

# PROOF OF IDENTITY AND BIDDER REGISTRATION

**IN ORDER TO COMPLY WITH THE 4TH EU MONEY LAUNDERING DIRECTIVE (MLD4) WE ARE REQUIRED AS PROPERTY AUCTIONEERS TO FOLLOW CERTAIN PROCEDURES. WE ARE REQUIRED TO VERIFY YOUR IDENTITY AND WE ARE COMBINING THIS WITH REGISTRATION FOR BIDDING. WE WILL REQUIRE YOU TO PROVIDE ONE FROM EACH OF THE FOLLOWING LISTS FOR PHOTOCOPYING:**

## LIST A

- Current passport
- Current UK photocard driving license
- Current full UK driving license (old version)
- Residential permit issued from the home office to EU nationals
- Self-employed in the construction industry form C155, C156 or SC60
- Inland Revenue Tax notification
- Firearms Certificate

## LIST B

- Utility bill issued within the last three months (Mobile phone bill not acceptable).
- Local Authority Tax Bill (current year)
- Bank or Building Society statement with current address
- The most recent mortgage statement (original)
- Confirmation from electoral roll for current address

**WE MAY USE ELECTRONIC IDENTIFICATION SERVICE PROVIDERS TO VERIFY THE DOCUMENTS. WE ARE ALSO REQUIRED TO KEEP RECORDS OF SUCH IDENTIFICATION. ALL INFORMATION WILL BE STORED SECURELY IN ACCORDANCE WITH THE DATA PROTECTION ACT**

## PROXY BIDDING

- a) If you are bidding on behalf of another person, we will require that we have either identified them previously, or that we are provided with true certified copies from a solicitor, together with identification for yourself. A further requirement is a letter signed by the buyer authorising you to sign the contract on their behalf.
- b) If you are bidding on behalf of a company, the above documentation will be required along with a letter of authority from the said company to purchase on its behalf or proof that you are a director of the company (such as a letter from Companies House bearing your name).

If you are not a UK resident or for any reason are unable to provide any of this information then we may need to obtain electronic verification of your status. In such instances a small administration charge will be made. If you think that this may be necessary we recommend that you contact us in advance of the auction in order for us to process your details. If we are unable to verify your details then we reserve the right to refuse your bid.

**Please fill in the form below providing your solicitor's details in order to fast-track the completion of the sales memorandum should you successfully purchase with us.**

Please complete this form and return it **in person** to a member of the auction team with the relevant identification documents.

This can be done at:

- The auctioneer's office, 32 Queens Road, Brighton BN1 3YE, Monday to Friday 9am-5pm.
- At the auction from an hour before until the commencement of the auction. Bidder registration cannot be done after the start of the auction.

Bidder name/s \_\_\_\_\_

Company if applicable \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Tel: Home \_\_\_\_\_ Business \_\_\_\_\_ Mobile \_\_\_\_\_

Solicitor and address \_\_\_\_\_

\_\_\_\_\_ Company verification \_\_\_\_\_

ID provided:

List A \_\_\_\_\_ List B \_\_\_\_\_

Proxy bidder \_\_\_\_\_

Signature/s \_\_\_\_\_ Date \_\_\_\_\_

Registered bidders will be provided with bidding paddles on the day of auction. Please return them to us once the auction is finished. The auctioneer reserves the right to refuse your bid if you do not have a bidding paddle.