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APPENDIX J: SUSPICIOUS ACTIVITY REPORT FORM



For guidance on how to properly complete a SAR form, the NCA's guidance document, which is aimed at AML supervisors and can be accessed [here](#), is relevant.

Suspicious Activity Report (SAR) Form

| |
|--|
| Your name: |
| Company name: |
| Contact details: |
| Date of submission to Firm's MLRO/Deputy MLRO: |
| Signature: |

Details relating to the main person and/or corporation/partnership/trust to which the suspicion relates:

| Details Required in Respect of an Individual |
|---|
| Title: |
| Surname: |
| Forenames: |
| Date of birth: |
| Gender: |
| Nationality: |
| Passport no: |
| Occupation: |
| Home address: (including postcode and country) |
| Employer (where relevant): |

| Details Required in Respect of a Company/Partnership/Trust |
|---|
| First name: |
| Type of business: |
| Address: (including postcode and country) |
| Firm no: |
| VAT no: |

| |
|---|
| Reason(s) for suspicion (please continue on a new page if necessary): |
|---|

Please ensure you send any available supporting documents with this form.

Please sign, date and take a copy of this report for your records prior to providing it to the Firm's MLRO. Do **not** place the form on the subject's file, but file it in a separate, secure location with restricted access to avoid tipping off or prejudicing any potential investigation.

| FOR MLRO RECORDS ONLY | | | |
|---------------------------------------|-----------------------------|--------------------------------|--------|
| Date suspicion received: | | Reference no: | |
| Reported to NCA: | Yes/No | Date receipt provided for STR: | |
| Justification for reporting decision: | Date reported to NCA: | | |
| | Response received from NCA: | | Yes/No |
| | Date of response from NCA: | | |
| | Consent required: | | Yes/No |
| | NCA decision on consent: | | |
| Other notes: | | | |