**Form for designated non-financial businesses or professions to advise AML supervisor of their reporting entity status**

Instruction for submitting information requested:

1. Save completed form.
2. Reply back to the original email and attach completed form.

Please provide your firm/business’ legal name:

Please select any of the activities listed below that you carry out in the ordinary course of business.

|  |  |
| --- | --- |
|  | **Activities carried out in the ordinary course of business** |
|  | Acting as a formation agent of legal persons or legal arrangements |
|  | Acting as, or arranging for a person to act as, a nominee director or nominee shareholder or trustee in relation to legal persons or legal arrangements |
|  | Providing a registered office or a business address, a correspondence address, or an administrative address for a company, or a partnership, or for any other legal person or arrangement, unless the office or address is provided solely as an ancillary service to the provision of other services (being services that do not constitute any of the activities listed in this table) |
|  | Managing client funds (other than sums paid as fees for professional services), accounts, securities, or other assets |
|  | Engaging in or giving instructions on behalf of a customer to another person for any conveyancing (within the meaning of section 6 of the Lawyers and Conveyancers Act 2006) to effect a transaction (within the meaning of section 4(1) of the Real Estate Agents Act 2008) |
|  | Engaging in or giving instructions on behalf of a customer to another person for a transaction (within the meaning of section 4(1) of the Real Estate Agents Act 2008) |
|  | Engaging in or giving instructions on behalf of a customer to another person for the transfer of a beneficial interest in land or other real property |
|  | Engaging in or giving instructions on behalf of a customer to another person for a transaction on behalf of any person in relation to the buying, transferring, or selling of a business or legal person (for example, a company) and any other legal arrangement |
|  | Engaging in or giving instructions on behalf of a customer to another person for a transaction on behalf of a customer in relation to creating, operating, and managing a legal person (for example, a company) and any other legal arrangement |
|  | None of the above (**please proceed to Page 2**) |

If you carry out any of the above activities, please provide the following details in the grey boxes below. If you have already provided us with some of this information, you do not have to provide it again.

Company number (if you have one):

Compliance officer name:

Compliance officer phone number:

Compliance officer email address:

Please select one or more of the following sector(s) that best describe your business activities:

|  | **Sectors** |
| --- | --- |
|  | Accounting practice |
|  | Bookkeeping |
|  | Barrister sole |
|  | Barrister and solicitor |
|  | Law firm |
|  | Incorporated conveyancing firm |
|  | Conveyancing practitioner |
|  | Real estate agent |
|  | Trust and company service provider |

**Note**: We encourage businesses who decide they are not reporting entities under the Act to record the reasons why they made that decision. This should include the process you undertook to reach that decision and the factors you considered. This record will help in the future if the Department reviews your business’ status under the Act. It will also help you review your position if there are any changes in your business, or if you are requested by your clients to conduct activities that are captured by the Act.