**Annex No.1**

*To the Regulations Regarding the Procedure of the Receiving in the Latvian Council of Sworn Advocates the Reports on Violations of the Law on the Prevention of Money Laundering and Terrorism and Proliferation Financing*

**Report on a violation in the field of prevention of money laundering and terrorism and proliferation financing**

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| **1. Addressee** |
| **Latvian Council of Sworn Advocates** |
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| **2. Information about the submitter** |
| Name, surname, or name of the legal entity: |
| Contact details (address, e-mail, telephone, e-address, or other information to be used for communication, including sending a reply): |

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| **3. Description of the violation** |
| Provide information at your disposal about the alleged violation. Mention the specific facts or circumstances that indicate this (e.g., date, place where the alleged violation was observed), the natural or legal persons involved. Indicate if you are in possession of any additional evidence (e.g., documents, photographs, correspondence): |
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| **4. Way of obtaining information (mark as appropriate with*√*)** |
| Relation to a sworn advocate (law firm) in which the alleged violation has been observed (tick the appropriate):  ⎕ I work for a sworn advocate (at an office of sworn advocates) I report (I have a contractual relationship with it));  ⎕ I perform work duties with a sworn advocate (at an office of sworn advocates) that I report, but I have no contractual relationship with it (for example, I provide a service, but the contract is with another organization);  ⎕ I provide a service to a sworn advocate (office of sworn advocates) about whom I report;  ⎕ I observed the alleged violation when establishing legal relations with a sworn advocate (office of sworn advocates);  ⎕ other relationship (please specify which\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). |
| **5. Indicate what threat the alleged violation has caused or may pose to the public or state interests and to which members of the public** |
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| **6. Have you reported the violation before (mark as appropriate with*√*)** |
| Provide the necessary comments:  ⎕ no, this is the first time I've reported;  ⎕ yes, I reported at my workplace;  ⎕ yes, I reported to another body (specify which \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_);  ⎕ yes, I turned to both my workplace and another institution; |
| Other information: |
| **7. Attachments** |
| Indicate the documents attached to the report that, in your opinion, confirm the alleged violation. If you indicated that you've reported this violation before, add your response, if any: |
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| **8. Date of submission** |

When submitting a report on possible violations in the field of prevention of money laundering and terrorism and proliferation financing:

* I agree to the processing of my personal data (registration of the report, verification of the specified messages and re-communication with me);
* I declare that I consider the information in the report to be true;
* I am aware that I may be held liable in accordance with the laws and regulations for knowingly providing false information;
* I am aware that it is forbidden to punish me or otherwise directly or indirectly cause adverse consequences for the fact that I have reported a possible violation to the Latvian Council of Sworn Advocates.

If the report is not recognized as a report of violations in the field of prevention of money laundering and terrorism and proliferation financing:

⎕ I agree that my report is further reviewed as an application by a private person (meaning, in general terms) and I have no guarantee of protection/ or

⎕I do not agree that my report is further considered as a submission of an individual.

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|  | (signature) |

Note. The details of the document "signature" and "date" shall not be completed if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up of electronic documents.

*To be completed by a representative of the Latvian Council of Sworn Advocates*

Date of registration of the report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_\_\_\_\_\_

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| Information about future communications  The Latvian Council of Sworn Advocates shall provide information on the recognition or non-recognition of your report regarding violations in the field of prevention of money laundering and terrorism and proliferation financing within 14 days. The information will be sent to you using the contact information provided in the report.  If it is necessary for the examination of the report, you may be contacted by the Latvian Council of Sworn Advocates for further information.  In case of uncertainty, you can contact the Latvian Council of Sworn Advocates to which this report is addressed.  If the content of the report does not require an answer on the merits, the Latvian Council of Sworn Advocates takes note of it and uses it in its work according to the content of the report. |