

# Bidders Registration & Proof of Identity

## Applicable to ALL Potential Buyers and Bidders

**Under the Money Laundering Regulations ALL potential Buyers and Bidders are required to register and provide ID.**

### Registration Procedure

At Registration you will need to provide:-

- **The Full Name/s and Address of the Buyers for the Auction Contract.** You will **not** be able to amend this if successful, so please ensure the correct information is given.
- **The Bidders Details** (if these are different from the Buyer).
- **The Solicitors/Legal Representative** who will be acting on your behalf.
- **Provide \*Photographic Identification and Proof of Residency FOR ALL NAMED BUYERS AND BIDDERS,** as follows:-

> **Photographic Identity Document** - current Passport or UK Driving Licence.

> **Valid Proof of Residency** - an original utility bill, building society or bank statement, council tax bill, or any other form of identity document (excluding credit card statements and mobile phone bills) that has been issued within the last three months and provides evidence of residency at the correspondence address stated on the Registration Form. If the bidder is acting on behalf of another party, they will be required to provide the documents detailed above for both themselves and for the named buyer/s for whom they act.

If the bidder is acting on behalf of a company, the above documents will still be required, together with a copy of the Certificate of

Incorporation and identification for anyone with a 25% share or more.

In both cases we will require a letter of authority from the buyer/s authorising them to bid on their behalf.

- **Proof of your Method of Payment** - You will need to provide proof of your method of payment of the deposit/administration fee. **Please read the details regarding this within the catalogue.**

**Once you have satisfactorily provided the above you will be allocated a Bidding Number which will enable you to bid.**

A Bidders Registration Form has been printed on the inside back cover of the catalogue, printed below or is available to download from our website - you may wish to complete this and bring it along with you to the auction room.

There is no charge for Registration and bidders who attend our auctions on a regular basis are invited to retain their Bidding Number for future use, subject to confirmation of deposit payments and proof of identity in line with the regulations.

The auctioneer reserves the right to refuse a bid where pre-registration has not taken place and to offer the lot to the under-bidder.

**\* If you would like to bid by telephone, proxy or internet, using our Remote Bidding Service, all photographic ID should be certified**

**ALL POTENTIAL BUYERS & BIDDERS MUST PROVIDE ID AND REGISTER BEFORE BIDDING**  
Please read the information above. You can complete this form and bring it with you to the sale room.

### BIDDER'S REGISTRATION FORM (complete in block capitals throughout)

In order to provide a professional and effective service we need to keep a record of the information below. All personal information is treated as private and confidential and is recorded on our database. These details will not be shared with a third party. You have the right to see any information that we hold about you, and to have your details removed from our database should they be no longer necessary in relation to the purpose for which they were collected.

BUYER	Full Contract Names (including titles)	
	Correspondence Address	
	Post Code	
	Work/Home Tel	Mobile
	Email Address	
BIDDER	Bidder's Full Name (including titles) If different from Full Contract Names	
	Address	
	Post Code	
	Connection to Buyer	Tel
	Email Address	
SOLICITOR	Company	
	Address	
	Tel	
	Attention	

For use by  
Clive Emson Auctioneers

Auction	
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Payment Method DEBIT CARD   CHEQUE BANKERS DRAFT CLIENTS ACCOUNT SOLICITOR UNDERTAKING	Staff Initials
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LOT	SALE PRICE   DEPOSIT	
	Price	
	Deposit	
	Price	
	Deposit	
	Price	
	Deposit	

#### Administration Fee

An Administration Fee is payable at the same time as the deposit for each Lot purchased. The Admin Fee will be added to the deposit and payment is due on the signing of the Memorandum of Sale.

#### Marketing Information

We would like to keep you up-to-date with the latest auction news and results.

Please tick the box if you wish to receive marketing emails from us ☐

We do not share details with third parties.

**Bidder's Signature**

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