

Dear XXX

Submit information about your firm's anti-money laundering and financial sanctions activity

Firm: XXX

SRA number: XXX

As Compliance Officer for Legal Practice for the above firm, you need to provide us with information on your firm's anti-money laundering (AML) and financial sanctions activity and how you manage this.

You have until **Monday 23 September** to complete and submit the form. It is a regulatory requirement that you respond, failure to do so may result in enforcement action being taken.

If you hold a role in any other organisations you may need to complete a form for more than one firm. If this is the case, you will find a list of these when you access the system.

## What information will you need to provide

To help you prepare to complete your form, please take a look at the [questions you will be asked](#). The questions are the same as those we shared when we wrote to you on 2 July to advise this requirement was imminent.

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

## How to complete the form

**To respond, simply complete this form.**

Login using your mySRA credentials.

Any of the following role holders can complete this on behalf of your firm, but please note, you are the only role holder we have emailed about this requirement in relation to the above named firm:

- Compliance Officer for Legal Practice
- Authorised Signatory
- Money Laundering Compliance Officer
- Money Laundering Reporting Officer.

## What we will do with your answers

The answers you provide will help us in assessing the AML and sanctions risks faced by firms.

## Help and support

Visit our [website](#) for:

- the questions you are asked in the form
- further supporting information
- how we will use the information supplied
- [help resetting your mySRA username or password](#)
- [guidance on complying with the sanction's regime.](#)

If you have any further queries, please contact us on [aml@sra.org.uk](mailto:aml@sra.org.uk)

Yours faithfully

Alexandra Jones,  
Director of Anti-Money Laundering