

Is this email not displaying correctly? [View it in your browser.](#)



**Dear XXXX**

**Anti-money laundering information for xxxx, SRA  
number XXXX**

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 are collecting information from your firm about your work. The deadline to submit the information is 31 July 2022.

Responding is mandatory (under 3.3 of our Code of Conduct for Firms), and we may take action if you fail to submit by the deadline.

## What you need to do

The authorised signatory or the Compliance Officer for Legal Practice for XXXX, will need to complete the online form by 31 July.

You may wish to consult with your Money Laundering Compliance Officer (MLCO) or Money Laundering Reporting Officer (MLRO). You should preview the questions and review our guidance on filling in the online form before starting. The guidance and preview of questions is available when you follow the hyperlink below.

If you believe your firm is no longer in scope of the regulations, you will need to indicate this in your online response. You will also need to complete form FA10b in mySRA to tell us your firm is no longer doing work in scope.

**Go to your firm's online form**

This hyperlink is specifically for the use of XXXX, SRA number XXXX. Please do not share it with anyone outside your firm or try to use it to submit a response on behalf of another firm.

## Things to know about the online form

- Generally, we avoid asking for exact figures but instead will ask you to indicate which band your firm falls 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 and if that is not possible you may submit a response of 'don't know'
- We are not asking for you to supply any documents or supporting evidence at this stage
- 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
  - tax year
  - year to date of submission
  - business year.

## **Help and support**

You can check the following information at the start of the online form:

- Form questions and answer options
- Guidance on our expectations
- Information on how we will use the information supplied

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

## **Accessing your firm's online form**

If you find that you cannot click on the hyperlink to your firm's online form, please copy and paste the web address below to the address bar of your browser: <https://form.sra.org.uk/s3/3fa1bc/i-qDWnJLhvXbKBUR92x-239306/?sguid=qDWnJLhvXbKBUR92x>

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

**Colette Best**  
**Director of AML**

Email from us

---

If you want to unsubscribe, [click here](#).