## OBJECTIVE

To guide GEB processes when cash transactions are carried out, in order to comply with the specifications required for reporting the minimum information required for these types of transactions to the UIAF.

## GUIDELINES

1. **GENERAL CONSIDERATIONS**

Institutions must report individual cash transactions equal to or greater than ten million pesos (COP 10,000,000) if in legal tender or five thousand United States dollars (USD 5,000) or its equivalent in other currencies every month, according to the exchange rate to United States dollars on the day the transaction is made, in accordance with the TCRM certification issued by the Financial Superintendence of Colombia.

Moreover, they must report individual cash transactions made for amounts lower than those mentioned above that are made in one or several offices during one (1) calendar month, by or in benefit of the same person and which, put together, equal or exceed fifty million pesos (COP 50,000,000) if in legal currency or fifty thousand United States dollars (USD 50,000) or its equivalent in other currencies, according to the exchange rate to United States dollars on the day the transaction is made, in accordance with the TCRM certification issued by the Financial Superintendence of Colombia.

If no transaction was made during the reporting period, a file with zero (0) as detail records must be sent.

The Financial Vice President's Office must send the information to the Corporate Compliance Department is the format established in these instructions, for the Compliance Department to send the report through the SIREL user to the UIAF.

Before sending the information each institution must verify it is completely adjusted to the specifications required in the respective technical document designed by the UIAF.

To report information, the institutions must consult the technical document provided on the website: [www.superfinanciera.gov.co](http://www.superfinanciera.gov.co) in the section on Regulations/Report Index/Guides for reporting information/Technical Documents, file “Cash Transactions - SIPLA.”

For help to correctly complete the requested information, you may download the following on the UIAF’s website [www.uiaf.gov.co](http://www.uiaf.gov.co): DANE code for departments and municipalities, Instructions to correctly complete the directions and Example file, which works as a guide to design and develop the required flat file.

1. **HEADING**

**Institution:** I.D. of the reporting institution Indicating the sector (03), Type and Code of the institution assigned by the SFC.

**Cut-off date:**  Cut-off date under the format YYYY-MM-DD, corresponding to the last day of the reported month.

1. **BODY OF THE FORM**

**Column 1 - Date of the transaction**: The date on which the transaction was made is recorded under the format YYYY-MM-DD.

**Column 2 - Amount of the transaction**: The amount of the transaction is recorded in pesos, without decimals. In the event it was made in a foreign currency, it must be converted to pesos with the TCRM in effect for the day the transaction was made, certified by the SFC.

**Column 3 - Type of currency**: The currency in which the transaction was made is recorded, according to the following codes: 1 = legal tender, 2 = foreign currency.

**Column 4 - Code of the office**: The code assigned by the institution to the office or branch where the transaction was made is recorded.

**Column 5 - Type of product**: The code of the product through which the transaction was made is completed.

**Column 6 - Type of transaction**: The code of the type of transaction is completed as follows: 1 = Debit (if the investor receives money) and 2 = Credit (if the investor gives money)

**Column 7 - Account number**: The number that identifies the account or product is recorded, not including hyphens, blank spaces or any other separators. If there is none, write 1.

**Column 8 - Type of identification**: The type of document or I.D. data of the holder must be recorded. The codes to be used are: 1 = Citizen’s I.D., 2 = Foreigner’s I.D., 3 = TIN, 4 = Minor’s I.D., 5 = Passport, 6 = Foreign Company without a TIN in Colombia and 8 = NUIP.

**Column 9 - I.D. number**: The I.D. number of the holder must be indicated.

**Column 10 - Municipality code**: The code of the municipality in which the transaction was made must be indicated, according to the codes of the National Administrative Department of Statistics (DANE).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INFORMATION ON CASH TRANSACTIONS - SIPLA** | | | | | | | | | |
| **PART III - TITLE I – CHAPTER VII** | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **INSTITUTION:** | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  |  |  | **CUT-OFF DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
|  | **SECTOR** | **TYPE** | **CODE** |  |  |  |  | **YYYY-MM-DD** | |
|  |  |  | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Date | Amount of the Transaction | Currency | Office Code | Type of Product | Type of Transaction | Account Number | Type of I.D. | I.D. Number | Municipality Code |
|  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 15 |  |

## DEFINITIONS AND ACRONYMS

The definitions and acronyms of the document **CUM-MAN-001, Manual for the Prevention and Control of Money Laundering, Terrorist Financing and Financing the Proliferation of Weapons of Mass Destruction are applied**.

## DOCUMENTARY CONTROL

|  |  |  |  |
| --- | --- | --- | --- |
| Version No. | Version date | Certificate of approval of documentation | Reason for update |
| 1 |  | Not Applicable | This guide is created to guide GEB processes when cash transactions are carried out, in order to comply with the specifications required for reporting the minimum information required for these types of transactions to the UIAF. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Position | Area |
| **Prepared by:** | Catalina Casas Arévalo | Compliance Adviser | Compliance Department |
| **Reviewed by:** | Luis Rodolfo Hernandez | Detection and Response Manager | Compliance Department |
| **Approved by:** | Luz Elena Díaz | Compliance Officer | Compliance Department |