



General Notes for form MLR101 Application for fit and proper test under the Money Laundering Regulations (MLR) 2007

Form MLR101 will help HM Revenue & Customs (HMRC) decide whether we are allowed to register the business you are associated with under the Money Laundering Regulations 2007.

Who should complete and sign form MLR101 application?

You must complete the form yourself and sign it personally if you are:

- a sole proprietor applying for MLR registration
- a person who effectively directs, or will direct, the business or service provider (for example, a partner or director (including a non-executive director))
- a beneficial owner (for example, a person holding 25% of the shares, or owning 25% of the business assets), or
- the Nominated Officer.

How to complete and submit your form MLR101

You can either:

- download the MLR101 application from www.hmrc.gov.uk or
- phone the VAT, Excise and Customs Duty Advice Line on **0845 010 9000** to request a copy of the form.

To ensure your application is processed quickly please:

- write inside the boxes in black
- use capital letters, one box for each letter, figure or symbol, and a space between words
- if you make a mistake cross it through and write clearly next to the box.
- **write 'N/A' in any boxes that do not apply.**

Please answer all the questions on the form. Make sure you give as much information as you can. If we need more information in order to verify your identity or check if we can register your business, we may contact you directly or through your business.

If you find that your details are too long for the field please enter as much as possible, for example:

- **first name(s)**, please enter the first name and initials for any other name
- **surname, or family name**, please enter as much as possible
- **address**, please abbreviate the address (for example, write W Yorks instead of West Yorkshire), and

write the full details on a separate sheet of paper and send with your application. Write the name and address of the applicant business on any additional sheets of paper you use.

Send completed form(s) to the following address. Include a cheque for the appropriate fee and any supporting documents, for example, form MLR100 *Money Laundering Regulation Application for Registration*.

MLR Registration Team
HM Revenue and Customs
9th Floor SW
Alexander House
21 Victoria Avenue
Southend-on-Sea
Essex SS99 1AG

What will we do with this information?

- We will verify your identity using the information provided. This means we will share some of the information you have supplied with other organisations outside HMRC.
- We will check the accuracy of the statements you make in answer to questions 27-31 to work out whether we are able to register your business.

Details of the business

Q1

Give the name of the business you are applying on behalf of. This should be the same as the name given on the MLR100 *Money Laundering Regulation Application for Registration*.

Q2

If the business you are applying on behalf of is already registered with us under the Money Laundering Regulations, enter the MLR reference number here.

Q3

This address should be the same as the address given on the form MLR100 for the business.

Personal details

Q4 to 6

This part of the form asks for details of your name and any other names by which you are known. Please give your surname or family name, first name(s) and any other names by which you are known.

Q7

If you have ever changed your name, enter your previous names here. For example, this could be a maiden name. We check various information sources as part of your application, and if we cannot find your current name on a register where we expect to see it, your application may be delayed.

Q13

Please tell us what nationality you are. If you hold dual nationality, please tell us the nationality that corresponds to the passport number you give at question 14.

Q14

Enter the number on your passport. If you have a UK passport this should be 9 digits long and can be found on the page of your passport that has your photograph on it. If you need more space, please write the full number on a separate sheet and attach it to the form.

Also tell us where the passport was issued. This should be written on your passport.

Finally enter the expiry date of the passport.

Q15

If you do not have a National Insurance Number, write N/A.

Q16

The UK does not have a national identity scheme. If you have an ID number issued by another country (for example, Spain) please enter the number here.

Q17

Give the number on your driving licence. If you have a UK driving licence this should be 16 characters long. If you have a new style photocard driving licence the number can be found on the photocard. If you have a driving licence from another country please enter the number here. If you need more space you can continue on a separate sheet.

Q18

If you are a citizen of one of the following countries, please tick 'not applicable':

Austria	Belgium	Cyprus*	Czech Republic
Denmark	Estonia	Finland	France
Germany	Greece	Hungary	Ireland
Italy	Latvia	Lithuania	Luxembourg
Malta	Netherlands	Poland	Portugal
Slovakia	Slovenia	Spain	Sweden
United Kingdom			

**excludes Turkish-controlled Cyprus.*

If you are not a citizen of one of these countries, please tell us whether you hold the appropriate entitlement to live and work in the UK.

Ticking the 'No' box will not necessarily affect the outcome of your application or our decision regarding the business's application to register with us under the Money Laundering Regulations. We understand that you can legitimately play a role in a business that operates in this country without living or working here yourself.

Q19 to 24

Contact details. The information given will help us to verify your identity.

We need to know if you have changed address in the last 6 months because some of the systems we check may not have been updated if you have recently changed address.

If you have changed your address in the last 5 years give the full details of your previous address.

We can reduce any delay to your application by phoning you, so please give your home and mobile phone numbers.

The e-mail address you give should be an address you check regularly, such as a work e-mail or a main personal account. We may contact you through this address.

Q25

Give your role in the business. For example, you could be:

- Company Director or Company Secretary
- Sole Proprietor or Partner
- Shareholder or Nominated Officer.

Q26

The Money Laundering Regulations require all registered businesses to appoint a Nominated Officer to handle the anti-money laundering systems and controls of the business. Please tell us if you have been appointed as the Nominated Officer, even if you put this as your answer to question 25.

The next section of the form is very important. You should consider each of these questions very carefully. We will check the accuracy of these statements using a variety of information sources. The Money Laundering Regulations 2007

say that we cannot register a business if certain criteria apply to a person who is in a position of ownership or control in the business.

Q27

You must tell us if you have been convicted of any of these offences. If you are unsure of whether you have a conviction that is covered by these descriptions you should contact us for clarification.

You do not have to report 'spent' convictions. There are different time limits depending upon the length and type of sentence. Convictions incurring a sentence of more than two and a half years are never spent. Other convictions are generally spent after a maximum period of ten years from the date of conviction. There are different limits for people aged 17 and under when convicted. If you are in doubt refer to the Rehabilitation of Offenders Act 1974.

Q28

You must tell us if you are currently charged with any of the offences listed under question 27. If you are currently charged with a relevant offence, it will not necessarily affect the outcome of your application or our decision regarding the business's application to register with us under the Money Laundering Regulations.

Q29

You must tell us if you have been adjudged bankrupt or, in Scotland, if sequestration of your estate has been awarded. However, if you have been discharged from bankruptcy you can tick 'No'.

Q30

You must tell us if you are currently disqualified from acting as a Company Director.

Q31

You must tell us if you have ever been the subject of a confiscation order under the Proceeds of Crime Act 2002.

Q32

Please tell us if you have ever held a similar position (such as partner, shareholder, etc.) in a business that has been subject to the Money Laundering Regulations. Your answer will help us to manage your application if you move between firms.

Q33

You should read the caution on the form very carefully. We will use the information on the form to decide whether we can register your business, so it is important that you have given accurate answers.

Please make sure that you sign and date the form. If you do not, we will not be able to process your application. We may contact you if we need more information.

Checklist

Have you:

- answered all questions or written N/A where appropriate
- signed and dated the declaration at the end of the form
- enclosed any additional sheets of paper used to provide additional information.

If you have, then your form is complete. Please collate all your fit and proper applications and submit them together with form MLR100 *Money Laundering Application for Registration*.