



## **INTERNATIONAL SANCTIONS: TEMPLATE FOR MAKING LICENCE REQUESTS**

The Policy & Resources Committee (the Committee) is the competent licensing authority for activity that relates to financial sanctions. It has issued this document to assist businesses when requesting a licence from the Committee<sup>1</sup>.

A licence for these purposes means permission to carry out activity that would otherwise comprise a breach of a sanctions regime that has been enacted by the United Kingdom under the Sanctions and Anti-Money Laundering Act 2018 and given automatic effect in the Bailiwick by the Sanctions (Implementation of UK Regimes) (Bailiwick of Guernsey) (Brexit) Regulations, 2020.

The table below comprises a template that may be used in order to request a licence. The aim in producing the template is to ensure that all of the information needed by the Committee to consider a licence application is provided as soon as possible in order to facilitate the swift determination of the application. Businesses are therefore advised to provide as much detail as possible. In particular, it is important that a full analysis is given of why the sanctions regime is believed to apply to the activity for which the licence is sought, and also why that activity comes within one or more of the criteria for granting a licence. In addition, all documents necessary to support the application and determination of it should be provided as part of the request for a licence.

Use of the template is not compulsory and businesses may request a licence in a different form if they wish. However, it should be stressed that a failure to provide all of the information covered in the template, together with supporting documentation, may delay the determination of the application.

Please also note that use of the template is a starting point for determination of the request and further information may be required in order for the licence application to be determined by the Committee.

All information received by the Committee for the purpose of a licence application will be treated as confidential. However, it may be shared with other domestic or foreign authorities if the Committee considers this necessary for the purposes of making a determination in respect of the application.

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<sup>1</sup> The Committee for Home Affairs is the competent licensing authority for activity that relates to trade, maritime and aviation sanctions.

# TEMPLATE

<p style="text-align: center;"><b>SANCTIONS REGIME</b></p> <p style="text-align: center;"><i>Please give the full title of relevant UK sanctions regime.</i></p>
<p style="text-align: center;"><b>PARTY MAKING LICENCE REQUEST</b></p> <p style="text-align: center;"><i>Please give the full name and contact details of the party making the licence request.</i></p>
<p style="text-align: center;"><b>PARTY ON WHOSE BEHALF LICENCE APPLICATION IS MADE</b></p> <p style="text-align: center;"><i>Please give the full name and contact details of the party on whose behalf the licence request is made, if different from party above, and explain the relationship between the two.</i></p>
<p style="text-align: center;"><b>ACTIVITY FOR WHICH LICENCE IS REQUESTED</b></p> <p style="text-align: center;"><i>Please give details of the activity for which the licence is requested, including whether this is expected to be a one-off activity or to be repeated.</i></p>
<p style="text-align: center;"><b>REASON WHY ACTIVITY IS NECESSARY</b></p> <p style="text-align: center;"><i>Please explain why the activity needs to be carried out, including any issues of urgency.</i></p>

**APPLICATION OF SANCTIONS REGIME**

*Please explain the basis on which the sanctions regime is believed to apply to the activity. This should include all relevant facts (including the identity of any relevant sanctioned person) and the specific prohibitions in the sanctions regime that are believed to be engaged. It should also include an analysis of the way in which those prohibitions capture the activity.*

**LICENSING GROUNDS**

*Please identify the specific licensing grounds in the sanctions regime that are relied on and provide an analysis of the way in which these grounds apply to the activity.*

**CONTROLS**

*Please give details of any controls currently in place and the controls that will be put in place if the licence is granted.*

**OTHER CONTACT WITH AUTHORITIES**

*Please give details of any contact (including any other licence application) that has been made, is likely to be made or will be made with the authorities in the Bailiwick or elsewhere which might be relevant to the application.*

**DECLARATION**

*Please be aware that under the Sanctions (Bailiwick of Guernsey) Law, 2018 it is a criminal offence to provide false or misleading information for the purposes of applying for a licence.*

**I certify that the information in this document is true to the best of my knowledge and belief.**

**Name .....**

**Signature.....**

**Employer and job title (if applicable).....**