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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.* |