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| **CONFIDENTIAL - Suspected Money Laundering Reporting Form**  *Please complete and send this (in a physical format) to the MLRO using the details below* | | |
| From: | School/Function: | |
| Contact Details : | | |
| **DETAILS OF SUSPECTED OFFENCE** [Please continue on a separate sheet if necessary] | | |
| Name(s) and address(es) of person(s) involved, including relationship with the University: | | |
| Nature, value and timing of activity involved: | | |
| Nature of suspicions regarding such activity: | | |
| Details of any enquiries you may have undertaken to date: | | |
| Have you discussed you suspicions with anyone? And if so, on what basis? | | |
| Is any aspect of the transaction(s) outstanding and requiring consent to progress? | | |
| Any other relevant information that may be useful? | | |
| Signed: | | Date: |
| MLRO contact details:  Contact name:  Job title:  Address:  Phone number: | | |
| *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 and/or an unlimited fine.* | | |