

CLIENT DUE DILIGENCE AND IDENTITY VERIFICATION

The Anti-Money Laundering and Counter Financing of Terrorism Act 2009 (AML/CFT) requires a law firm to undertake certain background checks before providing services to clients or customers. Lawyers must take reasonable steps to make sure the information they receive from clients is correct, and so we need to ask for documents that show this.

We will need to obtain and verify certain information from you to meet these legal requirements. This information includes:

- your full name; and
- your date of birth; and
- your address.

To confirm these details, documents such as your passport, driver's licence or birth (and marriage) certificate, and documents that show your address, such as a current bank statement or a utilities bill will be required.

If you are seeing us about company or trust business, we will need information about the company or trust including the people associated with it (such as directors and shareholders, trustees and beneficiaries).

We may also need to ask you for further information. We will need to ask you about the nature and purpose of the proposed work you are asking us to do for you. Information confirming the source of funds for a transaction may also be necessary to meet the legal requirements.

If we are not able to obtain the required information from you, it is likely we will not be able to act for you.

Before we start working for you, we will let you know what information we need, and what documents you need to show us and let us photocopy.

Please contact the lawyer at Smith Wood & Woods who will be undertaking your work if you have any queries or concerns.

DIRECTORS: Paul Gray, Lisa Grace, Joanne Macgregor