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**Designated Person reporting requirement**

**Before Submission**

Please ensure you have downloaded the [Excel element of this form](https://assets.publishing.service.gov.uk/media/687894a12bad77c3dae4dce2/DP_Rep_both_persons.xlsx).

**You will be asked to upload the completed excel document with the online form**.

**Who should complete this form?**

This form should be used by Designated Persons under the Russia (Sanctions) (EU Exit) Regulations 2019 or The Republic of Belarus (Sanctions) (EU Exit) Regulations 2019 to disclose any funds or economic resources you own, hold, or control to OFSI.

**UK Person**

A DP who is a "United Kingdom Person" within the meaning of s21(2) and (3) of the Sanctions and Anti-Money Laundering Act 2018 (“SAMLA”) is required to report the nature, value, and location of those funds or economic resources regardless of where in the world they are located.

**Non-UK Person**

A DP who is not a “United Kingdom person” within the meaning of the Sanctions and Anti-Money Laundering Act 2018 (“SAMLA”) is required to report the nature, value, and location of those funds or economic resources that are located in the United Kingdom.

**When and what should you report to OFSI?**

Your initial report must be provided within 10 weeks of the date of your designation.

Any subsequent change in financial circumstances must be reported to OFSI as soon as practicable.

Relevant Dates:

Your initial report must be provided within 10 weeks of the relevant date, which is either:

* the date the legislation comes into force – 26 December 2023 (for Russia designated persons) or 16 May 2024 (for Belarus designated persons); or
* the date of your designation if you have been designated after the legislation came into force.

**What should you report?**

Your report should reflect the nature, value and location of your funds and economic resources as at the relevant date. You must provide information which is a true reflection of your financial circumstances. You must notify OFSI as soon as practicable of any change in your financial circumstances.

Persons must report any funds or economic resources if the value of those funds or economic resources exceeds the value of £10,000. If multiple funds or economic resources of the same type (for example, jewellery, art, bank accounts), taken together exceed £10,000, this must also be reported.

**PLEASE NOTE:**

It is an offence to, without reasonable excuse fail or refuse to comply with this obligation. It is also an offence to, knowingly or recklessly give information which is false in a material particular. OFSI can impose civil monetary penalties for breaches of regulation 70A and regulation 38A on a strict civil liability basis.

**1. Please provide your Full Name**

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**Finding your Group ID Number**

How to find your Group ID number

In order to find your OFSI Group ID number you can carry out a search on the OFSI Consolidated List found [(OFSI Consolidated List Search](https://sanctionssearchapp.ofsi.hmtreasury.gov.uk/))

**2. Please provide your Group ID number**.

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**3.** **Are you reporting as a UK Person or Non UK Person?**

UK Person

Non UK Person

**4. Please provide your email address.**

We may use your email should be need to contact you about the report.

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**5. Please enter your address Country.**

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**6. Address**

**Please provide your address in the following format:**

Building number and street address

City/town

County/state/province

Post Code/zip code

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