

## APPENDIX 1

**Report to money laundering reporting officer (an electronic copy of this form is also available electronically on the Council's intranet site)**

Re: money laundering activity

To: [insert name], Money Laundering Reporting Officer

From: .....

Date: .....

[insert name of employee making  
disclosure]

Service: .....

Ext/Tel No: .....

[insert post title and section]

Email: .....

*(NB – all boxes can be completed electronically, or if completing manually please continue on a separate sheet if necessary)*

### 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]*

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

*[Please include full details e.g. what, when, where, how]*

**Nature of suspicions regarding such activity:**

Has any investigation been undertaken (to your knowledge)?

Yes      No

If yes, please include details below:

Have you discussed your suspicions with anyone else?

Yes      No

If yes, please specify below and where applicable, explain why such discussion was necessary:

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Have you consulted any supervisory body's guidance (e.g. the Law Society) on money laundering?

Yes      No

If yes, please specify below:

Do you have any grounds for believing that the matter should not be disclosed to NCA? (e.g. are you a lawyer and wish to claim legal professional privilege?)

Yes      No

If yes, please set out full details below:

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Are you involved in a transaction which may involve a prohibited act under Proceeds of Crime Act 2002 (as amended by the Serious Crime Act 2015) and which may require NCA's consent?

Yes      No

If yes, please set out the details below:

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Please set out below any other relevant information:

Signed:.....

Print Name:

Dated:.....

Do not discuss the content of this report with the person/s you suspect to be involved in the money laundering activities described or with third parties. To do so may constitute the offence of tipping off which carries a maximum penalty of 5 years' imprisonment.

**The following part of this form is for completion by the MLRO**

Date report received: .....

Date receipt report acknowledged: .....

*(NB –if insufficient space within boxes please continue on a separate sheet)***CONSIDERATION OF DISCLOSURE:****Action Plan****Outcome of consideration of disclosure**

Are there reasonable grounds for suspecting money laundering activity?

Yes    No

If yes, please give reasons/details below:

If there are reasonable grounds for suspicion, will a report be made to NCA?

Yes    No

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 .....

Is consent required from NCA to any ongoing 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 the employee: .....

If there are reasonable grounds to suspect money laundering, but you do not intend to report the matter to NCA, please set out below the reason(s) for non- disclosure:

Date consent given by you to employee for any prohibited act/transaction to proceed:

.....

Other relevant information:

Signed: .....

Dated: .....

This report should be retained for at least five years from the date when the occasional transaction or the business relationship to which it relates comes to an end.