**CLIENT/CUSTOMER DUE DILIGENCE REPORT**

**In respect of a Client who is an Individual**

# Part 1: Name and details of Client

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 client is; Low Medium High

# Part 3: Details of CDD carried out in respect of the Client

|  |  |  |
| --- | --- | --- |
|  | YES/NO | Details (i.e. description of documents/info provided) |
| Has photo ID been provided? **(Mandatory Requirement)** |  |  |
| Has official proof of address been provided? **(Mandatory Requirement)** |  |  |
| Was the individual present for the identification process? |  | N/A |
| Where the individual was not present, were additional measures taken to identify the individual? (e.g. 2nd form of ID, confirmation of custom with an acceptable institution) |  |  |
| Is the individual a Politically Exposed Person (PEP)[[1]](#footnote-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;   * 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 & Signature of Approver: |
|  |  |
| Where the client has been given a risk rating of High, has enhanced due diligence[[2]](#footnote-2) been completed? |  |  |

# Part 4: Declaration of CDD by Property Service Provider

I am satisfied that sufficient customer due diligence has been carried out in respect of this individual and with regard to their associated risk.

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](http://www.psr.ie) [↑](#footnote-ref-1)
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](http://www.psr.ie) [↑](#footnote-ref-2)