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| Solicitors Regulation Authority |

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| Dear XXX |

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| Get ready to provide information about your firm’s Anti-Money Laundering (AML) and financial sanctions activity  |

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| Firm: XXXSRA number: XXX |

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| I am writing to you as Compliance Officer for Legal Practice for J S K LAW LIMITED to let you know that at the start of August we will send you an email containing a link to a digital questionnaire regarding your firm’s AML and financial sanctions activity and how you manage this.  |

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| You will have until mid-September to complete and return the questionnaire. It will be a regulatory requirement that you respond, failure to do so may result in enforcement action being taken.  |

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| Any of the following role holders will be able to complete a return on behalf of your firm, but please note you are the only one we have directly contacted about the requirement for one of you to do so:* Compliance Officer for Legal Practice
* Authorised Signatory
* Money Laundering Compliance Officer
* Money Laundering Reporting Officer.
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| Please note, if you hold a regulatory role at more than one firm, you will be required to complete a separate return for each.  |

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| What information you will be asked to provide  |

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| To help you prepare to complete your return, we have published a copy of the questions you will be asked [on our website](https://mail.sra.org.uk/linkapp/cmaStart.aspx?LinkID=pageid100999094tff~tn9n9nn~zxjhr9~9qfzzz~z~f~f~f~n).  |

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| We understand that firms store and categorise data in different ways. While we ask you to answer to the best of your knowledge and provide the most precise information possible, we will accept estimates if exact figures are not available.  |

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| Please note you cannot complete your return until the window opens.  |

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| Help and support  |

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| Visit our [website](https://mail.sra.org.uk/linkapp/cmaStart.aspx?LinkID=pageid100999094tff~tn9n9nz~zxjhr9~9qfzzz~z~f~f~f~n) for:* a list of questions you will be asked
* access to the questionnaire
* information on why we require this information and how we will use it
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| If you have any further queries, please contact us on aml@sra.org.uk  |

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| Yours faithfully  |

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| Juliet OliverGeneral Counsel and Executive Director  |

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| [Staying in touch with the SRA by email](https://mail.sra.org.uk/linkapp/cmaStart.aspx?LinkID=pageid100999094tff~tnqhhrj~zxjhr9~9qfzzz~z~f~f~f~n) |

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| The Solicitors Regulation Authority Limited is a company limited by guarantee registered in England and Wales. Our registered offices are: The Cube, 199 Wharfside Street, Birmingham, B1 1RN. Our company registration number is: 12608059. |

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