

Anti Money Laundering (AML) Registration – Guidance on completion of the registration form

This guidance has been produced to assist you in completing the Anti-Money Laundering Registration form.

Who needs to register for supervision by the OFT?

The following businesses need to register with the OFT:

- Those doing estate agency work as defined by Section 1 of the Estate Agents Act 1979 (not those who only do lettings work)
- Consumer credit financial institutions (CCFIs) who are neither authorised by the FSA nor money service businesses supervised by HMRC.

Who should complete and sign this form?

As the information is being supplied on behalf of the business we would expect that an authorised company official or owner of the business should sign this form, such as:

- Sole trader
- Company director or company secretary
- Member of a limited liability partnership
- Partner in any other partnership

Someone else (for example an accountant or lawyer) may fill in this form and sign the declaration on behalf of the business if they are authorised to do so.

The limited company or owners of the company are ultimately responsible for the accuracy of the information provided on the form.

How to complete the registration form

- If you fill in the form by hand, please **write clearly in black ink and use CAPITAL LETTERS**. Otherwise, please **complete the form on your computer and then print, sign and date the application**.
- Please answer all questions that apply to your business.
- If you need more space to answer a question please continue on a separate sheet. Include the question number, the name of your business and your application number (taken from the top right hand corner of the form) on each additional sheet.

Clarification of questions

1a	Legal classification of business	This is the type of legal entity your business trades as. If your business type is not listed, please indicate this on the form by writing your legal classification alongside Question 1a.
1b	Owner(s) of business	For sole traders and partnerships only. The full name of each owner of the business must be given.
1c	Name of business	For bodies corporate this will be the legal name of the business as per Companies House or other equivalent registry. For sole traders this should be the full name of the owner of the business. Trading names should be listed under 1g. For partnerships this should be the name under which the partnership has agreed to do business (by deed or by agreement).
1e	Registered office address/address at which legal papers can be served	If you are a body corporate you must put your registered office address here as stated on Companies House (or equivalent registry). If you are not a body corporate you must provide a physical address to which legal papers can be served. A PO box address may not be provided.
1f	Franchise	If you are a franchisee you must register your business in its own right. This is because your business is a separate legal entity from the franchisor.
1g	Other business trading names	Please provide a list of all names that your business currently trades under (for the supervised activities). Other legal entities should not be listed in this section and may need to apply for registration separately. You must notify the OFT if you begin to trade under any other names after you have registered.
1h	Principal business address	This must be a physical address not a PO box. If you are a business that, for example, only trades via the internet, you should detail the main physical address where this internet based activity takes place.
1k	Annual turnover	Please give details of your business' annual turnover for the last available financial year. If your business has been trading for less than a year, please give details of anticipated turnover. Where a business carries out a number of activities only provide details of income from the supervised activity. For example, if an estate agency business also conducts lettings agency work, please provide details of income from estate agency work only. Where exact figures are not known a reasonable estimate may be provided. In all cases figures should be rounded to the nearest thousand pounds (£1,000).
1j	Total number of staff	Please include the number of staff. Do not include staff members who are not involved in carrying out any part of the supervised activity (for example, cleaning staff). If you are a sole trader with no employees, you should include yourself as a staff member and indicate 'one'.

1m	Number of premises/locations	Premises include any location from which the business carries out supervised activity. It may therefore include domestic premises - for example, the home of a trader - if business is carried out there. However, it will not include for example storage warehouses, empty premises, or registered offices (where those offices are those of a solicitor, accountant or company registration agent which the business does not trade from).
1n	Details of premises	If your business has more than 30 premises please contact the OFT on 020 7211 8200 for details of how to register a large number of business premises.
1q	Trade association membership	<p>Please indicate if your business is a member of any of the following organisations:</p> <p><u>Estate Agents:</u></p> <ul style="list-style-type: none"> • Association of Property Finders & Buyers Agents • Association of Relocation Professionals • National Association of Estate Agents (NAEA) • National Association of Valuers and Auctioneers (NAVA) • Royal Institution of Chartered Surveyors (RICS) <p><u>CCFIs:</u></p> <ul style="list-style-type: none"> • British Cheque Cashers Association • Consumer Credit Association UK (CCAUK) • Consumer Credit Trade Association (CCTA) • Consumer Finance Association • Credit Services Association • Debt Buyers and Sellers Group • Finance & Leasing Association (FLA) • Institute of Commercial and Business Transfer Agents • Mail Order Transactions Association (MOTA) • National Pawnbrokers Association (NPA)
2a	Nominated Officer	<p>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).</p> <p>A sole trader who does not employ any staff, or act in association with any other person, is by default the Nominated Officer.</p>

Fees

Fees are calculated on the basis of the number of premises your business carries out supervised activity from.

The current registration fee is **£74** per trading premises with the number of premises for which fees need to be paid capped at 20.

Businesses are also required to pay an annual fee to OFT for ongoing supervision; OFT will invoice all registered businesses for this fee when it becomes due.

What to do next

1. Check that you have answered all the questions that apply to your business
2. Check that you have signed and dated the form.
3. Check that you have included additional sheets with answers to questions 1b, 1g and 1n (if applicable).
4. Make a note of your reference number here
Your reference number can be found on the top right hand corner on each page of the form.
5. Include your payment made out to 'Office of Fair Trading'.
You can pay by cheque, banker's draft or postal order.
6. **Remember to write your reference number on the back of the payment and on the front of any additional sheets enclosed with your application.**
7. Send the form and all other documents to us at:

**Anti Money Laundering
Office of Fair Trading
PO Box 65813
London
EC4P 4FS**

What happens next?

1. We may contact you if all the required information is not provided on the form, or if the required fee is missing or incorrect.
2. We will contact you within 45 days of receipt either to confirm your registration or inform you that the OFT is minded not to register you. (If the OFT is minded to refuse your registration you will have the right to make representations and ultimately to appeal. The relevant procedures can be found in the AML Registration Policy [OFT 1104]).

If you have any queries about your application please call the AML team on 020 7211 8200 between 9am and 5pm, Monday to Friday. Please quote your application reference number when calling.