

Appendix I - Suspected Money Laundering Reporting Form

CONFIDENTIAL – SUSPICIOUS ACTIVITY REPORT (SAR)	
Name:	
Department:	
Contact Details	
DETAILS OF SUSPICIOUS ACTIVITY	
Name(s) and address(es) of person(s) involved, including relationship with the University:	
Description, value and timing of activity involved:	
Nature of suspicions regarding activity:	
Details of any enquiries you may have undertaken to date:	
Have you discussed your suspicions with anyone? If yes, please provide details below:	
Is any aspect of the transaction(s) outstanding and requiring consent to progress?	
Signed:	Date:
Please send completed form to: Keith Willet Director of Finance Email: k.willett@bbk.ac.uk	