

LLOYD MARTIN

ESTATE AND LETTING AGENTS

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IMPORTANT NOTICE

The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2020 (the "Regulations")

The Regulations came into force on the 26th June 2017 and estate agents are now required to verify the identity of both parties to a transaction (i.e. where we are acting for the vendor we must also conduct due diligence on the purchaser, and where we are acting for a purchaser we must also conduct due diligence on the vendor).

UK PRIVATE INDIVIDUALS

You must provide one document from each list

List A: Identity documents:

- Current signed passport; or
- Current UK photo card driving licence.

If you do not currently hold a valid passport or driving licence, you may alternatively provide one of the following documents:

- UK old style paper driving licence;
- Residential permit issued by the Home Office to EU Nationals on sight of their own country passport;
- Benefit book or original notification letter from the Benefits Agency confirming the right to benefits;
- Self-employed in the construction industry – tax exemption certificate with photograph of holder (forms C155, C156 or SC60);
- HM Revenue and Customs tax notification; or
- Firearms certificate.

List B: Evidence of address:

- A utility bill issued within the last three months (but not mobile phone bills as these can be sent to different addresses);
- Current UK driving licence (if not used as evidence or identity);
- UK old style paper driving licence (if not used as evidence of identity);
- Local authority tax bill (valid for the current year);
- Bank, credit card, building society or credit union statement issued within the last three months and addressed to a current residential address;
- The most recent original mortgage statement from a recognised lender;
- Confirmation from the electoral roll that a person of that name lives at that address;
- Benefit book or original notification letter from the Benefits Agency confirming the right to benefits (if not used as evidence of identity);
- Self-employed in the construction industry – tax exemption certificate (forms C155, C156 or SC60) (if not used as evidence of identity); or
- HM Revenue and Customs tax notification (if not used as evidence of identity)

Please note that we do not accept the following documents as evidence of address: PO box number, address listed as C/O, online bank statements, online utility bills, health insurance certificates, building insurance certificates, building contents insurance certificates and motor insurance certificates.

NON-UK PRIVATE INDIVIDUALS

You must provide one document from each list

List A: Identity documents:

- Full and valid passport;
- National identity card; or
- Photo driving licence

List B: Evidence of address:

- A utility bill issued within the last three months (but not mobile phone bills as these can be sent to different addresses);
- Bank, credit card, building society or credit union statement issued within the last three months and containing a current address; or
- A reference from a bank regulated legal professional who has advised the individual for the past two years.

Please note that we do not accept the following document as evidence of address: PO box numbers, addresses listed as 'C/O', online bank statements, online utility bills, health insurance certificates, building contents insurance certificates and motor insurance certificates.

Certified copies (signed and stamped by an independent regulated professional person) of the above documents are also acceptable.

CORPORATE BODIES, INCLUDING TRUSTS ETC.

We will not be able to proceed with a transaction from a corporate body until we are fully satisfied that we have identified the ultimate beneficial owner. Importantly, the Regulations place a legal duty on all corporate bodies, including trusts etc, to provide us (the relevant person) with this information:

Part 5 of the Regulations states:

Corporate bodies: obligations

43.- (1) When a UK body corporate which is not listed on a regulated market enters into a relevant transaction with a relevant person, or forms a business relationship with a relevant person, the body corporate must on request from the relevant person provide the relevant person with-

- Information identifying –
 - its name, registered number, registered office and principle place of business;
 - its board of directors, or if there is no board, the members of the equivalent management body;
 - the senior persons responsible for its operations;
 - the law to which it is subject;
 - its legal owners;
 - its beneficial owners; and
- its articles of association or other governing documents.

You are strongly advised to prepare in advance the necessary paperwork.

This is especially important with the more complex corporate structures as it will take considerably longer to conduct our due diligence. Each layer of the structure needs to be carefully examined until we have identified who ultimate beneficial owners are.

If we are not fully satisfied, we will not be able to proceed with the transaction.

