

## THE MONEY LAUNDERING, TERRORIST FINANCING AND TRANSFER OF FUNDS (INFORMATION ON THE PAYER) REGULATIONS 2017 (THE “REGULATIONS”)

### GUIDELINES FOR SUBMITTING A TENDER

- The above regulations require a selling agent marketing a property to tender to verify the identify of a prospective purchaser **before opening tenders**.

Tenderers must clearly print the name and address of the tendering party together with a contact telephone number on the **outside of the envelope** containing the tender. This will enable the selling agent to electronically check the tenderer prior to opening the tender envelope.

- Tender envelopes will not be opened if the selling agent cannot check the identity and address of the tenderer.

### SUCCESSFUL TENDER

Please note that when a bid has been accepted, and at the point of Heads of Terms being agreed, DDM Agriculture’s current guidance states that for a private individual resident in the UK, proof of the purchaser(s) identity and address documents must be obtained, either by seeing original identity documents or by obtaining appropriate certified copies. Please refer to the attached List.

## Reference List

### List A

Current signed passport

Residence permit issued by Home Office to EU Nationals

Current UK photocard driving licence

Current full (not provisional) old style driving licence

Benefits Agency book or original notification letter

Inland Revenue Building Industry Sub Contractors Certificate

Inland Revenue tax notification

Firearms certificate

### List B

Electoral register confirmation

Utility bill (NOT mobile phone bill)

Current year local authority tax bill

Current UK photocard driving licence (if not already used)

Bank, building society statement showing address

Most recent mortgage statement from recognised lender

Local council rent card or tenancy agreement

Benefits Agency book or original notification letter (if not used already)