

# Anti money laundering guidelines

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THIS INFORMATION IS FOR THE USE OF MORTGAGE INTERMEDIARIES AND OTHER PROFESSIONALS ONLY

# Please read this document carefully

## What we will do and require from you

We require all private individual and limited company applicants, and any guarantors\*, to provide evidence of identity at the time of application.

We will endeavour to carry out these checks electronically however, if we are unable to do this, we will need physical proof of identification. If the applicant is a limited company we will also carry out checks to verify the ownership of the limited company. The electronic search that we will carry out on private individual applicants or guarantors\* is not a credit search and other organisations will not see that an authentication search has been performed. This type of search will not affect an individual's credit rating. Photocopy documents must be sent with the application to Precise Mortgages, PO Box 6037, Wolverhampton WV1 9QW. **If for any reason we require further identification we will let you know.**

Photocopies must be certified with the words 'true copy of the original' and clearly show the certifying person's full name, and the name of the organisation they represent (if any), together with a signature and dated within the last 3 months (electronic/stamped signatures are not acceptable). Documents containing a photograph should also be certified with the words 'true likeness of applicant' (unless the applicant(s) have not been seen face to face).

## We will accept

### For individual applicants/guarantors\*:

- ONE document from Group A or B

### Non face to face applicants:

- TWO documents from Group A or B or C (one document **must** be from Group A or B)

### Not registered on electoral roll at current address:

- ONE address document from group C

## Group A

- Full valid passport	- EEA member state ID card
- Resident permit issued by the Home Office (front and back required)	- Current full or provisional UK/EEA photo driving licence
- Northern Ireland Electoral Office ID card	- Home Office Travel Document with accompanying Permanent Resident Permit

## Group B

- Current UK driving licence (old style)	- Evidence of LA grant/benefit
- Latest Inland Revenue tax notification (no more than 6 months old)	- HM Forces ID card
- Current sub-contractors certificate (for self-employed in the construction industry tax exemption certificate with photograph) C1S4, C1S5, C1S6	- Current state pension or benefit books/notification if not used address

## Group C

- Most recent mortgage statement (online statements are not accepted)	- Current local authority rent card or tenancy agreement
- Current local authority tax bill	- Credit/debit card statement (no more than 3 months old)
- Bank/building society/credit union statement or passbook (no more than 3 months old - online statements are not accepted)	- HM Revenue and Customs correspondence sent to current address (P45 and P60 are not acceptable)
- TV Licence (pre-printed) or renewal/reminder letter	- Utility bill (excluding mobile phone and no more than 3 months old)
- Vehicle Licence reminder	- Multi-media bill - landline/Broadband (mobile phone bills are not acceptable)

## What we expect from you

You must verify the identity of a customer by obtaining, and having sight of, original documents from the applicant(s)/guarantor(s)\*. We will rely on you to complete customer due diligence (CDD) checks to standards compliant with UK money laundering regulations (as amended from time to time) and JMLSG Guidance.

You must forward photocopies of documents you have seen, and any documents relating to the verification of the applicant(s)/guarantor(s)\* identity as we may require from time to time. The photocopies must comply with our requirements stated in the above section and to standards compliant with UK money laundering regulations (as amended from time to time) and JMLSG Guidance.

You must retain records of the CDD checks that you have completed, together with photocopy documents that you supply to us. We expect that you will maintain these records for a period of 6 years after the redemption of the mortgage that is being applied for. We may at any point contact you to request details of your CDD processes and copies of your records, including identity documentation. If you fail to provide these details, or you destroy or dispose of any of these documents, or your processes are inadequate, we reserve the right to remove you from our introducer panel and/or de-register you from our online system.

### \* Guarantors are only acceptable for limited company applications

We will accept other types of documents if these are not available. Please contact our intermediary support team by telephone at **0800 116 4385** or by email at [enquiries@precisemortgages.co.uk](mailto:enquiries@precisemortgages.co.uk) for help.