

## PROXY, TELEPHONE & REMOTE ONLINE BIDDING PROCEDURE

Due to the evolving situation regarding COVID-19, all bidding for the 28 May 2020 auction will be remote. The auction will run in its usual fashion with the auctioneer on the rostrum offering lots one at a time with buyers able to bid via telephone, online or by submitting a proxy bid. There will also be a live video stream of the auction available via the Maggs & Allen website and Essential Information Group.

### How you can bid at the auction:



#### 1. Proxy Bidding

The Auctioneer or a representative of Maggs & Allen will bid on your behalf up to a specified amount on your selected lot(s).



#### 2. Telephone Bidding

We will call you on the day of the auction when the lot(s) you have selected are being offered for sale.



#### 3. Remote Online Bidding

You will be emailed with further information together with a bidding link where you will be able to view the auction live and bid on your selected lot(s).

### What you need to do before the auction:

#### 1. Review the property particulars, online auction legal pack and conditions of sale

Before you bid at the auction you should read the auction legal pack including the Common Auction Conditions of Sale and Special Conditions of Sale, check the property particulars and take legal advice from your solicitor if required.

#### 2. Complete the Registration Form for Proxy, Telephone and Remote Online Bidding

You will need to complete the registration form overleaf stating the details of the lot(s) you have selected, details of the buyer (and bidder if different), your solicitor's details and confirmation of whether you will provide a cheque/banker's draft or bank transfer for the deposit and buyer's premium. If you intend to bid on more than one lot, a separate registration form will be required for each lot.

#### 3. Provide us with proof of identity and proof of address documents

We require documentation for the buyer, bidder and deposit payer in order to conduct the appropriate anti-money laundering checks. Details of acceptable documentation can be found on the last page of this form.

#### 4. Return your completed Registration Form by 3pm on 25 May 2020

Your completed Registration Form for Proxy, Telephone and Remote Online Bidding should be emailed to [admin@maggsandallen.co.uk](mailto:admin@maggsandallen.co.uk) or sent to Maggs & Allen, 22 Richmond Hill, Clifton, Bristol, BS8 1BA by 3pm on 25 May 2020. We must also be in receipt of your deposit and buyer's premium monies and your identity documents by this date before we can approve you to bid.

### What happens if you are the successful bidder?

#### Signing the Contract

By signing the Registration Form for Proxy, Telephone and Remote Online Bidding, you authorise Maggs & Allen to sign the contract on your behalf if you are the successful bidder. The contract will be completed using the buyer's details stated in the Registration Form.

#### Deposit and Buyer's Premium Payments

The 10% deposit and buyer's premium payment (£1,200 inc VAT) will be taken from the payment already provided. If the deposit provided is higher than the amount required, then the balance will go towards your completion monies.

#### Contracts sent to your solicitor

The signed contract will be sent to the solicitor stated on your Remote Bidding Form.

If you have any enquiries relating to the proxy, telephone and remote online bidding service, please contact us on **0117 973 4940** or by email at **[auction@maggsandallen.co.uk](mailto:auction@maggsandallen.co.uk)**

Please tick one of the following methods of bidding: **TELEPHONE:** ☐

**PROXY:** ☐

**ONLINE:** ☐

Please complete in **BLOCK CAPITALS:**

### AUCTION & BIDDING DETAILS

Date of Auction:

Lot Number:

Address of Lot:

Maximum Bid Price:

(in words):

### BUYER DETAILS (Name and address in which the property will be purchased)

Full Name(s):

Company:

Address:

Telephone No:

Mobile No:

Email:

### BIDDER DETAILS (Only to be completed if different from the Buyer)

Full Name(s):

Company:

Address:

Telephone No:

Mobile No:

Email:

### SOLICITOR'S DETAILS

For the attention of:

Company:

Address:

Telephone No:

AUTHORITY

I hereby instruct and authorise Maggs & Allen Auctioneers to bid on my behalf in accordance with the Terms & Conditions specified overleaf and understand that should my bid be successful the offer will be binding upon me and Maggs & Allen Auctioneers will sign the Auction Memorandum of Sale on my behalf.

I confirm that I am required to pay the 10% deposit (minimum £2,000) and buyer's premium (£1,200 inc VAT) on the fall of the hammer.

I enclose a cheque/banker's draft for the above: ☐ or I will be making a pre-auction bank transfer and request account details: ☐

Signature of Buyer:

Date:



## Terms & Conditions for Proxy, Telephone & Online Remote Bidding

**These terms and conditions apply to the bidder and the buyer (if different) and you will be bound by them if you bid by telephone, proxy or via online remote bidding.**

1. You can use our Remote Bidding Service for internet, proxy or telephone bidding. You should complete and sign the remote bidding form overleaf, confirming which service you wish to use by ticking the relevant box. You will also be required to provide a cheque/banker's draft for the 10% deposit and buyer's premium (£1,200 inc VAT) or make a bank transfer to our client account, details of which will be provided upon receipt of the completed remote bidding form and identity documents.

2. If you wish to bid for more than one lot then separate forms must be completed for each lot.

3. The Remote Bidding Form must be delivered to either [admin@maggsandallen.co.uk](mailto:admin@maggsandallen.co.uk) or to Maggs & Allen, 22 Richmond Hill, Clifton, Bristol, BS8 1BA by post so that it is received no later than 48 hours before the auction day. It is your responsibility to ensure the Remote Bidding Form has been received and Maggs & Allen accept no liability for Remote Bidding Forms that are not received or that are received after the deadline.

4. In compliance with Anti-Money Laundering legislation you are required to provide with this form two forms of identification. If you are bidding on someone's behalf identification is required for both the bidder and buyer. We will carry out an online Anti-Money Laundering check and by signing this form you agree for this to be carried out.

5. The maximum bid price must be stated as an exact figure for proxy bidding. For telephone and online remote bidding, you will only be permitted to bid up to a figure equivalent to the 10% deposit provided and any bids submitted over this figure will be disregarded by the Auctioneer.

6. The prospective buyer appoints the Auctioneer as agent and authorises the Auctioneer to bid for the relevant lot on behalf of the prospective buyer in such manner as the auctioneer thinks fit at their absolute discretion.

7. The prospective buyer shall be considered to have inspected the particulars relating to the lot you are bidding on, the Common Auction Conditions and separate Special Conditions of Sale, the Auction Legal pack and any Auction Addenda, all of which are available at [www.maggsandallen.co.uk](http://www.maggsandallen.co.uk) or will be available on the day of the auction. They are also deemed to have obtained any legal and professional advice regarding any queries they may have.

8. A remote bidder (and buyer if different) accepts that their offer is binding and that the Auctioneer or any duly authorised partner or employee of Maggs & Allen has full legal power to sign the contracts on behalf of the buyer, providing for completion in accordance with the Special Conditions of Sale as applicable to that lot.

8. If your bid is successful, the 10% deposit (subject to a minimum of £2,000) together with the buyer's premium will be payable immediately and will be taken from the payment provided. If the deposit provided is higher than the amount required, then the balance will go towards your completion monies.

9. The successful buyer and/or bidder will be jointly and severally liable to pay Maggs & Allen the buyer's premium referred to in the Auction Catalogue.

10. The prospective buyer may, in writing only, at any time up to the commencement of the auction withdraw the Auctioneer's authority to bid or make alterations to their Remote Bidding Form. It is the prospective buyer's responsibility to ensure that the Auctioneer personally receives such instructions and the prospective buyer should check to ensure such instructions have been received. Any withdrawal or alterations to the Remote Bidding Form should be emailed to [amaggs@maggsandallen.co.uk](mailto:amaggs@maggsandallen.co.uk).

11. The Auctioneers may relay to the Seller that a remote bid has been received. However, the amount will remain confidential.

12. Maggs & Allen reserve the right to refuse to accept any proxy, telephone or remote online bids without assigning reason thereto. We reserve the right not to bid on behalf of a telephone, proxy or remote bidder should there be any error, confusion (either apparent or otherwise) in respect of the instructions or accompanying deposit payment and identity documents.

13. The auctioneer reserves the right to bid himself or through an agent up to the reserve price for the particular lot.

14. The Auctioneers or the Seller hold the right to withdraw or sell prior to Auction the lot, even if a remote bid has been received and processed.

15. The provision of an online remote bidding service is not guaranteed. The prospective buyer accepts that access to the Essential Information Group services (whether the website, via the auctioneer's site (if applicable) or the services or access to a particular lot) may be withdrawn or interrupted at any time. Remote bidders must make alternative provision for making bids prior to the sale and must not rely on and are not entitled to rely on the services (whether the website or the services) or the use of the auctioneer's site to make bids. Such services and sites may not be continuous and may be interrupted by factors within or outside our control.

16. The website and remote bidding services are provided free of charge by the Essential Information Group and Maggs & Allen Auctioneers 'as is' and 'when is' available only. Maggs & Allen Auctioneers and the Essential Information Group shall have no liability where a bid fails to be received by the Auctioneer or is delayed, or where the bid is made in error for whatever reason.

17. The auctioneer will accept no liability whatsoever for any bid not being made on behalf of the prospective buyer for any reason whatsoever. Prospective buyers will not hold Maggs & Allen liable for any loss or claims relating to the remote bidding system.

18. Proxy bidders will be informed whether the lot has been successfully purchased as soon as possible. Where a proxy, telephone or remote bid has been unsuccessful, the deposit and buyer's premium will be returned as soon as reasonably possible.

**Bidders are advised to telephone Maggs & Allen on 0117 973 4940 on the day of the auction to ensure that there are no late amendments to either the details or the legal documentation.**

# ANTI-MONEY LAUNDERING REQUIREMENTS

Before we can approve you for Proxy, Telephone or Online Remote Bidding, we are legally obliged to comply with the Money Laundering Regulations 2017 (as amended) and the Proceeds of Crime Act 2002 and are supervised by HM Revenue and Customs. We must identify who is selling a property and who is buying it.

## DOCUMENTS THAT WE REQUIRE

### FOR PRIVATE INDIVIDUALS WE WILL NEED TO SEE:

#### **Proof of Identity (one of the following):**

- Valid Passport.
- Valid Photo-card UK Driving Licence.
- National Identity Card (if residing outside of the UK).

#### **Proof of Address (one of the following):**

- A utility bill at your home address dated within the last 3 months.
- A bank, credit card or building society statement at your home address dated within the last 3 months.
- A mortgage statement or tenancy agreement dated within the last 3 months.

Copies of the above documentation must be certified by a recognised professional (e.g., solicitor, bank, accountant or notary public) and need to contain the details of the individual certifying the copy (including company and position), their contact details and must be dated. Where certified copies cannot be provided, you must consent to us carrying out an online Ant-Money Laundering check.

### FOR COMPANIES WE WILL NEED:

If the buyer is a company we may require additional information such as:

- Company registration number.
- Details of all directors.
- Further details of the company structure including the names of individuals with more than 25% ownership or control.
- The above proof of identity and address documents for all directors and beneficial owners.

If further documentation is required, a member of the Maggs & Allen team will get in contact upon receipt of your Registration Form for Proxy, Telephone and Remote Online Bidding.

**We must have received and verified the above documents before you can be approved for Proxy, Telephone or Remote Online Bidding.**