



## Reporting via SAR Online

### Disclosing Suspicious Activity Reports

You can visit the SOCA website at [www.soca.gov.uk](http://www.soca.gov.uk) for guidance on completing and submitting a disclosure. The website directs you to SAR Online which is designed for use by those required by the Proceeds of Crime Act 2002 and the Terrorism Act 2000 to submit SARs. The online system is designed to allow SARs to be constructed and submitted in a secure and efficient manner.



### New User Registration

In order to register, new users require an active email account since this is used as your SAR Online user identification. No two users can use the same email address. It is recommended the registering user be an official responsible for the Anti Money Laundering (AML) compliance within the organisation, such as the Money Laundering Reporting Officer (MLRO), Nominated Officer or similar.

### Advantages of SAR Online

- Easy to use
- Free and secure system
- Removes the need for paper-based reporting
- Once a report is submitted an acknowledgment is sent via email with a unique reference
- Reports can be made 24 hours a day 7 days a week providing the reporter has an email account and access to the internet

### Also...

- Help text is available on every page
- Pop-up tool tips are available on certain pages
- SARs can be marked as private to an individual user
- Shared viewing - editing is available where appropriate
- A Frequently Asked Questions (FAQs) document is available via SAR Online
- An Information Link providing background information related to Financial Reporting is available via the SAR Online home page

### Enquiries and Support

There is a dedicated support team available during office hours to deal with any SAR Online enquiries you may have. Please telephone 020 7238 8282 and select option '3'.