

Proceeds of Crime Act & Money Laundering Regulations

FACT SHEETS

This fact sheet has been produced in order to explain our obligations with regard to client identity.

What is money laundering?

The services provided by KBL Solicitors LLP are regulated under the Proceeds of Crime Act and the Money Laundering Regulations.

Money Laundering is a process criminals use to “clean” the proceeds of their activities so that they appear to be legitimate.

The Legislation obliges us to check that you are who you say you are in order to protect innocent people and prevent the use of false identities.

Client Identity

We are required to verify the identity of all of our clients; this applies to all new and existing clients. Without the appropriate forms of ID we may not be able to act for you.

To comply with the Regulations you will need to produce evidence of your identity. Our security procedures require you to provide evidence of name AND evidence of your current home address (not more than 3 months old).

We can accept the following ID documents:

Individuals

- Passport
- Driving Licence
- State Pension or Benefits book
- Resident Permit
- Identity Card
- Subcontractors Certificate
- Inland Revenue Tax Notification
- Recent Mortgage Statement
- Local Authority Tax Bill
- Local Authority Rent Card
- Bank/Building Society Statement
- Utility Bill
- Home or Motor Insurance Certificate

One of these forms of ID must be a photographic ID document i.e. passport or driving licence.

If a face to face meeting is not possible the original documents should be taken to a local solicitor, bank or accountant to make certified copies and forward those copies (by hard copy) to us under cover of their own letterhead.

Companies

A search of the records at Companies House to obtain the following:

- Company details;

and

- List of Appointments of directors and secretary

In addition, individual details (as above) for at least two officers of the company must be supplied.

Partners

Personal identity details of at least two partners must be supplied as above.

Trusts

Personal identity details of each of the trustees and of any person with power to remove the trustees must be supplied as above.

Photocopies must be certified by a solicitor, bank or accountant.

Copies of all such documents will be retained in our central client register.

If you are unable to provide us with the original documents as listed, please contact us to establish an alternative method to prove your identity.

Legal Expenses Insurance

Before the event Insurance covers the cost of legal proceedings. Motor insurance policies and household contents insurance often have legal expenses insurance attached to them.

Your policy should provide details of the types of claim it will cover and the limitations on it.

After the Event Insurance only applies when your solicitor is working under a ‘no win no fee’ agreement. It is arranged by your solicitor to cover both sides’ costs if your claim fails.

If you are looking to bring legal action or defend a legal claim, bring your policy documents with you to the first meeting, we can then help you work out whether you have legal expenses insurance.

An insurer is obliged to allow you to use your own solicitor once court proceedings have actually started. Before that, the insurer might request you to use a solicitor of his or her own choice. However, if you are unhappy with their choice, don't hesitate in raising the matter with the insurer; they may be prepared to allow you to use your own solicitor.

Your employer, Trade Union, or any other body that you belong to (such as a sports club) may also have arranged insurance. If you believe you may be covered by such insurance you should talk to the appropriate body and bring any relevant insurance documents with you.