

Anti-Money Laundering Policy/Statement

Harveyrobinson Estate Agents are committed to ensuring that we have adequate procedures in place to counter-act money laundering and terrorist funding activities in line with the latest money-laundering regulations, effective from 26th June 2017.

We are committed to staff training on this which is provided not only at the point of employment but also regularly thereafter. Each office has a compliance officer (Mark Allum – St. Ives, Mathew Jones – Huntingdon, Kevin McLean – St. Neots) and above them are our Money Laundering Reporting Officers (Grant McNicoll – St Ives, Justin Robinson – Huntingdon, Michael Harvey – St Neots). It is the responsibility of all staff to send any ‘Suspicious Activity Reports’ (SAR’s) to the Money Laundering Officer for the applicable office and in turn they will forward it on to the National Crime Agency if appropriate.

All vendors, purchasers, landlords and tenants will be identified by way of two separate documents before any sale or rental process commences. One of these ID documents will be photographic (preferably a passport, if not a driving license) and the other will be a recent bank statement or utility bill at their current address, dated within the last 3 months. Government issue documents may also be requested, such as council tax bills. Original copies have to be seen by a staff member of harveyrobinson and photocopies or emailed documents will not be sufficient.

If the original copies of ID documents cannot be brought in, then they must be certified by one of the following professional people:

Solicitor (of which there is an existing working relationship)

Post Office Staff

Bank Manager

Embassy

Notary Public

Chartered Accountants

For customers that are not private individuals (for example, developers, corporate businesses) harveyrobinson will need to obtain the following prior to marketing commencing:

Full Company Name

The Company Registration Number

The Registered Address And Principle Place Of Business

Harveyrobinson would like to point out that all documents and information held are kept completely confidentially and securely and will not be shared with any other parties without the explicit written permission of the client in question.

Harveyrobinson thank you for your understanding and co-operation.