

CONFIDENTIAL
**Report to Money Laundering Reporting Officer
Reporting of Money Laundering Activity**

To:
[Money Laundering Reporting Officer or Deputy]

From:
[insert name of employee, including post title]

Service Area:

Ext/Tel No:

Date by which response needed:

REPORTING OF CASH TRANSACTION IN EXCESS OF £4,000

Name(s) and address(s) of person(s) involved:
If a company/public body please include details of nature of business

Summary of transaction and customers role:
Please include full details e.g. value, source of funds, what, when, where, how. Continue on a separate sheet if necessary

REPORTING OF SUSPECTED MONEY LAUNDERING ACTIVITY:

Name(s) and address(s) of person(s) involved:
If a company/public body please include details of nature of business

Summary of transaction and customers role:
Please include full details e.g. value, source of funds, what, when, where, how. Continue on a separate sheet if necessary

Reason for suspicions regarding such activity:

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. *National Crime Agency, The Law Society*)

Yes / No

If yes, please specify:

Do you feel there is a reasonable excuse for the Money Laundering Reporting Officer to not disclose the matter to the NCA? (eg are you a lawyer and wish to claim legal professional privilege?)

Yes/No

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.

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

Date Report Received:.....

CONSIDERATION:

Action Plan:

OUTCOME OF CONSIDERATION:

Are there reasonable grounds for suspecting money laundering activity?
Yes/No

If there are reasonable grounds for suspicion, will a report be made to the National Crime Agency (NCA)?

Yes/No

If yes, please confirm date of report to NCA:

[Please complete the details below]

Details of liaison with the NCA regarding the report:

Name of liaison person

Notice Period: to

Moratorium Period: to

Is consent required from the NCA to any on-going or imminent transactions which would otherwise be prohibited acts?

Yes/ No

If yes, please confirm full details below:

Date consent received from NCA:

Date consent given by you to employee:

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:

Signed: Dated:.....

THIS REPORT TO BE RETAINED FOR AT LEAST FIVE YEARS