to ROS →](#)

[Revenue Home](#) • [Security](#) • [Privacy](#) • [Accessibility](#) • [Disclaimer](#) •
Language [Gaeilge](#)

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Irish Tax and Customs | **STR Return**

✓ **Received by Revenue**

Your Online STR return with Entity Reference 168820 was received by Revenue and will be processed by Revenue's STR Unit. Please contact the STR Unit on Suspicious_Transactions_Unit@revenue.ie for further queries regarding this submission.

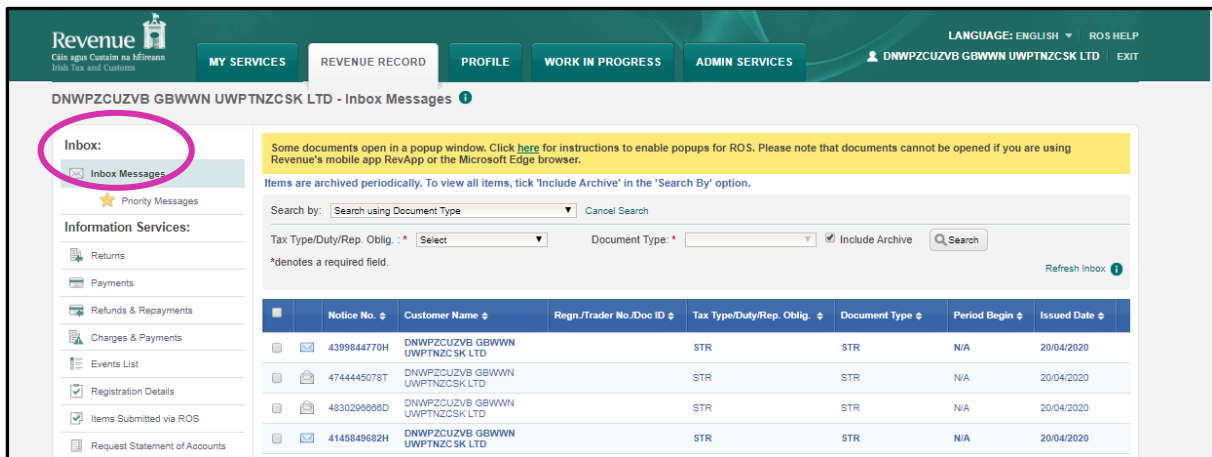
Please find a copy of your STR return in XML format [here](#)

[Close](#)

Click here to download the xml file, which can be uploaded to **GoAML**

ROS Revenue Record (Status Message Viewer)

On the ROS Home page, the user can click on the Revenue Record tab, where they can check their ROS Inbox mail acknowledgement.



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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

LANGUAGE: ENGLISH ROS HELP
DNWPZCUZVB GBWWN UWPTNZCSK LTD EXIT

DNWPZCUZVB GBWWN UWPTNZCSK LTD - Inbox Messages

Inbox:

Inbox Messages

Priority Messages

Information Services:

- Returns
- Payments
- Refunds & Repayments
- Charges & Payments
- Events List
- Registration Details
- Items Submitted via ROS
- Request Statement of Accounts

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Search using Document Type Cancel Search

Tax Type/Duty/Rep. Oblig. * Select Document Type * Include Archive Search

*denotes a required field. Refresh Inbox

	Notice No. ↕	Customer Name ↕	Regn./Trader No./Doc ID ↕	Tax Type/Duty/Rep. Oblig. ↕	Document Type ↕	Period Begin ↕	Issued Date ↕
<input type="checkbox"/>	4399844770H	DNWPZCUZVB GBWWN UWPTNZCSK LTD		STR	STR	N/A	20/04/2020
<input type="checkbox"/>	4744445078T	DNWPZCUZVB GBWWN UWPTNZCSK LTD		STR	STR	N/A	20/04/2020
<input type="checkbox"/>	4830290900D	DNWPZCUZVB GBWWN UWPTNZCSK LTD		STR	STR	N/A	20/04/2020
<input type="checkbox"/>	4145849692H	DNWPZCUZVB GBWWN UWPTNZCSK LTD		STR	STR	N/A	20/04/2020

It is important to emphasise that the requirement for dual reporting to Revenue and to the Financial Intelligence Unit (FIU) remains.

CONTACTS

If you have any queries in relation to submission of STRs, please email:

[Suspicious Transactions Unit@revenue.ie](mailto:Suspicious_Transactions_Unit@revenue.ie) (Suspicious_Transactions_Unit@revenue.ie).