

Anti-Money Laundering and Counter-Terrorist Financing Policy

The Wilkinson Partnership

(Including The Wilkinson Partnership (LB) Limited and

The Wilkinson Partnership (Milton Keynes) Limited)

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1. Introduction

The **Wilkinson Partnership** is committed to ensuring that it has adequate controls to counter money laundering activities and terrorist financing activities, in line with a number of pieces of legislation relating to the prevention of financial crimes. The purpose of this Policy is to set out the standards and controls required to ensure that the firm complies with the relevant legislation, and that all employees are aware of their own responsibilities and duties to comply.

2. Responsibilities of the Board

The Board has ultimate responsibility for ensuring that the firm has adequate arrangements in place to prevent it being used for the purposes of money laundering, terrorist financing, or proliferation funding. The Board must:

- Ensure that the money laundering risks to the business have been identified and documented;
- Ensure that risk-based controls and procedures are developed to allow the company to effectively manage its risks with regard to money laundering, terrorist financing and proliferation funding;
- Ensure that controls and procedures enable the identification of high-risk customers such as Politically Exposed Persons (PEPs) or those subject to Sanctions;
- Oversee the effectiveness of the anti-money laundering and counter-terrorist financing / proliferation funding systems and controls;
- Ensure systems are in place so that all notifiable money laundering / terrorist financing / proliferation funding related matters are reported to the relevant law enforcement agencies; and
- Ensure that all staff receive adequate training (including refresher training at least annually) on the risks and their responsibilities in relation to money laundering, terrorist financing, and proliferation funding.
- Appoint a Money Laundering Reporting Officer (MLRO)
- Register annually with HMRC, the current registration is effective from: **TWP 31.03.24, TWP (LB) Ltd 31.10.23 and TWP MK Ltd 30.11.23.**

3. Responsibilities of the MLRO

The MLRO is appointed by the Board and must take responsibility for:

- Ensuring that the firm's risk assessment, controls and procedures are reviewed regularly and remain up to date and fit for purpose;
- Receiving and recording any internally raised Suspicious Activity Reports (SARs), determining whether the suspicion warrants a report to the National Crime Agency (NCA) and filing any such reports;
- Considering whether it is necessary to obtain consent from the NCA before proceeding with a transaction and/or entering into a business arrangement where a suspicion has been raised;

- Maintaining a system for keeping copies of customer due diligence and supporting records; and
- Reviewing any high-risk customers to determine the level of enhanced due diligence which may need to be applied, and to decide whether a business relationship may be established/progressed

The name and contact details of the MLRO and if applicable their deputy must be made available to all staff and the MLRO must ensure that staff are adequately trained to identify and report suspicious activity and the procedures to avoiding “tipping off”

The MLRO for The Wilkinson Partnership is:

Name: Simon Wilkinson
Title: Director
Contact Address: 12 Market Square, Winslow, MK18 3AF

Telephone Number: 01296 712717
Email Address: s.wilkinson@qualityhomes.co.uk

In the absence of the MLRO, the Deputy Nominated Officer is:

Name: Joe Moloney
Title: Area Sales Manager
Contact Address: 12 Market Square, Winslow, MK18 3AF

Telephone Number: 01296 712717
Email Address: j.moloney@qualityhomes.co.uk

4. Responsibilities of all employees

All employees, whether permanent or temporary, have responsibility for ensuring that they are familiar with this policy, and that they comply with the processes set out herein. Each employee must take all measures necessary to ensure that neither they nor the company becomes involved in an illegal act, and that they report any suspicious activity that they may come across during the course of their business.

Under no circumstances should any member of staff disclose any concerns they may have to the client. Suspicious activity should be reported directly to the MLRO who will decide whether to raise a SAR.

5. Record Keeping

The following records must in all cases be maintained for a period of 5 years after the end of the business relationship:

- a copy of the customer contract and of the purchase or sale;
- copies of the evidence obtained to satisfy CDD
- a copy of the agreement with any CDD outsourcing service provider

- details of any other transactions with the same customer for five years from the date of the transaction
- details of actions taken in respect of internal and external suspicion reports
- details of information considered by the nominated officer in respect of an internal report, Whether or not the nominated officer decides to make a suspicious activity report
- copies of the evidence obtained where the company has been relied on by another person to carry out customer due diligence
- details of the customer due diligence held by another supervised business on which the company is relying.

A written record (including superseded copies) of the following must also be maintained:

- AML risk assessment
- AML policy, controls and procedures
- internal audits of procedures
- a written record of what has been done to make staff aware of the money laundering, terrorist financing, and proliferation funding legislation and related data protection requirements, as well as the training given to staff

6. Audit Procedure

As part of our on-going commitment to ensuring compliance with the Anti-Money Laundering legislation, we will audit our CDD obligations at least once a year or when there are material changes to the guidance.

- The Compliance Officer will undertake the following duties:
- Review all records produced during the preceding period to ensure compliance with this Policies and Procedures document.
- Ensure all appropriate supporting documentation is held.
- Set in motion any corrective action required as a result of non-compliance
- Take responsibility for any disciplinary action deemed necessary against staff who are found to be in repeated violation of the policies and procedures set out in this document.

7. Measurement of Effectiveness

The policy's effectiveness will be measured in a number of ways in order to ensure it is meeting its intended purpose. These include but are not limited to the following:

- Monitoring of issues and breaches in relation to anti-money laundering/counter-terrorist financing matters;
- Internal Audit and Compliance Oversight Monitoring activity;
- Reports made to Law Enforcement Agencies;
- Training Records;
- Reports and feedback from reviews by, or liaison with, law enforcement and/or regulatory authorities.

8. Risk Profile of the business

The Wilkinson Partnership is an independent business located in Winslow offering estate agent services in Winslow, Leighton Buzzard, Milton Keynes and surrounding areas, including parts of Hertfordshire, Northamptonshire, and Oxfordshire. Property offered for sale is generally within this area although the vendors may be located elsewhere. The services we offer are valuation and sale of residential property ranging from flats to large country houses and equestrian properties, and valuation and sale of land for development, agricultural and leisure use.

Typically properties (including land) which are sold through our business fall within the value range of £40,000 to £2,000,000; we are rarely if ever instructed to sell properties valued at over £2,000,001.

We also typically act for local farmers in the sale of substantial land holdings – 100 acres +, and this is usually sold to well known National Houses Builders as part of major strategic development areas.

The majority of our clients are either owners and occupiers who we meet in person or landlords and owners who do not live in the property. We do deal with clients who live abroad, but this is occasional and rare.

We do not accept instructions from any person who we know is on the UK financial sanctions list.

We do not accept any cash payments in regard to sales fees and do not accept any cash payments from sellers or buyers for other services we provide, they can pay by cheque, card payment or bank transfer.

Summary of our risk profile –

- We generally act for residential clients who reside at the properties we market.
- We rarely act for clients who live outside of the UK.
- We meet almost all our clients face-to-face. Clients not met will be treated as higher risk
- We never handle any cash that will be used to purchase the property.
- In the past 12 months, we have not acted for any client who is politically exposed.
- The transactions we are involved in always involve other third parties, such as solicitors, banks, building societies, etc., who are also subject to the same legislation
- We have not acted for any client involved in complex or unusually large transactions, in the past 12 months

As part of our process we carry out an individual risk assessment on each Vendor and Purchaser we deal with. The information used in carrying out the risk assessment is provided to Lifetime Legal who carry out customer due diligence on our behalf. A fee is payable to Lifetime Legal by the Vendor and Purchaser, we will receive some of the fee taken by Lifetime Legal to cover administration costs. Please ask for further details.

9. Customer Due Diligence Procedures

A risk assessment must be carried out on each transaction before any estate agency work is carried out with or for a buyer or seller, to determine the level of Customer Due Diligence which is required.

Following the risk assessment, a business relationship may not be established until CDD has been carried out in accordance with the company's current procedures.

For Vendors this means that a property may not be advertised for sale until a pass result has been achieved for **all** relevant customers and beneficial owners.

For Purchasers a Memorandum of Sale must not be completed until a pass result has been achieved for **all** relevant customers and beneficial owners.

Under current procedures for individuals resident in the UK, CDD is deemed to have been completed when all relevant customers and beneficial owners have received an AML Pass result following an electronic ID verification which meets the standards required by the regulator. Further due diligence measures must be taken in certain circumstances, including:

- Where an AML Pass result is not achieved following electronic ID verification;
- Where a customer or beneficial owner is not resident in the UK;
- Where a customer or beneficial owner is not a private individual (ie companies, charities, trusts)
- Where a beneficial owner is Deceased;
- Where a beneficial owner has appointed an Attorney

For the avoidance of doubt, where CDD measures cannot be satisfactorily completed, the company must not establish a business relationship or carry out estate agency work with, or for, the seller or buyer.

Staff are obliged to raise an internal SAR where they know or suspect, or where there are reasonable grounds for having knowledge or suspicion, that another person is engaged in money laundering, or that a terrorist finance offence may be committed. All relevant staff must ensure that they understand what constitutes suspicious activity and are familiar with reporting procedures.

Staff in breach of this policy may be subject to disciplinary action.

Customer Due Diligence is carried out on our behalf by Lifetime Legal, who provide us with a compliance pack for the Vendor and the Purchaser on each transaction. Both packs will contain full customer due diligence in line with our individual risk assessment, while the Vendor pack will also include evidence of ownership.

All Vendors must be referred to Lifetime Legal as soon as we have agreed terms to market the property. All Purchasers must be referred to Lifetime Legal before a Sales Memo can be completed. A fee is payable by the Vendor and Purchaser to Lifetime Legal, we will receive some of the fee taken by Lifetime Legal to cover administration costs. Please ask for details.

9.1 Normal Due Diligence

In carrying out Customer Due Diligence on individuals, Lifetime Legal will:

- confirm the client's full name, current home address, and date of birth;
- obtain a piece of independently verifiable data such as a Driving License, Passport, or National Insurance number;

- use the above to run an online ID verification search against data held by Experian and/or Equifax in line with the client's evaluated risk profile;
- require the client to complete an online facial recognition check which compares their image with the image held in their government-issued ID document, and confirms the validity of the document itself.

We will review the clients circumstances in the event of any material changes such as:

- Clients changed their name.
- Clients changed address or country of residence.
- Buying through a different Company.
- Changed from buying with a mortgage to cash.

Will refresh our customer due diligence and risk assessment as appropriate.

9.2 Enhanced Due Diligence

Additional due diligence measures may be required for a variety of reasons, as outlined below:

- Where an AML Pass result is not achieved following electronic ID verification
Lifetime Legal will obtain certified copies of appropriate documents providing proof of identity and proof of address.
- Where a customer or beneficial owner is not resident in the UK
Lifetime Legal will obtain certified copies of appropriate documents providing proof of identity and proof of address.
- Where a client resides in a high-risk jurisdiction
Lifetime Legal will obtain certified copies of appropriate documents providing proof of identity and proof of address and will refer to the MLRO for a decision on whether to proceed with the transaction.
- Where a customer or beneficial owner is not a private individual (ie companies, charities, trusts)
Lifetime Legal will take all reasonable steps to identify the beneficial owner of the corporate entity and will carry out normal due diligence on all relevant individuals.
- Where a beneficial owner is Deceased
Lifetime Legal will obtain a copy of the appropriate documents confirming the names of the Executors and will carry out normal due diligence on all relevant individuals.
- Where a beneficial owner has appointed an Attorney
Lifetime Legal will obtain a copy of the appropriate documentation confirming the names of the Attorneys and will carry out normal due diligence on all relevant individuals
- Where the price of the property is considered to be above the firm's threshold to be regarded as Super-Prime Lifetime Legal will report the case to the MLRO as a Super-Prime transaction. The MLRO will obtain evidence of source of funds / wealth and will ensure that ongoing monitoring is carried out at least every 3 months throughout the business relationship, and immediately prior to completion of the transaction to identify any suspicious activity.
- Where the client or any individual identified under the circumstances set out above is confirmed to be a Politically Exposed Person (PEP), a Relative or Close Associate of a PEP.
 - Where the PEP is based in the UK, Lifetime Legal will obtain a statement from the individual confirming source of funds / wealth and will refer to the MLRO. The MLRO will conduct a search for any adverse publicity which may indicate any risk of corruption, prior to making a decision on whether to proceed with the transaction. The MLRO will ensure that ongoing

monitoring is carried out at least every 6 months throughout the business relationship, and immediately prior to completion of the transaction to identify any suspicious activity.

- Where the PEP is based outside of the UK, Lifetime Legal will take the steps outlined above. In addition to conducting a search for adverse publicity, the MLRO will obtain evidence of source of funds / wealth over and above the statement provided by Lifetime Legal. The MLRO will ensure that ongoing monitoring is carried out at least every 3 months throughout the business relationship, and immediately prior to completion of the transaction to identify any suspicious activity. Where the PEP is unable or unwilling to use the electronic facial recognition software, copies of ID documents will be obtained which have been certified by a suitably qualified professional.
- Where the client is subject to Sanctions
Lifetime Legal will inform the MLRO and the transaction will not proceed.

10. Document Control

Sign Off		
Name	Position	Date
Simon Wilkinson	Director	10th April 2024
Review		
This policy will be reviewed:		
<ul style="list-style-type: none"> • annually; • in response to any legislative/regulatory changes; • in the event of any known breaches; • in response to any proposed relevant business process or procedural change. 		
The next scheduled review date for this policy is October 2024 (HMRC supervision dates) .		

Version Control			
Version	Author	Sign-off Date	Comments
V1	SEW	Oct 23	
V2	SEW	April 24	Inc changes from LL
V3	SEW	Nov 24	