Letti	ings Agency (Custom	S	<u>l Risk As</u>	sessment	<u>Form</u>
Full name						
Date of Bi	rth					
Home Add	dress					
Address o	f Property to be	sold (if e				
	of name and a			B below)		
Evidence	of name	<<>>				
Evidence	of address	<<>>				
Risk level (circle relevant level) Low	Reasons for level	conclus			s medium on taken to	
Medium High						
Interim Ri Risk level (circle relevant level)	isk Assessmen Reasons for level				s medium n taken to	
Low						
Medium						
High						

©Simply-Docs – PROP.AML.CP.03 - Commer Form.

S

Final Risk Assessment

Risk level (circle relevant level)	Reasons for conclus level
Low	
Medium	
High	

If the risk is assessed as high at act for the customer.

Certification

I	have	verified	the	identity	0
С	ustome	er			

I have not verified the identity of customer

I have seen the original document

Copies of the customer's docur are attached to this form

Any photographs in the docur bore a good likeness to the custor

Name of person giving this certific

Position

Company and branch (if applicable

Telephone number

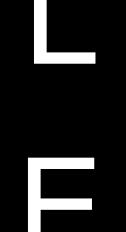
Signature

Date

k level is medium or high, be action taken to mitigate k

to the MLRO before continuing to

erifying customer identity: <<>>



(A) Evidence of r

the tables below)

Current full signed passport

Passport number	<<>>
Country code	<<>>
Place of birth	<<>>
Date of birth	<<>>
Expiry date	<<>>

Current UK photo card driving I

Licence number	<<>>
Date of birth	<<>>
Expiry date	<<>>

National Identity Card

Unique number/reference	<<>>
Country of origin	<<>>
Date of birth	<<>>
Expiry date	<<>>

Firearms Certificate

Certificate number	<<>>
Date of birth	<<>>
Expiry date	<<>>

Identity card issued by the Elec

Card number	<<>>
Date of birth	<<>>
Expiry date	<<>>







h Ireland

3

©Simply-Docs – PROP.AML.CP.03 - Commerc Form.

(B) Evidence of ad



the tables below)

Current photo card driving licer

(Cannot be used here if already used

Licence number	<<>>
Current address?	Yes / No (circle
Date of issue	<<>>

Current year's council tax bill

Reference/account number	<<>>
Current address?	Yes
Local authority	<<>>
Document date	<<>>

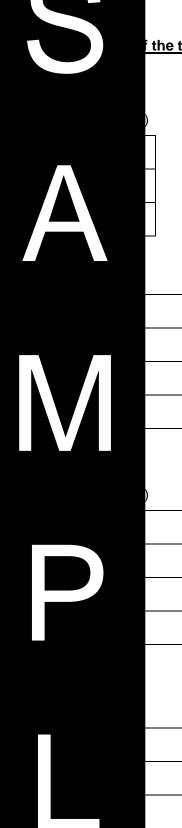
Benefits Entitlement Letter

(Cannot be used here if already used

Reference/account number	<
Current address?	Yes
Issuing authority	<<>>
Document date	<<>>

Most recent mortgage statemen

Reference/account number	<
Current address?	Yes
Lender	<<>>
Document date	<<>>



Bank or	building	society	staten

Reference/account number	<<>
Current address?	Yes
Institution name	<<>
Document date	<<>

Utility bill (excluding mobile pho

Reference/account number	<<>>
Current address?	Yes
Utility company	<<>>
Document date	<<>>



Form.

Examples of suspicious activity

The examples of suspicious activ assess whether the transaction is Firm Wide Risk Assessment. This

New Customers:

- 1. [Have you met your custon
- 2. Is your customer reluctant
- 3. Are either party to the trans
- 4. Have intermediaries been
- 5. Has false information been
- Is there an apparent reaso placed to act?
- Are there complex compart true owner?
- 8. Are any of the individuals exposure to the possibility
- Are multiple lets being tak immediately sub-let the pre
- 10. <<Other>>]

Existing Customers:

- 1. [Is the transaction different
- Is the transaction being ca person?
- What is the value of the t disclosing the source of ful
- 4. Have any monies been pa with the customer?
- 5. <<Other>>]

Transaction:

- 1. [Is either party to the trans
- 2. Are funds being sent abro third party?
- 3. Has the property been insp
- 4. Are there any late changes
- Are we being asked to hol no apparent reason which



consider on each transaction to sk'. You should also consider the ustive but includes:

identity and/or source of funds? high risk' third country? action? customer's identity? puld another firm have been better

ich make it difficult to identify the

I/or locations that carry a higher

ason? Is the customer wishing to

s of the customer? harket value with an unconnected Ily large and is the customer not does not appear to be connected

ng to be carried out quickly? tination and/or to an unconnected

action? pove <<add sum>>] especially for

©Simply-Docs – PROP.AML.CP.03 - Commerc Form. omer Identification and Risk Assessment

- Is the customer requesting cleared funds up front?
- 7. Is the transaction unneces
- 8. Are funds being paid in particular second second
- 9. Are multiple payments beir
- 10. Are there unusual source from an unknown/overseas
- 11. Are both or either party no
- 12. Is one party reluctant to us
- 13. Is the counterparty known
- 14. <<Other>>]



 \mathbb{N}

e payment of a long let in cash or

ne parties are hoping to achieve? rrency? ank accounts?

use of complex loans, mortgage

al obligations? for the conveyancing process? I owner?

©Simply-Docs – PROP.AML.CP.03 - Commerc Form.

