

Our Ref.

Your Ref.

Date

Dear

**Re: Money Laundering**

This is a supplemental letter to our client care letter dated [     ].

Before we can act for a client we have to comply with the law relating to money laundering in England and Wales. This means that before we can proceed with the provision of any legal services on your behalf we have to request and receive documentation confirming the identity of our clients. We must receive either the originals or copies certified by a solicitor or recognised lawyer in the country of your jurisdiction.

Under the current money laundering regulations:

1. If we are acting for your company you will need to provide us with evidence as to both your corporate identity and the personal identity and address of at least one director or shareholder.

For companies incorporated in the UK we will require the following:

- A copy of the certificate of incorporation;
- A list of directors (containing details of home addresses or principle place of business if a company);
- A list of shareholders (containing details of home addresses or principle place of business if a company);
- Proof of registered address; and
- Evidence of identity in relation to one of its directors or shareholders (this will normally be the person from whom we have received instruction or if not the same either the managing director or controlling shareholder of the company) further details of which can be found on our website [www.cheyneygoulding.co.uk](http://www.cheyneygoulding.co.uk).

For companies which are not in incorporated in the UK we will require:

- A copy of the certificate of incorporation (if this is applicable in the country of incorporation and if it is not possible to obtain a certificate of incorporation then such other evidence that reasonably satisfies us that the corporation is in existence, for example the most recent set of audited accounts);

- A list of directors (containing details of home addresses or principle place of business if a company);
- A list of shareholders (containing details of home addresses or principle place of business if a company);
- Proof of registered office (if this is applicable in the country of incorporation);
- Evidence of the identity and address of one of the directors or shareholders (this will normally be the person from whom we have received instruction or if not the same either the managing director or controlling shareholder of the company) further details of which can be found on our website [www.cheyneygoulding.co.uk](http://www.cheyneygoulding.co.uk).

Please note that we will also seek to obtain an extract from a reputable online information provider or the services of a reputable directory or information search agency and we may consult the registration authority in the jurisdiction of incorporation.

2. If we are acting for you on a private matter you will need to provide us with evidence as to both your personal identity and your address. We will accept the original of one item from each of the two lists produced below as suitable evidence. Please note that the same item can not be used for both proof of identity and proof of address and we must insist that one of the items is in the form of a photographic identification.

Suitable means of personal identity for individuals:

- i. A current signed passport;
- ii. An EEA member state identity card;
- iii. A cheque drawn on an account in the name of the client with a bank in UK or EEA;
- iv. A residence permit issued by Home Office to EEA nationals on sight of own country passport;
- v. A current UK or EEA photo-card driving licence; or
- vi. A national identity card containing a photograph of the client

Suitable evidence of address

(These cannot be used for address identification if already used for personal identity)

- i. An electoral register search confirmation;
- ii. A recent (last three months) utility bill or statement, or a certificate from a utilities supplier confirming an arrangement to pre pay for services;
- iii. A local council tax bill for current year;
- iv. A current full UK driving licence (old style provisional driving licences will not be accepted);
- v. A bank, building society or credit union statement or passbook from the last three months containing current address;
- vi. A recent (last three months) original mortgage statement from a recognised lender;
- vii. An EEA member state identification card;
- viii. An Inland Revenue self assessment statement or tax demand (within last three months);  
or
- ix. A house or motor insurance certificate

If you are not a resident of the UK you will need to show us your passport or national identity card as evidence of personal identity and address. If your address is not provided on the passport or national identity card then we will require separate evidence of your address (which must be dated in the last three months). This will need to be from an official source, reputable directory or confirmed by a qualified lawyer.

For the protection of all our clients and in compliance with the current money laundering regulations we have a money laundering reporting procedure in operation. In certain circumstances, information will be revealed by us to the appropriate authorities in relation to any suspicion of money laundering. A consequence of such a disclosure may be that we are unable to proceed with any work in progress and/or commence any new matter until we have received confirmation from the relevant authorities that it is acceptable for us to continue.

We do understand that the above provisions place an extra burden not just on you our clients but also us as your legal advisers, but we thank you in advance for your assistance, patience and the understanding that compliance with these requirements will ensure a smooth and efficient provision of service.

If you have any queries on any of the contents of this letter please do not hesitate to contact one of the partners at Cheyney Goulding who will be happy to assist you further.

Yours faithfully

**Cheyney Goulding**