

CONFIDENTIAL

Report to the Money Laundering Reporting Officer

Report of Money Laundering Activity

To: **Money Laundering Reporting Officer** – Deputy Chief Finance Officer, or
Deputy Money Laundering Reporting Officer – Finance
Manager – General Fund Services

From: _____

[insert name of employee]

Directorate: _____

[insert post title and Team

Ext/Tel No: _____

URGENT YES/NO

Date by which response needed: _____

Details of suspected offence:

<p>Name(s) and address(es) of person(s) involved If a company/public body please include details of nature of business, please supply as many details as possible</p>

<p>Nature, value and timing of activity involved: Please include full details e.g. what, when, where, how. Continue on a separate sheet if necessary</p>

Nature of suspicions regarding such activity:

Please continue on a separate sheet if necessary

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Has any investigation been undertaken (as far as you are aware)? [Delete as appropriate]

Yes / No

If yes, please include details below:

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Have you discussed your suspicions with anyone else?
[Delete as appropriate]

Yes / No

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

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

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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 carried a maximum penalty of 5 years' imprisonment.

THE FOLLOWING PART OF THIS FORM TO BE COMPLETED BY THE MLRO

Date report received: _____

Date receipt of form acknowledged: _____

Consideration of Disclosure:

Action Plan:

Outcome of Consideration of Disclosure:

Are there reasonable grounds for suspecting money laundering activity?	
If there are reasonable grounds for suspicion, will a report be made to the NCA? [Delete as appropriate]	Yes / No

If yes, please confirm date of report to NCA: _____ and complete the box below:

<u>Details of liaison with the NCA regarding the report:</u>	
Notice Period:	from: _____ to: _____
Moratorium Period	from: _____ to: _____
Is consent required from the NCA to any ongoing or imminent transactions which would otherwise be prohibited act? [Delete as appropriate]	Yes / No

If yes, please confirm full details in the box below:

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Date consent received from NCA:

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:

Other relevant information:

Signed: _____ Dated: _____

THIS REPORT TO BE RETAINED FOR AT LEAST FIVE YEARS