

Anti Money Laundering

What we need from you

What is Anti Money Laundering?

All financial institutions have to check the identity of their customers to comply with UK money laundering regulations. These regulations aim to stop criminals using financial products and services to launder money. They also protect you from criminals who might try to use your name without you knowing.

It is our aim to do everything possible to combat crime and protect you and your money from fraud. Criminals often use false names and addresses to hide their identity, making it difficult for the authorities to trace 'dirty' money. By giving us your details you are helping us to stop them.

As a result we have made some changes to our Commercial Mortgage application process that reflect our obligations as a lender. You will find information in this guide that shows you what we now require for mortgages. By following these steps you will help to ensure that your application will go through smoothly and efficiently.

What identification we need from you

Face to face identification

If you are meeting a member of our staff, please bring with you two documents from our face to face tables below. One piece of ID from the name ID list and one piece from the Address ID list. These have to be originals with separate ID documents provided for all applicants named on the application form.

Name ID		Address ID	
Current EEA* signed passport	Benefit Book	Full UK Driving Licence (old style)	Utility bill – gas / electricity / phone (not mobile, satellite TV or home shopping) less than three months old
EEA* ID Card with photo	Original Benefit Notification Letter less than 12 months old	Bank/Building Society Statement less than three months old	Council Tax Bill / Card less than 12 months old
EEA* Residence Permit issued by Home Office	Inland Revenue Notification (Coding / Assessment / Statement) less than 12 months old	Full or Provisional Photo Card Driving Licence (Including Northern Ireland)	Credit Card Statement less than three months old
Northern Ireland Voters Card with photo	Inland Revenue Notification Entitlement to Tax Credits less than 12 months old	Benefit Book	Mortgage Statement less than 12 months old
Full UK Driving Licence (old style)	Construction Industry Tax Exemption Certificate with photo	Original Benefit Notification Letter less than 12 months old	Local Council Rent Card or Tenancy Agreement less than 12 months old
Full or Provisional Photo Card Driving Licence (including Northern Ireland)		Inland Revenue Notification (Coding / Assessment / Statement / Correspondence) less than 12 months old	

*European Economic Area.

Non-face to face identification

Where we are not meeting with you face to face, please forward two documents from the non-face to face tables below along with your application. One piece of ID from the name ID list and one piece from the address ID list. These have to be originals with separate ID documents provided for all applicants named on the application form.

Name ID		Address ID	
Current EEA* signed passport (certified copy only)	Full or Provisional Photo Card Driving Licence including Northern Ireland (certified copy only)	Council Tax Bill / Card less than 12 months old	Bank / Building Society statement less than three months old
EEA* ID Card with photo (certified copy only)	Original Benefit Notification Letter less than 12 months old	Full UK Driving Licence (old style) (certified copy only)	Credit Card Statement less than three months old
EEA* Residence Permit issued by Home Office (certified copy only)	Inland Revenue Notification (Coding / Assessment / Statement) less than 12 months old	Full or Provisional Photo Card Driving Licence (including Northern Ireland) (certified copy only)	Most recent mortgage statement less than 12 months old
Northern Ireland Voters Card with photo (certified copy only)	Inland Revenue Notification Entitlement to Tax Credits less than 12 months old	Original Benefit Notification Letter less than 12 months old	Local Council Rent Card or Tenancy Agreement less than 12 months old
Full UK Driving Licence (old style) (certified copy only)	Construction Industry Tax Exemption Certificate with photo	Inland Revenue Notification (Coding / Assessment / Statement / Correspondence) less than 12 months old	Utility bill – gas /electricity / phone (not mobile, satellite TV or home shopping) less than three months old

*European Economic Area.

How to obtain a certified copy

The original document can be certified by a Bank Manager, Doctor, Solicitor, Notary, Accountant or FSA Registered Financial Advisor.

The person certifying the document(s) needs to:

- Photocopy the document(s)
- Write on the photocopy "Certified true copy of the original"
- Where the document contains a photograph, they must write "Good likeness to . . ." on the document.
- Sign the photocopy and write the following underneath the signature
 - Their name
 - The company/firm
 - The address and telephone number of the company/firm
 - Date.

We also need information about your business

All applicants must fully complete the Commercial Mortgages application form.

Section 1 - Sole Traders

If you are a Sole Trader you must ensure all individuals complete the Personal Details section 3 and sign the declaration section 11 of the Commercial Mortgages Application Form. Individual identification must also be provided as detailed on pages 2 and 3 of this guide.

In addition, we require:

Start-up business

- Your expected turnover, gross profit and net profit - section 2 business details on the Commercial Mortgages application form
- A business plan.

Existing businesses

Either:

- Details of the turnover of the business for the last three years as required on the application form and a current business letterhead

or

- Inland revenue (Tax) / Customs and Excise (VAT) Notification and a recent business utility bill or utility statement (mobile phone bills are not an acceptable forms of ID).

Section 2 - Professional Partnerships

If you are a Professional Partnership ie Solicitors, Accountants, Barristers, Architects, Doctors and Dentists.

A minimum of two and up to five senior partners must ensure that they complete the Personal Details section 3 and sign the Declaration section 11 of the Commercial Mortgages Application form. Individual identification must also be provided as detailed on pages 2 and 3 of this guide.

In addition, we require:

- A letter from your Lawyer or Accountant detailing the business name, nature of business and the partners
- Details of the last three years turnover as requested on the application form, or for Start up business your expected turnover.

Section 3 - Non Professional Partnerships

If you are a Non-Professional Partnership ie those partnerships which are not Solicitors, Accountants, Barristers, Architects, Doctors or Dentists. All partners must complete the Personal Details section 3 and sign the Declaration section 11 of the Commercial Mortgages Application Form. Individual identification must also be provided as detailed on pages 2 and 3 of this guide.

In addition we require:

- A business letterhead listing all partners
 - or
 - A letter from a Solicitor or Certified Accountant confirming: trading name, nature of business, business address and all partners
- and
- Details of the last three years turnover, as requested on the application form or for start up business your expected turnover and your nature of business.
-

Section 4 - UK Limited Companies and UK Limited Liability Partnerships

For a Limited company, all directors and all shareholders with 20% or more shareholding, must complete the Personal Details section 3 and sign the Declaration section 11 of the Commercial Mortgages Application form. Individual identification must also be provided as detailed on pages 2 and 3 of this guide.

For a Limited Liability Partnership all partners must complete the Personal Details section 3 of the Commercial Mortgages application form. Individual ID must also be provided as detailed on page 2 and 3 of this guide.

In addition, we require:

Existing Businesses

- Details of the last three years turnover, registered address and date of incorporation as requested on the application form
- A current business letterhead.

New Business

- Details of expected turnover.
-

Section 5 - Self Invested Personal Pension (SIPP) or Small Self Administered Schemes (SSAS)

For Self Invested Personal Pension (SIPP) or Small Self Administered Schemes (SSAS) all beneficiaries of the scheme must complete the Personal Details section 3 and sign the Declaration section 11 of the Commercial Mortgages Application form. Individual identification must also be provided as detailed on pages 2 and 3 of this guide.

If the pension fund is a limited company

We require:

- The latest audited accounts
- Section 2 business details of the Commercial Mortgages Application form to be completed and the declaration section 11 signed.

If the pension fund is an individual

We require:

- Section 3 personal details on the Commercial Mortgages Application form to be completed
- The declaration section 11 signed
- Individual identification as detailed on page 2 and 3 of this guide.

Section 6 - Power of Attorney

If you are a Power of Attorney completing the application on behalf of someone else, you must provide the original or certified copy of the Power of Attorney document.

In addition we require:

The Personal Details section 3 must be completed and the Declaration section 11 of the Commercial Mortgages Application form to be signed. Individual identification of the Power of Attorney and the applicant must also be provided as detailed on pages 2 and 3 of this guide.

Problems providing ID

Do not worry if you think you cannot provide any of the above. There may be other ways to prove who you are and where you reside, and we will do our best to help you. Should you have any questions or concerns please telephone 0800 328 0210 to speak to one of our mortgage team.

Unfortunately if you cannot provide us with suitable ID, lending institutions are not allowed by law to provide you with a mortgage.

Occasionally, to comply with Bank of England sanctions and guidelines from the Financial Action Task Force on Money Laundering, there may be additional checks and documents required if you are a resident or national of certain countries.

Abbey is able to provide literature in alternative formats. The formats available are large print (as recommended by the RNIB), Braille, audiotape and PC disk. If you would like to register to receive correspondence in an alternative format, please ask us.