

Money Laundering Compliance Manual

What does the manual include?

- An introductory section containing background information on the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2007, including:
 - A summary of what each firm needs to do
 - The role of the Money Laundering Reporting Officer (MLRO)
 - Customer due diligence procedures
 - Reporting to the Serious Organised Crime Agency (SOCA)
- Information about the SOCA disclosure form and guidance notes to provide the firm with formal reporting procedures.
- A section covering criminal offences under the legislation.
- A section containing example procedures for the firm to follow (or tailor as necessary), including the following supporting checklists and forms:
 - New and existing client checklists;
 - New and existing client identity checklists;
 - Internal suspicious activity reporting form (ISAR);
 - Supplementary planning and completion checklists;
 - MLRO suspicious activity report register;
 - MLRO - Receipt of ISAR for staff and partners;
 - Staff training record.
- A section containing example case studies for audit, accountancy, tax and office administration situations providing guidance on how to approach typical issues that arise under the legislation and regulations.

Our Money Laundering - Update course on CD is included FREE with the manual. The CD is a film of our most recent money laundering update course.

The manual also includes a section containing two newsletters that can be used to train either new starters or existing staff on the requirements of the legislation and regulation.

Costs

The price of the manual is £245 (£195* plus VAT).

*Mercia members' price.

Member discounts are applicable to firms who pay an annual subscription (based upon the size of their practice) to be a member of a Mercia training group. This does not include firms who buy season tickets. For further information please contact Michelle Hammond on 0116 258 1200.

How will I receive updates?

Updates will be automatically sent to you. These are covered by an annual subscription (starting on 1 January following purchase) of £95 (£75*).



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Alternatively you can call them on 0116 258 1200