

**29 September 2016**

**Communication note regarding SAR glossary codes**

**Purpose: to provide a brief progress update on the transition to the new Suspicious Activity Report (SAR) glossary codes introduced on 1 September 2016. It will also highlight UK Financial Intelligence Unit (UKFIU) next steps and provide some answers to frequently asked questions.**

**Key points:**

- 1.** Thanks to your collective efforts positive progress has been made and there is clear visibility of the new codes being applied to SARs.
- 2.** The UKFIU new glossary code help desk will close permanently at 14:00 on Friday 30 September 2016 as per the transition plan previously circulated. Should any further assistance be required in relation to the glossary codes past that date please email [sarsdataexploitationteam@nca.x.gsi.gov.uk](mailto:sarsdataexploitationteam@nca.x.gsi.gov.uk)
- 3.** On 1 October 2016 the new glossary codes will be the only valid codes moving forwards until the next code review is conducted. All previous old codes will cease to be recognised and should no longer be used by reporters.
- 4.** The UKFIU intend to proactively monitor the use of the glossary codes and provide feedback to SAR engagement groups, supervisors, regulators, the SARs Regime Committee and to law enforcement SAR end users.
- 5.** The following responses will be added to the glossary code guidance booklet, following frequently asked questions of the help desk.

**Question 1: If my set of suspicious circumstances do not match a glossary code should I still put in a SAR ?**

**Help desk response:** If a reporter suspects money laundering a SAR should be submitted to the NCA irrespective of a glossary code fitting the circumstances.

It is possible that a glossary code may not match a set of suspicious circumstances faced by a reporter. If, after considering the glossary codes available, one does not match the circumstances then it is acceptable to submit a SAR with no glossary codes. Similarly, if in doubt whether a particular code applies, always work on the basis that it is better to include one than not.

**Question 2: What is the difference between a SAR glossary code and an NCA Alert code?**

**Help desk response:** SAR glossary codes are different to NCA Alert codes. NCA Alerts are warnings produced by the NCA for the wider community in order to also reach beyond the SAR regulated sector. They can be used to inform a range of business, financial institutions and industry about serious organised crime and its effects, but simultaneously be related to money laundering.

As such, an NCA Alert code is specific to whichever Alert it pertains to. The Alert code should be included in the body of your SAR 'Reason for Suspicion' text if money laundering is suspected.

SAR glossary codes are always prefixed and suffixed with 'XX', whereas Alert codes use 'FF' or 'AA'. If appropriate, the NCA Alert code should be used **in addition to** the relevant SAR glossary code/s.

It is asked that supervisors, regulators and trade bodies cascade this progress message to their respective sectors and members. The slightly updated guidance booklet will remain available on the NCA website at [www.nationalcrimeagency.gov.uk](http://www.nationalcrimeagency.gov.uk)