Anti-Money Laundering Report Form

**Instructions**: Complete the Disclosure Report and send it to the Money Laundering Reporting Officer.

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| Name(s) of Person(s) Submitting Report |  |
| Relationship to the College |  |
| Department (if member of staff) |  |
| Address(es) of Person(s) Involved, including postcode |  |
| Nature, Value and Timing of Activity Involved |  |
| Disclosure Type (Nature of Suspicion Regarding Such Activity) |  |
| Provide details of any investigation undertaken to date. |  |
| Have you discussed your suspicions with anyone and if so on what basis? |  |
| Is any aspect of the transaction(s) outstanding and requiring consent to progress?  |  |
| Any other relevant information that may be useful |  |
| Signed |  |
| Date Declaration Submitted |  |
| **The Line Manager is asked to countersign this form to confirm, to the best of their knowledge, that the information detailed here is accurate.\*** |
| Name and Signature of Line Manager |  |

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# Version History

| **Title: Anti-Money Laundering Report Form****Approved by: Executive Committee****Location: Academic Handbook/ Strategies/ Financial Management Strategy and Policies** |
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| **Version Number** | **Date Approved** | **Date Published** | **Owner** | **Proposed Next Review Date** |
| 23.2.1 | December 2023 | December 2023 | Director of Finance | July 2024 |
| *Version numbering system revised March 2023* |
| 2.0 | November 2022 | November 2022 | Director of Finance | July 2024 |
| 1.0 | September 2021 | September 2021 | Director of Finance | July 2024 |
|  |
| Referenced documents | Anti-Money Laundering Policy. |
| External Reference Point(s) | Proceeds of Crime Act 2002 (as amended by the Crime and Courts Act 2013 and the Serious Crime Act 2015); Terrorism Act 2000 (as amended by the Anti-Terrorism, Crime and Security Act 2001); Counter-Terrorism Act 2008 Schedule 7; Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017; HM Treasury Sanctions Notices and News Releases, now incorporated in the Money Laundering Regulations 2017; Criminal Finances Act 2017. |