

# ID check

for money laundering  
regulations

**SuttonKersh**

The logo for SuttonKersh features the company name in a bold, black, sans-serif font. A bright yellow curved line, resembling a smile or a swoosh, is positioned below the text, starting under the 'K' and ending under the 'h'.

[suttonkersh.co.uk](http://suttonkersh.co.uk)

# Money Laundering Regulations

Due to the new changes to Money Laundering regulations for buying and selling at auction, we are now required by Law to ID check everyone who intends to bid at auction.

What the new regulations mean for you as a bidder at the auction:

1. In the case of an **individual bidding at auction**, we will require a certified copy of a passport and utility bill.
2. In the case of an **individual acting on behalf of a third party individual**, we will require a certified copy of a passport and recent utility bill **from both parties**.
3. In the case of an **individual acting on behalf of a company** we will require details about the company including ownership information on the ultimate holding company and ultimate beneficial owners of the company, including current addresses and dates of birth.
4. If you are **unable to attend in person** or will be sending us a remote bidding form, we will require certified ID that has been identified by a professionally recognised individual. This will need to be provided to us in advance of the auction date.
5. Your ID will be kept on file for 6 years and we will only require updated documents if you change address. Any documents provided to us will be recorded and copied for audit purposes as part of our Anti Money Laundering obligations. We will also electronically verify your identity, Lexis Nexis OR ETSOS will undertake a search with Experian for the purposes of verifying your identity. To do so, Experian may check the details you supply against any particulars on any database (public or otherwise) to which they have access. Experian may also use your details in the future to assist other companies for verification purposes. A record of the search will be retained.
6. Registration on the day of the auction opens from 10:30am so please ensure you arrive early to ensure we have been able to satisfactory fulfil the necessary requirements.

**Prior to bidding you must provide 2 forms of ID, one photographic and one proof of residence – a list of acceptable ID documents can be seen below. In all cases we will require proof of funds.**

## List A – Photographic evidence of Identity

Tick	Item	Ref No
	Valid Passport with MRZ (Machine Readable Zone – two alphanumeric lines on photo page as verifiable.)	
	Valid full UK photo driving licence.	
	Valid EU/EEA/Switzerland photo driving licence.	
	Valid EU/EEA/Switzerland national Identity Card.	
	Valid UK Armed Forces ID Card.	
	Valid UK Biometric Residence Permit (When copying include both sides.)	
	Valid Blue Badge scheme (disabled pass with photo)	
	Valid Freedom Pass	
	Valid Local Authority Bus pass	
	Valid full UK Driving licence (Non photo, paper) issued before 1998	
	Department for Works & Pensions letter confirming pension details including National insurance Number dated within the last 12 months	

## List B – Evidence of Residence

Tick	Item	Ref No
	Valid full UK photo driving licence.	
	Valid full UK Driving licence (Non photo) issued before 1998	
	Local authority council tax bill (dated within the last 12 months).	
	UK Bank / Building societies statements/bills showing activity, dated within the last 6 mths. Including account number and sort code as verifiable.) (Accept internet printed.)	
	UK mortgage statement (dated within the last 12 months) (Accept internet printed.)	
	Utility bills dated within the last 6 months including – Electricity bill (with MPAN number – as verifiable.) Landline, Gas, Satellite TV, Water. (Accept internet printed.) (Not mobile phone bills.)	
	Her Majesty's Revenue and Customs (HMRC) Inland Revenue (IR) Coding / assessment / statement (dated within the last 12 months) with National Insurance number – as verifiable.	
	Department for Works & Pensions letter confirming pension details and NI Number – as verifiable. (Dated within the last 12 months).	

**ID can be approved as follows:**

- Come to any of our offices with originals and we will certify them free of charge
- Solicitors, the bank, an accountant or other professional body can certify the relevant ID
- The Post Office can verify up to 3 × forms of ID for a charge of £10.50

All certified ID can be sent to us at [auctions@suttonkersh.co.uk](mailto:auctions@suttonkersh.co.uk)

**The purpose of Sutton Kersh obtaining this information is in order for us to carry out customer due diligence in compliance with the regulations. There are no exceptions and Sutton Kersh takes its obligations very seriously.**

IF YOU HAVE ANY QUERIES PLEASE CONTACT US ON 0151 207 6315.

Thank you for your understanding and helping us comply with these regulations.

# Bidder's registration and identification form

Please complete the following details in full and IN BLOCK CAPITALS and provide two forms of identification prior to bidding as detailed in Lists A & B below.

If bidding on behalf of a company, and if successful, you will also be required to present a copy of the Certificate of Incorporation and a letter of authority on company letterheaded paper and signed by a company director prior to signing the contract.

Bidder:

First name(s) ..... Surname .....

Address .....

Postcode ..... Tel no .....

Mobile no ..... Email .....

SECURITY QUESTIONS Date of birth ..... / ..... / ..... Mother's maiden name .....

Bidder's solicitor:

Firm ..... Contact name .....

Address .....

..... Postcode ..... Tel no .....

Bidder's signature ..... Date .....

Data Protection: The information that you provide on this form and the identification documentation details requested are required under the Money Laundering Regulations 2007 for identification and security purposes, and will be retained by Sutton Kersh for a minimum of 6 years from the above date. The details may also be supplied to other parties if Sutton Kersh are legally required to do so.

Your information is being collected and processed by Countrywide. All information will be processed in accordance with the General Data Protection Regulation. Full details of how we process your information can be found on our website [www.countrywide.co.uk/notices/PrivacyNotice.pdf](http://www.countrywide.co.uk/notices/PrivacyNotice.pdf). Print copies of our privacy notice are available on request. If you need to discuss how your information is being processed, please contact us at [privacy@countrywide.co.uk](mailto:privacy@countrywide.co.uk).

How will you be paying 10% deposit and buyers admin fee?      Bank transfer      Debit card

Note: The deposit payable on each Lot is 10% of the purchase price or a minimum of £3,000 (whichever is greater).  
The Buyer's Administration Charge is 1.2% of the purchase price subject to a minimum fee of £1,200 including VAT (unless stated otherwise within the property description in the catalogue) on each Lot.

Do you wish to be added to the mailing list?      Would you like to be contacted by our finance partner, Buy to Let?

**FOR SUTTON KERSH OFFICE USE ONLY** Identification documentation seen (one from each list)

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	Valid Local Authority Bus pass	
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## List B – Evidence of Residence

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Signed on behalf of Sutton Kersh ..... Date .....

Once you have completed this form please send to: Sutton Kersh, 2 Cotton Street, Liverpool L3 7DY or email along with certified copies of your ID to [auctions@suttonkersh.co.uk](mailto:auctions@suttonkersh.co.uk)

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# SuttonKersh

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Working with

