

## Internal Reporting Form and Record of Decision

### PART 1

Name of Person making report

Name of Nominated Officer

Name(s) of Customer

Client is  Vendor  Buyer  Landlord  Tenant

File Reference Number

Address of Property involved

Postcode

Reasons for making the report [*nature of the suspicious activity, the property or funds you believe to be involved and the purpose of the suspicious activity*]

Additional Information

Signature of person making report

Date

D	D	M	M	Y	Y
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## Internal Reporting Form and Record of Decision (cont)

### PART 2

Date Received

Additional information requested

External report  Yes  No

NB The Proceeds of Crime Act 2002 (POCA) allows reporters a defence against a money laundering offence by seeking the consent of the NCA to undertake an activity which the reporter suspects may constitute one of the three money laundering offences. This is done by submitting an 'authorised disclosure'.

Any submitted disclosure that omits either the reasons for suspicion or a statement regarding criminal property will be closed upon receipt and no further action will be taken by the UKFIU.

To be authorised to proceed with the transaction you will need to resubmit the SAR with the correct information – it is therefore vital that the information is provided correctly first time every time to prevent any unnecessary delay to an innocent transaction.

Reason for decision

Ref:

Signature of Nominated Officer

Date

D	D	M	M	Y	Y
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