

Example

Disclosure Form - Part 1

Report to Money Laundering Reporting Officer

DETAILS OF EMPLOYEE :

From _____

Service _____ Contact Details _____

Date _____

1. Are you dealing with a transaction which might be a prohibited act under sections 327-329 of the Proceeds of Crime Act 2002 and which requires appropriate consent from the SOCA?

Yes/No

DETAILS OF SUSPECTED OFFENCE :

2. Identities of the person(s) subject to the enquiry

Name _____

Address _____

Contact Details _____

3. Nature and details of activity

(Please include full details of activity e.g. what, when, where, how. Continue on a separate sheet if necessary)

4. Nature of suspicions regarding such activity:

(Please continue on a separate sheet if necessary)

5. To your knowledge has any investigation been undertaken?

Yes/No

If yes please include details below:

Example

6. Have you discussed your suspicions with anyone else?

Yes/No

If yes please specify below with whom, explaining reasons for such discussion and the outcome of the discussion:

(Please continue on a separate sheet if necessary)

7. Have you consulted any supervisory body for guidance? (e.g. the Law Society)

Yes/No

If yes please provide details:

(Please continue on a separate sheet if necessary)

8. Do you feel you have a reasonable excuse for not disclosing the matter to the SOCA? (e.g. are you a lawyer and wish to claim legal professional privilege)

Yes/No

If yes please set out below full details for not wanting to disclose the matter to NCIS:

(Please continue on a separate sheet if necessary)

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

(Please continue on a separate sheet if necessary)

Signed _____ Dated _____

Once completed please forward this form to your Money Laundering Reporting Officer. 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.