

Property Transfer Co-ordination - Anti Money Laundering Policy.

At Property Transfer Co-ordination we are committed to protecting our clients from fraudulent use of their names and addresses by criminals for money laundering purposes.

What is Money Laundering?

Money Laundering is the way in which criminals disguise money they make from their crimes. 'Dirty' money is turned into clean funds by introducing it into the banking and financial services systems, making it harder to detect and confiscate. This money is often used to fund further crimes. Since 1994, all banks, building societies and other businesses providing financial services have put procedures in place to stop criminals and terrorists from laundering money.

The first step in the laundering process is for criminals to get their money into an account with a bank or building society, often using a false identity and address.

What can be done to stop it?

To stop this, we must have proof of identity and address from you **before you instruct us**. This does not mean that we suspect you of money laundering, but we are required by law to have evidence to show that you are who you say you are and that you live at the address you say you do.

We will normally obtain this evidence by means your providing original documentary evidence or an on-line status report. The charge for this report will be stated in our quotation of costs issued at the commencement of any transaction. Generally, the documents below will be required.

These procedures ensure we are not only complying with the law, but are also doing our best to protect all of our clients.

Proof of Identity:

So that we can confirm your identity we will need to see one form of 'evidence of identity' and one form of 'proof of address'. The documents you can provide to prove your identity are as follows:-

Evidence of identity:

- Current signed passport
- Current full UK driving licence (please bring both sections of a photocard licence)
- Current UK provisional photocard driving licence (please bring both sections)
- Inland Revenue PAYE Coding Notice
- Benefits book or Benefits Agency/Department for Work and Pensions Notification letter
- Residence permit
- Construction Industry Scheme (CIS) Certificate (CIS4(T), CIS4(P) or CIS6)
- Services Identity Card
- Current Firearms Certificate

Proof of address:

- Current full UK driving licence (if not already used as evidence of identity)
- Current UK provisional photocard driving licence (if not already used as evidence of identity)
- Bank, building society or credit union statement or passbook (with printed address)
- Recent utility bill, i.e. gas, electric (not a mobile phone bill)
- Current local authority tax bill
- Most recent original mortgage statement
- Benefits book or Benefits Agency/Department for Work and Pensions Notification letter (if not already used as evidence of identity)
- Solicitor's correspondence (relating to a house purchase and less than 2 months old)
- Local council rent card or local council tenancy agreement

Some of these items may be subject to certain conditions.

Please do not worry if you do not have any of the items listed above. Although the law does require us to have satisfactory proof of your identity and address, we do have alternative procedures for clients who have reasonable grounds for not being able to produce any of the above.

Occasionally to comply with Bank of England sanctions and guidelines from the Financial Action Task Force on money laundering, there may be additional checks and documents required if you are a national or resident of certain countries.

Confidentiality

Like all UK lawyers, Licensed Conveyancers are under a professional and legal obligation to keep the affairs of clients confidential. This obligation however is subject to a statutory exception. The recent legislation on money laundering and terrorist financing has placed lawyers under a legal duty in certain circumstances to disclose information to the National Crime Agency. Where a lawyer knows or suspects that a transaction on behalf of a client involves money laundering or the financing of terrorism, the lawyer may be required to make a money laundering disclosure. By instructing us to act on your behalf in accordance with these terms of engagement you give us irrevocable authority to make a disclosure to the National Crime Agency if we consider appropriate.

Instructions to Staff of this Firm

Staff dealing with the taking of instructions from a client on a new matter must in all cases obtain Proof of Identity in the forms specified above. In any case where such documentation is not available instructions shall not be accepted without reference to the Principal of the Firm (who is also the designated Money Laundering Reporting (MLR) Officer).

Further, if during the course of the transaction, a member of staff has any justifiable reason to believe that a person purporting to be a client is not the same person for whom Proof of Identity has been supplied, such matter must be referred to the M.L.R. Officer, at the earliest opportunity.

We do not accept cash from clients exceeding £100 (or the sum of a Local Authority Search fee requested from the client) without consent from the M.L.R Officer.