

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 and money laundering specific risk assessment 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;
 - Annual compliance review checklist.
- 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.

Documentation

The CD contains all the master documentation in electronic format. Once installed the documentation can be tailored as required for your firm.

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* plus VAT.

Annual update fee

You will be automatically enrolled in our online update service. No charge is made for any updates issued from the date of purchase until 31 December.

Subsequent updates are covered by an all encompassing annual fee of £95* plus VAT, invoiced on 1 January each year.

* Mercia members receive 10% discount.

* 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.



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