

## The Alderney Land Registry

### Guidance Notes

### Proof of Identity – Body Corporate

#### Form D

#### **WARNING**

**If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 2 of the Fraud (Bailiwick of Guernsey) Law 2009, the maximum penalty for which is 12 years' imprisonment or unlimited fine or both.**

#### **Who needs to complete this form?**

Any person who is a party to the following transactions to be submitted to the Alderney Land Registry:

- Transfers of land (whether or not for value, including by delaisance)
- Change of Legal Ownership other than by transfer – for example Appointment or Retirement of Trustees, registration of Beneficiaries of a Will
- Registration of Change of Name
- Leases: Registration, Assignment, Rectification or Surrender (whether or not for value)
- Bonds (mortgages): Registration, Cancellation and Release

#### **Why do I have to complete this form?**

We are asking for this information to guard against registration fraud. It is important that when the Alderney Land Registry deals with a transaction evidence of identity is produced to enable the registration to proceed. We will keep all identity forms on file to ensure that anyone selling a property or mortgaging a property is the person who owns that property or has the authority from the owner to do so. That way, we should be able to reduce the threat of fraud.

#### **How do I complete this form?**

You must complete Part A. You must then get your identity verified by an Advocate, Practising Solicitor of the Senior Courts of England and Wales, a member of staff in the Alderney Land Registry, Alderney Estate Agent or Bank Manager (Bond Transactions only). They will complete Part B and C.

You will need to take evidence of your identity with you including a recent passport-size photograph in which your face is clearly visible. Please see Part C of the form for the evidence you are required to produce.

If you are having your identity verified by Advocate, Solicitor, Alderney Estate Agent or Bank Manager, you are required to take two passport-size photographs. They are required to keep one on their records for a period of seven years in addition to copies of the documentation used to prove your identity and a copy of the form.

If you are attending the Land Registry Office for a member of staff to verify your identity, you must do this no more than 28 days prior to the transaction taking place. You are strongly advised to ring in advance to ensure there is someone available to deal with your request: 01481 822817.

**Data Protection: Please note that the Alderney Land Registry may share the information on this form for anti-fraud purposes and in other circumstances where consistent with the provisions of the Data Protection (Bailiwick of Guernsey) Law 2001.**