

# Information for the Seller

## Anti-Money Laundering Requirements

Under the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (“the ML Regulations”), we must obtain proof of identity for sellers their agents, representatives, and ultimate beneficial owners (“relevant individuals”), before marketing can commence.

### We will need proof of identity for:

- (i) the seller and ultimate beneficial owner/s; and
- (ii) if different from the seller, the seller’s representative, or agent.
- (iii) If acting as an agent or representative for the seller, you will need to provide a copy of written authority to act in that capacity from the seller.

### Proof of identity can be supplied through:

1. Our online identification and verification service provider, Thirdfort; the simplest and fastest way to complete verification.
2. If you are unable to complete online verification, Allsop LLP will verify your identity through certified photo ID and a proof of residential address (PoA). We will confirm the documents have been correctly certified. Note: expired, incorrect, or non-certified ID will be returned and may delay your registration.

The table provides general guidance on documents usually required. If the selling entity is not shown, please discuss with a senior member of our team as soon as possible.

In all cases we will undertake third party electronic identification and verification which may leave a ‘soft footprint’ on your credit file.

For some clients, we may request additional information for Enhanced Due Diligence.

Personal data requested and retained by Allsop LLP for the purposes of anti-money laundering will only be processed for these purposes.

**Marketing of the property will not commence until Allsop LLP has satisfactorily completed anti-money laundering checks.**

*1. Allsop LLP will only accept certified documents validated by professionals registered to an appropriate supervisory/professional body – i.e. Notary Public, Commissioner for Oaths, Solicitor, Chartered Accountant, Chartered Surveyor, Dentist, Doctor, Minister of Religion, Councillor, FCA regulated person, Member of Parliament, or Scottish/Welsh/Northern Ireland Assembly Member, serving police officer, embassy, consulate, or high commission officer in the country of issue, and Post Office official via the Post Office Certification Service.*

Seller <small>(the individual or entity that owns the property – usually this will be as stated in the Land Registry)</small>	Requirements
Individual(s)	<ul style="list-style-type: none"> <li>• Proof of identity</li> </ul>
UK registered Limited Company	<ul style="list-style-type: none"> <li>• Proof of identity for individual(s) dealing with the transaction and authority to act if they are not a director</li> <li>• Proof of identity for the individuals who (directly or indirectly) hold more than 25% of the capital, profits or voting rights</li> </ul>
A UK registered Limited Liability Partnership	<ul style="list-style-type: none"> <li>• Proof of identity for the individual (s) dealing with the transaction and authority to act if they are not a member</li> <li>• Proof of identity for all members who benefit from greater than 25% of the profits, or if none one designated member</li> </ul>
Unincorporated business or partnership	<ul style="list-style-type: none"> <li>• Proof of identity for the individual (s) dealing with the transaction and authority to act if they are not a partner or owner</li> <li>• Proof of identity for all members who benefit from greater than 25% of the profits, or if none one other member</li> </ul>
Trusts	<ul style="list-style-type: none"> <li>• Proof of identity for the individual (s) dealing with the transaction and authority to act if they are not a trustee</li> <li>• Copy of the Trust Deed</li> <li>• For UK based Trusts, Proof of Registration from the HMRC trust registration online service</li> <li>• Proof of identity for the settlor(s), two trustees and beneficiaries with an interest over 25%</li> </ul>
Foreign registered companies	<ul style="list-style-type: none"> <li>• Proof of identity for the individual(s) dealing with the transaction and authority to act if they are not a director</li> <li>• Overseas Entity registration number provided by Companies House</li> <li>• Certificate of incorporation, Memorandum and Articles of association, Registers of directors and shareholders</li> <li>• Proof of identity for the individual(s) dealing with the transaction and authority to act if they are not a director</li> <li>• Proof of identity for the individuals who (directly or indirectly) hold more than 25% of the capital, profits or voting rights</li> </ul>
Complex structures	<ul style="list-style-type: none"> <li>• In addition to the information above, where the partners, members or shareholders are not private individuals we will require sufficient information to understand the group structure and identify the ultimate beneficial owners</li> </ul>
Companies listed on a recognised stock exchange, publicly owned bodies, and regulated entities	<ul style="list-style-type: none"> <li>• Proof of identity for the individual(s) dealing with the transaction and authority to act</li> <li>• We may require additional information</li> </ul>

### Proof of name accepted documentation:

- Current passport
- Residence permit
- Current UK/EU photocard driving licence
- HMRC (Inland Revenue) Tax Notification
- State pension or benefits book/notification letter

### Proof of address (PoA) accepted documentation:

- Current tax bill from your local authority
- Rent card or tenancy agreement from your local authority
- Latest mortgage statement
- Latest bank statement (within three months)
- Latest utility bill (not mobile phone, within three months)