



**Proceeds of Crime (Anti Money Laundering)**  
**Report to the Money Laundering Reporting Officer**  
**Confidential Report of Suspected Money Laundering Activity**

To: Money Laundering Reporting Officer (MLRO) and Deputy Money Laundering Reporting Officer

<b>From (Employee Name)</b>		
<b>Service (Post title and service)</b>		
<b>Tel number</b>		
<b>Urgent</b>	Yes	No
<b>Consent Required</b>	Yes	No
<b>If yes, by when (date)</b>		

<b>Details of suspected offence:</b>	
<b>Names and address of person(s) involved</b>	
<b>Nature, Value and Timing of activity involved</b>	

<b>Details of suspected offence:</b>		
<b>Nature of suspicions regarding the activity:</b>		
<b>Has any investigation been undertaken (as far as you are aware)?</b>	Yes	No
<b>If yes, please give details below:</b>		
<b>Have you discussed your suspicions with anyone?</b>	Yes	No
<b>If yes, please specify below, explaining why the discussion was necessary.</b>		
<b>Please set out below any other information you feel is relevant:</b>		

<b>Signed:</b>	
<b>Dated:</b>	

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 and an unlimited fine.

**The following part of the form to be completed by the MRLO**

<b>Date report received:</b>	
<b>Date receipt of form acknowledged:</b>	

<b>Consideration of Disclosure</b>
<b>Action Plan:</b>

<b>Outcome of consideration of disclosure</b>		
<b>Are there reasonable grounds for suspecting money laundering activity?</b>		
<b>If there are reasonable grounds for suspicion, will a report be made to the SOCA?</b>	Yes	No
<b>If yes please confirm date and type of report to SOCA:</b>		
<b>Notice period from:</b>	<b>To:</b>	
<b>Moratorium period from:</b>	<b>To:</b>	
<b>Is consent required from the SOCA to any ongoing or imminent transactions which would otherwise be prohibited acts?</b>	Yes	No

<b>Outcome of consideration of disclosure</b>	
<b>If consent is required, please confirm full details below:</b>	
<b>Date consent received from SOCA:</b>	
<b>Date consent given by you to employee:</b>	
<b>If there are reasonable grounds to suspect money laundering, but you do not intend to report the matter to the SOCA, please set out below the reason(s) for nondisclosure:</b>	
<b>Date consent given by you to employee for any prohibited act transactions to proceed:</b>	
<b>Other relevant information</b>	
<b>Signed:</b>	
<b>Dated:</b>	

**This report to be retained for at least five years**