

# The Information We Require to Comply with the Money Laundering Regulations 2017.

## 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
- National ID card
- Details of any professional body you belong to

### 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
- Letter from care/hostel manager

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. We may also check the details you provide with electronic databases. Further details are set out in our engagement letter.

## Confidentiality

The partners and staff of Landbridge are under a professional obligation to keep the affairs of clients confidential. However, this obligation is subject to a statutory exception; the recent legislation on money laundering and terrorist financing has placed them under a legal duty in certain circumstances to disclose information to the Serious Organised Crime Agency. Where a partner or member of staff knows or suspects that a transaction involves money laundering, we are required to make a money laundering disclosure. If this happens we are unable to inform you that a disclosure has been made, or of the reasons for it because the law prohibits "tipping off".

Further details are set out in our engagement letter.

If you require more information about our Money Laundering Policy please contact our Money Laundering Reporting Officer, William Barton email: [william@landbridge.co.uk](mailto:william@landbridge.co.uk)