

CONFIDENTIAL

Report to Money Laundering Officer

Suspected Money Laundering Activity

To: Brian Courtney - Money Laundering Reporting Officer

From:

Insert name of employee

Ext/Tel No:

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 Periodto.....

**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