**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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