Anti-Money Laundering Statement

Direct Properties is committed ensuring that it has sufficient measures in place to counter money laundering activities and terrorist financing activities, in line with the Money Laundering Regulations 2007.

This Anti-money laundering Statement sets out our policies regarding the Anti Money Laundering (AML) legislation. If you are a Landlord, Buyer or Vendor with Direct Properties, you will be subject to an electronic Anti Money Laundering check as part of our diligence process.

We will be unable to proceed with any work on behalf of our customers if we are unable to obtain the required information.

What does this mean?

We are required by law to verify the identity of any Landlords and Property Owners. When you complete our landlord or Sales documentation, you will give us permission to carry out an electronic AML check, AML Risk Assessment or Land Registry Search as necessary, where required under AML Legislation. We will utilise two separate online sources to verify you, or a use a service provider that does the same. This will cross check your supplied data against other online sources that can include Credit Data, International PEPs and Sanctions Lists, Passport and European ID Cards, Electoral Roll, plus household and utility bills.

To do these checks, we will ask you for the information shown below.

Proof Of Identity This can either be a **Passport** and or a **Driving License**	☐ PASSPORT	☐ DRIVING LICENSE
Proof Of Property Ownership This can be a Mortgage statement/Deed and or a home insurance statement.	☐ MORTGAGE STATEMENT	☐ HOME INSURANCE BILL
Proof of Address This can be a Utility bill or a Council Tax bill.	☐ UTILITY BILL	☐ COUNCIL TAX BILL

Applicable Identity Documents

We will require two separate identification documents from the below lists, which provides the acceptable document types for verifying your identity and proof of residence or ownership. The information may be required at various stages of the process, depending on whether the client(s) is/are purchasing, selling or renting.

List A: Primary Documents - Proof of ID

• Valid Passport with MRZ
• Valid Full UK Photo Driving Licence
• Valid Full UK Driving Licence (Non photo, paper) issued before 1998
• Valid EU/EEA/Switzerland Photo Driving Licence
• Valid EU/EEA/Switzerland National Identity Card
• Valid UK Armed Forces ID Card
• Valid UK Biometric Residence Permit (copy of both sides)
• Valid Blue Disabled Drivers Pass (with photo)
• Valid Freedom Pass
• Valid Local Authority Bus pass.
• Department for Works & Pensions letter confirming pension details, including National Insurance Number and dated within the last 12 months.

List B: Secondary Documents - Proof of Residence

• Valid Full UK Photo Driving Licence
• Valid Full UK Driving Licence (Non photo, paper) issued before 1998
• Local Authority Council Tax Bill (dated within the last 12 months)
• UK Bank/Building Society Statements/Bills showing activity and dated within the last 6 months, including account number and sort code (Internet printed acceptable)
• UK Mortgage Statement, dated within the last 12 months (Internet printed acceptable)
• Utility Bill dated within the last 6 months including - Electricity bill (with MPAN number), Landline, Gas, Satellite TV, Water (Internet printed acceptable.) (Not mobile phone bills.)
• Her Majesty's Revenue and Customs (HMRC) Inland Revenue (IR) Coding / Assessment / Statement (dated within the last 12 months) with National Insurance number.
• Department for Works & Pensions letter, confirming pension details and NI Number. (Dated within the last 12 months)

What about my data?

Direct Properties' policy commitment is applicable to all our customers, including Vendors, Buyers, Landlords and Tenants. Any identity-relating documents provided to us will be recorded and copied for audit purposes. As a result, we obtain and hold - for a period of at least seven years - evidence pertaining to our customers' identity and, where appropriate, proof of ownership of property and source / destination of funds.

The information provided will only be used by Direct Properties in relation to be complying with these regulations and will not be shared with any other party outside of the companies wholly owned by Direct Properties, unless we are required to do so under law. We have a legal duty in certain circumstances to disclose information to the Serious Organised Crime Agency where we suspect that a transaction on behalf of a client involves money laundering. If, whilst marketing your property for you, it becomes necessary to make a Money Laundering Disclosure, we would not be able to inform you that a disclosure has been made or the reasons for it.

For customers other than private individuals

For customers who are not private individuals, such as corporate customers and private companies, the business must obtain information that is relevant e.g., company registration number, registered address and evidence that the individuals have the authority to act for the company. A search at Companies House will reveal details of Directors and the Company Secretary. If subsequently we identify a person who has control of/owns 25% or more the business, we will take steps to identify those individuals.

Our policy, and our procedures, are reviewed annually to ensure they adequately reflect the risk of money laundering to the company.