**Proforma Disclosure Report**

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| CONFIDENTIAL: Report to Money Laundering Reporting Officer |
| Name |  Click or tap here to enter text. |
| Title |  Click or tap here to enter text. |
| Department / Directorate | Choose an item. |
| Phone number |  Click or tap here to enter text. |
| Email |  Click or tap here to enter text. |
| Details of Suspected Offence |
| Names and addresses of the persons involved (if a company, the nature of their business) | This document doesn't have any headings. To add headings to your Table of Contents, go to Home > Styles  |
| Nature, value, timing of activity |  Click or tap here to enter text.      |
| Nature of suspicions |  Click or tap here to enter text.      |
| Signed (type name) |  Click or tap here to enter text. |
| Date | Click or tap to enter a date. |
| For Completion by the MLRO |
| Date received |  Click or tap to enter a date. |
| Are their reasonable grounds for suspecting money laundering? |  Click or tap here to enter text. |
| If yes, confirm date of report to NCA |  Click or tap here to enter text. |
| Unique NCA case reference number |  Click or tap here to enter text. |
| Date consent given to employee for transaction to proceed (if applicable) |  Click or tap to enter a date. |
| Signed (type name) |  Click or tap here to enter text. |
| Date | Click or tap to enter a date. |
|  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. |