

Anti Money Laundering Compliance

M.H. James Estate Agents are regulated by HM Revenue and Customs for Anti Money Laundering compliance and must comply with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017. As part of this process we are required by law to obtain identification for all of our clients, including sellers, buyers, landlords, tenants and any beneficiaries of funds from properties regardless of whether they are registered as owners or not. In order to ensure that the process is as efficient as possible and the least inconvenience or delay to our client's transactions we have set out below a list of the acceptable forms of identification under the Regulations. Please note that we require sight of originals or certified copies:-

Acceptable Forms of ID (Individuals)

- Current signed passport
- Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)
- EEA member state identity card (which can also be used as evidence of address if it carries this)
- Current UK or EEA photocard driving licence (not provisional)
- Full old-style driving licence
- Photographic registration cards for self-employed individuals in the construction industry -CIS4
- Benefit book or original notification letter from Benefits Agency
- Firearms or shotgun certificate
- Residence permit issued by the Home Office to EEA nationals on sight of own country passport
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- National identity card bearing a photograph of the applicant

Acceptable Proof of Address

- Utility bill (gas, electric, satellite television, landline phone bill) issued within the last three months
- Local authority council tax bill for the current council tax year
- Current UK driving licence (but only if not used for the name evidence)
- Bank, Building Society or Credit Union statement or passbook dated within the last three months
- Original mortgage statement from a recognised lender issued for the last full year
- Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address

- Council or housing association rent card or tenancy agreement for the current year
- Benefit book or original notification letter from Benefits Agency (but not if used as proof of name)
- HMRC self-assessment letters or tax demand dated within the current financial year
- Electoral Register entry

Please note that Mobile Phone Statements and Credit Card Statements are not acceptable.

Please note that we will also carry out an electronic identification check but the cost of this will not be charged to clients.

Information Required if you are selling a property owned by a deceased person

- Grant of Probate (if a Will was left by the deceased person)
- Letters of Administration (if no Will left by the deceased person)
- Evidence of identification for each of the administrators or executors appointed (see Acceptable Forms of Identification for Individuals above)

Information Required and Acceptable forms of identification (Companies)

For a company (including UK LLP) which is not listed on a regulated market such as the London Stock Exchange –

- Copy of Certificate of Incorporation
- Copy of filed audited accounts
- Details of current company officers (ie directors and company secretary) and shareholders
- Identity evidence for (a) the individual dealing with the transaction and (b) all other individuals or entities with 25% or more of the shares of voting rights in the company (see Acceptable Forms of ID for Individuals above)

For a company (including a UK LLP) which is listed on a regulated market such as the London Stock Exchange

- Copy of a dated page from the website of the relevant stock exchange
- Photocopy of the listing in a reputable daily newspaper
- Identity evidence for (a) the individual dealing with the transaction and (b) all other individuals or entities with 25% or more of the shares of voting rights in the company (see Acceptable Forms of Identity for Individuals above)

For a partnership of non-regulated professionals (except an LLP) with five or less partners

- No company information but identity evidence for (a) the individual responsible for the transaction and (b) all other individual partners (see Acceptable Forms of ID for Individuals above)

For a partnership of non-regulated professionals (except an LLP) with six or more partners

- Name of Partnership
- Trading Address
- Registered Address
- Nature of Business
- Recent Audited Accounts
- List of all partners
- List of all those with voting rights indicating their voting stake
- Identity evidence for (a) the partner responsible for the transaction and (b) one other partner and (c) all other individual partners who (directly or indirectly) are entitled to, or control, 25% or more of the capital, profits or voting rights (see Acceptable Forms of ID for Individuals above)

For a partnership of regulated professionals (except an LLP) such as a firm of Solicitors

- Entry of details held by a relevant professional body
- Identity evidence for (a) the lead partner (b) one other partner and (c) all other individuals who (directly or indirectly) are entitled to or control 25% or more of the capital, profits or voting rights (see Acceptable Forms of ID for Individuals above)

For a Trust

- List of trustees
- List of beneficiaries or class of beneficiaries
- Copy of the Trust document
- 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 the trust which does not entirely operate for the benefit of specific individuals (see Acceptable Forms of ID for Individuals above)

Other legal structures set up by law

- Any document which establishes, manages or regulates the structure
- A list of any individuals who benefit (if applicable) or a list of the classes
- Identity evidence for all individuals or entities who (1) are beneficiaries of 25% or more of the property where the individual beneficiaries have been determined or (2) fall into a class of person whose main interest benefits under the structure where individuals in that class are not determined or (3) control 25% or more of the structure or of the property under the structure (see Acceptable Forms of ID for Individuals above)

As part of our due diligence requirements we will also obtain a copy of any registered title deeds from the Land Registry to verify that the person instructing us to sell or let the property is the registered owner. We will need to be instructed by all registered owners of the property.

M.H. James Estate Agents and Town and Country Let Limited may also request proof of source of funds being used by clients to purchase properties or as deposit funds for lettings.