**Record of illegal or unauthorised activity**

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| **FMU Name:** |  |
| Type of activity: |   | Date found notified: |   |
| Found/notified by whom: |   |
| Description of activity/events: |   |
| Communication with relevant third parties/notification of relevant authority(s): |  |
| Actions taken to resolve issues: |  |
| Preventative measure(s) put in place to prevent reoccurrence: |  |
| Assessment of Effectiveness of preventative measures: |   |
| Date resolved: |   | Name / resolved by: |  |

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| Follow up action / monitoring required |
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