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Suspicion of bribery form

Please complete this form a thoroughly and clearly as you can

# Before you start

If you are suspicious that a transaction may involve money laundering or bribery, or have become aware in the course of your work that someone else is involved in money laundering or bribery, you must make a disclosure to [Enter Nominated Officer’s name here], as the Nominated Officer, using the form below.

Please complete the form honestly and thoroughly.

Name:

Job title:

Supervisor/ manager:

1. The report is regarding the suspicious activity of (tick or highlight appropriate box):
* A colleague
* A current or potential client
* A potential partner or contractor
* More than one person
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Have you told anyone else about your concerns?
* No
* Yes
	1. If yes, please provide details of who you have discussed this with below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please provide details of why you are suspicious of the actions of this individual/s here:

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# What next

Once completed, please print off the form and hand deliver to [Enter relevant staff member name here].

[Enter Nominated Officer’s name here] will then decide what is to be done as a result of the report, e.g. whether a Suspicious Activity Report needs to be made to the National Crime Agency or further enquiries made, and record their decision and the reasons for it. The reporting member of staff concerned must be informed of the decision and the reasons for it.

Any paper file for each matter will be kept by [Enter Nominated Officer names here].

To avoid the risk of tipping off, there must be no record on the client file which refers in any way to suspicious circumstances reporting, money laundering, etc.

If you have any questions, feel free to contact [Enter Nominated Officer’s name here] using the details below:

Name:

Email:

Tel:



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