

**To:** All Employees and Staff

**From:** Compliance Department / AML Officer

**Date:** [Insert Date]

**Subject:** Policy on Non-Disclosure of Suspicious Activity Reports (SARs)

This letter outlines the mandatory policy regarding the confidentiality of Suspicious Activity Reports (SARs) as required by Anti-Money Laundering (AML) laws and regulations.

### **1. Strict Confidentiality**

The existence of a SAR, as well as any information that would reveal that a SAR has been prepared or filed, is strictly confidential. This information must not be disclosed to any person involved in the suspicious transaction.

### **2. Prohibition of "Tipping Off"**

It is a legal violation to notify, or "tip off," any individual or entity that they are the subject of a SAR or that their activity is under internal investigation for potential reporting. Unauthorized disclosure may lead to severe civil and criminal penalties for both the individual and the organization.

### **3. Internal Communication**

Information regarding a SAR should only be shared internally with employees who have a legitimate "need to know" to perform their professional duties, such as senior management, legal counsel, or the AML Compliance team.

### **4. Requests for Information**

If you receive an inquiry from a third party or a subpoena regarding a SAR or the reporting of suspicious activity, you must immediately notify the AML Officer. You are not permitted to confirm or deny the existence of a SAR to any outside party without express authorization from the Compliance Department.

### **5. Compliance and Discipline**

Adherence to this non-disclosure policy is a condition of employment. Failure to comply with these requirements will result in disciplinary action, up to and including termination of employment, and may result in referral to law enforcement.

Please direct any questions regarding this policy to the AML Officer.

Acknowledged by:

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Employee Name

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Date