**All persons nominated by an organisation to report disclosures regarding suspicion of money laundering or terrorist financing are required to register with the GFIU to obtain access to the online reporting facility (THEMIS).**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Organisation |  | | | |
| Amended Name (if name change is required) |  | | | |
| Are you registering a new organisation on THEMIS? | Choose an item. | If ‘No’ proceed to New MLRO/ User Registration | | |
| Trading Name(s) |  | | | |
| Organisation Sector(s) |  | | | |
| Registration No: |  | | Place Incorporated |  |
| Telephone No |  | | Date Incorporated | Click or tap to enter a date. |
| Main Business Address |  | | | |

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| --- | --- | --- | --- | --- | --- |
| New MLRO/User Registration | | | | | |
| Forename |  | Surname |  | |
| Date of Birth | Click or tap to enter a date. | Position | Choose an item. | |
| Email |  | Telephone |  | |
| THEMIS Status | Choose an item. | | | |
| Access Start Date | Click or tap to enter a date. | THEMIS Username (if relevant) | |  |
| Security Question | Choose an item. | Security Answer | |  |

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| --- | --- | --- | --- | --- | --- |
| New MLRO/User Registration | | | | | |
| Forename |  | Surname |  | |
| Date of Birth | Click or tap to enter a date. | Position | Choose an item. | |
| Email |  | Telephone |  | |
| THEMIS Status | Choose an item. | | | |
| Access Start Date | Click or tap to enter a date. | THEMIS Username (if relevant) | |  |
| Security Question | Choose an item. | Security Answer | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| New MLRO/User Registration | | | | | |
| Forename |  | Surname |  | |
| Date of Birth | Click or tap to enter a date. | Position | Choose an item. | |
| Email |  | Telephone |  | |
| THEMIS Status | Choose an item. | | | |
| Access Start Date | Click or tap to enter a date. | THEMIS Username (if relevant) | |  |
| Security Question | Choose an item. | Security Answer | |  |

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| --- | --- | --- | --- |
| **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:** | Click or tap to enter a date. |
| **Print Name:** |  | | |
| **Email**: |  | | |

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**Guidance Notes**

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

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).**

**User accounts details should not be shared with anyone.**

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

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.**

**For urgent matters, please call the GFIU on +350 200 70211**

**Additional Explanatory Notes:**

* **THEMIS Status**. One of the following status must be selected
* **New User** – Has never had a THEMIS account.
* **Current User** – Has active THEMIS account, requesting new link to this organisation.
* **Previous User** – Old THEMIS account details require reactivating, updating and linking to this organisation.
* Select one of the **Security Questions** from the drop down list or alternatively type your own security question. The answer to the security question may be requested when you communicate with the GFIU.
* 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. If more than one select multiple sectors.

|  |  |
| --- | --- |
| * Accountant * Auditor * Bank/Building Society * Distributed Ledger Technology * Financial Advisor * High Value Good Dealers * Insolvency Practitioner * Investment/Fund Manager * Legal * Life Assurance/Insurance * Money Service Business | * Offline Gaming * Online/e-Gaming * Other * Payroll Service * Post Office * Real Estate Agents & Letting Agents * Regulator * Stockbroker * Tax Advisor * TCSP |