

# 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)

Acuitus auction date	
Lot number	
Property Address	
Bidder full name (The individual who has made the successful bid for the property and is the name on the Memorandum of Sale)	
Bidder Address	
Buyer full name (The company, individual(s) or other body who will be on the Memorandum of Sale)	
Buyer address/registered office address	

### Part 2 (tick appropriate box and follow instructions)

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

Please note that if copies of 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.

BIDDER (The individual who has made the successful bid for the lot)		Tick
Photo ID (eg Passport/Driving Licence)		
Proof of Current Address (eg utility or council bill, mortgage statement, bank statement not more than 3 months old)		
Proof of authority to bid if acting as agent		
BUYER (if different from the bidder) (The company, individual(s) or other body who will be the owner of the lot)		
<b>An Individual</b>	Photo ID (eg passport/driving licence)	
	Proof of current address (eg utility or council bill, mortgage or bank statement)	
<b>Joint individuals</b>	Photo ID (eg passport/driving licence for each individual)	
	Proof of current address (eg utility bill, mortgage or bank statement for each individual)	
<b>UK registered limited company or limited liability partnership (LLP)</b>	Registration number	
	Certificate of incorporation	
	Proof of registered office address	
	Full names of Board of Directors	
	ID for the individual(s) who (directly or indirectly) hold more than 25% of the capital, profits or voting rights	
	ID for the individual(s) controlling the transaction	
<b>Unincorporated business or partnership</b>	For an LLP, ID for 2 designated members	
	Proof of name(s) of proprietor/all partners	
	ID for the individual(s) controlling the transaction	
<b>Trust or similar</b>	ID for the individual(s) who (directly or indirectly) hold more than 25% of the capital, profits or voting rights	
	Copy of trust deed	
	ID for two trustees including the trustee controlling the transaction	
<b>Foreign registered companies</b>	ID for any beneficiary with an interest of more than 25% in the trust	
	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	
<b>Other</b>	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	
	Structure chart showing the entity and all its parents 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 cheque, bankers draft or electronic bank transfer from a bank or building society that is regulated by a competent UK regulatory authority.

Cheque	Name of account (same as bidder or Buyer)	
	Sort code and account number	
	Signatory (same as bidder or Buyer)	
	If name of the account or signatory is not the bidder or Buyer further checks are required including relationship between source of funds and the bidder/Buyer	
Electronic bank transfer	Same as for cheque. To be provided and verified before the funds are transferred	
Transfer from buyer's UK solicitor's client's account	Written confirmation of solicitor's undertaking to transfer the deposit	