

Information for Bidders

If you are intending to bid at our forthcoming auction, here's what you need to do:

Before bidding we will need you to confirm both your identity and home address by showing us your passport or photo driving licence together with a separate proof of address document such as a utility bill or bank statement no more than 3 months old. See below for a full list of acceptable documents.

If you are not attending in person (bidding by proxy or telephone) and are supplying photos/scans or copies of these documents these can only be accepted where they have been countersigned by a third party who saw the original documents and can attest to them being true copies of your own identity and address proof.

Only copies certified by a UK lawyer, UK banker, authorised financial intermediary such as an independent financial advisor, regulated mortgage broker, certified accountant, teacher, doctor, minister of religion, post master or sub-postmaster are acceptable.

If you intend to bid on behalf of a third party, or will include a third party/parties as a joint buyer/s we will need documentation for all parties to be named on the contract and you need to provide written authority from such persons for them to be included on the contract. Please note deposits can only be accepted from parties named on the contract.

Where buying in a company name only bidders who are duly authorised directors may bid, unless they hold written authority from such a director to bid and identity documentation is provided for both the bidder and the director authorising.

PLEASE NOTE THAT UNLESS YOU CAN PROVIDE THESE DOCUMENTS YOU WILL NOT BE PERMITTED TO BID

List of acceptable proof of identity and address documentation.

List A - evidence of identity (including photograph)

- Valid passport
- Valid photo card driving licence (full or provisional)
- National Identity card (Non-UK Nationals)
- Firearms certificate
- Identity card issued by the Electoral office for Northern Ireland
- Inland Revenue (HMRC) registration card

List B - evidence of residence (and showing your name)

- The most recent utility bill (not a mobile phone bill) it can be within 12 months if it is an annual bill
- Current council tax demand letter
- Valid photo card driving licence
- Bank statement or credit card statement dated within the last 3 months
- Mortgage statement issued within the last 12 months
- Council or housing association rent card for the current year
- Current tenancy agreement

For further clarification on these requirements please email: yasmin.ward@bagshawsresidential.co.uk

Money Laundering Regulations

The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (Money Laundering) came into force on 26 June 2017. Auctions are subject to the Money Laundering Regulations.

As a result, **all buyers** attending our auctions and transacting business with us must provide relevant documentation in order to prove their identity and place of residence. Buyers should note that these documents are required for these purposes only and copies are taken subject to all data protection regulations.

If you are attending the auction on behalf of a potential buyer, you must be able to provide proof of your own identity and residence and **certified copies** of the buyer's identity and residence. Certified copies must be of original documentation and bearing an **original signature** of the person certifying the document and signed as true certified copies. Only copies certified by a UK lawyer, UK banker, authorised financial intermediary such as an independent financial advisor, NCCB regulated mortgage broker, certified accountant, teacher, doctor, minister of religion, post master or sub-postmaster. All of the above must be capable of being contacted by telephone by us prior to you buying and/or on the day of the auction.

documentation bidders/buyers must show us

If you conduct business with us and are a UK individual, the documents we can accept are listed below. We must verify your name and residential address and require two documents. One document must be from list A and one document from list B. You must allow us to copy this documentation for storage and filing for 5 years.

For UK trusts, companies and partnerships, occupational pension schemes, registered charities in England and Wales, local authorities or non-UK individuals you should contact us well in advance of bidding at the auction or buying to confirm the documentation we require.

List A - evidence of identity (including photograph)

- Valid passport
- Valid photo card driving licence (full or provisional)
- National Identity card (Non-UK Nationals)
- Firearms certificate
- Identity card issued by the Electoral office for Northern Ireland
- Inland Revenue (HMRC) registration card

List B - evidence of residence (and showing your name)

- The most recent utility bill (not mobile phone bill) it can be within 12 months if it is an annual bill
- Current council tax demand letter
- Valid photo card driving licence
- Bank statement or credit card statement dated within the last 3 months
- Mortgage statement issued within the last 12 months
- Council or housing association rent card for the current year
- Current tenancy agreement

queries and contacting us

If you have any queries relating to these regulations and our requirements you should contact us well in advance of bidding at auction or buying before or after the auction. Please contact the auctions team on 01332 542296 or email yasmin.ward@bagshawsresidential.co.uk.

Authority form to bid on behalf of non-attending bidder

Please also sign and return the reverse side of this form

Bidder's Name (for contract purposes): _____

Address: _____

Telephone No. _____ Mobile: _____ Email: _____

Solicitors Name: _____

Address: _____

Telephone No: _____

Contact Name: _____

I hereby authorise Bagshaws Residential staff to bid on my behalf on the terms and conditions set out overleaf headed "Bidding by telephone or by a non-attending bidder form", which I confirm I have read, understood and signed. A copy of which is attached.

*I request that Bagshaws Residential first attempt to contact me on the telephone at the relevant time to enable me to bid myself. If a telephone link cannot be established for whatever reason, Bagshaws Residential are authorised to bid on my behalf under these terms (*Delete if telephone bid is not required).

The bid that I hereby authorise is:

Auction Date: _____

Lot No: _____

Address: _____

Maximum Bid: _____ £

_____ (words) _____

(The figure must be a definite one and not to be calculated for example by reference to others bids such as one bid above anyone else's bids. Any uncertainty could result in Bagshaws Residential not bidding).

There is a £50 administration charge if deposit is paid by personal cheque.

I attach cheque for £ _____

_____ words _____

Being the 10% of the maximum bid (Subject to a minimum deposit of £2,000) plus £995 inc VAT contract documentation fee

Please note there is a £50 administration charge if deposit is paid by personal cheque (No charge for debit card)

Signature of Bidder _____ Date _____

(Please also sign the reverse side of this form)

If the person signing is not the bidder the signatory warrants that authority has been given by the bidder.

Name (please print) _____

Address (if different from bidder) _____

Telephone No. _____

Please note should there be any alteration to the form and any mis-entries, which have to be corrected. These must be signed, in full, in the margins.