



## Required Proof of Identification & Address

**All bidders and buyers must provide two forms of identification in order to register and receive a bidding paddle. Please ensure you have one photographic and one proof of address and all documentation must be the original, as photocopies will NOT be acceptable.**

### PROOF OF ADDRESS

- Current Full UK/EU Driving Licence\*
- Utility Bill no more than 3 months old
- UK Bank/Building Society Statement
- Local Authority Council Tax Bill
- State Pension/Benefit Book Notification\*

### PHOTOGRAPHIC ID

- Valid Signed Passport
- Current Full UK/EU Driving Licence\*
- Inland Revenue Tax Notification
- State Pension/Benefit Book Notification\*
- Resident Permit

\* Documents can be used as proof of address or photographic identification, however cannot be used as both forms of ID.

### ADDITIONAL INFORMATION REQUIRED

- **Are you purchasing a property jointly with others?**
  - ID is required for each purchaser.
- **Are you purchasing a property on behalf of a Limited Company or Limited Liability Partnership?**
  - ID for the bidder
  - Certificate of Incorporation
  - Full names of board of Directors
  - Registered Office Address Proof
  - ID for Shareholders with more than 25% of share capital
- **Are you bidding on behalf of an unincorporated partnership or business?**
  - ID for bidder
  - Letter of Authority from the Company that you have authorisation to bid on the Company's behalf
  - Certificate of Incorporation
- **Are you bidding as an Agent for the buyer?**
  - Letter of Authority from the Company that you have authorisation to bid on the Company's behalf
  - ID for the bidder
  - ID for the buyer
- **Are the providers of funds different to the bidder or buyer?**
  - ID for the funds provider
  - ID for the bidder
  - ID for the buyer
- **Are you bidding on behalf of a Trust?**
  - ID for the bidder
  - ID for each beneficial owner
  - ID for the settler of the Trust
  - ID for each Trustee