

CONFIDENTIAL

Report to Money Laundering Reporting Officer

Suspicious Activity, Money Laundering

To: **Money Laundering Reporting Officer**

From:..... Post Title.....
[insert name of employee]

Service:..... Section.....

Ext/Tel No:..... Mobile:.....

Email:..... Date.....

New Report: YES/NO

Additional Information YES/NO

Disclosure Type: Crime/Drugs/Terrorism
(In most cases this will be selected as Crime)

DETAILS OF SUSPECTED OFFENCE:

Person(s) suspected:

Title:

Full Name(s)

DOB:

Address(es)

Contact Number:

Email Address:

<p><u>Person(s) suspected:</u> (Please complete with the information currently held on record)</p> <p><u>Passport:</u> Country of Origin:..... Date of Issue:..... Place of Issue: Colour Copy Held on file: YES/NO</p> <p><u>Driving Licence:</u> Country of Origin:..... Date of Issue:..... Type of Licence:..... Colour Copy Held on file: YES/NO</p> <p><u>Birth Certificate:</u> Country of Origin:..... Birth Name:..... Place of Birth:..... Fathers Name:..... Colour Copy Held on file: YES/NO</p> <p><u>Proof of Address:</u> Tenancy Agreement:..... Council Tax:..... Telecom Bill:..... Copies held on file: YES/NO</p>	<p><u>Identity Check:</u> Name:..... Passport Number:..... Date of Expiry:..... DOB:.....</p> <p>Name:..... Licence Number:..... Date of Expiry:..... Address on Licence:.....</p> <p>Name:..... Certificate Number:..... Date of Birth:..... Mothers Name:.....</p> <p>Land Registry:..... Register of Electors:..... Utility Bill:.....</p>
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Person(s) suspected:

Employer:

Address:

Contact Number:

Person(s) suspected:

(Please provide all known bank account details)

Bank Account Details:

Bank Name:

Sort Code:

Account Number:

Bank Statements held on file: YES/NO

Person(s) suspected:

Company Name:

Company Number:

Type of Business:

VAT No:

Country of Registration:

Business Address:

Tel No:

Email Address:

Nature, Value and Timing of activity involved:

Date(s) of Transaction(s):

Amount(s) of Transaction(s):

Currency: Sterling/Euro/Other (please specify)

CREDIT/DEBIT

Method of Payment:

CASH / CHEQUE /ELECTRONIC TRANSFER/ CREDIT CARD/ DEBIT CARD

Nature of suspicions regarding such activity:

Please give full details e.g. what, when, why, where, how.

Has any investigation been undertaken (as far as you are aware)?

Yes/No

If yes, please include details below:

Have you discussed your suspicions with anyone else?

Yes/No

If yes, please specify below, explaining why such discussion was necessary:

Have you consulted any supervisory body guidance re money laundering? (e.g. the Law Society)

Yes/No

If yes, please detail below:

For Lawyers/Solicitors ONLY - Do you feel you have a reasonable excuse for not disclosing the matter to the NCA? (e.g. are you a lawyer and wish to claim legal professional privilege?)

Yes/No

If yes, please set out full details below:

For ALL - Are you involved in a transaction which might be a prohibited act?

Yes/No

If yes, please enclose details in the box below:

Please set out below any other information you feel is relevant:

Signed..... Dated.....

Please do not discuss the content of this report with anyone you believe to be involved in the suspected money laundering activity described. To do so may constitute a tipping off offence, which carries a maximum penalty of 5 years' imprisonment.

THE FOLLOWING PART OF THIS FORM IS FOR COMPLETION BY THE MLRO

Date report received:

Date receipt of report acknowledge:

Reference Number for any Existing SAR:.....

Reference Number Given to this Report:

CONSIDERATION OF DISCLOSURE:

Action Plan :

OUTCOME OF CONSIDERATION OF DISCLOSURE:

Are there reasonable grounds for suspecting money laundering activity?

If there are reasonable grounds to suspect money laundering, but you do not intend to report the matter to the NCA, please set out below the reason(s) for non-disclosure:

(Please set out any reasonable excuse for non-disclosure)

Date consent given by you to employee for any prohibited act transactions to proceed:

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Other relevant information:

Signed:

Dated:

THIS REPORT TO BE RETAINED FOR AT LEAST FIVE YEARS.

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