Appendix A: AML Reporting Form

Suspected Anti-Money Laundering – Reporting Form			
Name		How are you connected to SalGO?	
Tel. Number		Email	
Details of suspected offence & offender(s)			
Name(s), address(es) & relationship with SalGO Assist			
Value & timing of activity involved.			
Nature of suspicions			
What investigation /enquiries have been undertaken to date & if anything, what has been established?			
Have you discussed your suspicions with anyone? If so, who, when and on what basis?			
Is any aspect of the transaction(s) outstanding and requiring consent to progress? (details)			
Other information . (additional evidence, enclosures or commentary that may assist the MLRO)			
Signed		Dated	

Examples of Suspected Money Laundering

This list should not be considered exhaustive as money laundering can present itself under many different guises. The following are examples which could suggest money laundering activity or raise reasonability suspicion about the integrity of the activity.

- A customer, sponsor or third party not known to the Charity attempt to engage in a transaction.
- Unreasonable secrecy when requesting information.
- Unexplained involvement, or insistence of the involvement, of an apparent unconnected third party without reasonable explanation.
- Overpayments without reason.
- Absence of reasonable explanation for 'source of funds'.
- Noticeable change in usual business activity, i.e. size/frequency of payments.

  The insistence for refunds to be credited to alternative bank accounts
- Knowledge of alleged improper business conduct by a third party.
- Payment of an invoice to a bank account not connected to the business name. -

  Refusal to put business terms in writing.
- The offer of a gift in exchange for facilitation.