



BIDDER REGISTRATION FORM

Bidder Number:

Please Tick: **Buying as Individual**
(Complete option A)

Buying as an Agent or Company
(Complete options A & B overleaf)

Please complete the following details in full and IN BLOCK CAPITALS. Please ensure you are able to produce 2 forms of identification prior to registering to bid, you are required to supply 1 from list A and 1 from list B as below.

OPTION A

Bidder details

First Name(s) _____ Surname _____

Address _____

Postcode _____ Tel No _____

DOB _____ Mobile No _____

Email _____

Company Details (if applicable)

Company Name _____ Company Registration No _____

Address _____

Postcode _____ Tel No _____

Data Protection: The information provided on this form and the identification documents requested are required under the Money Laundering Regulations 2017 for identification purposes, Eddisons will retain these details for a period of 6 years from the above date. We would also like to send you information about other Eddisons & Pugh products and services that might be of interest to you. We'll always treat your personal details with the upmost care and will never share your information with other companies for marketing purposes without your permission. Please let us know if you would like us to contact you by selecting one of the options below:
[] **Yes, I would like to hear about products and services.** [] **No, I don't want to hear about products and services.**

Bidders Signature _____ Date _____

Photographic evidence supplied without residency evidence will result in an electronic search of the Equifax database for identification confirmation, a bidding number will not be supplied if photographic evidence is not available or Equifax is unable to verify the identity of a bidder.

FOR OFFICE USE ONLY:

List A – Photographic Evidence	ID Seen
Current Signed Passport	
Current Full UK / EU Photo card driving licence	
Valid Identity Card (e.g HM Forces, Police Warrant, prison officer Card)	
Firearms or Shotgun Certificate	
Residence permit issued by the Home Office to EEA nationals on sight of own country Passport	
National Identity Card bearing a photograph of the applicant	

List B – Evidence of Residence	ID Seen
Utility bill issued within the last 3 months (mobile phone bills not accepted)	
Bank / building society / mortgage or credit card statement issued within the last 3 months	
Inland revenue self assessment or tax demand	
Local authority council tax bill for the current tax year	
Council or housing association rent card or tenancy agreement for the current year	
Electoral Register entry	

Staff Initials: **Registration Desk**

Deposit Desk

Equifax Completed- results: _____

Comments: _____

OPTION B

(Delete as appropriate)

- ***I can confirm that I am a Director / Majority Shareholder of the company***
- ***I can confirm that I have written consent from the buyer stating they give me authority to bid and sign on their behalf***

Legal Structure	Corporate ID required		Individual ID required	
A company (including a UK LLP) which is not listed on a regulated market such as the London Stock Exchange	<ul style="list-style-type: none"> • Copy of certificate of incorporation • Details of current company officers (i.e. directors and company secretary) and shareholders 		Identity evidence for a) the individual dealing with the transaction and b) all other individuals or entities with 25% or more of the shares or voting rights in the company	
A company (including a UK LLP) which is listed on a regulated market such as the London Stock Exchange	Copy of a dated page from the website of the relevant stock exchange		Identity evidence for the individual dealing with the transaction	
A partnership of non-regulated professionals (except an LLP) with five or less partners	None (see the separate checklist for individuals)		Identity evidence for a) the individual responsible for the transaction and b) all other individual partners	
A partnership of non-regulated professionals (except an LLP) with six or more partners	<ul style="list-style-type: none"> • Name of partnership • Trading address • Registered address (if any) 		Identity evidence for a) the partner responsible for the transaction and b) one other partner and c) all other individuals who (directly or indirectly) are entitled to, or control, 25% or more of the capital, profits or voting rights	
A partnership of regulated professionals (except an LLP) such as a firm of solicitors	Entry of details held by a relevant professional body		Identity evidence for a) the lead partner, b) one other partner, and c) all other individuals who (directly or indirectly) are entitled to, or control, 25% or more of the capital, profits or voting rights	
A trust	<ul style="list-style-type: none"> • list of trustees • list of beneficiaries or class of beneficiaries • copy of the trust document 		Identity evidence for a) the trustee with responsibility for the transaction, and b) one other trustee, and c) all individuals or entities who: 1) have a specific interest in 25% or more of the capital of the trust property; or 2) have control over the trust; or 3) belong to a class of person whose main interest benefits under a trust which does not entirely operate for the benefit of specific individuals	
Other legal structures set up by law	<ul style="list-style-type: none"> • Any document which establishes, manages or regulates the structure • A list of any individuals who benefit (if applicable) or a list of the classes whose main interest is served by the structure 		Identity evidence for all individuals or entities who: 1) are beneficiaries of 25% or more of the property where the individual beneficiaries have been determined; or 2) fall into a class of person whose main interest benefits under the structure where individuals in that class are not determined; or 3) control 25% or more of the structure or of the property under the structure	

If you are successful in buying a property you confirm you will provide at least two forms of the required ID listed in Option B.

Bidders Signature _____ Date _____

For Office Use Only:

ID from Option A

Cert of Incorporation

Letter of Authority

Companies House



In the event you are successful today

- Who will be named on the contract?

Name: _____

Name: _____

Name: _____

Name: _____

- Are all people to be named on the contract here with ID? **YES** / **NO**

**** Please note, ID MUST be provided on the day from all persons to be named on the contract along with a letter of authority to enable their name to be entered in their absence.**

- How will you be paying the 10% deposit and the buyers admin fee today?

Debit card

Cheque

Bank Transfer

**** Please note, if you are paying by bank transfer then you need to inform a member of staff as soon as your bid is confirmed successful where bank details and the amount owed will be provided.**

- Is the method of payment in your name? **YES** / **NO**

If not who is paying:

Name: _____

**** Please note, ID MUST be provided on the day from the person paying the deposit.**

Has all ID been provided? **YES** / **NO**

Missing ID:

Note to All Buyers: Please understand that where sufficient ID is not provided you will have to produce this before the contract can be exchanged, if you are paying by bank transfer or there are any changes to the above information which requires further documentation or ID you will be asked to return to the waiting area whilst you obtain the information and your purchase will be handled at the end of the auction.

Please sign and print to confirm the information you have provided is accurate as these details will be used to complete the exchange of contracts.

Sign: _____

Print: _____