Whistleblowing form

|  |
| --- |
| **Guidance**Please complete as many fields in Part 1 to Part 4 of the form as possible.You can send this form by post to:AML TeamACCAThe Adelphi1-11 John Adam StreetLondon, WC2N 6AUORBy email to whistleblowing@accaglobal.comYou can also make your report by telephone by calling: +44 (0)20 7059 5115**Opening hours***Monday to Friday (excluding Public Holidays)*10:30 to 13:00 14:00 to 16:30  |

**Data Protection**

We may use the personal data provided on this form for the purposes of:

* supporting investigations into reported suspicious activities
* complying with regulatory obligations.

We may share information with relevant regulators. You can update your information at any time, by contacting the AML Whistleblowing team at the address above.

Please note that for individuals based outside the UK, *your information will be held in ACCA’s main information systems which are located in the UK & EU and may be accessed by ACCA’s local office in your country of residence. ACCA processes information within the UK & EU but may also transfer data outside of the UK & EU as part of its operations and service delivery****.***

For more information on how your personal data is processed and rights are respected, please [access our privacy notice](https://www.accaglobal.com/gb/en/footertoolbar/privacy/data-protection.html), or contact privacy@accaglobal.com.

 **PART 1 - Involved Parties**

|  |  |  |
| --- | --- | --- |
| **Individual** | **Member Name** | *Insert name of individual you are reporting* |
| **ACCA Member ID (if subject is an ACCA member)\*****\*For ACCA use only** | *Insert member ID number if the individual is an ACCA member.* *Add N/A if the individual is an external party.* *Add “Not known” if you do not have this information.* |
| **Address** | *Insert Address*  |
| **Contact Details** | *Insert any contact telephone number or email address* |
| **Additional Details**  | *Insert details of any further contact information you have or details of other business addresses, web sites, LinkedIn pages etc.* |
| **Involvement** | *Please explain the involvement of the person you are reporting in the activity that you are concerned about.* |
|  | **Name anyone else involved and explain their occupation, relationship with the member, and their involvement:****(Please provide contact details etc.)** | *Insert details of other individuals involved and details of their involvement.* |

|  |  |  |
| --- | --- | --- |
| **Firm** | **Firm Name** | *Insert name of firm* |
| **ACCA Member ID (if subject is an ACCA member)\*****\*For ACCA use only** | *Insert member ID number if the individual is an ACCA member.* *Add N/A if the individual is an external party.* *Add “Not known” if you do not have this information* |
| **Address** | *Insert Address*  |
| **Contact Details** | *Insert any contact telephone number or email address* |
| **Additional Details**  | *Insert any further details that may be known on the firm (for example any company numbers or website or services they provide)* |
| **Involvement** | *This should indicate the involvement as you understand it of the firm in the activity you are concerned about.*  |

**\*\*You should create as many tables as required for your case and complete as much information as known for each party.\*\***

**PART 2 – Reason for Reporting**

|  |
| --- |
| ***Guidance on completing this section****Provide a summary to explain why you are concerned* *Please explain how you became aware of the situation. Describe the events, activities and/or transactions that led you to have concerns by trying to answer the following six basic questions. This will ensure that the all relevant information is provided.** *Who?*
* *What?*
* *Where?*
* *When?*
* *Why?*
* *How?*

*Remember to include:* * *the date or dates of activity if known*
* *the type of product or service being offered or undertaken by the member or firm*
* *documents that support your concerns if any*
 |

**PART 3 – Supporting Documentation**

|  |
| --- |
| *Please include a list of the documents that you are providing.**Attach any supporting documents that are relevant to your report. For example this may include copies of correspondence, customer file, client account or bank statements, or information that you have obtained on the matter.**For each document attached please provide an explanation of what the document is and how it was obtained. This will help when considering the report.*  |

**PART 4 – Your Details**

**You do not have to provide your details, but it will help us if we need to clarify some information or ask for further information.**

|  |  |
| --- | --- |
| **Name** |  |
| **Occupation** |  |  |
| **Address** | Home | Work |
|  |  |  |
|  |  |  |
|  |  |  |
| **Telephone number** |  |  |
| **Email address** |  |  |
| **Preferred email address**  |  |
| **Preferred telephone number** |  |
| **The best way and time to contact you**  | Email / Telephone / Letter Time: |
| **Any other contact details or information you wish to provide (e.g. are you an employee / what is your job etc.)** |  |
| **What is your relationship with the person or firm you are reporting?** |  |
| **How did you come to know or suspect that there was an irregularity?** |  |
| **Do you wish to remain anonymous?** | YES / NO |
| **Are you willing to be a witness in any disciplinary or other proceedings?** | YES / NO |
| **Date of Report** |  |

**PART 5 – TO BE COMPLETED BY ACCA**

|  |  |  |
| --- | --- | --- |
| **REQUEST TO REMAIN ANONYMOUS?**  | **YES** | **NO** |
| **Notes** |