



Money Laundering Requirements to Act on behalf of a Company

The SRA Standards and Regulations 8.1 require us to identify who we are acting for in relation to any matter. The Money Laundering Regulations 2017 (amended 2019) and Proceeds of Crime Act also require us to obtain evidence of client identification and undertake further detailed checks in respect of our clients when instructing us in regulated matters. It applies even to those who are longstanding clients of the firm.

We will therefore need to carry out a Company Search, and obtain confirmation of the company's registered name, number and address, the names of the directors and shareholders, and the nature of the business.

Our firm's administration charge for this search will be £50.00 + VAT (£60.00) for a company. We are required to complete an Anti-Money Laundering online verification of 2 Directors, at a charge of £20 + VAT (£24.00) per person. These administration charges are non-refundable.

We will also need to verify that you have authority to act for the company you represent and shall therefore be grateful if you could please let us have written confirmation that you have the Company's authority to deal with this matter on its behalf.

Please provide two forms of identification from the list below, one of which must include a current address and the other to ideally include a photograph. **e.g passport and drivers licence.** This will assist us in verifying your identity.

- **UK Passport**
- **Full UK driving licence or Provisional driving licence**
- Firearms shotgun licence
- NI Card and P60
- Inland Revenue document
- Current bank statement
- Current credit/debit card statement
- State ID card EU only
- Utility bill
- Council Tax demand letter/statement – for current Council period
- Mortgage statement
- Tax Credit
- State Pension
- Housing Benefit
- National ID card non-UK nationals
- ID Card issued by Electoral Roll office for NI
- Educational/Another grant
- Instrument of court appointment

Notes

- **There must be TWO forms of ID evidence provided.**
- A photocard driving licence can be used as proof of address OR as photographic evidence of identification but not both.
- Please ensure that any letters/utility bills/statements provided are no more than three months old.

Please bring the original documents into one of our offices and we will take a copy for our records. You will need to come in yourself, as we cannot accept them from anyone other than you.

If you hold a **VALID photo drivers licence and VALID Passport** you can utilise the firms electronic onboarding process via our eCOS Legal App – Please let me know if you wish to use this facility and we will arrange to send you a link to access this and follow the instructions. This means you can upload your Identification documents without the need to bring them into the office in person or get your Identification verified by an acceptable third party.

Alternatively if you are unable to attend at any of our offices in person, photocopies of both the identity and address evidence will be acceptable, provided the copies are duly certified by a trusted third party for which you may be charged a small fee.

Acceptable third parties are: -

- Another solicitor
- Chartered Accountant
- Auditor
- Insolvency Practitioner Accountant
- Credit or financial institution (which is an authorised person)
- A Consumer Credit financial institution for which you may be charged a copying and certifying fee.

- Tax advisor
- Independent legal professional
- Estate Agents

We regret that, until we have completed these formalities, we can only do a limited amount of work for you.