



Whitehead's
ESTATE AGENTS

MONEY LAUNDERING

Prepared by Peter Whitehead December 2017

ANTI-MONEY LAUNDERING

Whitehead's Estate Agents is committed to operating its business in a transparent and open manner consistent with our legal and regulatory obligations. We are aware that the real estate industry is a target for organised criminals seeking to launder the proceeds of criminal activity. We always seek to prevent this activity by cooperating fully with the authorities and reporting suspicious activity to National Crime Agency.

As part of this commitment we adopt a strict compliance of all applicable Anti Money Laundering rules, with specific emphasis on the Proceeds of Crime Act 2002, the Money Laundering Regulations 2017, the Bribery Act 2010 and the Terrorism Act 2000.

Whitehead's Estate Agents policy commitment is applicable to all our customers, including vendors, buyers, landlords and tenants. As a result we obtain and hold for a period of at least five years evidence pertaining to our customers' identity and, where appropriate, we obtain proof of ownership of property and source/destination of funds. We will be unable to proceed with any work on behalf of our customers if we are unable to obtain this information. Customers' identity will be subject to an electronic identity check, which may also include a credit check.

Whitehead's Estate Agents is registered and supervised by HM Revenue & Customs for compliance with the Money Laundering Regulations 2017.

Acceptable Documents - Money Laundering Regulations 2017

As with all estate agents, Whitehead's Estate Agents is subject to the Money Laundering Regulations 2017. This means that we have to obtain and hold identification and proof of address for all customers. Additionally, we are also required to establish whether there are any beneficial owners on whose behalf the transaction or activity is taking place, hence, we would request you to identify anyone who you would consider to be a beneficial owner. Where appropriate, the source or destination of funds may also be requested. Without this information we will be unable to proceed with any work on your behalf.

Below is a list of acceptable identity documents. We require sight of all original or certified documents. Subject to your individual circumstances, Whitehead's Estate Agents may liaise with you for further/other documentation.

Individual Identity Documents

We will require one document from List A and one recent document from List B dated within the last 3 months.

List A - Identity Document

- Current signed passport
- Valid UK driving licence
- EEA member state identity card

List B - Proof of Address

- Utility bill
- Mortgage statement
- Bank / building society statement
- Valid UK driving licence (if not used for List A as ID)
- State pension benefits book
- Home or motor insurance certificate
- Current local authority tax bill / tenancy agreement
- Solicitors letter confirming house purchased/land registration
- NHS medical card

Probate

If you are acting as a Representative of an Estate we require the following:

- Grant of probate (if a will was left)
- Letter of administration (if no will left)
- Individual identity evidence from List A and B for the Personal Representative, either executor or administrator

Limited Company

- Certificate of Incorporation
- Articles of Association
- Memorandum of Association
- Latest Annual Return or Confirmation Statement, with details of current company officers
- If offshore, nominee director declaration and a general power of attorney
- Individual identity evidence from List A and B for all individual or entities with 25% or more of the shares or voting rights in the company

If you are acting as a Representative of an **Offshore** Company we will also require the following:

- Certificate of Incorporation
- Articles of Association, Memorandum of Association, Latest Annual Return with details of current company officers, Share Certificate (s) showing the Ultimate Beneficial Owner OR
- Certificate of Incumbency
- If the shares are owned by another company, repeat steps above for the holding company
- Nominee director declaration and/or general Power of Attorney (if applicable)
- Individual identity evidence from List A and B for all individuals or entities with 25% or more of the shares or voting rights in the company

Trust

If you are acting as a Representative of a Trust we require the following:

- Trust deed
- List of trustees
- List of beneficiaries
- Individual identity evidence from List A and B for all individuals with a vest interest in 25% or more of the capital and/or those who exercise control over the Trust