

Appendix 2 - Report to Money Laundering Reporting Officer re: Money Laundering Activity – confidential

To: Money Laundering Reporting Officer

From:

Directorate:

Ext/Tel No:

No:

(Insert name of employee)

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, whereabouts, value and timing of activity/property involved:

(Please include full details e.g. what, when, where, how. Please include whereabouts of the laundered property, so far as you are aware. 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)? Yes No
(Please tick relevant box)

If yes, please include details below:

Have you discussed your suspicions with anyone else? Yes No
(Please tick relevant box)

If yes, please specify below, explaining why such decision 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 excuse for not disclosing the matter to NCA? (e.g. are you a lawyer/solicitor and wish

Claim legal professional privilege?
(Please tick relevant box)

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 2002 Act or Section 18 of the 2000 Act and which requires appropriate consent from NCA? Yes No
(Please tick the relevant box)

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.

Please send completed report to monitoringofficer@slough.gov.uk

For Completion by the money laundering reporting officer

The following part of this form is for completion by the money laundering reporting officer

Date report received:

Date receipt of report acknowledged:

Consideration of disclosure

Action plan:

Outcome of consideration of disclosure:

Are there any reasonable grounds for suspecting money laundering activity?

Do you know the identity of the alleged money launderer or the whereabouts of the property concerned?

If there any reasonable grounds for suspicion, will a report be made Yes No

To NCA? *(Please tick relevant box)*

If yes, please confirm date of report to NCA:

And complete the box below:

Details of liaison with NCA regarding the report:

Notice Period: to

Moratorium Period: to