

**CONFIDENTIAL**

**Report to Money Laundering Officer**

**Suspected Money Laundering Activity**

To: Brian Courtney - Money Laundering Reporting Officer

From: .....

Ext/Tel No: .....

Insert name of employee

Service: .....

Post Title: .....

**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 - what, where, when and how - using 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 the relevant box)

Yes

No

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

**Have you discussed your suspicions with anyone else?**

(Please tick the relevant box)

Yes

No

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

**Have you consulted any supervisory body for guidance re money laundering?  
(eg The Law Society)**

(Please tick the relevant box)

Yes

No

**If yes, please specify below:**

**Do you feel you have a reasonable excuse for not disclosing the matter to the  
NCIS? (eg are you a lawyer and wish to claim legal professional privilege?)**

(Please tick the relevant box)

Yes

No

**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 NCIS?**

(Please tick the relevant box)

Yes

No

**If yes, please provide details in the box below:**

**Please set out below any other information that you consider to be 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.**

**THE FOLLOWING PART OF THIS FORM IS FOR COMPLETION BY THE MLRO**

Date report received: .....

Date receipt of report acknowledged: .....

**Consideration of Disclosure:**

Action Plan:

**OUTCOME OF CONSIDERATIONS ON DISCLOSURE:**

Are there reasonable grounds for suspecting money laundering activity?

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

(Please tick the relevant box)

Yes

No

**If yes, please confirm date of report to NCIS:.....  
and complete the box below:**

**Details of liaison with the NCIS regarding the report:**

**Notice Period ..... to.....**

**Moratorium Period .....to.....**

**Is consent required from the NCIS to any ongoing or imminent transactions  
which would otherwise be prohibited acts?**

Yes

No

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

**Date consent received from NCIS .....**

**Date consent given by you to employee .....**

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

**Date consent given by you to the employee for any prohibited act transactions to proceed:**

.....

**Other relevant information:**

**Signed:** .....

**Dated:** .....

**THIS REPORT TO BE RETAINED FOR AT LEAST 5 YEARS**