



# THEMIS Registration Form: Guidance Notes

THEMIS is the online reporting facility used by the Financial Intelligence Service (FIS). THEMIS is to be used by organisations with a presence in the Bailiwick of Guernsey as the prescribed method for the reporting of suspicion of money laundering, that certain property is derived from the proceeds of criminal conduct, and/or terrorist financing (per the *Disclosure (Bailiwick of Guernsey) law, 2007*) It is only necessary to register entities for which money laundering or terrorist financing reporting obligations apply.

It is at the submitting organisation's discretion who they wish to nominate for access to THEMIS. There is no limit to the number of nominees that can be registered for any organisation, but we urge users to keep registrations to a minimum for security and administration reasons. Due to the restricted and confidential nature of the content, it is strongly recommend that organisations should only nominate Money Laundering Reporting Officers (MLROs), Deputy MLROs, Compliance Officers and/or Directors to report on their behalf.

This form is provided for Organisations to:-

- **Register** - both new users and organisations/entities can be registered with the FIS, including obtaining login details for THEMIS;
- **Update** – any changes in personnel or organisation's details, including removal can be logged with the FIS

Please ensure that there is **ONLY ONE ORGANISATION ON A FORM**. Where there is insufficient space on the form to enter all nominees for an organisation, please complete and attach additional forms as required.

**All forms must be signed by an authorised signatory.** The authorised signatory must be someone in a Senior Management position in the named organisation overleaf who has the relevant authority to nominate staff for access to the online reporting system. **It is their responsibility to ensure that the details submitted on the form are accurate and complete.** If the signatory requires confirmation that a form has been processed, please provide a contact email address and mark the relevant box to receive an email acknowledgement.

Scanned copies of the signed form will be accepted. **Completed forms can be emailed to [fiu@gba.gov.gg](mailto:fiu@gba.gov.gg) in PDF format** or posted to the FIS at the address listed below. **Forms may take up to 10 working days to process.**

**IT IS THE ORGANISATION'S RESPONSIBILITY TO ENSURE THAT THE FIS ARE IN POSSESSION OF UP-TO-DATE INFORMATION AND IS KEPT INFORMED OF ANY CHANGES TO NOMINEES AND ORGANISATIONS ADMINISTERED BY THEM IN A TIMELY MANNER.**

Guidance on how to use THEMIS can be located on the **MLRO Distance Learning Package** available on [www.guernseyfiu.gov.gg](http://www.guernseyfiu.gov.gg) in the 'Financial Intelligence Service, under 'Online Guidelines' and is also on the Guidance & Legislation' tab of the THEMIS home page

## Definitions of the terminology listed on the Registration Form:

- **Amend Name for Organisation** – an optional field that highlights a change in name for the reporting organisation
- **Start date** - the date reporting duties for the organisation were taken up; can be approximate.
- **End date** - to specify when a user's access should be terminated; can be pre-dated or historic.
- **E-mail address** – **required for all registrations**; should not be a generic 'shared' inbox for security reasons. Login details will be sent via email to this address.
- **You MUST include ALL THEMIS users on the form, including those currently registered, in order that the FIS has up-to-date records. Anyone currently registered that is NOT included on the most up-to-date form will have their access to that organisation removed for security reasons.**
- **Status** - select one Status for each person to indicate what action is required by FIS Administration staff:
  - **Never had log on** - user has never had a THEMIS log on before for ANY organisation. A new user name and password will be provided to the user by email. Please specify a **Start Date** (as above).
  - **Previously had log on** - has been a THEMIS user (for any organisation) previously and had their access terminated. Account will be re-activated and a new password provided. Please specify a **Start Date**.
  - **Has active log on (new to organisation)** - already registered to use THEMIS (for any organisation) and has valid login details; User is to be added as a new contact for that Organisation. Please specify a **Start Date**.
  - **Has active log on and is registered for the organisation** - to remain as a **current user**; select if contact details require amending or if details should remain unchanged and active.
  - **No longer requires log on for the organisation** - access to be terminated as person is no longer undertaking reporting duties for this organisation; please specify an **End Date** (as above).



# THEMIS Registration Form

<b>Name of Organisation:</b>					
<b>Are you registering a new Organisation on THEMIS?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Amended name for Organisation:</b>		
<b>Telephone No (Switchboard):</b>			<b>Place Incorporated:</b>		
<b>Registration No:</b>			<b>Date Incorporated:</b>		
<b>Main Postal Address (including Post Code):</b>					

<b>Title &amp; Full Name:</b>					
<b>Position (e.g. MLRO/NO)</b>			<b>Date of Birth:</b>		
<b>Start Date (if new user):</b>			<b>THEMIS Username (if known):</b>		
<b>Telephone No (Direct Dial):</b>			<b>End Date (if being removed):</b>		
<b>Email Address:</b>					
<b>THEMIS Status (choose one):</b>	Never had a THEMIS logon <input type="checkbox"/>	Previously had logon BUT logon details requested <input type="checkbox"/>	Has active log on (requires new registration for this organisation) <input type="checkbox"/>	Logon Active and registered for this organisation	
				Details amended <input type="checkbox"/>	Details unchanged <input type="checkbox"/>
					No longer requires logon for this organisation <input type="checkbox"/>

<b>Title &amp; Full Name:</b>					
<b>Position (e.g. MLRO/NO):</b>			<b>Date of Birth:</b>		
<b>Start Date (if new user):</b>			<b>THEMIS Username (if known):</b>		
<b>Telephone No (Direct Dial):</b>			<b>End Date (if being removed):</b>		
<b>Email Address:</b>					
<b>THEMIS Status (choose one):</b>	Never had a THEMIS logon <input type="checkbox"/>	Previously had logon BUT logon details requested <input type="checkbox"/>	Has active log on (requires new registration for this organisation) <input type="checkbox"/>	Logon Active and registered for this organisation	
				Details amended <input type="checkbox"/>	Details unchanged <input type="checkbox"/>
					No longer requires logon for this organisation <input type="checkbox"/>

<b>Title &amp; Full Name:</b>					
<b>Position (e.g. MLRO/NO):</b>			<b>Date of Birth:</b>		
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<b>Email Address:</b>					
<b>THEMIS Status (choose one):</b>	Never had a THEMIS logon <input type="checkbox"/>	Previously had logon BUT logon details requested <input type="checkbox"/>	Has active log on (requires new registration for this organisation) <input type="checkbox"/>	Logon Active and registered for this organisation	
				Details amended <input type="checkbox"/>	Details unchanged <input type="checkbox"/>
					No longer requires logon for this organisation <input type="checkbox"/>

I authorise the above named person(s) to access and use THEMIS on behalf of the organisation named. I confirm that I have read and understood the guidance notes issued with this form.

<b>Signed:</b> (Authorised Signatory)			<b>Date Submitted:</b>		
<b>Print Name:</b>			<b>Email Address:</b>		
<i>If an email acknowledgement of the receipt and processing of this form is required, please tick this box:</i>					<input type="checkbox"/>

All information is processed in accordance with the Data Protection (Bailiwick of Guernsey) Law 2001.