



Financial and Consumer Services Commission
Financial Institutions Division

200-225 King Street
Fredericton, NB
E3B 1E1
Telephone: (506) 453-2315

Commission des services financiers et des services aux
consommateurs

Division des institutions financières
200-225, rue King
Fredericton (N.-B.)
E3B 1E1
Téléphone : (506) 453-2315

Instructions

Monthly Report

1. This Report can be used by New Brunswick Credit Unions/Caisses Populaires, Insurance Companies, and Trust Companies to meet their obligations to file information under section 83.11 of the *Criminal Code*, section 7 of the *Regulations Implementing the United Nations Resolutions on the Suppression of Terrorism*, and section 5.1 of the *United Nations Al-Qaida and Taliban Regulations*.
2. This Report must be filed no later than the fifteenth (15th) day of each calendar month. If such day falls on a Saturday, Sunday or statutory holiday, the Report is due on the next business day. Members of Brunswick Credit Union Stabilization Board Limited are to report to 421 Charles Lutz Road, Moncton, NB, E1G 2T5 or by fax at (506) 853-7280. Members of the Office de Stabilisation de la Fédération des Caisses Populaires Acadiennes Limitée are to report to the Vice President and Chief of Operations, P.O. Box. 5554, Caraquet, NB, E1W 1B7 or by fax at (506)726-4001. Stabilization authorities are to maintain these forms on file in their offices, verifiable in eventual inspections by the Office of the Superintendent. Insurance companies are to report to the Superintendent of Insurance, Financial and Consumer Services Commission, P.O. Box 6000, Fredericton, NB, E3B 5H1, by fax at (506)453-7435 or by e-mail at INFO@FCNB.CA. Trust Companies are to report to the Superintendent of Trust Companies, Financial and Consumer Services Commission, P.O. Box 6000, Fredericton, NB, E3B 5H1 or by fax at (506)453-7474, or by e-mail at INFO@FCNB.CA.
3. Provincial financial institutions must include information from branches located outside Canada. This should be included in the “Foreign Branch(es) or subsidiary(ies) of Provincially Regulated Financial Institution” column in the table.
4. The term “Designated Person” includes listed entities under the *Criminal Code*, listed persons under the *Regulations Implementing the United Nations Resolutions on the Suppression of Terrorism* and those persons or entities covered by the *United Nations Al-Qaida and Taliban Regulations*.
5. This is an aggregate Report of dealings that Provincially Regulated Financial Institutions (PRFI’s) have with a Designated Person or Persons. Do not append personal information or account or policy information. Such information must be directed to the Royal Canadian Mounted Police, the Canadian Security Intelligence Service, and if applicable, the Financial Transactions and Reports Analysis Centre of Canada, and, in respect of any foreign operations, foreign law enforcement officials.
6. All amounts must be stated in Canadian dollars. **NOTE: If the original amount of the property frozen is denominated in a currency other than Canadian dollars, then the Canadian dollar**



equivalent should be reported using the same rate of exchange that was in effect on the date that the property was originally frozen and reported to law enforcement.

7. **It is an offence under the *Criminal Code*, the *Regulations Implementing the United Nations Resolutions on the Suppression of Terrorism*, and the *United Nations Al-Qaida and Taliban Regulations*, to deal in terrorist property. This includes the debiting of service charges and the crediting of interest, and/or, if the frozen property is a securities portfolio, the crediting of interest, dividends or other entitlements and the charging of custody fees, transaction fees or any other debits or credits to the account.**
8. The Report is a consolidated Report. You must include information reported by your subsidiaries and categorize the information as shown in the table.
9. The Report is cumulative. Information reported in the previous month must continue to be reported on the Department of Justice and Consumer Affairs, Justice Services Division, Monthly Report for the current month unless the person in whose name the property is identified is no longer subject to the reporting requirements under section 83.11 of the *Criminal Code*, section 7 of the *Regulations Implementing the United Nations Resolutions on the Suppression of Terrorism*, and section 5.1 of the *United Nations Al-Qaida and Taliban Regulations*. **The long form report is only to be used where the assets have been frozen AND reported to the RCMP. As noted, in #10 below, in all other situations, the simplified report (short form) should be used.**
10. **If there are no assets frozen, you may use the simplified reporting form to confirm this. This includes situations where you may be seeking clarification from the authorities about whether an account holder is in fact a Designated Person; in other words, you may make the simplified filing where you have not made a determination that you are dealing with a Designated Person. There is no need to report numbers of accounts where you are still seeking clarification from the authorities.**
11. This form is for use by PRFI's only.
12. PRFI's that have provincially regulated subsidiaries may file a joint Report for any or all such entities, PROVIDED that the names of all the filing entities are listed in the space provided or in an appendix to the Report. If the PRFI subsidiaries have other subsidiaries, information on their holdings of frozen assets must be included.
13. All amounts and numbers provided must be entered in the table. Appendices that refer to additional information are not acceptable unless they provide clarifying information relating to data in the table.
14. The "Reporting Month" is the month on which the report was based (e.g. for the report due on December 15th, the reporting month would be November).