

# Money Laundering.

## What **you** need to know.

When you ask us to act on your behalf we are legally obliged by Money Laundering regulations to ask you to provide a proof of identity and address. We might also have to request more information about any financial transactions which you ask us to make on your behalf, or for evidence of the source of any monies involved, such as bank account documents.

All of our staff have been trained to spot signs of Money Laundering, and undergo regular training to make sure that they are up to date with Anti-Money Laundering practices.

No cash amount of more than £750.00 can be accepted and any change in your initial financial instructions to us may delay our ability to proceed with your case.

This is information that we have to request from everybody, existing and new clients, and we hope that you will appreciate why this has to be done. Failing to spot any potential criminal or terrorist activity can lead to very serious consequences, which is why we have to take Money Laundering very seriously.

## What **we** need to know.

Here at Band Hatton Button, we will need proof of personal identity and address so that we can comply with the Money Laundering regulations.

In order to help us to do so, you will need to provide **one piece of evidence of your personal identity** and **one piece of evidence of your residential address**.

We will need to see your **original documents**, so you could either call into our office with them and we will take a copy, or you can post them to us, although if you do decide to post them we would recommend you send them by recorded or registered post, and we will send them back to you the same way.

There are a number of ways in which this can be done:

### Personal I.D.

Evidence can be any of the following:

- Current Passport
- Current UK or EU Photo-card Driving Licence
- Residence Permit issued by the Home Office together with own Country's Passport
- Armed Forces I.D Card
- EU Member State Identity Card



### Address I.D

Evidence can be any of the following:

- Recent Utility Bill, Bank Statement or Mortgage Statement
- Current UK Driving Licence
- Pension or State Benefit Book
- Current Council tax bill
- Confirmation from Electoral Register

Thank you for your help, and understanding.