

APPROVED AML/CTF GUIDANCE

HM Treasury has approved this guidance for the purposes of Regulations 42 and 45 of the Money Laundering Regulations 2007, Sections 330 and 331 of the Proceeds of Crime Act 2002 and Section 21A of the Terrorism Act 2000, and Regulations 11 and 14 of the Transfer of Funds (Information on the Payer) Regulations 2007.

REGULATED SECTOR	AUTHORISED AML CTF GUIDANCE	Additional information
<p>Auditors, insolvency practitioners, external accountants and tax advisers.</p>	<p>Guidance for the profession generally has been produced by the CCAB¹. A consortium of industry groups has produced tax practitioner guidance. The bodies involved are</p> <ul style="list-style-type: none"> • the Chartered Institute of Taxation, • the Association of Taxation Technicians, • the Institute of Chartered Accountants in England and Wales, • the Association of Chartered Certified Accountants, • the Chartered Institute of Management Accountants; <p>and</p> <ul style="list-style-type: none"> • HM Revenue and Customs <p>The Auditing Practices Board, a part of the Financial Reporting Council, has produced auditor guidance.</p>	<p>The CCAB guidance is available on the CCAB website at http://www.ccab.org.uk/PDFs/070612%20CCAB%20Guidance%20Clean.pdf</p> <p>The CCAB guidance is also available via the HMRC website address given elsewhere.</p> <p>Tax practitioner guidance is available from a number of bodies, such as the Chartered Institute of Taxation, on their website at http://www.tax.org.uk/showarticle.pl?id=6339 or the Association of Taxation Technicians website at http://www.att.org.uk/index.pl?n=3002;section=60</p> <p>Guidance for auditors is available on the Financial Reporting Council website at http://www.frc.org.uk/apb/publications/practice.cfm</p>

¹ The Combined Committee of Accountancy Bodies is a group of major accountancy bodies in the UK. The members are The Institute of Chartered Accountants in England and Wales (ICAEW), The Institute of Chartered Accountants of Scotland (ICAS), The Institute of

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Casinos	The Gambling Commission published guidance on The Prevention of Money Laundering and Combating the Financing of Terrorism Guidance for remote and non-remote casinos in December 2007	That guidance is accessible on the Commission's website at http://www.gamblingcommission.gov.uk/publications_guidance_advic.aspx
Credit institutions	JMLSG ² Guidance 2007 (as amended) addresses the needs of firms in JMLSG member bodies. Non-members of JMLSG affiliated bodies may also find it helpful.	JMLSG website is at http://www.jmlsg.org.uk/bba/jsp/polopoly.jsp?d=749

Chartered Accountants in Ireland (ICAI), The Association of Chartered Certified Accountants (ACCA), The Chartered Institute of Management Accountants (CIMA), and The Chartered Institute of Public Finance and Accountancy (CIPFA)

² The Joint Money Laundering Steering Group – a consortium of financial services trade associations.

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Financial institutions	<p>JMLSG Guidance 2007 (as amended) addresses the needs of firms in JMLSG member bodies. Non-members of JMLSG affiliated bodies may also find it helpful.</p> <p>HMRC³ MLR8 provides guidance for</p> <ul style="list-style-type: none"> • Bureaux de Change • Money Transmission Businesses • Cheque Encashment Businesses 	<p>JMLSG website is at http://www.jmlsg.org.uk/bba/jsp/polopoly.jsp?d=749</p> <p>HMRC's MLR8 guidance is accessible at http://www.hmrc.gov.uk/mlr/your-role/resposibilities.htm</p>
High value dealers (HVDs)	There is generic advice for HVDs in HMRC guidance MLR8.	HMRC's MLR8 guidance is accessible at http://www.hmrc.gov.uk/mlr/your-role/resposibilities.htm
Independent legal professionals	<p>NOTARIES: AML Guidance produced by the Notarial profession has been approved.</p> <p>SOLICITORS: AML Guidance produced by the Law Society (which represents Solicitors in England and Wales) has been approved.</p>	<p>Guidance for Notaries is available via the Faculty Office website at http://www.scrivener-notaries.org.uk/links.php</p> <p>It is also, for example, available via the Scrivener Notaries website at http://www.scrivener-notaries.org.uk/links.php</p> <p>The Law Society guidance is available at http://www.lawsociety.org.uk/productsandservices/practicenotes/aml.page</p>

³ HM Revenue and Customs

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Trust or company service providers (TCSPs)	There is generic advice for TCSPs in HMRC guidance MLR8.	HMRC's MLR8 guidance is accessible at http://www.hmrc.gov.uk/mlr/your-role/resposibilities.htm
All Property Professional - including Estate Agents	The National Federation of Property Professionals (NFOPP), the Royal Institution of Chartered Surveyors (RICS), the Association of Relocation Professionals (ARP) and the Association of Residential Managing Agents (ARMA) jointly published this guidance in July 2011. Non-members of these bodies may also find it helpful.	The guidance can be found on the respective websites of the co-authors: http://www.nfopp.co.uk/money-laundering-guidance/ http://www.rics.org/site/download_feed.aspx?fileID=8311&fileExtension=PDF http://www.arp-relocation.com/bongo.pl/money.laundering.guidance/ http://www.arma.org.uk/doc/public/ML-guide-published-1-8-11.pdf

APPROVED COUNTER-TERRORISM ACT 2008 GUIDANCE

This guidance has been approved for the purposes of paragraphs 25 and 30 of Schedule 7 of the Counter Terrorism Act 2008 (the CT Act).

REGULATED SECTOR	AUTHORISED CT Act GUIDANCE	Additional information
Financial institutions	The JMLSG published an amendment to its guidance in February 2009 on how firms should comply with Directions issued under the Act.	The additional JMLSG CT Act guidance is available on the JMLSG website at http://www.jmlsg.org.uk/content/1/c6/01/54/23/CTA_Sch_7_Guidance_-_final.pdf
Money Service Businesses supervised by HMRC	HMRC has published guidance for money service businesses on how those firms should comply with Directions issued under the Act.	The HMRC CT Act guidance is available on the HMRC website at http://www.hmrc.gov.uk/mlr/news/hls-guidance.pdf

Notes

- Anti-money laundering guidance is provided for in the UK Money Laundering Regulations 2007 and other enactments. Essentially compliance with approved guidance provides a possible legal protection for businesses; essentially those contemplating civil or criminal action under the Regulations, POCA and TACT must consider the ability of the business to demonstrate compliance with authorised guidance.
- Guidance is the means by which practical help is provided to regulated businesses asking day-to-day questions.
- Guidance produced by third parties may be subject to their copyright or other restrictions on its reproduction or use. Nevertheless, it is a requirement that any guidance that may be relied upon must be published so as to bring it to the attention of persons likely to be effected by it.

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