

The OFT has created this sample as guidance to assist HVGDs, potential HVGDs and HRDs with their AML/CFT obligations under the OFT's AML/CFT Guidance Notes for HVGDs. The use of this form may not guarantee compliance by your business with these obligations.

## High Value Good Transaction Form

For recording payments in cash for High Value Goods (equal to or above £2,000)

See Sections 8.4 and 11.4 of the OFT's AML/CFT Guidance Notes for High Value Good Dealers.

Employee completing transaction: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 1. Name and details of person carrying out the transaction

Customer name	
Customer address	
Customer ID/Passport No.	

### 2. Payments for another person

Is the individual making a payment on behalf of someone else?	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, please give details below.
Name of beneficial owner	
Residential address of beneficial owner	
Customer ID/ Passport number	

### 3. Description of good/s

Are the goods high risk goods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Item description/s	
Item Value	
Item Serial Number/s	
Item Brand and model/s	
Item stock/inventory reference/s	
Quantity of item sold, by unit or otherwise (e.g. weight)	

### 4. Payment(s)

Amount paid and currency	
Is this a one off payment or a series of linked payments?	<input type="checkbox"/> One off payment <input type="checkbox"/> Linked payments Details of linked payments: _____ _____
Denomination of notes (e.g. 160 x £50)	