

Identification Requirements

In accordance with Money Laundering Regulations 2007



What is Money Laundering?

Money laundering is how criminals change money and other assets into clean money or assets that have no obvious link to their criminal origins. Money laundering can take many forms, but in the property sector it often involves buying a property asset using the proceeds of crime and selling it on, giving the criminal an apparently legitimate source of funds. Criminals may also hide behind complex company structures and multiple accounts to disguise the real purpose of a transaction and hide its beneficial ownership.

As an estate agent in the regulated sector, we are required to make a report if there are reasonable grounds for suspecting money laundering. Failure to report any suspicious activity or complicit involvement in money laundering can result in fines and/or a prison sentence. For this reason we take our responsibility very seriously.

Identification Requirements

The Money Laundering Regulations 2007 require appropriate identity (ID) evidence to be provided when certain transactions take place. We will need to ask you for suitable identification and will be unable to proceed with any work on your behalf until this is obtained.

We will require sight of original forms of identification along with proof of address. If the original documents cannot be provided then we will require certified copies. In the case of individual tenants, only originals documents can be accepted.

Acceptable Identity Documents for Individuals

We require **ONE FORM OF ID** and **ONE PROOF OF ADDRESS**. Please refer to the table below for acceptable documents for each. Subject to individual circumstances, we may require further/additional documentation.

ID	PROOF OF ADDRESS (dated within last 3 months)
A valid passport	Recent utility bill
A valid photo card driving licence	Recent mortgage statement
A national identity card	Recent bank/building society statement
	Valid UK driving licence
	State pensions benefits book
	Home or motor insurance certificate
	Current local authority tax bill
	NHS Medical card

Acceptable Identity Documents involving a company or other legal structure

Legal structure	Corporate ID required	Individual ID required
Acting as a representative of a UK company	copy of certificate of incorporation	Identity evidence for a) the individual dealing with the transaction and b) all other individuals or entities with 25% or more of the shares or voting rights in the company
	copy of filed audited accounts	
	details of current company officers (i.e. directors and company secretary) and shareholders	
	memorandum of association	
Acting as a representative of an off-shore company	copy of certificate of incorporation	Identity evidence for a) the individual dealing with the transaction and b) all other individuals or entities with 25% or more of the shares or voting rights in the company
	A relevant power of attorney	
	share certificate(s) showing Ultimate Beneficial Owner	
	letter of administration	

A trust	list of trustees	Identity evidence for a) the trustee with responsibility for the transaction, and b) one other trustee, and c) all individuals or entities who: 1) have a specific interest in 25% or more of the capital of the trust property; or 2) have control over the trust; or 3) belong to a class of person whose main interest benefits under a trust which does not entirely operate for the benefit of specific individuals
	list of beneficiaries or class of beneficiaries	
	copy of the trust document	
Probate	grant of probate	Identity evidence for the personal representative, either executor or administrator.
	letter of administration	

N.B

- Original documents will be requested to be seen in the presence of the document holder.
- Certified copies should be from a recognisable professional, i.e. a doctor, bank manager, solicitor or an accountant and needs to contain the details of the individual certifying the copy and their contact details.