

IMPORTANT – PLEASE READ CAREFULLY**All bidders**

In order to comply with Money Laundering Regulations 2017 **all** those intending to bid at auction must register before the auction date.

Registration

To register you must complete the form opposite and return to us with evidence of identity and address by email to **register@romans.co.uk** or by post to:

Romans Auctions
23 Market Place
Wokingham
Berkshire
RG40 1AP

You must also take these documents with you to the auction so that they can be verified.

Bidding on behalf of another person

In addition to the above, if you are bidding on behalf of another 'natural' person you must:

- Produce written authority in the form of a letter signed and dated by that other person(s).
- Provide certified* copy(s) of Passport or Driving Licence and Proof of Address for the other person(s).

Bidding on behalf of a company or other legal entity

If you are bidding on behalf of a company or other legal entity you will need a letter of authority signed by an appropriate person within the company/legal entity (e.g. Director, Company Secretary, Trustee).

If you are bidding on behalf of a company or other legal entity you must register as soon as possible before the auction date as we will need to review the company/legal entity structure and we may need to request further documentation or evidence depending on the nature of the company/legal entity. You will not be able to bid until this due diligence has been satisfactorily completed.

Bidding for yourself and joint purchaser(s)

If you are bidding for yourself and the purchase will be in joint names you must provide certified* evidence of ID and address for all joint purchasers.

***Certified documents**

We will only accept certified ID documents from a professional person including a solicitor, bank manager, financial adviser, doctor, dentist, teacher, Leaders Romans Group employee, that contain the following:

- A statement confirming "Certified to be a true copy of the original seen by me and a true likeness of the person"
- Details of the person certifying and indication of professional status
- A signature and date with a printed name
- The occupation and address or telephone number of the person certifying

The following is a schedule of acceptable documentation. You must provide one document from each list **for each relevant person**. (Please note that a driving licence can be used as evidence for either one or the other but not both).

Evidence of identity

- Current signed passport
- Current full UK photo card driving licence
- Current full UK driving licence (old version) (Provisional driving licence will not be accepted)
- Resident Permit issued by the Home Office to EU Nationals
- Inland Revenue Tax Notification
- Firearms Certificate

Evidence of address

- Current full UK driving licence (old version) (provisional driving licence will not be accepted)
- A utility bill issued within the last 3 months
- Local Authority tax bill (current year)
- Bank, Building Society or Credit Union statement

PLEASE COMPLETE IN BLOCK CAPITALS

Lot number and address

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Buyer's name(s) (name(s) the property is being bought in) continue on separate sheet if required

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Buyer(s) address(es)

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Postcode

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Postcode

Contact details

Mobile		Work	
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Home		Email	
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Bidder's name (if different from above)

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Bidder's address (if different from above)

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Postcode

Contact details

Mobile		Work	
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Home		Email	
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Please remember that if you are bidding on behalf of another person or legal entity you must produce appropriate written authority as set out opposite. If you are buying jointly with another person or persons you must also provide their details and certified* evidence of their ID and address.

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.

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

Please tick the box if you wish to receive these from us.