

Anti-Money Laundering Registration Form

Before Completing This Form:

- We advise that you refer to Anti-Money Laundering (AML) Registration – Guidance on completion of the registration form (the guidance) when completing this form, particularly for questions marked *.
You must answer all questions relevant to your business.
- Please check that the Office of Fair Trading is your anti-money laundering supervisor.
You can find details on who your supervisor is on our website www.oft.gov.uk/mlr

Part 1 – Basic Business Information

1a Legal classification of business

- Sole Trader
 Partnership
 Private Limited Company
 Public Limited Company
 Limited Liability Partnership

If you are a sole trader or partnership go to question 1b.
If you are an incorporated company go to question 1c.

1b Owner/s of the business (attach list if more space is required)

1c Name of business*

1d Company registration number (if applicable)

1e Registered office address/address to which legal papers can be served*

Building number/name

Address line 1

Address line 2

Town Postcode

Anti-Money Laundering Registration Form

1f Is your business a franchise? Yes No

1g List other business trading names (attach list if more space is required)*

1h Principal business address (if different to registered office)

Building number/name

Address line 1

Address line 2

Town

Postcode

1i Telephone number

1j Fax number

1k Annual turnover*

£

1l Total number of staff*

1m Number of premises/locations from which the business operates*

1n Provide details of additional premises (enter on page 3)*

1o Have you applied to the OFT for a Consumer Credit Licence? Yes No

1p Consumer Credit Licence Number or application number

1q Do you hold membership of estate agency or credit trade associations? (Listed in the guidance)*

Yes No

Details of additional premises/locations (Question 1n)*

use additional sheet if more space required

Building number/name	Address Line 1	Address Line 2	Town	Postcode



Anti-Money Laundering Registration Form

Part 2 – Nominated Officer Information*

The nominated officer is the person nominated within the business to make disclosures to the Serious Organised Crime Agency under the proceeds of Crime Act 2002 – also referred to as a money laundering reporting officer (MLRO).

2a Name of the business Nominated Officer

2b Nominated Officer address (if different from principal business address)

Building number/name

Address line 1

Address line 2

Town

Postcode

2c Nominated Officer telephone number

2d Nominated Officer fax number

2e Nominated Officer email address

Anti-Money Laundering Registration Form

Part 3 – Business Activity Information

- 3a** Type of business Estate agent Consumer credit financial institution
 Estate agent and consumer credit financial institution
- 3b** Type of business activity (tick all that apply) Commercial estate agent Residential estate agent
 Home collected credit Pawnbroking
 Payday lending Hire purchase or conditional sale
 Mail order business Other secured lending
 Other unsecured lending
- 3c** Is your business solely face to face? Yes No
- 3d** If no, what type of non face to face business activity is conducted?
 Internet Internet only business Mail order Telephone
- 3e** Do you carry on business outside of the full European Economic Area (EEA)? Yes No

Part 4 – Payment Information

4a I enclose a cheque for **£** made payable to **“Office of Fair Trading”**

*See the registration guidance for details of fees.

Please write your reference number (which can be found on the top left hand corner of this form) on the back of your payment and send your completed signed form with payment to:

Anti-Money Laundering (AML) Team
Office of Fair Trading
PO Box 65813
LONDON
EC4P 4FS

For office use only	
Application Number:	
Date:	
Payment enclosed? yes <input type="checkbox"/> no <input type="checkbox"/>	
Payment amount	£
Payment type:	
Cashier's initials:	

Anti-Money Laundering Registration Form

Declaration

Only an authorised official of the company or owner of the business should sign this form. The limited company or owner(s) of the business are ultimately responsible for the accuracy of the information provided on this form. Please make sure you have read and understood all of the form and the guidance before you sign the declaration.

I declare that:

- I have authority to sign this form.
- I have answered every question and included all relevant details. Where necessary, I have continued my answers to questions **1b**, **1g** and **1n** on a separate piece of paper, which is attached to this form.
- The information given is true and complete. I understand that it is an offence to fail to notify the Office of Fair Trading of any material changes or significant inaccuracies in the information submitted within 30 days of the change or discovery of the inaccuracy.
- I will provide any further information that the Office of Fair Trading requests pursuant to Regulation 27(3) of the Money Laundering Regulations 2007.
- I understand that the provision of information which contains significant inaccuracies or the failure to notify the Office of Fair Trading of any material changes or significant inaccuracies in the information submitted may result in
 - my application to register being refused
 - my registration being cancelled
 - the imposition of a civil penalty or criminal prosecution.

Name

Signature

Date

DD/MM/YYYY

Position in Organisation

Daytime Phone Number

Data Protection

The OFT will use the information you supply for the purposes of Anti-Money Laundering supervision under the Money Laundering Regulations 2007. It may also, for the purposes of supervision, obtain information it considers relevant from other sources (for example, other regulatory, enforcement or public authorities). While the Data Protection Act 1998 and section 237 of the Enterprise Act may restrict disclosure of such information, they also allow disclosure for a number of purposes without your further consent. For example, the OFT may use the information in connection with enforcement or regulatory action it takes under its own powers or may refer the information to other government departments or regulatory, enforcement or public authorities in connection with the exercise of their functions.