

# Client Onboarding

## Anti Money Laundering Requirements



All charities and trustees need to be fully aware of AML (Anti Money Laundering) regulations within the sector and trustees also have a legal requirement to ensure that their charity comply with the general law, including those associated with fraud and financial crime. The MLR 2017 requires regulated businesses (firms and sole practitioners) to establish & maintain policies, controls & procedures to prevent, detect & report money laundering, terrorist financing or proliferation financing activity.

### Duties of MBS under 2007 AML legislation

Mindful Business Services, as a company, along with their bookkeepers, are all licensed by their governing financial bodies, are therefore required, to perform customer due diligence both before establishing a business relationship with their clients, and throughout the duration of the business relationship.

This is done by obtaining identification documents and proof of address for all beneficial owners and individuals with financial control, conducting background checks, verifying business information and receiving copies of any relevant business documentation, such as any previous books and records, sets of accounts and annual returns, which are all part of the checks that are performed.

As treasurers, signatories and anyone within the charity have financial control, they, along with trustees, are required to provide the relevant documentation for these checks to take place. When role holders change, the same regulations apply, and the new role holder will be required to provide the necessary documentation.

**If documentation is not forthcoming the business relationship will not commence or will cease until the correct documentation and checks are fulfilled, as per the guidelines set out in MLR 2017.**

### We will require from all those with financial control:

- Photo ID
- Proof of Name
- Proof of Address

### Acceptable documentation

A list of acceptable documents can be found on the UK government's website: [ID Documents](#)

### Action needed by client

Please complete the attached excel document called 'Client AML Register'. Complete the sections in orange and list the beneficial owners and individuals with financial control, providing details of their role and email address. Please let them know that they will be contacted and need to supply their documentation.

Please return the completed form by email to [compliance@mindfulbusinessservices.com](mailto:compliance@mindfulbusinessservices.com)