**All persons nominated by an organisation to report disclosures regarding suspicion of money laundering or terrorist financing are required to register with the Gibraltar Financial Intelligence Unit to obtain access to the online reporting facility (THEMIS). This form is provided for this purpose.**

Please refer to ‘**Online Reporting Registration Form Guidance Notes**’ overleaf for clarification on how to fill out this form.

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
|  |  |
| **New Organisation Registrations Only** |
| **Organisation Sector:** | *(see overleaf for options)* |
| **Company Number:** |  |
| **Country Incorporated In:** |  |
| **Main Postal Address:**  |  |
| **Telephone No (Switchboard):** |  |
|  |
| **New MLRO / User Registrations Only** |
| **Full Name:** |  |
| **Position (e.g. MLRO):** |  |
| **Individual Email:** |  |
| **Telephone No (Direct Dial):** |  | **Start Date:** | DD | MM | YYYY |
| **Current/Previous THEMIS Username (if relevant):** |  |

|  |
| --- |
| **I hereby authorise the above named person(s) to receive access to the online facility for the submission of disclosures of suspicion of money laundering and/or terrorism financing on behalf of the organisation named above and certify that the above details are complete and correct.** |
| **Signed****(Authorised Signatory)** |  | **Date:** | DD | MM | YYYY |
| **Print Name:** |  |
| **Email**: |  |
| *If acknowledgement of the receipt and processing of this form is required please tick here:* |  |

**To Remove Access**

To simplify removal of users from Themis – it is acceptable for an email to admin@gfiu.gov.gi by the MLRO or Director of the company with instructions for specific users. For urgent matters, please call the GFIU office on +350 200 70211.

|  |
| --- |
| All information is processed in accordance with the General Data Protection Regulations [GDPR]. The Gibraltar Financial Intelligence Unit is a ‘Data Controller’ under these regulations. |

**Guidance Notes**

The organisation should only nominate Money Laundering Reporting Officers, Deputy MLROs, Compliance Officers and/or Directors (or equivalent) to report on their behalf.

**This form is provided for organisations to:-**

* **register new users with the GFIU to obtain login details for the online reporting facility (THEMIS);**

**A separate signed form is required for each organisation being registered that are obliged to report suspicion to the FIU**.

It is important to notify the GFIU (by phone or email to admin@gfiu.gov.gi) of when a user has left the organisation so that their access can be removed in order to maintain the security of sensitive information.

**The completed form(s) can be returned to the GFIU by post or email to the details at the footer of the form. Forms must be signed by an authorised signatory. Scanned copies of the signed form will be accepted.**

If the signatory requires confirmation that a form has been processed, please provide a contact email address and mark the relevant box to receive an email acknowledgement.

**Additional Explanatory Notes:**

* Please select a start date. Start date is the date the user’s reporting duties were taken up and can be approximate.
* The **e-mail address** supplied must be individual for security reasons, and not a generic organisation inbox. Following completion of the registration(s), login details will be sent in an email to each new user.
* The **authorised signatory** must be someone in a Senior Management position, acting on behalf of the organisation, who has the relevant authority to nominate staff for access to the online reporting system. It is their responsibility to ensure that the details submitted on the form are accurate and complete.
* Forms which are not signed or have any part of the declaration deleted will not be processed.

**Industry Sectors**

Please select the sector which most accurately describes the business you wish to disclose under.

|  |  |
| --- | --- |
| * Accountant
* Bank/Building Society
* Estate Agent
* Financial Advisor
* Investment/Fund Manager
* Lawyer
* Life Assurance/Insurance
* Money Service
* Offline Gaming
 | * Online/e-Gaming
* Other
* Payroll Service
* Post Office
* Regulator
* Stockbroker
* TCSP's
* Distributed Ledger Technology
* Tax Advisors
 |