

PROVING YOUR IDENTITY AND OWNERSHIP OF A PROPERTY

ACCEPTABLE DOCUMENTS - MONEY LAUNDERING REGULATIONS 2017

As with all Estate Agents, Pinkertons is subject to the Money Laundering Regulations 2017. This means we must obtain and hold identification and proof of address for all customers.

Additionally, we are also required to establish whether there are any beneficial owners on whose behalf the transaction or activity is taking place; hence, we would request you to identify anyone you consider a beneficial owner. Where appropriate, the source or destination of funds may also be requested. Without this information, we cannot proceed with any work on your behalf.

Below is a list of acceptable identity documents. We require sight of all original or certified documents. Subject to your individual circumstances, Pinkertons may liaise with you for further/other documentation.

INDIVIDUAL IDENTITY DOCUMENTS

Pinkertons requires one document from List A and one document from List B.

LIST A - IDENTITY DOCUMENT

- Current signed passport
- Valid UK driving licence
- EEA member state identity card

LIST B - PROOF OF ADDRESS

- UK/EU/EEA Drivers Licence (if UK Drivers Licence not used as ID)
Must be valid, not expired. Photo only. Full or provisional.
- Bank, Building Society or Credit Union Statement
Dated within 3 months. Must include account number and show recent activity. No general correspondence.
- Credit Card Statement
Dated within three months. Must include account number and show recent activity. No general correspondence.
- UK, EU, EEA Mortgage statement
Dated within 12 months. Must show the account number. No general correspondence.
- Utility Bill
Dated within 6 months E.g. Gas, electricity. Must show address for service and/or account number. No general correspondence.
- Telephone Bill
Dated within 6 months E.g. Landline or mobile pay monthly (excluding pay as you go). Must show address for service and/or account number. No general correspondence.
- Rates Bill
Dated within 12 months. Must show address for service and/or account number. No general correspondence.
- Tenancy Agreement
Dated within 12 months. Must state full name and full property address. Issued by the local council, housing association, solicitor or reputable estate or letting agent.
- Benefits Entitlement Letter
Dated within 12 months and issued by DWP or Jobcentre plus. Must confirm benefit payable at the time of issue—E.g. Pension, disability, single parent, housing etc.
- HMRC Tax Notification
Dated within 6 months. Must state national insurance number and tax calculation. No general correspondence.
- Home or Motor Insurance Certificate
Dated within 12 months. Must state insured address or registered address for vehicle and policy number. No general correspondence.
- UK solicitors letter confirming house purchase/land registration
Dated within three months. Must state the full name of the new owner and full property address.
- NHS Medical Card or letter from GP confirming registration
Dated within three months. Must state individual's date of birth and NHS number. No general correspondence.
- Official confirmation of Electoral Register entry or official poll card
Dated within 12 months. Must state full name and full address. No general correspondence.

PROBATE

If you are acting as a representative of an Estate, we require the following:

- Grant of Probate (if a will was left)
- Letter of administration (if no will left)
- Individual identity evidence from List A & B for the Personal Representative, either executor or administrator

LIMITED COMPANY

If you are acting as a representative of a UK Company, we will also require the following:

- Certificate of Incorporation, Articles of Association, Memorandum of Association, Latest Annual Return or Confirmation Statement, with details of current company officers
- If offshore, nominee director declaration and a general power of attorney
- Individual identity evidence from List A and B for all individuals or entities with 25% or more of the shares or voting rights in the company

If you are acting as a Representative of an Offshore Company, we will also require the following:

- Certificate of Incorporation, Articles of Association, Memorandum of Association, Latest Annual Return with details of current company officers, Share Certificate(s) showing the Ultimate Beneficial Owner OR
- Certificate of Incumbency
- If another company owns the shares, repeat the steps above for the holding company.
- Nominee director declaration and/or general Power of Attorney (if applicable)
- Individual identity evidence from List A and B for all individuals or entities with 25% or more of the shares or voting rights in the company

TRUST

If you are acting as a representative of a Trust, we require the following:

- Trust deed
- List of trustees
- List of beneficiaries
- Individual Identity evidence from List A & B for all individuals with a vested interest in 25% or more of the capital and/or those who exercise control over the Trust