

Two forms of ID MUST be provided for ALL persons to be named on the contract (along with the bidder AND the person making payment) before any bid can be accepted.

Accepted forms of Identification

Photographic Evidence

- Current signed passport
- Current full UK/EU photo card driving licence
- Valid identity card i.e. HM Forces, Police Warrant, prison officer card
- 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

Proof of Address

- Utility bill issued within last 3 months (mobile phone bills not accepted)
- Bank/building society/mortgage or credit card statement issued within last 3 mths
- 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

Based on the ID provided, Pugh & Co will carry out an electronic search on the Equifax database for identification confirmation. In the event that we are unable to verify the bidder/buyer, further identification may be required.

Corporate ID Required	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