

CLIFTON INGRAM LLP CLIENT INSTRUCTION FORM

In order that we may act for you we should be grateful if you would complete as far as possible the following short form. Please would you supply all of the missing details and make any amendments or updates as required to the information you have provided us in the past.

PART 1A: Contact Details	Details on Record	Amendment to Details
Title	Client 1: Client 2:	
Forenames	Client 1: Client 2:	
Surname	Client 1: Client 2:	
Job title	Client 1: Client 2:	
Address <i>(please list the address that we should contact you at)</i>		
Work Telephone	Client 1: Client 2:	
Home Telephone	Client 1: Client 2:	
Mobile Telephone	Client 1: Client 2:	
Email	Client 1: Client 2:	
Please confirm your preferred method of communication:		
Post <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/>		
If more than one client please complete information below for all parties		
Your National Insurance Number	Client 1: Client 2:	

PART 1B: Identification

We are required by law to obtain confirmation of identity to validate the name and address of all clients (both commercial and private clients). In the case of company clients we are obliged to validate the name and details of at least one director (being our main contact) in the company.

Two forms of ID are required, one to prove who the individual is and another to prove where they live. We are not permitted to use the same document as evidence of both names and address. The acceptable forms of documentation are listed below and we will need to see the originals so that we can take certified copies for our files. In addition we may verify ID details electronically through 'Call ML' or similar organisations.

One form of ID from each list is required for each client as soon as possible as the legislation states we cannot act unless ID is confirmed:

Proof of Identity:

- A valid signed passport **or**
- A valid HM Forces identity card with photograph **or**
- New style driving licence incorporating photograph

Proof Address

- A cheque guarantee card, credit card (bearing Master Card or Visa logo) other debit or credit card (bearing Switch or Delta logo) issued in the UK together with original statement less than 3 months old, **or**
- A utility bill – less than 3 months old (not for a mobile telephone), **or**
- A Council Tax bill dated less than 3 months old **or**
- A Council rent book showing rent paid for last 3 months **or**
- A mortgage statement from another lender for accounting year just ended

Note: If you do not have any of the above documents please contact me.

Please telephone to make a mutually convenient appointment to call in at our offices with the originals of your identification so that we may take a copy. If you have any queries, please do not hesitate to contact us.

PART 2: Your introduction to Clifton Ingram LLP

Would you please tell us how you first came to know of us?

PART 3: Data Protection

Clifton Ingram LLP produces newsletters on current legal developments and also holds seminars, all of which are free of charge. Please see the "Data Protection" paragraph in our General Terms of Engagement

If you do not wish to receive our regular free newsletter then please tick the box

PART 4: Wills

There are many advantages in making a Will, not least your own peace of mind knowing you have put your affairs in order. We strongly recommend that you should make a Will, if you have not already done so, to safeguard the financial future of your family. If you would like our Wills and Probate department to contact you with regards to making a Will, please tick here

PART 5: About your Purchase

Address of the property you are buying:

Purchase Price

Who will occupy the property?

Please give full names
(and ages if under 18)

PART 6: Source of Funds	
How will you be funding the purchase price (please tick all boxes that apply):	
MORTGAGE	<input type="checkbox"/>
<i>If you have ticked Mortgage above please complete the following</i>	
Proposed Lenders Name	
Address	
Amount of Loan	£
PROCEEDS OF SALE FROM CURRENT PROPERTY	<input type="checkbox"/>
<i>If so, how much</i>	£
PROCEEDS OF SALE FROM OTHER PROPERTY	<input type="checkbox"/>
<i>If so, how much?</i>	£
<i>If the other property has already completed then please complete the details below:</i>	
Who acted for you in connection with the sale?	
<i>Please provide copy letter from the solicitors who acted for you on the sale together with a completion statement.</i>	
<i>We may need to contact the other solicitors for confirmation of information and the authority at the bottom of the registration form will act as our authority to do so.</i>	
SAVINGS	<input type="checkbox"/>
If you have ticked the box above please confirm the amount £	
If you have ticked the box above please confirm that the savings are in a UK or savings bank account <input type="checkbox"/>	
Please provide a copy of the bank or other savings statement(s)	
Please explain source of savings:	
DISPOSAL OF ASSETS OTHER THAN EXISTING PROPERTY (eg sale of premium bonds or shares) <input type="checkbox"/>	
If you have ticked the box above please confirm the amount £	
Please provide evidence of the shareholding and premium bond holding or the like	
LOAN FROM FAMILY OR FRIENDS	<input type="checkbox"/>
<i>If you have ticked the above box please note that if you are obtaining a mortgage, your lender will need to be advised that you are obtaining a loan from family or friends</i>	
Which family or friends are lending the money – please provide full names and addresses and the amount being loaned:	
Please note we will have to verify the identities of the person(s) funding the payment and source of funds.	
<i>Are the family or friends to take a charge over the property to secure the loan or is it a gift?</i>	

INHERITANCE

If you have ticked the above box please confirm the amount to be used £

If you have ticked the box above please provide us with the name and address of the solicitor who dealt with the administration of the estate and copy correspondence from the solicitor confirm the inheritance.

We may need to contact the other solicitors for confirmation of information and the authority at the bottom of the registration form will act as our authority to do so.

SOME OTHER MEANS *(If so, please give details):*

Your Signature(s):

Please carefully read note 6 on the green form before signing this authority

Please confirm that you would like us to act for you in connection with the transaction as outlined in the accompanying letter. If you are joint buyers you both confirm that Clifton Ingram LLP may accept instructions from either one of you (each having the authority of the other to give such instructions) however given.

You confirm that you have read and accept the terms under which we will act for you in this matter.

Signed: Dated:

Signed: Dated: