

### Registration Form

Prior to bidding you will need to complete this registration form and provide two forms of ID.

1. Passport/photo driving licence (proof of identity)
2. Utility bill or bank/credit card statement dated within the last 3 months (proof of address)

Name of bidder:	<hr/>
Name of buyer (if different):	<hr/>
Full Postal Address including Postcode:	<hr/> <hr/>
Home Telephone number:	<hr/>
Mobile Telephone number:	<hr/>
Work Telephone number:	<hr/>
Email:	<hr/>
Solicitors Name:	<hr/>
Full Address including Postcode:	<hr/> <hr/>
Telephone Number:	<hr/>
Signature:	<hr/>
Date:	<hr/>

A politically exposed person (PEP) is one who has been entrusted with a prominent public function. A PEP generally presents a higher risk for potential involvement in bribery and corruption by virtue of their position and the influence that they may hold.

Please tick to confirm you (or family member/close associate) are **NOT** a politically exposed person

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If you wish to be added to our mailing list and sent information about future property auctions or properties for sale, please give your consent by ticking the box

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#### **For Bagshaws use only:**

Photo ID	Passport/Driving licence	Exp date:
Address ID	Type:	Date:

## **For information only;**

### **Registration**

Due to the changes made to the Money Laundering Regulations, we are now required by law to verify the identity and address of everyone who offers, bids or buys at our Bagshaws Property Auction.

**Therefore, you will need to register before the auction starts if you are intending to bid!**

We will need one proof of photo ID and one proof of residence. Failure to produce the correct ID will mean you will not be eligible to bid at the property auction.

### **How to Register**

- In person at any of our offices, with your original paperwork, where we will verify the ID
- The post office can verify up to three forms of identification, there is however a charge for this service. For more information please see [www.postoffice.co.uk/document-certification-service](http://www.postoffice.co.uk/document-certification-service)
- A professional body (Solicitor, accountant etc.) can also certify your ID and directly send it on your behalf to [bakewell@bagshaws.com](mailto:bakewell@bagshaws.com) at least 7 days prior to the auction (these parties may charge for this service). For this to be accepted, the professional body must also provide written confirmation that the ID documents can be relied upon for AML regulatory purposes.
- Bring all the relevant documentation to the auction venue one hour before the commencement of the auction to register, free of charge.

If you are bidding on behalf of a company, ID is required for all beneficial owners with 25% or more share or otherwise having significant control, you will also need to show a copy of the Certificate of Incorporation, a list of directors, Memorandum and Articles of Association, Register of shareholders or members and a letter of authority on Company letterhead, signed by a beneficial owner, prior to signing the contract.

### **Please be advised**

Deposit payments should be made via your solicitor on the day of the auction. Should this not be possible only payments by BACS/bankers draft will be accepted by Bagshaws LLP.

### **Acceptable Forms of ID – you must have one of each**

PHOTO IDENTIFICATION	PROOF OF RESIDENCE
<ul style="list-style-type: none"> <li>• Current full UK/EU photo driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent bank or building society/credit card/mortgage statement.</li> </ul>
<ul style="list-style-type: none"> <li>• Valid ID card.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent Council Tax bill.</li> </ul>
<ul style="list-style-type: none"> <li>• Current, signed passport.</li> </ul>	<ul style="list-style-type: none"> <li>• HMRC tax notification.</li> </ul>
<ul style="list-style-type: none"> <li>• Residents permit issued by the Home Office to an EU National.</li> </ul>	<ul style="list-style-type: none"> <li>• Current UK/EU photo card driving licence (if not being used as photo identification.)</li> </ul>
<ul style="list-style-type: none"> <li>• Firearm or shotgun certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Utility bill (must be within the last 3 months.)</li> </ul>