

ANY OTHER BUSINESS

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## Anti-Money Laundering Statement

### Any Other Business – Bookkeeping Services

Any Other Business is committed to maintaining the highest standards of integrity, transparency, and regulatory compliance. As a UK-based bookkeeping practice, I operate in line with the **Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017**, as amended, and follow guidance issued by **HMRC**, my supervisory authority.

This AML Statement outlines the measures I take to prevent money laundering, terrorist financing, and financial crime within my services.

### Commitment to Compliance

I take my legal and ethical responsibilities seriously. My AML procedures are designed to ensure that all client relationships and financial activities are legitimate, transparent, and compliant with UK law.

### Key AML Measures in Place

#### 1. Client Due Diligence (CDD)

Before entering into a business relationship, I carry out appropriate identity verification checks. This may include:

- Verifying personal or business identity
- Confirming beneficial ownership
- Assessing the nature and purpose of the engagement

Enhanced Due Diligence (EDD) is applied where higher-risk factors are identified.

#### 2. Ongoing Monitoring

I monitor client activity throughout the engagement to ensure that financial transactions and bookkeeping records remain consistent with the client's known business activities.

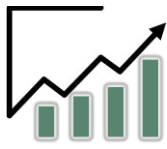
#### 3. Record Keeping

In accordance with AML regulations, I securely retain relevant records—including identity verification documents and transaction information – for a minimum of **five years** after the end of the client relationship.



aat | AAT Qualified  
Bookkeeper





## ANY OTHER BUSINESS

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#### 4. Reporting Obligations

If I identify or suspect money laundering or terrorist financing, I am legally required to submit a **Suspicious Activity Report (SAR)** to the National Crime Agency (NCA).

I will not inform the client if a report is made, as this would constitute “tipping off” under UK law.

#### 5. Staff Awareness & Training

As a sole practitioner, I maintain up-to-date knowledge of AML legislation, HMRC guidance, and industry best practices. I review my AML procedures regularly to ensure they remain compliant and effective.

#### Supervisory Authority

Any Other Business is supervised for Anti-Money Laundering purposes by:  
**HM Revenue & Customs (HMRC)**

#### Contact

If you have any questions about this AML Statement or how it applies to your engagement, please feel free to get in touch.