



**Jersey Financial
Services Commission**

Notification of a change to the:

- › **Principal Person**
- › **Money Laundering Compliance Officer (MLCO)**
- or
- › **Money Laundering Reporting Officer (MLRO)**

Of a person registered to carry on a schedule 2 business

Guidance

1. This form should be completed where:
 - a. a person is registered under the Proceeds of Crime (Supervisory Bodies) (Jersey) Law 2008 to carry on a Schedule 2 Business (a **Registered Person**), and
 - b. there is a need to advise the Jersey Financial Services Commission (**JFSC**) of changes to the individual holding the position of either Principal Person, MLCO or MLRO.
2. This form should not be completed where:
 - a. A notification is being made of an individual ceasing to act as a Principal Person / Key Person for a role for which a Letter of No Objection was provided by the JFSC. In this circumstance please complete the Notification via the myJFSC Portal: [Notification for ceasing to act as a Key / Principal person \(jerseyfsc.org\)](https://www.jerseyfsc.org/Notification-for-ceasing-to-act-as-a-Key-Principal-person)
3. In accordance with Article 34(2) of the Proceeds of Crime (Supervisory Bodies) (Jersey) Law 2008 and Articles 7(6) and 8(4) the Money Laundering (Jersey) Order 2008 notification must be provided to the JFSC within one month after the date:
 - a. the appointment of a new Principal Person, MLCO or MLRO takes effect, or
 - b. the individual ceases to act.
4. Please complete Sections A and C and the relevant questions in Section B.
5. **For new appointments:** The Applicant is required to provide to the JFSC a certified copy of the current passport of ALL new Principal Persons/Key Persons which includes:
 - a. Directors
 - b. Shareholders (10%>)
 - c. Money Laundering Reporting Officer
 - d. Money Laundering Compliance OfficerThe JFSC reserves the right to accept alternative documentation, where it considers appropriate. For guidance on certification of documentation, refer to [Suitable certification - local resident identification requirements \(www.jerseyfsc.org\)](https://www.jerseyfsc.org/Suitable-certification-local-resident-identification-requirements).
6. The information requested in this form is collected under Article 8 of the Proceeds of Crime (Supervisory Bodies) (Jersey) Law 2008.
7. When complete, please email the form and a certified copy of the current passport for new Principal Persons/Key Persons to RegulatoryMaintenance@jerseyfsc.org (**paper copies will not be accepted**).

Data Protection (Jersey) Law 2018

We may use the information you send us together with other information, which comes from or relates to you, to discharge our functions effectively. This may include us sharing the information we hold about you with other bodies, such as regulators and law enforcement agencies, some of whom may be located outside of Jersey and the European Economic Area.

The Data Protection (Jersey) Law 2018 provides individuals with various rights, including the right to ask for a copy of the information we hold on you, and the right to have inaccuracies corrected. To better understand your rights and how we handle your information, we would encourage you to read our Privacy Notice and Data Protection Statement; or to contact the Data Protection Officer, Jersey Financial Services Commission, PO Box 267, 14-18 Castle Street, St Helier, Jersey, JE4 8TP.

Section A

1 Name of Registered Person

2 Registration number (e.g. SCH0999)

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Section B

3 Is your notification in respect of:

3.1 Principal Persons ☐

3.2 Money Laundering Reporting Officer ☐

3.3 Money Laundering Compliance Officer ☐

4 If you are a Principal Person, what capacity are you? E.g. Shareholder, Executive Director, Non-Executive Director etc.

5 Title

6 Surname

7 First name/s

8 Telephone number (business) -

9 Email address (business)

10 Private address

11 Date of birth / /

12 Place of birth (Town/Country) /

13 Date of appointment / /

14 Date of ceasing to act

/ /

Section C

Declaration in respect of Principal Person, MLCO/MLRO on appointment

I confirm that to the best of my knowledge and belief, the above named has not been convicted of an offence specified in Article 14(4)(a) and 14(4)(b) of the Proceeds of Crime (Supervisory Bodies) (Jersey) Law 2008.

Authorised Signatory of Schedule 2

Full Name:

Signature:

Date:

/ /

In case of a JFSC query, please provide the contact details of the person submitting this form:

Name:

Position:

Phone number:

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Email:

Caution

Article 37(4) of the Proceeds of Crime (Jersey) Law 1999 provides that a person carrying on financial services business who fails to comply with a requirement that is contained in the Money Laundering (Jersey) Order 2008 shall be guilty of an offence. Any person guilty of an offence under this Article is liable to a fine.

Schedule 2 Business

A person is registered under the Proceeds of Crime (Supervisory Bodies) (Jersey) Law 2008 to carry on a Schedule 2 Business (a Registered Person), and registration is required where a person intends to carry on any one of the activities listed below, if the activity is to be carried on in or from within Jersey.

Activity list

This applies to:

- › Acceptance of deposits and other repayable funds from public
- › Lending
- › Financial Leasing
- › Money or value transfer services
- › Means of payment
- › Financial, Guarantees and commitments
- › Trading in:
 - (i) Money market instruments (cheques, bills, certificates of deposit, derivatives)
 - (ii) Foreign exchange
 - (iii) Exchange, interest rate and index instruments
 - (iv) Transferable securities
 - (v) Futures and options (financial and commodity)
- › Fund and security services activities
- › Advice on capital structure, industrial strategy etc.
- › Portfolio Management
- › Safekeeping and administration
- › Safe custody services
- › Investing, administering, or managing funds or money
- › Underwriting and placement of life assurance and insurance
- › Money and currency
- › Money broking
- › Casinos (including internet casinos)
- › Real Estate Agents
- › High Value Dealers
- › Lawyers, etc
- › Accountants
- › Trust and company service providers, including:
 - (i) Formation Agent
 - (ii) Director, secretary, partner, etc
 - (iii) Registered office, addresses, etc
 - (iv) Trustee of an express trust or equivalent
 - (v) Nominee shareholder
- › Virtual Asset Service Provider (VASP)