



Money Laundering Reporting Form

(FOR FX AND CASH
TRANSACTIONS ONLY)



1. Branch Details

Branch Name:

Branch Telephone No:

Colleague Name:

Date:

2. Customer Details

Forename(s):

Surname:

Title:

Gender: Male Female

Address:

Postcode:

Telephone No:

Date of Birth:

3. Customer's Identification and Proof of Address¹

Passport No:

Expiry Date:

NOTE – only one ID proof is required, either passport or driving licence.

Country of Issue:

Driving Licence No:

Expiry Date:

NOTE – if a driving licence is used as proof of ID, it cannot also be used as proof of address.

Utility Bill (Supplier):

Account No:

Bank Statement²:

Account No. & Sort Code:

If you require further guidance on this Form or the reporting procedure, please contact the Society's MLRO: Sean McGovern, Senior Legal Counsel, Secretariat Group, Warwick (money-laundering@midcounties.coop - Tel: 07548127154)

¹ Please ensure you check the originals, and don't forget to enclose copies of the customer's ID and proof of address with your completed Form.

² Name of the Bank/Building Society/Credit Union.



4. Reason for completing this form (tick all that applies)³

FX/Cash transaction is over the limit (+£5,000)

4.a) Amount of FX/Cash transaction (in £):

4.b) Amount of FX transaction (in foreign currency):

FX/Cash transaction is suspicious

4.c) Form of payment used:

credit card

debit card

cash

Card type & last 4 digits:

Card type & last 4 digits:

**Reason for FX/
Cash transaction⁴:**

5. Politically exposed person (PEP)

HMRC recommends that supervised firms, such as the Society, conduct enhanced due diligence for customers who are (or have been) Politically Exposed Persons (PEPs). PEPs are individuals, or organisations, whose prominent position in public life may make them vulnerable to corruption, bribery, fraud and money laundering.

If the customer is a PEP, you must seek approval from the Society's MLRO before carrying out a transaction.

To comply with HMRC guidance, please ensure you ask the following question to the customer. If none is applicable, please tick the relevant box.

Are you, or have you been? (tick all that applies)

head of state; head of government; minister or deputy or assistant minister; Member of Parliament; member of supreme courts, or constitutional courts or of other high-level judicial bodies; member of courts of auditors; member of the board of a central bank; ambassador, chargé d'affaires; high-ranking officers in the armed forces; member of the administrative, management or supervisory bodies of a state-owned enterprise (NOTE: all these categories are PEPs)

Family member of a PEP

Close associate of a PEP (either socially or professionally)

None of the above is applicable

³ Don't forget to enclosed a copy of the transaction's receipt.

⁴ For audit and compliance purposes, you must provide here as much details as possible.



BRANCH CHECKLIST

- I have completed the Form as required, in all its parts
- I have taken copies of the customer's ID and proof of address
- I have emailed the Form, inclusive of all the required enclosures, to the Society's MLRO at Secretariat, Co-operative House, Warwick

PLEASE SEND YOUR COMPLETED FORMS TO:

money-laundering@midcounties.coop

and ensure you flag the email as Confidential using AIP.