# Money Laundering Regulations 2003

We are obliged by legislation to check the identity of our clients and it is a criminal offence for us not to do so. We must check the identity of applicants before a conditional offer for a property can be formalised. We therefore have to obtain:

Your date(s) of birth
Your National Insurance Number(s) and
Two items of identification from the lists below (one from list A and a **different** one from list B)

Please ensure that you can provide these as we cannot proceed further until they have been received.

If you are unable to bring these items to any of our offices, then you must provide us with photocopies that have been certified by a Solicitor, Accountant, Doctor, High Street Bank Manager, Teacher, Minister of Religion, Post Master/Sub Post-Master or person of similar status. Their contact details must be clearly shown on the documents. Certified copies of identification should be dated and signed "original seen". Where there is not a good photograph on the certified copy of the ID, the copy should also be certified as "providing a good likeness of the applicant".

## List A – Documentary Evidence of Personal Identity

- Current signed passport
- Current UK photo-card driving licence
- Current full UK driving licence
- Photographic registration card for people self-employed in the construction industry (C1S4)
- Benefit book or original notification letter from the relevant benefits agency confirming the right to benefits
- Inland Revenue tax notifications (note: P45s and P60s are not acceptable)
- Firearms or shotgun certificate
- National identity card containing photograph

## List B – Documentary Evidence of Address

- Confirmation from the Electoral Register that you live at your given address
- Recent utility bill or statement less than three months old (not mobile phone)
- Original local authority council tax bill for the current year
- Current UK photo-card driving licence
- Bank, building society or credit union statement
- Bank, building society passbook containing current address
- Council rent book showing rent paid for the last three months
- Benefits book or original notification letter from the Benefits Agency confirming the right to benefits
- Inland Revenue correspondence addressed to the client at the client's stated address
- Housing Association rent card or tenancy agreement
- Recent Inland Revenue Self Assessment statement or tax demand
- House or motor insurance certificate

**WE MUST HAVE SATISFACTORY EVIDENCE OF IDENTITY BEFORE WE CAN PROCEED FURTHER.**

**If you are unable to provide items from the above lists, please contact us to discuss this further, as alternative forms of evidence may be possible.**

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