

# How to Register

To comply with money laundering regulations and legislation, we are required by law to verify the identity and address of everyone who offers, bids or buys at auction, regardless of any current or past relationship you may have with Bowen.

## Instructions

In light of the above, a registration process will take place at all auctions and you will be required to **produce one item from both List A and List B** below, prior to the auction or any purchase. We cannot accept scanned copies and must receive either the original documents, or copies certified by a professionally recognised individual. Please select from one of the suitable options below.

If you intend to bid by telephone or by proxy bid, we will require this information before the day of the auction.

If we do not receive certified ID, we will be unable to bid on your behalf.

If bidding on behalf of a company, you will also need to show a copy of the Certificate of Incorporation, a list of directors and a letter of authority on company letterhead, signed by a company director prior to signing the contract.

If you intend to bid online, please ensure that you have completed online registration via the EIG Auction Passport page <https://passport.eigroup.co.uk/account/log-in?ReturnUrl=%2F> and have received the notification that you are ready to bid at least 48 hours before the day of the auction. This is to ensure that assistance with online registration can be provided in plenty of time before the auction day.



### List A - photo ID



- Current, signed passport
- Current full UK/EU photo card driving licence
- Valid ID card
- Firearm or shotgun certificate
- Resident permit issued by the Home Office to EU National



### List B - proof of address



- Current full UK/EU photo card driving licence (if not used to prove identity)
- Utility bill issued in last three months (paper copy)
- Recent bank/building society/mortgage/or credit card statement
- HMRC tax notification
- Recent council tax bill

You will be able to have your two forms of identification verified using one of the following options:

- Option 1** Register with your original documents at the auction. Please arrive before 1.30pm to allow sufficient time.
- Option 2** Come to any of our offices with your original documents and we'll certify them free of charge prior to the auction
- Option 3** Solicitors, banks, accountants or other professional bodies are able to certify ID and directly forward it to us at [info@bowen.uk.com](mailto:info@bowen.uk.com)
- Option 4** The post office can verify up to three forms of ID for a charge of £10.50

## Please note:

Once we have Certified ID, this will be held on file and it will only need to be updated every three years, or if you change address. Therefore, even if you're not thinking of bidding in the next auction, it would still be good practice to register now to save time in the future.

