

RESTRICTED  
(when completed)

**SOCA**  
SERIOUS ORGANISED CRIME AGENCY



**APPLICATION TO REFER A CASE TO THE SERIOUS ORGANISED  
CRIME AGENCY FOR CONSIDERATION FOR CIVIL RECOVERY AND/OR  
TAX ACTION**

This form is protectively marked Restricted. Any information which warrants a higher marking should not be referred to in this form but should be transmitted to SOCA by separate means.  
Please note that the boxes below will expand as required.

1. Name and address of referring law enforcement organisation:

2. Referring law enforcement's case/operation name/reference:

3. Referring officer name:

4. Telephone number:

5. Fax number:

6. Email address:

**Criteria for referral**

- Criminal investigation and prosecution must have been considered and either failed or have been deemed impossible e.g. insufficient evidence to secure a criminal conviction or lack of resources in the law enforcement agency.
- For civil recovery, there must be evidence of criminal conduct to the civil standard of proof (balance of probability) which has generated the funding or acquisition of the referred recoverable property. The Civil Evidence Rules will apply and evidence may include hearsay, statements by co-accused or other material that could not normally be used in a criminal case. The professional opinion of an experienced police officer who knows the referred subject may also be used as expert witness evidence.
- For tax cases, there must be material to give rise to reasonable suspicion that criminality has produced an untaxed income. The suspicion may rest in whole or in part on reliable intelligence.
- There must be basis for believing that a civil recovery or tax investigation will contribute to a reduction in crime.
- Recoverable property must have been identified to a value of at least £10,000 and acquired within the previous 12 years (or 20 years for Part 6 Tax).
- All relevant case papers both criminal and financial (where applicable) are to be made available for inspection and use by the Agency in assessing this referral for adoption. If documents are not made available to the Serious Organised Crime Agency then this may affect whether the case is adopted.

THIS FORM MUST BE SUBMITTED TO SOCA VIA FAX NUMBER 0207 238 8188.  
ANY GENERAL ENQUIRIES RELATING TO THIS FORM SHOULD BE DIRECTED  
TO 0207 238 0225.

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**SOCA use only:**

*Date received* .....  
*Date acknowledged* ..... *Case reference* .....

All information included in the form must be current, except where the checking of information might jeopardise the case (e.g. might alert the holder of a property to investigative interest).  
 Where recoverable property is held by a person other than the owner, or held in joint names, please supply details including information requested in boxes 7 – 14 in the case summary.

7a. Description of property (include Title no. if applicable)	7b. Gross value of property & equitable value (if known)	7c. Date of acquisition (if known)	7d. Date of estimate in 7b (Refer to criteria for referral)	7e. Current location of the property
8. Full name and address of owner/holder of the recoverable property:				
9. Date of birth (dd/mm/yyyy):	10. National Insurance No:	11. C.R.O number:		

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12. Marital status: select option	13. Date deceased (if applicable): (dd/mm/yyyy)
14. Type of unlawful conduct from which the property is thought to be derived: <i>(Disclosable material to the civil standard of proof evidencing unlawful conduct must be made available to the Serious Organised Crime Agency to put before the High Court should this case be adopted.)</i>	
15. Brief summary of the case: <i>(include history of subject, background, details of any investigations to date)</i>	
16. Is there a significant international dimension? If so, give details:	
17. Briefly outline how a civil recovery/tax investigation will contribute to the reduction of crime:	
18. Name and telephone number of the person with whom the Agency should liaise and who is responsible for providing access to all case documents <i>(if not the same as Box 3):</i>	
19. Signature of referring officer	20. Signature of Senior Investigating Officer <i>(Please refer to Box 21)</i>

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21. Senior Investigating Officer's comments: *(Include comments on sensitivity, any known risks and reason for referral, having regard to local and national crime reduction strategies. In particular state the impact that this type of offence has in the local and wider community if any)*

*We will acknowledge receipt of the document within 48 hours. If you do not receive acknowledgement please call 0207 238 0225.*

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