

## Money Laundering Information Sheet

**IMPORTANT. THIS SHEET GIVES DETAILS OF THE DOCUMENTS WE NEED FROM YOU BEFORE WE CAN START ACTING ON YOUR BEHALF.**

**PLEASE RETURN EVIDENCE OF YOUR IDENTITY WITH YOUR INSTRUCTIONS FORM.**

**Recently the Government have introduced new Regulations in order to combat Money Laundering in the wake of recent worldwide events.**

There is no suggestion that you are involved in Money Laundering but it is the Government policy to try to eradicate instances of Money Laundering, which has meant that we must make certain checks of your identity at an early stage of the transaction.

We are required to check the identity, name and address of **all** clients. We must therefore ask you to supply us with one item from List A and one from List B:-

**List A**

- (a) your current passport **or**;
- (b) A current Photocard Driving Licence **or**;
- (c) An HM Forces Identity Card;

**List B**

- (a) a receipted utilities bill (not a mobile phone bill) or council tax bill less than three months old **or**;
- (b) A mortgage statement for the mortgage accounting year just ended **or**;
- (c) A council rent book showing the rent paid for the last three months

**In order to assist, if you wish to bring the originals of the required documentation you are using to prove your identity to our reception then they will take copies for you whilst you wait, which we will certify free of charge and then you can take the originals away with you.**

If you intend to post the originals to us for us to take copies, please use special delivery. Please rest assured that special delivery will be used to return the documents to you. Please note that there is a risk in posting originals to us, as they might get lost or stolen.

Alternatively, if you cannot get into the office and are concerned about posting original documents, you can ask a local solicitor, accountant, bank manager, independent financial adviser or doctor to photocopy and certify them for you and you can post the copies to us. **Please note that other people are not authorised to certify ID and inadequately certified ID may hold up the transaction.** If you decide to do this, please make sure that the person certifying the copies uses the wording set out on the following page. They may make a charge for this, so it is always worth enquiring first.

Unfortunately there can be no exceptions to these rules. **We do appreciate that not everyone will have the required documentation, and there are separate guidelines for such instances.** If you cannot provide us with the required two forms for proof of identity then please telephone us to discuss what documentation you do have and we can find out whether such documentation can be used in place of the list shown above.

**Additionally in order to comply with government Regulations, we regret we are unable to accept payments of cash in any amount greater than £1,000**





The Law Society

# Using a solicitor?

**New government regulations mean you must prove who you are**

## Why?

The UK is a major international financial and legal centre, with a high reputation for honesty and integrity.

Unfortunately that is why financial and professional businesses, like banks and solicitors' firms, are attractive to money launderers - criminals sometimes try and hide stolen money by turning it into legitimate income.

**The government has introduced measures:**

- To make it more difficult for criminals to make and keep money from their crimes
- To confiscate proceeds of crime

For this reason there are compulsory checks which solicitors have to make of their clients.

Being asked for identification does not mean you are under suspicion. The new identification requirements apply to all clients when they are asking their solicitors to conduct certain types of cases.

## How this affects you

Banks and building societies have had to check the identity of customers for some time. Now solicitors have to. This means you will have to show your solicitor, or somebody acting on their behalf, some personal documentation that can include:

- Current signed passport
- Photo-card driving licence
- Benefit book
- And a recent gas, electricity or other household bill

If you don't have these documents, you will have to ask your solicitor to advise you on how best to prove who you are.