

## Anti Money Laundering

### Proving your identity

Property Assistant is committed to ensuring that it has adequate controls to counter money laundering activities and terrorist financing activities, in line with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017. Risk assessments will be carried out within our policies and procedures to help prevent money laundering and terrorist financing. This means that we must 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, Property Assistant may liaise with you for further/other documentation.

### Proof of identity checklist for individuals

**Property Assistant requires one document from List A and one document from List B, you cannot use one form of identification for both name and address.**

#### List A – Identity Documents

- Current Signed Passport
- Current UK or EEA photocard driving licence
- EEA member state identity card
- Original birth certificate
- National identity card bearing a photograph of the applicant
- Photographic registration cards for self-employed individuals in the construction industry – CIS4
- Firearms or shotgun certificate

## List B – Proof of Address

- **Bank, Building Society or Credit Union Statement**  
Dated within the last 3 months
- **Current UK Driving License**  
Only if not used for the name evidence
- **Credit Card Statement**  
Dated within the last 3 months. Must include account number and show recent activity
- **Local Authority Council Tax bill**  
Dated within 12 months. Must show address and/or account number
- **Tenancy Agreement**  
Dated within 12 months. Must state full name and full property address
- **Benefits Book or original notification letter from Benefits Agency**
- **Utility Bill**  
Dated within 6 months (Gas, electric, satellite television, water, landline phone bill) issued within the last 3 months
- **Original Birth Certificate**  
National identity card bearing a photograph of the applicant
- **Home or Motor Insurance Certificate**  
Dated within 12 months