Internal suspicious-activity report form and register

Harwood & Lane Accountants Ltd
Proceeds of Crime Act 2002, Part 7 · Terrorism Act 2000 · Money Laundering Regulations 2017, regulation 19(4)(d)
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About this form

The firm's policies require anyone in the firm who knows or suspects, or has reasonable grounds for knowing or suspecting, money laundering or terrorist financing to comply with the reporting duties in the Proceeds of Crime Act 2002 and the Terrorism Act 2000 (reg 19(4)(d)). A person who knows or suspects money laundering from information received in the course of the firm's business must report it to the MLRO, Priya Harwood, as soon as is practicable (POCA 2002 s.330). The same applies to terrorist financing (Terrorism Act 2000 s.21A).

Part A is completed by the person reporting. Part B is completed by the MLRO.

> *"reporting to a line manager or colleague is not enough to comply with the legislation."*
> — AMLGAS §6.5.9

> *"There is no prescribed format for internal SARs to be made to an MLRO."*
> — AMLGAS §6.5.10

Formal process for reporting suspicion to the MLRO: The firm has a formal process for staff to report suspicious activity to the MLRO. Last reviewed or completed: 3 December 2025.

The firm's answer is that the MLRO is registered with the NCA SAR Portal.

SAMPLE — fictitious practice, for illustration

The rest of the full document

- Before you start: tipping off
- Part A — report to the MLRO
- Part B — the MLRO's decision
- Glossary codes
- Register of internal reports
- Sources

Sample pack for Harwood & Lane Accountants Ltd, a fictitious practice. Generated 3 November 2026 from the ratified wording.
Excerpt. The full document is written for your practice.