

# DAVIS MEADE PROPERTY CONSULTANTS LIMITED



## AUCTION BIDDER/PROPOSED PURCHASER REGISTRATION FORM

|                       |  |                |                       |
|-----------------------|--|----------------|-----------------------|
| <b>PROPOSED BUYER</b> | <b>Full Name of Proposed Purchaser (including title)</b> |                |                       |
|                       |  |                |                       |
|                       | <b>Correspondence Address</b>                            |                |                       |
|                       |  |                |                       |
|                       | <b>Tel:</b>  | <b>Mobile:</b> |                       |
|                       | <b>Email:</b>  |                | <b>Date of Birth:</b> |

|               |  |             |                       |
|---------------|--|-------------|-----------------------|
| <b>BIDDER</b> | <b>Bidders Full Name (including title) (If different from the Proposed Purchaser's Name)</b> |             |                       |
|               |  |             |                       |
|               | <b>Correspondence Address</b>  |             |                       |
|               |  |             |                       |
|               | <b>Connection to Proposed Purchaser:</b>   |             |                       |
|               |  | <b>Tel:</b> | <b>Mobile:</b>        |
|               | <b>Email:</b>  |             | <b>Date of Birth:</b> |

|                  |                                   |             |                |
|------------------|-----------------------------------|-------------|----------------|
| <b>SOLICITOR</b> | <b>Company Name &amp; Address</b> |             |                |
|                  |                                   |             |                |
|                  | <b>For attention of:</b>          |             |                |
|                  |                                   | <b>Tel:</b> | <b>Mobile:</b> |
|                  | <b>Email:</b>                     |             | <b>DX:</b>     |

I the undersigned confirm the detail herein is truthful & correct -:

**Intended Bidder/Proposed Purchaser's Signature:**..... **Date:** .....

**NB** If you are acting as Bidder on behalf of a potential purchaser and make a successful bid for a lot:-

1. You are personally liable to buy the Lot even if you are acting as an Agent. It is therefore your responsibility to obtain an indemnity from the person for whom you are the Agent.
2. If the buyer does not comply with its obligations under the contract you are personally liable to buy the lot and must indemnify the seller in respect of any loss the seller incurs as a result of the Buyer's default.
3. Where the buyer is a company you warrant that the buyer is properly constituted and able to buy the lot.

**BIDDERS NUMBER** .....

## SECTION 1: EVIDENCE OF BIDDER/PROPOSED PURCHASER'S NAME

You should seek Evidence of **Name** by way of **photo ID**. (by viewing the original item, and retaining a **copy** of the details for the file).

### Current full signed passport

|                 |  |               |  |
|-----------------|--|---------------|--|
| Passport number |  | Country Code  |  |
| Place of birth  |  | Date of birth |  |
| Date of expiry  |  |               |  |

### Resident permit issued to EU nationals by Home Office

|                         |  |               |  |
|-------------------------|--|---------------|--|
| Unique number/reference |  |               |  |
| Country of origin       |  | Date of birth |  |
| Date of expiry          |  |               |  |

### Current UK/EU photo driving licence (old paper license and new photocard license accepted)

Can be used to give evidence of name or address but **not** both

|                |  |               |  |
|----------------|--|---------------|--|
| License number |  | Date of birth |  |
| Date of expiry |  |               |  |

### Firearms or Shotgun Certificate -:

|                   |  |
|-------------------|--|
| Reference Number: |  |
| Date of expiry    |  |

### Other official UK Government issued document containing photograph-:

|                   |  |
|-------------------|--|
| Reference Number: |  |
| Date of expiry    |  |

## SECTION 2: EVIDENCE OF BIDDER/PROPOSED PURCHASER'S ADDRESS

Complete at least one bold option from Section 2 (by viewing the **original** item, and retaining a copy of the details for the file)

### Current UK/EU driving licence (-old paper licence and new photocard licence accepted)

Can be used to give evidence of name or address but **not** both

|                |  |                  |                              |                             |
|----------------|--|------------------|------------------------------|-----------------------------|
| Licence number |  | Current address? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Date of issue  |  |                  |                              |                             |

### Current local authority Council tax bill

|                          |  |                  |                              |                             |
|--------------------------|--|------------------|------------------------------|-----------------------------|
| Reference/account number |  | Current address? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Authority                |  |                  |                              |                             |
| Document dated           |  |                  |                              |                             |

### Most recent mortgage statement

|                          |  |                  |                              |                             |
|--------------------------|--|------------------|------------------------------|-----------------------------|
| Reference/account number |  | Current address? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Lender                   |  |                  |                              |                             |
| Document dated           |  |                  |                              |                             |

### Bank, building society or credit union statement -dated in last 3months (and not downloaded from the internet)

|                          |  |                  |                              |                             |
|--------------------------|--|------------------|------------------------------|-----------------------------|
| Reference/account number |  | Current address? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Issuer                   |  |                  |                              |                             |
| Document dated           |  |                  |                              |                             |

### Utility (not mobile phone) bill –dated in last 3 months (and not downloaded from the internet)

|                          |  |                  |                              |                             |
|--------------------------|--|------------------|------------------------------|-----------------------------|
| Reference/account number |  | Current address? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Utility                  |  |                  |                              |                             |
| Document dated           |  |                  |                              |                             |

### Vehicle Registration Document

|                  |  |                              |                              |                             |
|------------------|--|------------------------------|------------------------------|-----------------------------|
| Reference number |  | Current address?             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Issued by DVLA   |  | Yes <input type="checkbox"/> | No <input type="checkbox"/>  |                             |
| Document dated   |  |                              |                              |                             |

### House or motor insurance certificate

|                  |  |                  |                              |                             |
|------------------|--|------------------|------------------------------|-----------------------------|
| Reference number |  | Current address? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Issued by -:     |  |                  |                              |                             |
| Document dated   |  |                  |                              |                             |

**ADDITIONAL INFORMATION REQUIREMENTS -:**

**A. IS THE PROPERTY PROPOSED TO BE PURCHASED BY A COMPANY- YES/NO\***

**IF YES PLEASE PROVIDE THE FOLLOWING DETAIL:**

i) the original or a certified copy of incorporation (a website search if registered with Companies House complies) with details of -:

- Company Name-:.....
- Registered Address-:.....
- Company No -:.....
- Country of Incorporation-:.....

ii) evidence of identity & address details as listed above on two directors (with majority control) or one director (with majority control) and the company secretary.

**B. IS IT THE INTENTION FOR THE PROPERTY TO BE PURCHASED BY A TRUST - YES/NO\***

**IF YES PLEASE PROVIDE THE FOLLOWING DETAIL :**

- i) Document to confirm existence of Trust and the named Trustees
- ii) Evidence of identity & address details as listed above for all named Trustees

**C.PLEASE CONFIRM THE SOURCE OF FUNDS FOR THE PROPOSED PURCHASE:**

- PRIVATE CAPITAL HELD IN UK BANK/BUILDING SOCIETY ACCOUNT- YES/NO\*
- MORTGAGE/LOAN -YES/NO\*
- IF OTHER – PLEASE SPECIFY (& UNDERTAKE ENHANCED CHECKS)-: .....
- : .....

**IS THE BIDDER/PROPOSED PURCHASER A POLITICALLY EXPOSED PERSON\*\* (PEP) -: YES/NO\***

\*\* A “PEP” means an individual who is entrusted with prominent public functions, other than as a middle-ranking or more junior official, or family member or close associate .See Sections 35 (12) -35(15) of The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017-: <http://www.legislation.gov.uk/ukxi/2017/692/regulation/35/made>

Individuals entrusted with prominent public functions-:

- a) heads of state, heads of government, ministers and deputy or assistant ministers;
- b) members of parliament or of similar legislative bodies;
- c) members of the governing bodies of political parties;
- d) members of supreme courts, of constitutional courts or of any judicial body the decisions of which are not subject to further appeal except in exceptional circumstances;
- e) members of courts of auditors or of the boards of central banks;
- f) ambassadors, charges d’affaires and high-ranking officers in the armed forces;
- g) members of the administrative, management or supervisory bodies of State-owned enterprises;
- h) directors, deputy directors and members of the board or equivalent function of an international organisation

\*Delete as appropriate

## **Auction Bidder/Proposed Purchaser Registration**

All potential bidders & proposed purchasers are required to register their details with DMPC prior to the commencement of the auction by completing this Auction Bidder/Proposed Purchaser Registration Form.

Registration may be carried out in person at the relevant marketing office **prior** to the day of auction. Alternatively, potential bidders/proposed purchasers will need to register in the auction room **at least 30 minutes prior** to the advertised commencement time of the auction. All registered bidders/potential purchasers will be allocated a bidding number in the auction room, which will enable them to bid.

At registration bidders/proposed purchasers will need to provide the full name(s) and address(es) of the buyer(s) for the auction contract, the bidder's details (if these are different from the named buyer(s) and the solicitor/legal representative who will be acting on behalf of the buyer(s)).

Potential purchasers will also need to provide proof of identity to comply with Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017.

Two separate proofs of identification (one for proof of identity and the other for proof of address) are required.

To enable the Agent to comply with the Regulations, the Agent must see the **originals** or receive certified copies of at least one item from **each** of the following categories:-

### **Category 1:- Evidence of Identity**

- Current Passport
- Current UK photo driving licence
- Firearms or shotgun certificate
- Other official document containing a photograph

### **Category 2:- Evidence of Address**

- Current local authority council tax bill or statement (for current year)
- Recent utility bill issues within last 3 months (not mobile phone bill) (downloaded internet copies are not deemed acceptable)
- Current bank or building society statement (downloaded internet copies are not deemed acceptable)
- Latest mortgage statement (downloaded internet copies are not deemed acceptable)
- House or motor insurance certificate (downloaded internet copies are not deemed acceptable)
- Current UK driving licence (if not used as proof of identity)
- Vehicle registration document

Please **do not** send originals in the post.

If certified copies of evidential documentation are to be presented, arrangements will need to be confirmed with DMPC (**in good time prior to the date of the Auction**) of identification via a Solicitor, with the detailed items having been dated and signed 'original seen', thereon, and including the contact details of the person certifying the copies (as DMPC are also required to satisfy that the Certifier is reliable). If a good reproduction of photographic evidence of identity cannot be achieved, the copy should be certified a good likeness to the Bidder/Proposed Buyer.

### **In the case of a Company purchase, the purchaser should provide:**

- i) the original or certified copy of incorporation (a website search if registered with Companies House complies), and
- ii) evidence of identity & address, as listed above on two directors or one director and the company secretary.

DMPC assures the proposed bidder/purchaser that, except in so far as is necessary to comply with the Agent's legal obligation, the Agent will treat the information supplied as confidential in all respects.

**The Auctioneer reserves the right to refuse bids where registration has not taken place and to offer the lot to an under bidder.**

**NB PLEASE ALSO REFER TO DMPC's CONDUCT OF AUCTION CONDITIONS OF SALE**

# PRIVACY NOTICE



## General Data Protection Regulation (GDPR)

As from the 25<sup>th</sup> May 2018 regulations to Data Protection are changing and we therefore would like to provide you with a copy of our Privacy Notice.

### Our commitment

We hold information about many individuals and organisations so that we can carry out our work for clients and others efficiently and economically. As an organisation we are committed to holding all information about you securely and confidentially, whether you are our client or we need to hold information about you in relation to our work for clients, in connection with other instructions we receive or for the efficient functioning of our company. The General Data Protection Regulation requires us to provide you with certain information about the information we hold and this is set out below. If you have any questions about our policies with regard to your data please direct them to our Oswestry office in the first instance.

### Who we are

Davis Meade Property Consultants Limited, office addresses:-

#### **Oswestry Office**

103 Beatrice Street  
Oswestry  
Shropshire  
SY11 1HL

#### **Colwyn Bay Office**

Plas Eirias Business Centre  
Abergele Road  
Colwyn Bay  
Conwy  
LL29 8BF

Davis Meade Property Consultants Limited is a private limited company registered in England, Company number 06897243, registered address at the Oswestry office above.

### How we collect or obtain personal data about you

We collect personal data about you when you provide it to us, such as when you contact us directly by email, telephone, in writing or in person. We may also receive data about you from third parties such as:-

- Family members
- Clients
- Other professional advisers including (but not limited to) other land agents, surveyors, solicitors, accountants
- Other providers of services to you
- Other professional bodies

and in the course of our professional activities for our clients and in connection with arbitration and other dispute-related appointments. other professional bodies etc.

The type of data we collect about you may include information such as:

- Your name
- Your address
- Your telephone number
- Your email address
- Your date of birth
- Your bank details
- Information about your business or property. The type of information we will hold will depend on the nature of the instructions we are undertaking for our client.

Data we obtain from third parties will generally be your name and contact details but may include any additional information they provide to us, including (but not limited to) any of the types of information set out in the list above.

### **Storing and Sharing your information**

Information is held within the company on secure servers and on paper files which are stored securely when not in use. All electronic equipment which may contain your personal information is protected by secure passwords with up to date software protection.

We may need to share information about you with the following people and organisations depending on the needs of the client we are working for, or other administrative and legal requirements:

- Our client, if that is not you;
- Our clients' other professional advisers and service providers;
- Regulatory authorities and bodies where required to do so. For example this may include the Royal Institution of Chartered Surveyors which regulates the work we undertake in property valuation. Money laundering regulations may also require us to share information outside the company in certain circumstances.

### **Why we need to hold this data and for how long**

The General Data Protection Regulation requires us to identify a legal basis for holding your information and to make you aware of your rights in connection with the information we hold. The Regulation provides six lawful bases and the basis we rely on will depend on the type of work for which we hold the data. The six lawful bases provided by the regulation are:

- Consent
- Contract
- Legal Obligation
- Public Task
- Vital Interest
- Legitimate Interest

The following paragraphs provide further information in relation to different activities we undertake.

For information about our clients and potential clients we rely on the lawful bases of contract and legal obligation. This is because we have a contract to provide services with our clients, or we are in the course of preparing a contract with a view to the provision of services. We have a legal obligation to keep records of these arrangements because of continuing liabilities for this work, and with a view to any future engagements with our clients or former

clients. We also have a legitimate interest in this information with a view to the ongoing need to ensure we do not accept work which would lead to a conflict of interest between two or more clients.

We also hold information about other people in connection with the work we undertake for our clients. An example would be information about tenants of property where we are acting for the landlord of the same property. Our lawful basis for holding this information is that we have a legitimate interest in holding the information in connection with the work we are undertaking (or have undertaken) for our client. In certain circumstances we may also be legally obliged to hold this information for other statutory purposes.

We hold information about parties to a dispute where we have been appointed to resolve the dispute. Examples would include arbitration, early neutral evaluation, mediation. In these circumstances we have a legitimate interest in holding the information and may also have a legal obligation to do so.

We hold information about our staff. The need for this arises through their contracts of employment and is therefore based on the lawful basis of contract. We also have a legal obligation and legitimate interest in holding this information to ensure compliance with our obligations as an employer.

We may hold information about you even if you are not covered by any of the categories above. For example we may hold information on individuals' names, postal and email addresses and telephone numbers for marketing purposes. In some cases this information will be held with a view to providing services to you, or because we have agreed with another service provider that we will provide services to you. An example of the latter would be the initial professional advice we offer to members of the Farming Union of Wales on referral. In most cases like this the lawful basis for holding your information is Contract or Legitimate Interest.

In any other cases not identified above we hold your information on the lawful basis of Consent.

### **Transfer to other countries and automated data processing**

We do not routinely transfer information to any other countries. We use various providers of IT services, some of whom may be based in other countries. In these cases we ensure that our supplier has policies and procedures in place to ensure that information is held securely and in compliance with EU requirements. We do not undertake automated processing of personal data.

### **Criteria for retention**

We hold client-related information for a minimum of six years on our paper files, after which they may be destroyed under secure arrangements. Other than information we hold only with your consent, all other information may be retained indefinitely. We may need this information in future to avoid conflicts of interest, in relation to past employment records, in order to resolve future inquiries from previous clients and in order to support other work where historical data may be useful (for example valuations which are sometimes required based on market levels some years ago).

### **Your rights**

You have rights under the General Data Protection Regulation. These rights include:

- The right to withdraw your consent and to erasure of information about you where this is the only lawful basis on which we hold your information;
- The right to erasure where the only basis for which we hold your information is contract. However we may nevertheless have a legal obligation to retain your information for a limited period even where you seek erasure;



- You have no rights to erasure or objection where we have a legal obligation to hold information about you;
- You have a right to erasure and to object where we hold information for our legitimate interests;
- We do not hold information in a way that the right to portability of your information would apply;
- You have a right to complain to the Information Commissioners Office about the information we hold or the way we use it.

If you wish to know what information we hold about you, please make a subject access request in writing to our registered office.

The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number, website: <https://ico.org.uk/>.

### **Review**

We review this Privacy Notice from time to time as our understanding of the GDPR evolves. This review was completed in May 2018. If you have any questions about our approach to data, or suggestions which we should consider when we next review this notice please direct them to our Oswestry office.