Requirements for bidders and buyers under the Money Laundering Regulations

By law we are required to prevent our services being used for money laundering or terrorist financing purposes. The obligations are set out in the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 ("The Regulations").

The Regulations require us to carry out customer due diligence. This includes the identification of:

- the Buyer;
- the bidder (if different from the Buyer); and
- the person providing funds for the deposit

If you bid as agent or representative for the Buyer, you will also need to provide us with written evidence of your authority to do so from the Buyer.

The table below shows the identification documents usually required. If the capacity in which you propose to purchase is not shown, please discuss with an Acuitus director as soon as possible before the auction.

We may also undertake further identification checks through third party sources.

Any personal data obtained for the purposes of complying with The Regulations may only be processed by us for the prevention of money laundering or terrorist financing.

It is important that you are aware that under clause A6.5 of the Auction Conduct Conditions the sale contract can be ended by us if, in our absolute discretion, we are not fully satisfied with compliance under The Regulations.

<table>
<thead>
<tr>
<th>Who</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder (the individual who has made the successful bid for the lot)</td>
<td>- ID for the bidder&lt;br&gt;- Written proof of authority to act as agent for the Buyer</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>Buyer (company, individual(s) or other body who will be the owner of the lot)</td>
<td>ID relating to all the Buyer(s)</td>
</tr>
<tr>
<td>Individual(s) (unless the individual is the bidder)</td>
<td></td>
</tr>
<tr>
<td>UK registered limited company or limited liability partnership (LLP)</td>
<td>- Registration Number&lt;br&gt;- Certificate of Incorporation&lt;br&gt;- Proof of Registered Office Address&lt;br&gt;- Full Names of Board of Directors&lt;br&gt;- ID for the individual(s) controlling the transaction&lt;br&gt;- ID for the individual(s) who (directly or indirectly) hold more than 25% of the capital, profits or voting rights&lt;br&gt;- For an LLP, ID for 2 designated members</td>
</tr>
<tr>
<td>Unincorporated business or partnership</td>
<td>- ID for the individual(s) controlling the transaction&lt;br&gt;- ID for the individual(s) who (directly or indirectly) hold more than 25% of the capital, profits or voting rights</td>
</tr>
<tr>
<td>Trusts</td>
<td>- Copy of the Trust Deed&lt;br&gt;- ID for 2 trustees, including the trustee controlling the transaction&lt;br&gt;- ID for any beneficiary with an interest of more than 25% in the trust</td>
</tr>
<tr>
<td>Foreign registered companies</td>
<td>- Certificate of incorporation&lt;br&gt;- Memorandum of association and evidence of the registered office&lt;br&gt;- Register of shareholders, including those for parent companies and group structure if applicable&lt;br&gt;- ID for the individual(s) who (directly or indirectly) hold more than 25% of the capital, profits or voting rights and for the controlling party, if different</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>Provider of funds for deposit</td>
<td>- The deposit must be paid from a bank or building society that is regulated by a Competent UK Regulatory Authority&lt;br&gt;- Documentary evidence of the link between the bidder/Buyer and the funds provider</td>
</tr>
</tbody>
</table>

ID means the originals of

- Photo ID issued by a government authority with full name, and date of birth. Passport or Driving Licence
- Proof of residential address such as a utility company or council tax bill or bank statement within the last three months

We may accept photo copies of these documents providing each document page has an original certification by an appropriate person such as a bank, financial institution, solicitor or chartered accountant.

In certain circumstance we can rely on others to apply customer due diligence for us including a UK business which is itself subject to The Regulations.
Money Laundering, Terrorist Financing and Transfer of Funds (information on the payer) Regulations 2017

Acuitus Customer Due Diligence Form

Part 1 (must be completed for all transactions)

<table>
<thead>
<tr>
<th>Acuitus auction date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot number</td>
<td></td>
</tr>
<tr>
<td>Property Address</td>
<td></td>
</tr>
<tr>
<td>Bidder Full name (the individual who has made the successful bid for the property and is the name on the Memorandum of Sale)</td>
<td></td>
</tr>
<tr>
<td>Bidder Address</td>
<td></td>
</tr>
<tr>
<td>Buyer Full name (the company, individual(s) or other body who will be on the Memorandum of Sale)</td>
<td></td>
</tr>
<tr>
<td>Buyer address/registered office address</td>
<td></td>
</tr>
</tbody>
</table>

Part 2 (tick appropriate box and follow instructions)

Please tick the appropriate box and provide the information and original documents requested.

Please note that original documents are provided, each document page has an original certification by an appropriate person such as a bank, financial institution, solicitor or chartered accountant.

Any certification must include the name, address and contact details of the person providing the certification.

**BUYER**

<table>
<thead>
<tr>
<th>Name</th>
<th>Full name of the individual who has made the successful bid for the property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo</td>
<td>(eg passport/driver's licence)</td>
</tr>
<tr>
<td>Proof of current address (eg utility bill, mortgage statement, bank statement not more than 3 months old)</td>
<td></td>
</tr>
<tr>
<td>Proof of authority to bid (acting as agent)</td>
<td></td>
</tr>
<tr>
<td><strong>BUYER (if different from the bidder)</strong> (the company, individual(s) or other body who will be on the Memorandum of Sale)</td>
<td></td>
</tr>
</tbody>
</table>

**An Individual**

- Photo ID (eg passport/driver’s licence)
- Proof of current address (eg utility bill, mortgage statement, bank statement not more than 3 months old)
- Proof of authority to bid (acting as agent)

**Joint individuals**

- Photo ID (eg passport/driver’s licence for each individual)
- Proof of current address (eg utility bill, mortgage statement, bank statement not more than 3 months old)

**UK registered limited company or limited liability partnership (LLP)**

- Registration number
- Certificate of incorporation
- Proof of registered office address
- Full name of Board of Directors
- E: for the individual(s) who directly or indirectly hold more than 25% of the capital profits or voting rights
- E: for the individual(s) controlling the transaction
- For an LLP, E: for 2 designated members

**Unincorporated business or partnership**

- Proof of name(s) of proprietor(s)/partners
- E: for the individual(s) controlling the transaction
- E: for the individual(s) who directly or indirectly hold more than 25% of the capital profits or voting rights

**Trust or similar**

- Copy of trust deed
- E: for two trustees including the trustee controlling the transaction
- E: for any beneficiary with an interest of more than 25% in the trust

**Foreign registered companies**

- Certificate of incorporation
- Memorandum of association and evidence of the registered office
- Register of shareholders, including those for parent companies and group structure if applicable
- E: for the individual(s) who directly or indirectly hold more than 25% of the capital profits or voting rights and for the controlling party if different

**Other**

- Structure chart showing the entity and all its parent(s) up to and including the ultimate beneficial owner
- Details of the legal form
- Constitutional documents
- Any other relevant information or documents

Part 3 Funds for the deposit (tick appropriate box and follow instructions)

The deposit must be paid in pounds sterling by electronic bank transfer from a bank or building society that is regulated by a competent UK regulatory authority.

**Electronic Bank transfer**

- Name of account (i.e. seller or buyer)
- Sort code and account number
- If name of the account or digiary is not the bidder or buyer further checks are required including relationship between source of funds and the bidder/buyer

Version 1 May 2020

www.acuitus.co.uk