

# 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](http://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

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**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



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## 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

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## 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.