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**Licence reporting (except Legal Services General Licence reporting)**

Use this form for licence reporting. If you need to report under the Legal Services General Licence, use the [Legal Services General Licence form](https://submit.forms.service.gov.uk/form/6365/legal-services-general-licence-reporting).

Before completing this form, you should consult [OFSI’s general guidance](https://www.gov.uk/government/publications/financial-sanctions-general-guidance/uk-financial-sanctions-general-guidance#reporting-to-ofsi)) for information on your licence reporting and compliance obligations.

Please ensure that when completing this form, the facts and information provided are accurate and true to the best of your knowledge.

On the online version you cannot save your progress, so the form must be completed and submitted in one visit. Make sure you have all of the necessary information and evidence available to you before you start.

The information you provide may be shared for the purpose of facilitating, monitoring or ensuring compliance with financial sanctions regulations, in accordance with HM Treasury’s information sharing powers and UK data protection legislation.

**Further information**

* The online form cannot be saved and returned to, and times out after 20 hours of inactivity, so you can prepare answers in a Word (or other) document, save them, then paste the information onto the form.
* A maximum of 4 files can be uploaded to the online form, each with a maximum file size of 7MB.
* Read through all your information to check it includes everything required by OFSI, and that it all makes sense.
* Carefully consider whether you need to submit more than 4 files and/or if any will exceed the size limit. If you deem this essential, please email these to OFSI@hmtreasury.gov.uk quoting the reference number provided upon submission.

**1. What's your name?**

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**2. What's the name of your company or organisation?**

Enter the registered name of your company or organisation. If you are reporting solely as an individual just put 'N/A'.

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**3. What sector do you work in?**

[ ] Agriculture

[ ] Aviation

[ ] Casinos

[ ] Construction

[ ] Cross-sector

[ ] Cryptocurrency or DeFi

[ ] Defence

[ ] Education

[ ] Energy

[ ] Financial services – banking

[ ] Financial services - foreign currency and other cash

[ ] Financial services – insurance

[ ] Financial services – non-bank payment services providers

[ ] Financial services - tax, accountancy and insolvency

[ ] Financial services – other

[ ] Government/public sector

[ ] High value goods and dealers (e.g., art market participants)

[ ] Import/export

[ ] Information Technology (IT)

[ ] Legal services - solicitors or barristers

[ ] Legal services - trust and corporate services providers and other (e.g., notarial service providers)

[ ] Manufacturing

[ ] Maritime - luxury yachting

[ ] Maritime - shipping, including oil and gas

[ ] Media

[ ] Members of the public

[ ] Mining

[ ] Not for profit

[ ] Other (e.g., sector not otherwise listed on this page)

[ ] Pharmaceutical and healthcare

[ ] Other professional (not financial or legal) services (e.g., management consultancy)

[ ] Property and relates services

[ ] Regulators

[ ] Wholesale and retail trade

[ ] Telecoms

[ ] Tourism and hospitality

[ ] Transport

[ ] Household utilities (e.g., water, gas or electric)

**4. Which country are you or your organisation based in?**

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**5. Provide address details below**

You should include your full address, or the full address of the company or organisation you work for, in the following format:

* Building number and street address
* City or town
* County, state or province
* Postcode or zip code

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**6. What's your phone number? (optional)**

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**7. What's your email address?**

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**8. Are you submitting this report on behalf of a third party?**

[ ] Yes

[ ] No (Skip to Q18)

**9. Which of the following sectors applies to the third party?**

[ ] Agriculture

[ ] Aviation

[ ] Casinos

[ ] Construction

[ ] Cross-sector

[ ] Cryptocurrency or DeFi

[ ] Defence

[ ] Education

[ ] Energy

[ ] Financial services – banking

[ ] Financial services - foreign currency and other cash

[ ] Financial services – insurance

[ ] Financial services – non-bank payment services providers

[ ] Financial services - tax, accountancy and insolvency

[ ] Financial services – other

[ ] Government/public sector

[ ] High value goods and dealers (e.g., art market participants)

[ ] Import/export

[ ] Information Technology (IT)

[ ] Legal services - solicitors or barristers

[ ] Legal services - trust and corporate services providers and other (e.g., notarial service providers)

[ ] Manufacturing

[ ] Maritime - luxury yachting

[ ] Maritime - shipping, including oil and gas

[ ] Media

[ ] Members of the public

[ ] Mining

[ ] Not for profit

[ ] Other (e.g., sector not otherwise listed on this page)

[ ] Pharmaceutical and healthcare

[ ] Other professional (not financial or legal) services (e.g., management consultancy)

[ ] Property and relates services

[ ] Regulators

[ ] Wholesale and retail trade

[ ] Telecoms

[ ] Tourism and hospitality

[ ] Transport

[ ] Household utilities (e.g., water, gas or electric)

**10. Is the third party a designated person?**

[ ] Yes

[ ] No (Skip to Q13)

**11. What is the designated person's Group ID?**

Please indicate the Group ID of Designated Person (DP) involved in the transaction. The DP's name and five digit Group ID number can be found on the UK [Consolidated List.](https://www.gov.uk/government/publications/financial-sanctions-consolidated-list-of-targets)

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**12. What is the designated person's name?**

The designated person's name can be found on the UK [Consolidated List](https://www.gov.uk/government/publications/financial-sanctions-consolidated-list-of-targets%29).

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**13. What is the name of the third party? (optional)**

If the third party is an organisation, please skip to the next question.

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**14. What is the name of the third party company or organisation? (optional)**

If you have already provided the name of a third party individual, please skip to the next question.

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**15. What is the third party's email address? (optional)**

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**16. In which country is the third party based in?**

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**17. Provide address details for the third party below**

You should include the organisation's full address here, in the following format:

* Building number and street address
* City or town
* County, state or province
* Postcode or zip code

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**18. What type of licence are you reporting under?**

Tell us whether you are reporting under a general licence or a specific licence.

[ ] General licence

[ ] Specific licence

**19. What is the licence number?**

Your licence number will begin with 'INT'. Please be sure to use the licence number displayed on the most recent version of the licence.

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**20. What date was the licence issued?**

Please note the day, month and year on which the licence was issued.

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**21. What date was the licence last amended, if applicable? (optional)**

If the licence has been amended, please state the day, month and year on which this last took place.

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**22. When does the licence expire? (optional)**

On what day, month and year does the licence expire? Skip this question if the licence does not have an expiration date.

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**23. What is the legal basis for the licence?**

Please state the legal basis for the licence. This will ordinarily be set out in the opening section of the licence.

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**24. What is the name of the designated person(s) listed on the licence?**

Please add the names of all designated person(s) if there is more than one listed on the licence. Put 'n/a' if reporting under a General Licence.

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**25. What is the Group ID of the designated person, as given on the Consolidated List? (optional)**

The designated person's five digit Group ID number can be found on the UK [Consolidated List](https://www.gov.uk/government/publications/financial-sanctions-consolidated-list-of-targets%29).

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**26. What are the reporting requirements of the licence you are using?**

Set out the reporting requirements from the licence that apply to the activity that you are reporting on.

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**27. Describe the licenced activity you are reporting.**

Set out the details of your licensed activity as per the reporting requirements you set out in your previous answer. Please list these details in the same order as the reporting requirements. Make sure you include dates of activity and value of transactions where needed.

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**Attach supporting evidence (optional)**

A maximum of 4 files can be uploaded to the online form, each with a maximum file size of 7MB. Once you have uploaded a file, click 'continue' to upload additional files. If you reach the limit of 4 files but wish to provide more, please email these to OFSI@hmtreasury.gov.uk quoting the reference number provided upon submission.