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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	
Firm/entity 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:			