



## MINISTRY OF FINANCE OF UKRAINE

### ORDER

January 29, 2016

Kyiv

No. 24

Registered with the Ministry of Justice of Ukraine on February 16, 2016  
under No. 241/28371

#### **On Approving the Forms for Accounting and Submittal of the Information related to Financial Monitoring and Instructions on Their Completion**

Pursuant to Articles 6, 10, 12, 17, and 18 of the Law of Ukraine “On Preventing and Countering Legalization (Laundering) of Proceeds of Crime, Financing of Terrorism and Financing of Proliferation of Weapons of Mass Destruction”, Provision on the Ministry of Finance of Ukraine approved by the Cabinet of Ministers of Ukraine Resolution of August 20, 2014, No. 375, Provision on the State Financial Monitoring Service of Ukraine approved by the Cabinet of Ministers of Ukraine of July 29, 2015, No. 537, I hereby ORDER:

1. Approve the attached forms of accounting and submittal of information related to financial monitoring provided by the primary financial monitoring subjects (except for banks/foreign bank branches) and their separated divisions:

No. 1-FM “Primary Financial Monitoring Subject Accounting Form”;

No. 1-FM “Register of Financial Transactions Subject to Financial Monitoring”;

No. 4-FM “Report on Financial Transactions Subject to Financial Monitoring”.

2. Approve the attached Instruction on Filling the Forms for Accounting and Submittal of Information related to Financial Monitoring.

3. Approve the attached forms for reporting on the results of processing the information submitted by the primary financial monitoring subject:

No. 3-FM “Report on the Results of Processing the Primary Financial Monitoring Subject's Accounting Form”;

No. 5-FM “Report on Registration of a Financial Transaction or Refusal of Registration by the State Financial Monitoring Service of Ukraine”.

4. Approve the attached Form No. 6-FM “Request on Provision of Additional Information on Financial Monitoring”.

5. Establish that Form No. 4-FM “Report on Financial Transactions Subject to Financial Monitoring” shall not be submitted by designated primary financial monitoring subjects (except business entities involved in lotteries and gambling,

including casinos, electronic (virtual) casinos) and primary financial monitoring subjects that pursue their activities in person, without establishing a legal entity.

6. Establish that accounting and information submittal forms related to financial monitoring shall be used by the primary financial monitoring subjects and their separated divisions that are not banks/foreign bank branches in the following cases:

Form No. 1-FM “Primary Financial Monitoring Subject Accounting Form” and Form No. 4-FM “Report on Financial Transactions Subject to Financial Monitoring” – for submittal of information to the State Financial Monitoring Service of Ukraine on paper and in other legally established cases;

Form No. 2-FM “Register of Financial Transactions Subject to Financial Monitoring”:

for registration of financial transactions subject to financial monitoring if the register is maintained on paper;

for printout of the register of financial transactions subject to financial monitoring if the register is maintained in the electronic form;

for submittal of information to the State Financial Monitoring Service of Ukraine on paper.

7. Establish that the State Financial Monitoring Service of Ukraine shall use the forms for reporting on the results of processing the information submitted by the primary financial monitoring subject in the following cases:

Form No. 3-FM “Report on the Results of Processing the Primary Financial Monitoring Subject's Accounting Form”, formNo. 5-FM “Report on Registration of a Financial Transaction or Refusal of Registration by the State Financial Monitoring Service of Ukraine” – for providing reports by the State Financial Monitoring Service of Ukraine on the results of processing information received from the primary financial monitoring subjects.

8. Establish that Form No. 6-FM “Request on Provision of Additional Information on Financial Monitoring” shall be used by the State Financial Monitoring Service of Ukraine for sending requests on provision of additional information to the primary financial monitoring subject's address pursuant to the requirements of the Law of Ukraine “On Preventing and Countering Legalization (Laundering) of Proceeds of Crime, Financing of Terrorism and Financing of Proliferation of Weapons of Mass Destruction”.

9. Establish that when submitting information by the primary financial monitoring subjects electronically, such subjects shall ensure submittal of information in accordance with the composition of file details and structure approved by the Ministry of Finance of Ukraine.

10. Declare null and void the Ministry of Finance of Ukraine Order of April 26, 2013, No. 496 “On Approving the Forms for Accounting and Submittal of the Information related to Financial Monitoring and Instructions on Their Completion”

registered with the Ministry of Justice of Ukraine on May 24, 2013 under No. 805/23337.

11. The Department of Tax, Customs Policy, and Accounting Methodology of the Ministry of Finance of Ukraine (Romanyuk Yu.P.) together with the Department for Coordination of the Financial Monitoring System of the State Financial Monitoring Service of Ukraine (Hayevskiy I.M.) shall duly ensure submittal of this Order for state registration to the Ministry of Justice of Ukraine.

12. This order shall become effective 30 days after its official publication.

13. Control of this order implementation shall be imposed on the Deputy Minister of Finance of Ukraine, Makeyeva O.L., and the First Deputy Head of the State Financial Monitoring Service of Ukraine, Kovalchuk A.T.

**Minister**

**N. Jaresko**

APPROVED  
Ministry of Finance of  
Ukraine Order  
of January 29, 2016, No. 24

**Primary Financial Monitoring Subject**  
**ACCOUNTING FORM**  
(Form 1-FM)

**Director of the Department of  
Tax, Customs Policy, and  
Accounting Methodology**

**Yu.P. Romanyuk**

APPROVED  
Ministry of Finance of Ukraine  
Order  
of January 29, 2016, No. 24

## **REGISTER**

of Financial Transactions Subject to Financial Monitoring  
(Form No. 2-FM)

**Director of the Department of  
Tax, Customs Policy, and  
Accounting Methodology**

**Yu.P. Romanyuk**

APPROVED  
Ministry of Finance of Ukraine  
Order  
of January 29, 2016, No. 24

## **REPORT**

on Financial Transactions Subject to Financial Monitoring  
(Form No. 4-FM)

**Director of the Department of  
Tax, Customs Policy, and  
Accounting Methodology**

**Yu.P. Romanyuk**

APPROVED  
Ministry of Finance of Ukraine  
Order  
of January 29, 2016, No. 24  
Registered with the Ministry of  
Justice of Ukraine on  
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under No. 241/28371

## **INSTRUCTION**

**on Filling the Forms for Accounting and Submittal of Information related to  
Financial Monitoring**

### **I. General provisions**

1. For submittal of information by the primary financial monitoring subjects to the State Financial Monitoring Service of Ukraine in accordance with the corresponding forms on paper, the completed forms shall be submitted to the State Financial Monitoring Service of Ukraine address: 24 Biloruska str., Kyiv, 04655, MSP 655 printed out or completed in pen, in clear block capitals, in black or blue ink (for the forms with handwritten completion).

2. Standard forms for information submittal to the State Financial Monitoring Service of Ukraine in the PDF or Excel format can be obtained from the official State Financial Monitoring Service of Ukraine web-site: <http://www.sdfm.gov.ua>. When submitting information to the State Financial Monitoring Service of Ukraine, it shall not be allowed to change the format of forms, their geometry, and size of fields for entering information.

3. When completing the forms, use shall be made of relevant guides appended to the Instruction, namely:

Attachment 1 “Guide for Forming the Financial Transaction Type Code”;

Attachment 2 “Guide for the Financial Transaction Indicator Codes Based on the Results of Mandatory Financial Monitoring (K\_DFM02)”;

Attachment 3 “Guide for the Financial Transaction Indicator Codes Based on the Results of Internal Financial Monitoring, Monitoring Measures and regarding Which There Are Grounds to Suspect That They Are Related to, Concern, or Intended for Financing of Terrorism or Financing of Proliferation of Weapons of Mass Destruction (K\_DFM03)”;

Attachment 4 “Guide for the Natural Person Identification Document Codes (K\_DFM04)”;

Attachment 5 “Guide for the Primary Financial Monitoring Subject Type Codes (K\_DFM05)”;

Attachment 6 “Guide for the Report Type Codes (K\_DFM06)”;

Attachment 7 “Guide for Legal Status Codes of Primary Financial Monitoring Subjects or Financial Transaction Participants (K\_DFM07)”;

Attachment 8 “Guide for the Codes for Types of Persons Related to the Financial Transaction (K\_DFM08)”;

Attachment 9 “Guide for the Codes for Granting Permission to a Separated Division for Provision of Financial Transaction Information (K\_DFM09)”;

Attachment 10 “Guide of the Financial Transaction Indicator Codes (K\_DFM10)”;

Attachment 11 “Guide for the Regions of Ukraine Codes (K\_DFM11)”;

Attachment 12 “Guide for Decision Types (K\_DFM16)”.

4. When completing the form, the following general rules shall be used:

when completing Forms No. 2-FM and No. 4-FM and submitting them to the State Financial Monitoring Service of Ukraine pursuant to Clause 17, Part 2, Article 6, Part 1, Article 10, Part 1 and 4, Article 17 of the Law of Ukraine “On Preventing and Countering Legalization (Laundering) of Proceeds of Crime, Financing of Terrorism and Financing of Proliferation of Weapons of Mass Destruction”, urgency of the message shall be indicated by the symbol “T” in the “Urgency Indicator” field;

fields to be completed with the codes, shall be completed using corresponding code guides;

if the fields are split into boxes, inside each box only one symbol is allowed (one printed letter, digit, or another character);

if for any reasons the information in some fields is absent, the symbol “-” (hyphen) is applied, and if the field is split into boxes, the hyphen shall be applied in all the boxes;

if the field split into boxes has free boxes, the symbol “-” (hyphen) shall be applied in the free boxes to the left of the first digit.

The fields containing data established as a result of identification of persons and the description of the financial transaction, the purpose of payment shall be completed only based on and in the language of the originals of the documents provided (or duly certified copies). Other fields to be filled with text shall be completed in Ukrainian.

5. For the purposes of this Instruction, the terms shall be used in the following meaning:

counterparty – a person which is the other party of a financial transaction (a primary financial monitoring subject can be a counterparty) during which assets are transferred between the client and the counterparty;

account identifier – a combination of Latin letters and digits which the State Financial Monitoring Service of Ukraine assigns to the information added to the Unified Information System on preventing and countering legalization (laundering) of proceeds of crime, financing of terrorism, and financing of proliferation of weapons of mass destruction on the primary financial monitoring subject during its registration;

register – form of registration by the primary financial monitoring subject of information on financial transactions subject to financial monitoring, other information which may be related to legalization (laundering) of proceeds of crime or financing of terrorism, or financing of proliferation of weapons of mass destruction and their participants.

The term “client” and “beneficiary” shall be used in the meaning provided in the Law of Ukraine “On Preventing and Countering Legalization (Laundering) of Proceeds of Crime, Financing of Terrorism and Financing of Proliferation of Weapons of Mass Destruction”.

The terms “resident” and “non-resident” shall be used in the meaning provided in the Tax Code of Ukraine.

6. In this Procedure the abbreviation EDRPOU is the Unified State Register of Enterprises and Organizations of Ukraine.

II. Procedure for Completing Form No. 1-FM “Primary Financial Monitoring Subject Accounting Form” by the primary financial monitoring subjects

1. Form No. 1-FM “Primary Financial Monitoring Subject Accounting Form” (hereinafter “Form No. 1-FM”) shall be submitted to the State Financial Monitoring Service of Ukraine immediately by all the primary financial monitoring subjects.

2. Primary financial monitoring subjects shall submit Form No. 1-FM in the following cases:

during registration of the primary financial monitoring subject in the Unified Information System on preventing and countering legalization (laundering) of proceeds of crime, financing of terrorism, and financing of proliferation of weapons of mass destruction (hereinafter “the Unified Information System”);

in the case of changes in the general or additional data on the primary financial monitoring subject, including on the person responsible for financial monitoring and/or person acting for him/her at the primary financial monitoring subject;

if the primary financial monitoring subject seizes its activities;

if the primary financial monitoring subject resumes its activities.

Also, Form 1-FM shall be submitted to the State Financial Monitoring Service of Ukraine by the primary financial monitoring subject in the following cases:

if the information on the primary financial monitoring subject's separated division is submitted for registration;

in the case of changes in the data on the separated division, including on the person responsible for financial monitoring and/or person acting for him/her at the separated division;

if a separated division seizes its activities;

if a separated division resumes its activities.

3. One Form No. 1-FM may not be used to simultaneously submit information on the primary financial monitoring subject and its separated division.

4. Form No. 1-FM shall be completed by the primary financial monitoring subjects using the following rules:

if Form No. 1-FM with the data on the primary financial monitoring subject and appointment of the primary financial monitoring subject's responsible officer (or person acting for him/her) is submitted for the first time, Sections I, II, III, and V must be completed, in which case in Field 040 “Type of Report (Code)” of Section I the code for the “initial” type of report shall be applied, without completing Field 050 “Primary Financial Monitoring Subject's Account Identifier” and Field 051 “Separated Division's Account Identifier”;

in the case of changes in the data on the primary financial monitoring subject and/or data on the responsible officer (or person acting for him/her), Sections I, II, III, and V must be completed, in which case in Field 040 “Type of Report (Code)” of Section I the code for the “correcting” type of report shall be applied, without completing Field 051 “Separated Division's Account Identifier”; Field 050 “Primary

Financial Monitoring Subject's Account Identifier” shall be mandatory for completion by the primary financial monitoring subject;

if the primary financial monitoring subject seizes its activities, Sections I, II, and III shall be mandatory for completion, in Field 040 “Type of Report (Code)” of Section I the code for the “correcting” type of report shall be applied, and in Field 101 (102, 103 if completed for several subject types) four zeros shall be applied. In Field 109 indicate grounds for seizing the primary financial monitoring subject's activities;

if Form 1-FM with the data on the primary financial monitoring subject's separated division and appointment of the separated division's responsible officer (or person acting for him/her) is submitted for the first time, Sections I, IV, and V are mandatory for completion. In this case Fields 010-031, 050 “Primary Financial Monitoring Subject's Account Identifier” of Section I shall be completed with the primary financial monitoring subject's details, in Field 040 “Type of Report (Code)” of Section I the code for the “initial” type of report shall be applied, Field 051 “Separated Division's Account Identifier” shall be left blank, and Field 060 “Type of Subject (Code) Data on Which Is Submitted” shall include the separated division's details. If the separated division does not have its own Unified State Register of Enterprises and Organizations of Ukraine (EDRPOU) code, indicate the primary financial monitoring subject's EDRPOU code. If later the separated division is assigned the Unified State Register of Enterprises and Organizations of Ukraine (EDRPOU) code, the primary financial monitoring subject shall submit Form No. 1-FM together with a cover letter in a free form with information on the changes;

if some of the primary financial monitoring subject's separated division details indicated in Sections IV or V change, Sections I, IV, and V shall be mandatory for completion, and Fields 010-031, 050 “Primary Financial Monitoring Subject's Account Identifier” of Section I shall be completed with the primary financial monitoring subject's details. In Field 040 “Type of Report (Code)” of Section I indicate the code for the “correcting” type of report, in Fields 051 “Separated Division's Account Identifier” and 060 “Type of Subject (Code) Data on Which Is Submitted” indicate the details of the separated division, the information on which is submitted;

if the primary financial monitoring subject's separated division seizes its activities, Sections I and IV shall be mandatory for completion, in Field 040 “Type of Report (Code)” of Section I the code for the “correcting” type of report shall be applied and in Field 361 (362, 363 if completed for several subject types) four zeros shall be applied. In Field 369 indicate grounds for seizing the primary financial monitoring subject's separated division activities;

Section I shall be mandatory for completion in all the cases of Form No. 1-FM submittal to the State Financial Monitoring Service of Ukraine;

Sections II and III of Form No. 1-FM shall be completed with the data on the primary financial monitoring subject for the first submittal to the State Financial Monitoring Service of Ukraine of Form No. 1-FM, submittal of the data on



appointment or dismissal of the responsible officer (or person acting for him/her) at the primary financial monitoring subject, and in the case of changes in one of the primary financial monitoring subject's details, or if the primary financial monitoring subject seizes (resumes) its activities;

Section IV shall be completed when submitting data on the primary financial monitoring subject's separated division, for the first and any subsequent submittal of the data on appointment or dismissal of the responsible officer (or person acting for him/her) at the separated division, and in the case of changes in one of the separated division's details indicated in this section, or if the separated division seizes (resumes) its activities;

Section V shall be completed for the primary financial monitoring subject and, correspondingly, for the separated division for the first and any subsequent submittal of Form No. 1-FM. If the responsible officer and the person acting for him/her are dismissed simultaneously, the primary financial monitoring subject shall submit information on their dismissal in separate No. 1-FM forms. If the primary financial monitoring subject or separated division seizes its activities, Section V is not completed.

5. If Form No. 1-FM is provided for registration of the primary monitoring subject in the Unified Information System to resume the primary financial monitoring subject's (its separated division's) activities (if all the main details remain unchanged, such as the Unified State Register of Enterprises and Organizations of Ukraine (EDRPOU) code and others), it shall be submitted together with a cover letter in a free form with information on the primary financial monitoring subject (its separated division) resuming its activities.

In the case of resuming the primary financial monitoring subject's activities, Sections I, II, III, and IV are mandatory for completion. In this case in Field 040 "Type of Report (Code)" of Section I the code for the "correcting" type of report shall be applied and in Field 109 indicate the grounds for resuming the primary financial monitoring subject's activities. In the case of resuming the primary financial monitoring subject's separated division activities, Sections I, IV, and V are mandatory for completion. In this case in Field 040 "Type of Report (Code)" of Section I the code for the "correcting" type of report shall be applied and in Field 369 indicate the grounds for resuming the separated division's activities.

6. The primary financial monitoring subjects that pursue their activities in person, without establishing a legal entity, in the case of first submittal of Form No. 1-FM to the State Financial Monitoring Service of Ukraine and in the case of changes in the primary financial monitoring subject's details, shall mandatorily complete Sections I, II, and III. In this case, the symbol "-" (hyphen) shall be applied in all the fields of Sections IV and V.

7. If the primary monitoring subject that pursues his/her activities in person, without establishing a legal entity, refuses to accept a taxpayer's account card registration number, Form No. 1-FM shall be submitted together with a cover letter

in a free form with information on refusal to accept the taxpayer's account card registration number.

#### 8. Peculiarities of completing Form No. 1-FM:

1) prior to submitting information to the State Financial Monitoring Service of Ukraine on a separated division, the primary financial monitoring subjects shall obtain Form No. 3-FM "Report on the Results of Processing the Primary Financial Monitoring Subject's Accounting Form" with information on registration of the primary financial monitoring subject from the State Financial Monitoring Service of Ukraine;

2) each Form No. 1-FM submitted to the State Financial Monitoring Service of Ukraine shall be registered in the Registration Log of the subject's outgoing correspondence, and the number of the outgoing registration in Field 031 of Form No. 1-FM cannot be repeated within one year;

3) if the State Financial Monitoring Service of Ukraine refuses to register the primary financial monitoring subject (separated division) (no account identifier is assigned) due to errors, the primary financial monitoring subject shall complete Form No. 1-FM again, taking into account the State Financial Monitoring Service of Ukraine comments, and re-submit it to the State Financial Monitoring Service of Ukraine. In this case in Field 040 "Type of Report (Code)" of Section I the code for the "correcting the initial" type of report shall be applied;

4) if the State Financial Monitoring Service of Ukraine refuses to accept the correcting information on the primary financial monitoring subject (separated division) due to errors, the primary financial monitoring subject shall again complete Form No. 1-FM and submit it to the State Financial Monitoring Service of Ukraine, indicating the code for the "correcting" type of report in Field 040 "Type of Report (Code)".

5) at the end of Form No. 1-FM, in the bottom right corner, apply a sample of the primary financial monitoring subject's stamp (if available).

If the stamp is unavailable, the primary financial monitoring subject shall indicate "No stamp required" at the end of Form No. 1-FM where the stamp sample is applied;

6) the account form shall be signed by the primary financial monitoring subject's head or by the primary financial monitoring subject which pursues his/her activities in person, without establishing a legal entity, indicating the following data:

full name of the position;

surname, first name, and patronymic, and his/her personal signature.

The signature shall be certified by the primary financial monitoring subject's stamp (if available);

7) if the primary financial monitoring subject decides to grant permission to the separated division to directly submit Form No. 2-FM "Register of Financial

Transactions Subject to Financial Monitoring” and Form No. 4-FM “Report on Financial Transactions Subject to Financial Monitoring” to the State Financial Monitoring Service of Ukraine, indicate “1” in Field 370 when submitting the information on the separated division;

8) if the primary financial monitoring subject decides not to grant or cancels permission to the separated division to directly submit Form No. 2-FM “Register of Financial Transactions Subject to Financial Monitoring” and Form No. 4-FM “Report on Financial Transactions Subject to Financial Monitoring” to the State Financial Monitoring Service of Ukraine, indicate “2” in Field 370 when submitting the information on the separated division;

9. Form No. 1-FM shall be completed by the primary financial monitoring subjects as follows:

#### Section I. Primary financial monitoring subject identification

Code	Field Name	Comment on filling out	Need for filling out
010	Unified State Register of Enterprises and Organizations of Ukraine (EDRPOU) code/ taxpayer's account card registration number or passport number and series	Identify the primary financial monitoring subject's identification code (number) for legal entities or Unified State Register of Enterprises and Organizations of Ukraine (EDRPOU) code for a foreign business entity's representative office; for natural persons and individual entrepreneurs – according to the document on assigning a taxpayer's account card registration number. For natural persons who on religious grounds refused to accept a taxpayer's account card registration number and informed the relevant regulatory authority accordingly and have a stamp in the passport, indicate the series and number of a Ukraine citizen's passport	Mandatory
020	Short name	Indicate the primary financial monitoring subject's short name in accordance with the registration documents, and if not available – full name (for natural persons indicate the surname as in passport)	Mandatory
030	Date of the outgoing registration Form No. 1-FM	Indicate the registration date of Form No. 1-FM by the primary financial monitoring subject in the outgoing correspondence log (e.g., if Form No. 1-FM is registered and submitted to the State Financial Monitoring Service of Ukraine on November 21, 2014, the field will look like this: 21 11 2014)	Mandatory
031	Number of the outgoing registration Form No. 1-FM	Indicate the outgoing registration number of Form No. 1-FM submitted to the State Financial Monitoring Service of Ukraine	Mandatory

		according to the primary financial monitoring subject's outgoing correspondence log	
040	Type of report (code)	Indicate the code of the report type according to the Guide for Report Type Codes (K_DFM06) (Attachment 6). The code "correcting" is applied if Form No. 1-FM for this subject or separated division was registered with the "initial" code	Mandatory
050	Primary financial monitoring subject's account identifier	Indicate the account identifier assigned to the information on the subject	Mandatory, except for the first submittal of Form No. 1-FM on the subject
051	Separated division's account identifier	Indicate the account identifier assigned to the information on the separated division on which Form No. 1-FM is submitted	Mandatory for submitting information about the separated division, except for the first submittal of Form No. 1-FM with information on the separated division
060	Type of subject (code) data on which is submitted	Indicate the code for the type of the subject according to the Guide for Legal Status Codes of Primary Financial Monitoring Subjects or Financial Transaction Participants (K_DFM07) (Attachment 7)	Mandatory

## Section II. General information on the primary financial monitoring subject

Code	Field Name	Comment on filling out	Need for filling out
070	Primary financial monitoring subject name or surname, first name, patronymic	Indicate full name of the primary financial monitoring subject according to registration documents (for natural persons indicate surname, first name, and patronymic as in passport). Must match the stamp (if available), which evidences signature of the primary financial monitoring subject's head at the end of the submitted Form No. 1-FM	Mandatory
080	Short name of the primary financial monitoring subject	Indicate the primary financial monitoring subject's short name, and if not available – full name (for natural persons indicate the surname as in passport)	Mandatory
090	Type of subject (code)	Indicate the code for the type of the primary financial monitoring subject according to the Guide for Legal Status Codes of Primary Financial Monitoring Subjects or Financial Transaction Participants (K_DFM07) (Attachment 7)	Mandatory
100	Type of subject (code):	Indicate the code (codes) for the type of the primary financial monitoring subjects	Mandatory

101		according to the Guide for the Primary Financial Monitoring Subject Type Codes (K_DFM05) (Attachment 5). If the subject seizes its activities, indicate four zeros in Field 101. If completed for several subject types, indicate four zeros also in fields 102 and 103	
102			
103			
109	Grounds for seizing or resuming activities	Indicate grounds for seizing (resuming) the primary financial monitoring subject's activities (number and date of the order, decision, name of the issuing agency (institution), etc.)	Mandatory in the case of seizing (resuming) activities
Location or place of residence			
140	Country (code and name)	Indicate the digital code of the country where the primary financial monitoring subject is registered and the name of the country according to the Classification of World Countries approved by the State Statistics Service of Ukraine Order of December 30, 2013, No. 426 (e.g.: the country Ukraine is coded: 804 Ukraine)	Mandatory
150	Postal code	Indicate the post office code	Mandatory
160	Region (code and name)	Indicate the code and name of the region according to the Guide for the Regions of Ukraine Codes (K_DFM11) (Attachment 11) (e.g.: 68 Khmelnytska)	Mandatory
170	Locality	Indicate the name of the locality and the district of the region (if available): the type of locality is abbreviated – city (c.), village (v.), settlement (s.), town (t.), etc.; indicate full name of the locality (e.g.: c. Kyiv; t. Mykulyntsi, Ivankivskyi District; v. Vasylkivka, Vasylkivskyi District)	Mandatory
180	Street	Indicate the street name (e.g.: Pankivska, ProspektPeremohy, ProvulokMykhailivskyi, etc.)	Mandatory if available
190	Building	Indicate the building number (with a letter if available) (e.g.: Building 18 is completed as “- - - - 18”; Building 18-A is completed as “- - - - 18A”; Building 18/12 is completed as “- - 18/12”	Mandatory if available
200	Block (structure)	Indicate the block (or structure) number (e.g.: Block 8 is completed as “- - - - - 8”	Mandatory if available
210	Office (apartment)	Indicate the office or apartment number where the primary financial monitoring subject is registered (e.g.: Office 6 is completed as “- - - - 6”; Office 6-A is completed as “- - - 6A”; Apartment 127 is completed as “- - 127”	Mandatory if available

### Section III. Additional information on the primary financial monitoring subject

Code	Field Name	Comment on filling out	Need for filling out
Effective place of business			
220	Country (code and name)	Indicate the digital code of the country where the primary financial monitoring subject is located and the name of the country according to the Classification of World Countries, approved by the State Statistics Service of Ukraine Order of December 30, 2013, No. 426 (e.g.: the country Ukraine is coded: 804 Ukraine)	Mandatory
230	Postal code	Indicate the post office code	Mandatory
240	Region (code and name)	Indicate the code and name of the region according to the Guide for the Regions of Ukraine Codes (K_DFM11) (Attachment 11) (e.g.: 68 Khmelnytska)	Mandatory
250	Locality	Indicate the name of the locality and the district of the region (if available): the type of locality is abbreviated – city (c.), village (v.), settlement (s.), town (t.), etc.; indicate full name of the locality (e.g.: c. Kyiv; t. Mykulyntsi, Ivankivskiy District; v. Vasylykivka, Vasylykivskiy District)	Mandatory
260	Street	Indicate the street name (e.g.: Pankivska, Prospekt Peremohy, Provulok Mykhailivskiy, etc.)	Mandatory if available
270	Building	Indicate the building number (with a letter if available) (e.g.: Building 18 is completed as “- - - - 18”; Building 18-A is completed as “- - - - 18A”; Building 18/12 is completed as “- - 18/12”	Mandatory if available
280	Block (structure)	Indicate the block (or structure) number (e.g.: Block 8 is completed as “- - - - - 8”	Mandatory if available
290	Office (apartment)	Indicate the office or apartment number where the primary financial monitoring subject is located (e.g.: Office 6 is completed as “- - - - 6”; Office 6-A is completed as “- - - 6A”; Apartment 127 is completed as “- - 127”	Mandatory if available
300	Phone number (with the locality zip code)	Indicate the office or apartment telephone with a mandatory zip code indication (e.g.: telephone in Lviv 862334 in the field will look as follows: 0322862334)	Mandatory
310	Email address	Indicate the email address (e.g.: master@xxxxxx.com.ua)	Mandatory if available