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Dear XXXX

Anti-money laundering information for XXX, SRA number XXX

As an anti-money laundering (AML) supervisor under The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 ('the regulations'), we have to assess the risk of the law firms we supervise. To help us do this, we will be collecting information from your firm about your work that falls under the regulations.

When do you need to provide information

The deadline to submit the information will be 31 July 2022 and a response will be mandatory (under 3.3 of our Code of Conduct for Firms). We may take action against those that fail to submit the information within the required timetable.

We will contact you again in June to tell you how to submit your information. We are sending you this email to help you prepare. You do not need to contact us now.

What you need to do to prepare

To help you get ready, [take a look at what you will be asked and guidance on completing the form](#).

Your firm's nominated authorised signatory or the Compliance Officer for Legal Practice will need to complete an online form by 31 July 2022.

If your firm is no longer in scope of the money laundering regulations, you will be able to tell us in the relevant box at the top of the form.

Topics we will ask about will include:

- how much of your firm's work falls under AML scope
- your firm's cash acceptance limit
- number of Suspicious Activity Reports submitted
- large deposits into your client account

Generally we will avoid asking for exact figures but instead will ask you to indicate which band you fall into for each question.

If you cannot answer a question exactly (eg because your firm has not been trading for a full year), please try to estimate the correct answer and if that is not possible you may submit a response of 'don't know.'

We are not at this stage asking for you to supply any documents or supporting evidence.

Several of the questions ask for information in relation to 'the last year'. Please choose what time period works for your firm. This could be:

- The last calendar year
- The last tax year or
- The last year to date of submission

You may wish to consult with your Money Laundering Compliance Officer (MLCO) or Money Laundering Reporting Officer (MLRO) before submitting it.

Help and support

[Visit our website](#) for:

- A full list of questions and answer bandings
- Guidance on our expectations
- Information on how we will use the information supplied

If you have any queries, you can [contact us](#).

Colette Best
Director of AML