

**MiMO SOURCING LIMITED is committed to ensuring that it has adequate controls to counter money laundering activities and terrorist financing activities, in line with the Money Laundering Regulations 2021.**

This AML Statement sets out our policies regarding Anti-Money Laundering (AML) legislation. This statement applies to all employees and Directors of MiMO SOURCING LIMITED whether permanent or temporary.

If you are an investor, buyer, seller, Landlord, Property Owner or Tenant, you will be subject to an Anti-Money Laundering checks as part of our due diligence process. We will be unable to proceed with any work on behalf of our customers if we are unable to obtain the required information.

**What does it mean?** We are required by law to verify the identity of any investors, buyers, sellers, Landlords, Property Owners and tenants. When you engage our services, you will give us permission to carry out an AML checks, AML Risk Assessment or Land Registry Search as necessary, where required under AML Legislation. We will cross check your supplied data against other online sources that can include Credit Data, International PEPs and Sanctions Lists, Register of Trusts, Passport and European ID Cards, Electoral Roll, plus household and utility bills.

To do this, we ask for the following information:

### Proof of ID

Photographic ID in accordance with Anti-Money laundering legislation, either a **Passport** or **Driving Licence**

### Proof of Address

Proof of current address with a recent (within 3 months) **Utility** or **Council Tax bill**

### Proof of Ownership of Property

Documentary proof of ownership of Property, such as a **Mortgage Statement** or **Property Deeds**

### Applicable Identity Documents

We will require two separate identification documents from the below lists, which provides the acceptable document types for verifying your identity and proof of residence or ownership. The information may be required at various stages of the process, depending on whether the client(s) is/are purchasing, selling, or renting.

#### List A: Primary Documents - Proof of ID

- Valid Passport with MRZ (Machine Readable Zone)
- Valid Full UK Photo Driving Licence
- Valid Full UK Driving Licence (Non photo, paper) issued before 1998.
- Valid EU/EEA/Switzerland Photo Driving Licence
- Valid EU/EEA/Switzerland National Identity Card
- Valid UK Armed Forces ID Card
- Valid UK Biometric Residence Permit (copy of both sides)
- Valid Blue Disabled Drivers Pass (with photo)
- Valid Freedom Pass
- Valid Local Authority Bus pass.
- Department for Works & Pensions letter confirming pension details, including National Insurance Number and dated within the last 12 months.

#### List B: Secondary Documents - Proof of Residence

- Valid Full UK Photo Driving Licence
- Valid Full UK Driving Licence (Non photo, paper) issued before 1998.
- Local Authority Council Tax Bill (dated within the last 12 months)
- UK Bank/Building Society Statements/Bills showing activity and dated within the last 6 months, including account number and sort code (Internet printed acceptable)
- UK Mortgage Statement, dated within the last 12 months (Internet printed acceptable)
- Utility Bill dated within the last 6 months including - Electricity bill (with MPAN number), Landline, Gas, Satellite TV, Water (Internet printed acceptable.) (Not mobile phone bills.)
- Her Majesty's Revenue and Customs (HMRC) Inland Revenue (IR) Coding / Assessment / Statement (dated within the last 12 months) with National Insurance number.
- Department for Works & Pensions letter, confirming pension details and NI Number. (Dated within the last 12 months)

### **What about my data?**

Our policy commitment is applicable to all our customers, including investors, buyers, sellers, Landlords or Property Owners and Tenants. Any identity-relating documents provided to us will be recorded and copied for audit purposes.

**As a result, we obtain and hold - for a period of at least seven years - evidence pertaining to our customers' identity and, where appropriate, proof of ownership of property and source / destination of funds.**

### **NOMINATED OFFICER**

MiMO SOURCING LIMITED has appointed David Burrow as the "nominated officer" who will control and maintain the anti-money laundering policies and procedures within the business. The responsible officer will receive all reports of any suspicious activity and ensure suitable measures are in place to make sure money laundering risks are considered on a day-to-day basis within the business.

### **PROOF and SOURCE OF FUNDS**

MiMO SOURCING LIMITED will require proof of funds prior to engaging any sourcing work for the client. This will require the client to provide evidence of the source of where the funds were obtained e.g., property sale completion statements, solicitors confirmations, pension statements, bank statements, Probate documents and proof of inheritance transactions, loan agreements etc. Electronic checks will also be carried out to confirm the source of funds are legitimate e.g., Companies House, HMRC, Land Registry.

### **HOW OFTEN WILL AML CHECKS BE PERFORMED**

MiMO SOURCING LIMITED will complete repeat client due diligence checks prior to commencing any new work for a client to verify there has been no change in circumstances or any suspicious activity alerts.

**The information provided will only be used by MiMO SOURCING LIMITED in relation to complying with these regulations and will not be shared with any other party outside of the companies wholly owned by MiMO SOURCING LIMITED, unless we are required to do so under law. We have a legal duty in certain circumstances to disclose information to the Serious Organised Crime Agency where we suspect that a transaction on behalf of a client involves money laundering. If, whilst engaging our services, it becomes necessary to make a Money Laundering Disclosure, we would not be able to inform you that a disclosure has been made or the reasons for it.**

## Anti-Money Laundering Policy Statement



### For customers other than private individuals

For customers who are not private individuals, such as corporate customers and private companies, the business must obtain information that is relevant e.g., company registration number, registered address, and evidence that the individuals have the authority to act for the company. A search at Companies House will reveal details of Directors and the Company Secretary. If subsequently we identify a person who has control of/owns 25% or more the business, we will take steps to identify those individuals.

### TRUSTS

For customers who are either purchasing or selling a property in the name of a TRUST they must provide full details of the trust including the following:

- Full name of the Trust
- Name of Settlor - Name of Trustee(s)
- Name of Beneficiary
- Trustee's full name(s), contact Address, Date of Birth
- Date at which the trust was setup.
- Name and contact details of any advisors acting on behalf of the trustees for their tax affairs.
- Where the trust is administered
- The trust's tax residence
- A statement of account for the trust describing the trust assets and identifying the value of each category of the trust asset at the date of settlement.

The details provided will be used to check and provide evidence that the Trust has the authority to proceed with either the sale or purchase of any property.

### How often do we review our policy and procedures?

Our policy, and our procedures, are reviewed annually to ensure they adequately reflect the risk of money laundering to the company.

MiMO Sourcing Ltd registered in England & Wales company number 14785955  
Registered Office: 59 Castle Street, Reading, England, RG1 7SN  
The Property Ombudsman: T09109  
HMRC Anti-Money Laundering Supervision No: XRML00000186353  
ICO Registration No: ZB533744  
NAPSA Member ID:221