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Dear Sirs

**ANTI-MONEY LAUNDERING LEGISLATION
INFORMAL TENDER BIDS – NEW PROCEDURE & INFORMATION REQUIREMENT**

I refer to the property sales particulars recently sent to you and I now write to inform you of a new procedure we are having to implement, due to very recently introduced revised Anti-Money Laundering legislation.

I would request that, when submitting a sealed bid, you provide your name, address, date of birth and a contact telephone number on the outside of the bid envelope. This will enable us to run the now mandatory identity check on all bidders. In some cases it may be that you will subsequently be required to provide us with a copy of two forms of ID to allow us to perform a further check if we have not previously received this ID from you in connection with other work, or we cannot verify your identity through an online service.

I wish to thank you in anticipation for your co-operation with this matter and should you have any further queries, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Giles Johnston', followed by a horizontal line extending to the right.

GILES JOHNSTON MRICS FAAV
Managing Director

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