

CONFIDENTIAL

Appendix 1

**REPORT TO MONEY LAUNDERING REPORTING OFFICER**

**RE: SUSPECTED MONEY LAUNDERING ACTIVITY**

**To:** Monitoring Officer, Money Laundering Reporting Officer

**From:** ..... *[Name of employee]*

**Department:** ..... *[Post title and Service Area]*

**Tel No:** .....

**Email:**

**DETAILS OF SUSPECTED OFFENCE:**

**Name(s) and address(es) of person(s) involved:**

*[If a company / public body please include details of nature of business]*

**Nature, value and timing of activity involved:**

*[Please include full details e.g. what, where, how. Continue on a separate sheet if necessary]*

**Nature of suspicions regarding such activity:**

*[Please continue on a separate sheet if necessary]*

---

**Has any investigation been undertaken (as far as you are aware)?** *[Please tick relevant box]*      Yes       No

**If yes, please include details below:**

**Have you discussed your suspicions with anyone else?**      Yes       No   
*[Please tick relevant box]*

**If yes, please provide details of who the discussions took place with and explain why such discussion was necessary:**

**Have you consulted any supervisory body guidance re: money laundering (e.g. the Law Society)** *[Please tick relevant box]*    Yes     No

**If yes, please specify below:**

**Do you feel you have a reasonable justification for not disclosing the matter to the NCA? (e.g. are you a lawyer and wish claim legal privilege?)** *[Please tick relevant box]*    Yes     No  **to**

**If yes, please set out full details below:**

**Are you involved in a transaction which might be a prohibited act under sections 327-329 of the Act and which requires appropriate consent from the NCA**      Yes       No

*[Please tick relevant box]*

**If yes, please include details below:**

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

***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.***

**Signed:** .....

**Dated:** .....