

## G. Preparing the Report

10. Care should be taken that all entries are clear and legible and are in their proper spaces. All spaces in the report must be properly filled in. If no property exists in any category, write the word "none" in the proper space. Reports not found to be in proper form or lacking in essential details shall not be deemed to have been filed. If these reports are filled out in German, they should be accompanied by an English translation.

11. **Number** (upper right-hand corner). A financial institution preparing a number of forms will enter a number here when the affidavit covering the particular report is one covering several other reports. For example, should a bank prepare three reports, only the affidavit on the third need be sworn to, provided the numbers of each report form have been entered in the space provided, therefor in the affidavit^

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12. **Date.** The dates the report is prepared and the affidavit is sworn to should be entered in the proper blank spaces.

### 13. Part I — Financial Institution Making the Report: —

- (a) Name: Enter here the name of the organisation submitting this report and any other information to identify it.
- (b) Give the complete address, including number, street and town.

### 14. Part II — Person whose Property is Reported: —

- (a) Name: Enter the full name of the individual, giving family name first. In the case of an organisation, enter the full name and any trade name by which the particular organisation or institution is known.
- (b) Address: Enter here the last known address of the person whose property is being reported.
- (c) Business, Profession or Occupation: Be specific.