

# LLOYD MARTIN

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## ESTATE AND LETTING AGENTS

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## Anti Money Laundering Policy (5<sup>th</sup> Directive 2020)

Lloyd Martin's policy towards Anti Money Laundering is to ensure that all businesses and employees comply with statutory regulations (both local and international) regarding anti-money laundering and the funding of terrorist or criminal activities in the markets in which we operate.

We:

- Maintain money laundering procedures in line with local legislation.
- Have appointed a money laundering reporting officer (MLRO).
- Have ensured that appropriate procedures and checks are put in place to comply with the relevant legislation.
- Ensure that our employees are aware of their personal responsibilities and relevant procedures in respect of identification, client monitoring, record keeping and reporting suspicious transactions.
- Report to the relevant authority where there are reasonable grounds to suspect that a money laundering offence has been or is being committed.
- Keep anti-money laundering records for five years after the business relationship ends or the transaction is completed.

This policy is communicated to all employees, is available upon request and is published in the legal section of our website.

Any member of staff not complying with this policy may be subject to disciplinary action. Such behaviour will be considered gross misconduct and may result in dismissal.

*Reviewed: 10/01/2020*

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