

propertymark

IDENTITY VERIFICATION FORM

GUIDANCE NOTES

Please read before completing this form

This form must be completed by the agency. A separate form should also be completed for each party to the agreement (e.g joint owners, purchasers or customers).

Section 28 (2) of the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 requires you to obtain the information requested on this form. However this form does not completely satisfy the requirements of the legislation and in isolation is only suitable for low risk individuals (eg. husband and wife or civil partnership, where both parties are joint owners and as such are both the beneficial owners). For guidance on this see section 4 of the HM Revenue and Customs' guidance for Anti-Money Laundering Supervision: Estate Agency Businesses www.gov.uk/government/uploads/system/uploads/attachment_data/file/621780/EstateAgencyBusinesses_Guidance_pdf.pdf

Where your risk analysis has identified transactions that require Enhanced Due Diligence or corporate customers, you are required, according to section 28 (4), of the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 to take additional steps to establish the customer's or beneficial owner's identity.

You should make copies of all documents relating to identity checking using only the original or certified copies. Attach a copy to this form and keep it at the front of the customer's file to ensure you are dealing with previously identified individuals.

If you are not satisfied with an individual's identity, suspect criminal activity or that the documents supplied are forgeries you must complete a Suspicious Activity Report (SAR). You may wish to seek independent legal advice.

Useful links

NAEA Propertymark: naea.co.uk/lobbying/money-laundering-regulations

The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017: legislation.gov.uk/uksi/2017/692/pdfs/uksi_20170692_en.pdf

Proceeds of Crime Act 2002 Part 7: legislation.gov.uk/ukpga/2002/29/part/7

False ID guidance: <https://www.gov.uk/government/publications/recognising-fraudulent-identity-documents>

Joint Money Laundering Steering Group (JMLSG): jmlsg.org.uk

DETAILS

Customer's full name		Date of birth	
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Address of property to be sold/let

Address 1			
Address 2			
Town			
County		Postcode	

Customer's home address (if different from above)

Address 1			
Address 2			
Town			
County		Postcode	

SECTION 1: EVIDENCE OF NAME

You should seek Evidence of Name by way of photo ID. Complete at least one bold option from Section 1 and Section 2, the options are in order of preference.

Current full signed passport

Passport number		Country code	
Place of birth		Date of birth	
Date of expiry			

Resident permit issued to EU nationals by Home Office

Unique number/reference			
Country of origin		Date of birth	
Date of expiry			

Current UK/EU photo driving licence (old paper license and new photocard license accepted)

Can be used to give evidence of name or address but not both

License number		Date of birth	
Date of expiry			

Inland revenue tax notification

National Insurance no.		P45	<input type="checkbox"/>	P60	<input type="checkbox"/>	Notice of Coding	<input type="checkbox"/>
Date of expiry							

State pension or benefits book/notification letter

Can be used to give evidence of name or address but not both

Reference/account number			
Issuing authority			
Date of expiry			

SECTION 2: EVIDENCE OF ADDRESS

You should seek Evidence of Address by way of photo ID. Complete at least one bold option from Section 1 and Section 2, the options are in order of preference.

Current UK/EU photo driving licence (old paper license and new photocard license accepted)

Can be used to give evidence of name or address but not both

License number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date of issue						

Current local authority tax bill

Reference/account number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Authority						
Document dated						

State pension or benefits book/notification letter

Can be used to give evidence of name or address but not both

Reference/account number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Issuing authority						
Document dated						

Local authority rent card or tenancy agreement

Reference/account number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Authority						
Document dated						

Most recent mortgage statement

Reference/account number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Lender						
Document dated						

Bank, building society or credit union statement or passbook

Reference/account number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Issuer						
Document dated						

Utility bill (not mobile)

Reference/account number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Utility						
Document dated						

GENERAL RISK ASSESSMENT

Level of risk posed	Very low <input type="checkbox"/>	Low <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	High <input type="checkbox"/>	Very high <input type="checkbox"/>
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Reasons why this conclusion has been drawn

If the risk is medium or higher outline the action taken to mitigate the risk

CERTIFICATION

I certify that I have verified the identity of the customer. <ul style="list-style-type: none">• I have seen the original documents;• Checked that all certified copies are pre-signed;• I confirm that associated photographs bore a good likeness to the customer;• I have included the relevant reference information on this form.	Initial here
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I have not verified the identity of the customer for the following reason(s).	Initial here
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This form must be completed and signed by the person who has seen the original documentary evidence. Attach copies of supporting documents to this form and update accordingly.

Full name	
Position	
Company	
Branch	
Phone number	

Signature		Date	
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