

**AUCTION REGISTRATION FORM**

Potential buyers MUST register their details before bidding in order to obtain a bidding number at the auction, ideally at least 48 hours prior to the date of the auction. You can register at any one of our offices and you must bring your proof of identify and proof of address with you, both when you register and to the sale (see information overleaf for Money Laundering Regulations). When you attend the sale, you will be allocated a personal bidding number which will enable you to bid. There is no charge for registration.

If you have not pre-registered and intend to attend the auction, we will have staff present for registration, however, we recommend you arrive at least 30-45 minutes before the auction start time, as we expect a high volume of people attending and there is a chance that you could miss the start of the auction. It is highly recommended to pre-register before the auction.

**THE AUCTIONEER WILL NOT BE ABLE TO ACCEPT A BID WHERE REGISTRATION HAS NOT TAKEN PLACE.**

<p><b><u>NAME:</u></b> Complete the name and address of proposed purchaser:-</p> <p><b><u>TELEPHONE NUMBERS:-</u></b></p>	
<p><b><u>PURCHASER'S SOLICITORS:</u></b> State name of firm, contact and address.</p>	
<p><b><u>Deposit payment method:</u></b> Please note we cannot accept personal cheques, credit card payments nor cash.</p>	<p>Debit Card <input type="checkbox"/></p> <p>Bankers Draft <input type="checkbox"/></p> <p>Building Society Draft <input type="checkbox"/></p>
<p><b><u>FINANCE:</u></b> State source of finance being used for purchase.</p>	

**Please note:** the information provided on this form and the identification documentation that is requested are required under the 4<sup>th</sup> Directive of the Money Laundering Regulations for identification and security purposes. These details may also be supplied to other parties if we are legally required to do so.

Comments : Please include any further relevant comments:-

**SIGN** ..... **DATE** .....

## **MONEY LAUNDERING REGULATIONS - All New & Long Standing Regular Clients Must Read:**

You may not be aware that changes were made to Money Laundering regulations and Legislation, which came into force on Monday, 26 June 2017.

The changes mean that we are now required by law to verify the identity & address of **everyone** who offers, bids or buys at auction, regardless of any long standing relationships you may have with John Goodwin FRICS.

We require one item from both List A and List B below.

PLEASE NOTE: We cannot accept scanned copies and must have either first hand sight of the original documents, or they will need to be copies certified by a professionally recognised individual.

If you intend to bid by Telephone / Proxy bid – we must receive this information before the day of the auction. If we do not receive Certified ID we will be unable to bid on your behalf at auction.

If bidding on behalf of a company, and if successful, you will also need to show a copy of the Certificate of Incorporation and a letter of authority on company letter headed paper, signed by a company director prior to signing the contract.

Failure to register for a bidding number with the required documentation will mean that we will be unable to accept bids from you by law.

You must have two forms of identification verified and we require one item from both List A and List B below.

### **List A – Photographic evidence of identity**

- Current signed Passport
- Current full UK/EU photo card driving licence
- Valid ID card (eg, HM Forces, police warrant, prison officer card, government/ local authority issued card)
- Firearm or shotgun certificate
- Resident permit issued by the Home Office to EU Nationals

### **List B – Evidence of Residence**

- Current full UK/EU photo card driving licence (if not used to prove identity)
- Utility bill issued within the last three months (not mobile phone)
- Recent bank/ building society/ mortgage/ credit card statement
- Current house/ motor insurance certificate
- Revenue & Customs tax notification
- Recent council tax bill

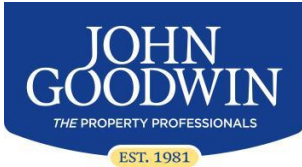
You can have your identification verified using one of the following options:-

**Option 1** – call into any of our offices with original documents and we will certify them

**Option 2** – Either a solicitor, bank, accountant, or other professional body can certify them and they directly forward them to us at [rupert@johngoodwin.co.uk](mailto:rupert@johngoodwin.co.uk)

### **Please Note:**

Once we have Certified ID this will be held on file and will only need to be updated every 3 years or if you change address.



## Purchaser Politically Exposed Person (PEP) Certificate

### Politically Exposed Person (PEP) (To be signed by the purchaser/vendor)

Are you, a family member or a known close associate a Politically Exposed Person (PEP)? A “politically exposed person” or “PEP” means an individual who is entrusted with prominent public functions, other than as a middle-ranking or more junior official, which include;

- (a) heads of state, heads of government, ministers and deputy or assistant ministers;
- (b) members of parliament or of similar legislative bodies;
- (c) members of the governing bodies of political parties;
- (d) members of supreme courts, of constitutional courts or of any judicial body the decisions of which are not subject to further appeal except in exceptional circumstances;
- (e) members of courts of auditors or of the boards of central banks;
- (f) ambassadors, charges d’affaires and high-ranking officers in the armed forces;
- (g) members of the administrative, management or supervisory bodies of State-owned enterprises;
- (h) directors, deputy directors and members of the board or equivalent function of an international organisation.

A family member of a Politically Exposed Person includes;

- (a) a spouse or civil partner of the PEP;
- (b) children of the PEP and the spouses or civil partners of the PEP’s children;
- (c) parents of the PEP;

A known close associate of a Politically Exposed Persons means;

- (a) an individual known to have joint beneficial ownership of a legal entity or a legal arrangement or any other close business relations with a PEP;
- (b) an individual who has sole beneficial ownership of a legal entity or a legal arrangement which is known to have been set up for the benefit of a PEP.

CERTIFICATION	
I Certify that I am not a Politically Exposed Person (PEP) nor are any family members nor do I have any known close associates of a PEP	
Initials	
First Name	
Surname	
Signature	
Date	