

**For official use only**

MLR reference Number:

# Application Form for Registration



## Money Laundering Regulation

If you need general advice or more copies of Customs and Excise notices, please ring the National Advice Service on 0845 010 9000 (Monday to Friday from 8.00 am to 8.00 pm) or visit our website at [www.hmce.gov.uk](http://www.hmce.gov.uk).

**When you have filled in and signed this form, please send it to:**

HM Customs and Excise, Banking Group, 6th Floor SW  
Alexander House, 21 Victoria Avenue  
Southend-on-Sea, Essex SS99 1AG

D.O.R:

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DTRN:

Amount received:

£

Batch No. & Date:



**4. What is the structure / legal status of your business?**

Sole Proprietor  Partnership  Corporate body  Other

Partnerships: please complete form MLR102 Partnership Details as well

Corporate bodies: please give the following information  
Certificate of incorporation number:

Date of incorporation:

Other: please specify

**5. Are you registered with Customs and Excise?**

Yes  No

If "Yes" please provide a registration number that has been supplied by Customs and Excise.

Please specify the activity to which the Registration number refers (please tick only one box)

VAT  Imports/Exports   
Landfill Tax  Air Passenger Duty   
Insurance Premium Tax  Climate Change Levy   
Aggregates Levy  Excise Duty   
Other



# Trading Premises

This section requests details of the premises from which you carry on your MLR activities.

## 9. Do you trade as an MLR business from the address stated in Q.2 of this form?

Yes  No

If "Yes" what type of activity do you conduct here? (tick as many as apply)

High Value Dealer  Bureau de Change  Money Transmitter  Cheque Casher

Please insert the date  
your MLR activities  
at these premises began  
or are to begin

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## 10. Please list all other premises from which you conduct your MLR business.

(For between 2 and 100 premises, please copy the next page. If you have more than 100 premises, please contact Customs at the address on the front of this form about how to provide the information electronically.)

Name:	
Trading Name:	
Address:	
Postcode:	Telephone No:

Is this an agent? Yes  No

What type of activity do you conduct here? (tick as many as apply)

High Value Dealer  Bureau de Change  Money Transmitter  Cheque Casher

Please insert the date  
your MLR activities  
at these premises began  
or are to begin

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# Trading Premises

(For between 2 and 100 premises please copy this page. If you have more than 100 premises, please contact Customs at the address on the front of this form about how to provide the information electronically.)

Name:	
Trading Name:	
Address:	
Postcode:	Telephone No:

Is this an agent?    Yes                       No

What type of activity do you conduct here? (tick as many as apply)

High Value Dealer     Bureau de Change     Money Transmitter     Cheque Casher

Please insert the date  
your MLR activities  
at these premises began  
or are to begin

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Name:	
Trading Name:	
Address:	
Postcode:	Telephone No:

Is this an agent?    Yes                       No

What type of activity do you conduct here? (tick as many as apply)

High Value Dealer     Bureau de Change     Money Transmitter     Cheque Casher

Please insert the date  
your MLR activities  
at these premises began  
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# Checklist

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- Have you answered all relevant questions on this form?
- If you are a partnership have you completed form MLR102 as well?
- Have you signed the declaration?
- Have you enclosed payment?

**If you have any queries please contact the National Advice Service on 0845 010 9000**  
**Copies of all forms are available from our website: [www.hmce.gov.uk](http://www.hmce.gov.uk)**

## **Data Protection Act 1998**

HM Customs and Excise collects information in order to administer the matters for which it is responsible (such as VAT, Insurance Premium Tax, Excise Duties, Air Passenger Duty, Landfill Tax, Climate Change Levy) and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.

## **Complaints**

The Adjudicator reviews complaints not settled to your satisfaction by Customs. The recommendations of the Adjudicator are independent and the service is free. The Adjudicator only looks at complaints, not general enquiries. You can telephone the Adjudicator on 020 7930 2292.