

## Guidance

# Register or renew your money laundering supervision with HMRC

Use the service to apply to register for money laundering supervision, renew a registration or to manage your account.

Published 8 March 2019

From: [HM Revenue & Customs](#)

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## Overview

HMRC is a supervisory body for Money Laundering Regulations.

[Check if you need to register](#) your business with us.

Use the online service to:

- apply to register for anti-money laundering supervision
- renew your registration online
- manage your account

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## Related content

[Fees you'll pay for money laundering supervision](#)

[Who needs to register for money laundering supervision](#)

[Money laundering supervision for accountancy service providers](#)

[Apply for the fit and proper test and HMRC approval](#)

[Check if a business is registered for money laundering supervision](#)

## Managing your account

After you've registered or renewed you can sign in to your account to:

- check messages sent to you by HMRC
- update your account
- view your records and make changes if you need to

## How to sign in

To sign in, you need a Government Gateway user ID and password. If you do not have a user ID, you can create one when you first register.

You must select an 'Organisation' Government Gateway account to register.

[Start now >](#)

This is a [beta](#) service.

### Problems with the service

Check if there are any [current problems with the service](#) or times it will not be available.

If you get an error message during your online application, make sure the information you've entered is correct.

If you still get an error message, use the 'get help with this page' link at the bottom of the screen you are in to report what's happened.

Published 8 March 2019

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English | [Cymraeg](#)

# Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

Sign in

[Create sign in details](#)

## Problems signing in

[I have forgotten my password](#)

[I have forgotten my Government Gateway user ID](#)

[I have forgotten my Government Gateway user ID and password](#)

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AMLS registration

## What is your business type?

- Limited company
- Sole proprietor
- Partnership
- Limited partnership or limited liability partnership
- Unincorporated association or trust

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AMLS registration

# What are your business details?

We will attempt to match your details against information we currently hold.

## Registered company name

This is the registered name on your incorporation certificate.

## Corporation Tax Unique Taxpayer Reference (UTR)

It can usually be found in the header of any letter issued by HMRC next to headings such as 'Tax Reference', 'UTR' or 'Official Use'.

[What is a UTR?](#)[Continue](#)[Get help with this page.](#)

Pre-application

# What's your business structure?

- Limited company
- Sole proprietor
- Partnership
- Limited partnership or limited liability partnership
- Unincorporated association or trust

[Save and continue](#)

[Return to about your business](#)

[Get help with this page.](#)

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Pre-application

# What is your company registration number?

This is 8 characters and can be a mix of numbers and capital letters. Find it on your certificate of incorporation.

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Pre-application

# Which services do you need to register?

Select all that apply.

**Accountancy service provider**

They provide services like professional bookkeeping, accounts preparation and signing, and tax advice.

**Art market participant**

They facilitate and engage in the selling of art for €10,000 or more. Roles include things like art agents, art auctioneers, art dealers, and gallery owners.

**Bill payment service provider**

They handle payments for utility and other household bills on behalf of customers.

**Estate agency business**

This includes estate agency activities, like sending out property details and arranging viewings. It also includes lettings when the monthly rent for a property is €10,000 or more.

**High value dealer**

They accept or make cash payments of €10,000 or more (or equivalent) in exchange for goods. This includes when a customer deposits cash directly into a bank account. Estate agents are not classed as high value dealers.

**Money service business**

They exchange currency, transmit money, or cash cheques for their customers.

**Telecommunications, digital and IT payment service provider**



# About your business

You need to add information about your business to register with HMRC under the Money Laundering Regulations.

Information is saved automatically. If you sign out, you'll have 28 days to return and complete your application.

## Your business

ARTAML LIMITED

## Your services

Art market participant

[Add or remove services](#)

## Business information

[Add business details](#)

Not started

[Add business activities](#)

Not started

[Add bank details](#)

Not started

[Add trading premises](#)

Not started

[Add responsible people](#)

Not started

[Add art market participant](#)

Not started

## Submit application

When you have added your business information you will need to complete a declaration, and pay the fees.

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Business details

## What you need

### Automatic saving

Information is saved automatically. If you sign out, you'll have 28 days to complete your application.

You'll need to tell us:

- if your business is currently registered with HMRC under the Money Laundering Regulations
- the date your business started or will start activities that need to be registered under the Money Laundering Regulations
- your VAT registration number, if you're registered for VAT in the UK
- the address for your registered office or main place of business
- a contact email address, telephone number, and postal address

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Business details

# Is your business currently registered with HMRC under the Money Laundering Regulations?

Yes  No

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Business details

# When did or will your business start activities that need to be registered under the Money Laundering Regulations?

For example, 31 03 2017.

Day	Month	Year
<input type="text" value="10"/>	<input type="text" value="01"/>	<input type="text" value="2020"/>

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Business details

# Is your business registered for VAT in the UK?

Yes

No

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Business details

# What is your business email address?

We'll email you when there is an update about your supervision.

Email address

Confirm email address

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Business details

# What is your business telephone number?

We'll contact you if we need further information about your supervision.

For international numbers include the country code.

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Business activities

# What you need

## Automatic saving

Information is saved automatically. If you sign out, you'll have 28 days to complete your application.

You'll need to tell us:

- about any business activities that are not covered by the Money Laundering Regulations
- the net profit you expect in the next 12 months, if you also carry out activities not covered by the regulations
- the net profit you expect in the next 12 months from the services you're registering
- the franchisor's name, if your business is a franchise
- how many people work on activities covered by the Money Laundering Regulations
- how many people work for the business
- how you record customer transactions
- if you have written guidance on how to identify and report suspicious activity
- if your business has registered with the National Crime Agency (NCA)
- how you document your risk assessment policy and procedure, if your business has one
- about your professional adviser for Money Laundering Regulations, if you have one

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Business activities

## How much total net profit does your business expect in the next 12 months from art market participant activities?

- £0 to £14,999
- £15,000 to £49,999
- £50,000 to £99,999
- £100,000 to £249,999
- £250,000 to £999,999
- £1 million to £10 million
- More than £10 million

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Business activities

# Is your business a franchise?

If your business is a franchise, we need to check your registration against the franchisor's registration.

Yes

No

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Business activities

# How many people work on activities covered by the Money Laundering Regulations?

Include directors, temporary and seasonal staff.

If you are a sole proprietor with no employees, enter 1.

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Business activities

# How many people work for the business?

Include directors, temporary and seasonal staff.

If you are a sole proprietor with no employees, enter 1.

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Business activities

# Do you keep records of all your transactions with customers?

Yes

No

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Business activities

# How do you record these transactions?

Select all that apply.

- On paper
- Digitally, on a spreadsheet
- Digitally, on commercial software packages designed for recording transactions

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Business activities

# Do you have written guidance on how to identify and report suspicious activity?

Yes     No

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Business activities

# Has your business registered online with the National Crime Agency (NCA)?

To report suspicious activity to the NCA you need to register on the NCA website.

You're not legally required to register.

Yes  No

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Business activities

# Does your business have a documented risk assessment policy and procedure?

Yes

No

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Business activities

# How do you document your risk assessment policy and procedure?

Select all that apply.

Digitally

On paper

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Business activities

# Does your business receive professional advice on Money Laundering Regulations and due diligence?

This only applies to guidance from a professional adviser who is not part of your business, like an accountant.

Yes

No

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Business activities

# What is your adviser's name?

Full name

Trading name (if different)

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Bank details

# What you need

## Automatic saving

Information is saved automatically. If you sign out, you'll have 28 days to complete your application.

Enter the details for all your accounts one at a time.

Give each bank account an informal name to help you identify it within your anti-money laundering supervision account.

For each bank account you'll need to tell us:

- the type of account it is, for example a personal bank account
- if it is a UK bank account
- sort code and account number, if it is a UK account
- International Bank Account Number (IBAN) or account number, if it is not a UK account

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Bank details

# Does your business have a bank account?

Yes

No

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Bank details

# Give this bank account an informal name to help you identify it

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Bank details

## What type of bank account is this?

- Business bank account belonging to another business
- Business bank account belonging to this business
- Personal bank account

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Bank details

# Is this a UK bank account?

Yes  No

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Bank details

# Does this account have an International Bank Account Number (IBAN)?

Yes

No

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Bank details

# What are the account details?

Sort code

It is 6 numbers, like 12 34 56.

Account number

It is 8 numbers, like 12345678.

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Trading premises

# What you need

## Automatic saving

Information is saved automatically. If you sign out, you'll have 28 days to complete your application.

For each of your trading premises you'll need to tell us:

- trading name and address
- the date you started or will start trading from these premises
- if it is a residential address

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Trading premises

# Is this your trading premises address?

2 UPPERTON GARDENS  
EASTBOURNE  
EAST SUSSEX  
BN21 2AH

Yes

No

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Trading premises

# When did or will your business start trading from these premises?

2 UPPERTON GARDENS  
EASTBOURNE  
EAST SUSSEX  
BN21 2AH

For example, 31 03 2017.

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save and continue

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Trading premises

# Is this a residential address?

2 UPPERTON GARDENS  
EASTBOURNE  
EAST SUSSEX  
BN21 2AH

Yes  No

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Trading premises

# Check your answers

<b>Trading premises details</b>	ARTAML LIMITED 2 UPPERTON GARDENS EASTBOURNE EAST SUSSEX BN21 2AH	<a href="#">Change</a>
<b>When did or will your business start trading from these premises?</b>	1 July 2020	<a href="#">Change</a>
<b>Is this a residential address?</b>	No	<a href="#">Change</a>
<b>Which services does your business provide at these premises?</b>	Art market participant	

[Accept and add this trading premises](#)



Trading premises

# Your trading premises

You must add every premises where you carry out activities covered by the Money Laundering Regulations.

You will need to pay a fee for each trading premises you register.

[Add a trading premises](#)

2 UPPERTON GARDENS, EASTBOURNE, EAST  
SUSSEX, BN21 2AH

[Change](#)

[Remove](#)

[Accept and complete section](#)

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Responsible people

## Who you need to register

You must register:

- owners, partners, directors, shadow directors, and designated members
- the nominated officer for your business
- beneficial owners or shareholders who own or control more than 25% of the business
- other officers of the business, like the company secretary
- senior managers of activities covered by the Money Laundering Regulations

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For each responsible person you'll need to tell us:

- their name
- if they have ever legally changed their name
- other names they're known by
- their date of birth
- if they're a UK resident
- their home addresses for the last 3 years
- their telephone number and email address
- their position in the business and start date
- if they're a sole proprietor of another business
- if they're registered for Self Assessment
- their experience in the services you're registering under the Money Laundering Regulations
- their experience and training in anti-money laundering and counter-terrorism funding
- if they have passed the fit and proper test
- if HMRC has charged your business or another business to do an approval check on them

You may need to tell us their:

- previous name and the date their name changed
- National Insurance number
- passport number
- country of birth
- nationality
- VAT registration number
- Self Assessment Unique Taxpayer Reference (UTR) number

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Responsible people

# What is this responsible person's name?

First name

Middle name (optional)

Last name

Save and continue

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Responsible people

# Has Susan Johnson-Mumford ever legally changed their name?

For example, if they got married, divorced, or changed their name by deed poll.

Yes  No

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Responsible people

# What was Susan Johnson-Mumford's previous name?

If they have changed their name more than once, give the most recent previous name.

Previous first name

Previous middle name (optional)

Previous last name

[Save and continue](#)

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Responsible people

# When did Susan Johnson-Mumford's name change?

For example, 31 03 2017.

Day

Month

Year

[Save and continue](#)

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Responsible people

# Is Susan Johnson-Mumford known by any other names?

Yes

No

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Responsible people

# What is Susan Johnson-Mumford's date of birth?

For example, 31 03 2017.

Day

Month

Year

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Responsible people

# Is Susan Johnson-Mumford a UK resident?

Yes

No

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Responsible people

# Does Susan Johnson-Mumford have a UK passport?

Yes

No

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Responsible people

# Does Susan Johnson-Mumford have a passport from another country?

Yes

No

[Save and continue](#)

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Responsible people

# Is Susan Johnson-Mumford a UK resident?

 Yes

Susan Johnson-Mumford's National Insurance number

Find it on your National Insurance card, benefit letter, payslip or P60. For example, QQ 12 34 56 C.

 No[Save and continue](#)[Return to about your business](#)

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Responsible people

# Was Susan Johnson-Mumford born in the UK?

Yes

No

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Responsible people

# What is Susan Johnson-Mumford's nationality?

- British (including English, Scottish, Welsh and Northern Irish)
- National of a different country

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Responsible people

# What are Susan Johnson-Mumford's contact details?

By providing this information, Susan Johnson-Mumford gives their permission to be contacted by HMRC.

Telephone number

For international numbers include the country code.

Email address

For example, myname@example.com.

Save and continue



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Responsible people

# Is Susan Johnson-Mumford's home address in the UK?

Yes

No

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Responsible people

# How long has Susan Johnson-Mumford lived at this address?

- 0 to 5 months
- 6 to 11 months
- 1 to 3 years
- More than 3 years

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Responsible people

# What is Susan Johnson-Mumford's role in the business?

Select all that apply.

- Beneficial owner (holding more than 25% of shares in the business)
- Director
- Nominated officer
- Another role in the business

[Save and continue](#)

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Responsible people

# When did Susan Johnson-Mumford start their role in the business?

You have told us Susan Johnson-Mumford is a:

- beneficial owner (holding more than 25% of shares in the business)
- director

If the start dates of these positions are different, give the earliest.

For example, 31 03 1980.

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Responsible people

# Is Susan Johnson-Mumford the sole proprietor of another business?

Yes

No

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Responsible people

# Is Susan Johnson-Mumford registered for Self Assessment?

Yes

No

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Responsible people

# Does Susan Johnson-Mumford have experience as an art market participant?

Yes

No

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Responsible people

## Does Susan Johnson-Mumford have experience as an art market participant?

 Yes

Describe Susan Johnson-Mumford's previous experience, including dates and duration

Enter 255 characters or less.

You have 255 characters remaining

 No[Save and continue](#)



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Responsible people

# Has Susan Johnson-Mumford had training in anti-money laundering or counter-terrorism funding?

Include formal training like courses, and informal training like self-directed learning.

 Yes No[Save and continue](#)[Return to about your business](#)

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Responsible people

# Has Susan Johnson-Mumford had training in anti-money laundering or counter-terrorism funding?

Include formal training like courses, and informal training like self-directed learning.

 Yes

Describe Susan Johnson-Mumford's training, including dates and duration

Enter 255 characters or less.

AML and the Art Market 'Basics' Course completed 26th July 2020. This was an online course that took several hours to complete and included a test at the end. I scored 95%.

Additionally, I attended ArtAML's webinar in association with the course.

You have 7 characters remaining

 No[Save and continue](#)

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Responsible people

# HMRC's fit and proper test and HMRC's approval check

HMRC checks that the responsible people running your business meet the requirements of the Money Laundering Regulations. This is part of the registration process.

## HMRC's fit and proper test

The fit and proper test is for money service businesses and trust or company service providers. It is different to the test carried out by the Financial Conduct Authority.

## HMRC's approval check

The approval check is for accountancy service providers, art market participants, estate agent businesses, and high value dealers.

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Responsible people

# Has Susan Johnson-Mumford passed HMRC's fit and proper test?

HMRC carries out the fit and proper test as part of the registration process for money service businesses and trust or company service providers. It is different to the test carried out by the Financial Conduct Authority.

If a responsible person has already passed the test, either in their current role or in a previous role, they do not need to pass it again.

Yes  No

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Responsible people

# Has HMRC charged your business or another business to do an approval check about Susan Johnson-Mumford?

This is separate from HMRC's fit and proper test. HMRC carries out the approval check as part of the registration process for accountancy service providers, art market participants, estate agency businesses, and high value dealers.

If a responsible person has already passed the check, either in their current role or in a previous role, they do not need to pass it again.

Yes

No

[Save and continue](#)

Responsible people

# Your responsible people

You must register:

- owners, partners, directors, shadow directors, and designated members
- the nominated officer for your business
- beneficial owners or shareholders who own or control more than 25% of the business
- other officers of the business, like the company secretary
- senior managers of activities covered by the Money Laundering Regulations

[Add a responsible person](#)

Susan Elizabeth Johnson-Mumford

[Change](#)

[Remove](#)

[Accept and complete section](#)

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Art market participant

# What you need

## Automatic saving

Information is saved automatically. If you sign out, you'll have 28 days to complete your application.

In the section you'll need to tell us:

- the role you carry out in the art market
- the date of your first sale of art for €10,000 or more on or after 10 January 2020, if you have made any
- if you can identify when a sale is made up of multiple payments
- the percentage of your turnover you estimate will come from sales of art for €10,000 or more in the next 12 months

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Art market participant

# Has your business made a sale of art for €10,000 or more on or after 10 January 2020?

If you do not use euros, you'll need to convert the amount to the currency you use.

Yes  No

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Art market participant

# When was the first sale of art for €10,000 or more on or after 10 January 2020?

For example, 11 01 2020.

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Art market participant

# Are you able to identify multiple payments linked to a single sale?

Yes

No

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Art market participant

## How much of your turnover do you expect to come from sales of art for €10,000 or more in the next 12 months?

If you do not use euros, you'll need to convert the amount to the currency you use.

- 0% to 20%
- 21% to 40%
- 41% to 60%
- 61% to 80%
- 81% to 100%

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# About your business

You need to add information about your business to register with HMRC under the Money Laundering Regulations.

Information is saved automatically. If you sign out, you'll have 28 days to return and complete your application.

## Your business

ARTAML LIMITED

## Your services

Art market participant

[Add or remove services](#)

## Business information

---

[Edit business details](#)

Completed

---

[Edit business activities](#)

Completed

---

[Edit bank details](#)

Completed

---

[Edit trading premises](#)

Completed

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[Edit responsible people](#)

Completed

---

[Edit art market participant](#)

Completed

---

## Submit application

To submit your application you need to complete a declaration, and pay the fees.

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Submit application

# Who is the nominated officer for your business?

You need to appoint a nominated officer before you can submit your application. The nominated officer must be one of the responsible people you have registered.

Susan Johnson-Mumford

Register someone else

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Submit application

# Who is registering this business?

One person must take responsibility for the accuracy of this anti-money laundering supervision registration.

Susan Johnson-Mumford

Someone else


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Submit application

# Declaration

 **You have told us you're Susan Elizabeth Johnson-Mumford.**

I declare that:

- all the information in this application is correct
- I understand that the business must tell HMRC about any changes to the information provided within 30 days
- I understand that non-compliance with the Money Laundering Regulations may result in a civil penalty and/or criminal prosecution
- I confirm that I have read and understood the [Money Laundering Regulations guidance](#)

**Accept and submit**

[Get help with this page.](#)