

CUSTOMER DUE DILIGENCE
for an OCCASIONAL TRANSACTION
(or a series of transactions) Equal to/Greater than €10,000

Part 1: Name and details of person carrying out the transaction

Full name:

Home address:

Part 2: Risk Assessment

Following a risk assessment, carried out in accordance with the business's Anti-Money Laundering (AML) Policies and Procedures, and taking into account all risk factors identified therein;

The risk rating associated with this customer is; Low Medium High

Part 3: Customer Due Diligence (CDD)

	YES/NO	Details (i.e. description of documents/info provided)
Has photo ID been provided?		
Has official proof of address been provided?		
Was the customer present when identified?		N/A
Where the customer was not present, were additional measures taken to identify the individual? (e.g. 2 nd form of ID, confirmation of custom with an acceptable institution)		
Is the customer a Politically Exposed Person (PEP) ¹ , a Close Associate of a PEP or an Immediate Family member of a PEP?		
Where the individual is a PEP, close associate or immediate family member of a PEP;		
<ul style="list-style-type: none"> ▪ Has approval been obtained by senior management to establish a business relationship with the individual? ▪ Has the source of wealth or funds been determined? 		Name and Signature of Approver:
Where the client has been given a risk rating of <u>High</u> , has enhanced due diligence ² been completed?		

Part 4: Declaration of CDD by Property Service Provider

I am satisfied that sufficient due diligence has been carried out in respect of this customer.

Signed: Date:

¹ The definition of a Politically Exposed Person (PEP) can be found in the Anti-Money Laundering (AML) Policies and Procedures for Property Services Providers, associated with this form and available at www.psr.ie

² Guidelines on completing enhanced due diligence can be found in the Anti-Money Laundering (AML) Policies and Procedures for Property Services Providers, associated with this form and available at www.psr.ie