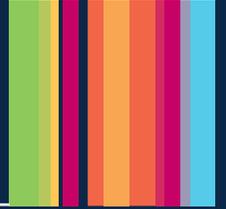


Online Bidding Registration Guide



If possible, come along on the day of the auction - it really is the best way to participate in the auction buying experience - if you can't attend the auction, you can register for and bid online.

Stage 1:

When you click the online bidder registration link you will first need to register for an auction passport. If you have done this before you can just log-in. **Note:** This is not the log-in you use on the website to save lots/download legal papers etc - this is just for online bidding. We will ask for your solicitors' details, details of the bidder, name(s) of the buyer (the name that will go in the auction sale contract) and the source of funds.

Most of this is not a requirement we impose; it is information that we are required by law to gather from you under Anti Money Laundering Regulations and without this we are not permitted to allow you to bid.

Once you have completed Stage 1 we will check it for you and then email to invite you to complete Stage 2.

Stage 2:

We ask you accept the bidding Terms and Conditions, confirm the lot(s) you want to bid for and complete a Sage payment for the bidder security deposit. The bidder security deposit window opens 7 days prior to auction.

On the day of the auction, you will receive a link by email which directs you to the live auction feed and this is where the fun starts and you can start your bidding!

Remember: When you bid, you are bidding to buy and if yours is the successful bid on the day you have exchanged a legally binding contract. Only bid if you have completed all your due diligence before the auction.

Online Bidding Registration Guide - Stage 1

Step 1.1: Register for Online Bidding

- Click the link on our [website](#) to register for online bidding.
- You will need to create an account for Auction Passport, or if you have an account simply log-in
- Once logged in, you will be directed to the 'Select your Solicitor' page. Input the details or select the option 'I will declare my solicitor later' if you are unsure who will be acting. Click continue once completed.

Step 1.2: Bidder Details

You will then be directed to 'Bidder Details Confirmation'. Check all the information is correct and select 'Confirm'. If any of the information is incorrect, please log-in to <https://passport.eigroup.co.uk/account/log-in> where you can amend this.

The screenshot shows the 'Select Your Solicitor' page. At the top right, it says 'Need help? Call us on 020 8741 9990' and '19 November 2024'. On the left, there is a navigation menu with 'Account Authorisation' (checked), 'Solicitor' (selected), 'Bidder Confirmation' (with a red X), 'Bidder Identity Validation', 'Buyer Information', and 'Source Of Funds'. Below the menu is a 'Return' button. The main content area has the heading 'Please confirm the details of the solicitor you wish to use' and two radio buttons: 'Use my own solicitor' (selected) and 'I will declare my solicitor later'. Below this are several input fields: Name, Company *, Email *, Telephone, Address1 *, Address2, Town *, County, Postcode *, and Country. A green 'Continue' button is at the bottom right.

The screenshot shows the 'Bidder Details Confirmation' page. At the top right, it says 'Need help? Call us on 020 8741 9990'. On the left, there is a navigation menu with 'Account Authorisation' (checked), 'Solicitor' (checked), 'Bidder Confirmation' (selected), 'Bidder Identity Validation', 'Buyer Information', and 'Source Of Funds'. Below the menu is a 'Return' button. The main content area has the heading 'Confirm Your Details' and a sub-heading 'Please confirm your details as shown below are correct and accurate. If not, please visit your profile and update this before continuing.'. Below this are several input fields with redacted text: Name, Telephone, Mobile, Email, Date of Birth, National Insurance Number, Drivers Licence Number, Passport Number, and Address 1 (Date Moved In: 01/1995). At the bottom, there are two buttons: 'Amend my profile' (orange) and 'Confirm' (green).

Online Bidding Registration Guide - Stage 1

Step 1.3: Identity Verification

Upon clicking **'Confirm'** you will be directed to the Bidder Identity Verification page. Click **'Submit'** and you will be sent an invite to complete your ID verification via a third-party App called Credas.

You will be shown a QR code and Registration code which you can use to log-in to Credas. We advise completing this on a mobile device via the App to ensure any photographs taken are clear and legible.

Note: We will need Identity Verification for the bidder but if the buyer(s) named on the contract differ from the bidder, we will also need to verify the identity of the buyer(s) at Step 1.4.

The screenshot shows the 'Identity Verification' page with a date of 19 November 2024. A progress bar on the left indicates the following steps: Account Authorisation (checked), Solicitor (checked), Bidder Confirmation (active), Bidder Identity Validation (selected), Buyer Information, and Source Of Funds. The main content area is titled 'Online Identity Check' and contains the text: 'As part of the bidder registration process we are required by law to carry out anti-money laundering checks. To complete this, we will be passing the data you have provided to Credas.' Below this text is a link that says 'See the data we may submit'. A green 'Submit' button is located at the bottom right of the main content area. A 'Return' button is at the bottom left.

The screenshot shows the 'Identity Verification' page with a date of 19 November 2024. The progress bar on the left is identical to the previous screenshot. The main content area contains the text: 'An online identity validation has been requested through an external provider, Credas. You will complete your identity validation process using their software.' Below this is a reference code: 'If requested, please use the following reference: LRJN9ZXJ'. It then states: 'There are 2 methods you can use to progress:'. Two options are presented: 'Mobile App (Best experience)' and 'Web Browser'. Under 'Mobile App', it says: 'If you are using or have access to an Android/iOS device, you may proceed with this method using the Credas mobile app.' Under 'Web Browser', it says: 'If you would like to continue in your current browser, please use the button below.' A QR code is displayed below the 'Mobile App' section, with a link 'Copy link to clipboard' underneath it. A blue button labeled 'Continue to Credas' is positioned to the right of the QR code. A green 'Continue' button is at the bottom right. A 'Return' button is at the bottom left. At the very bottom, it says: 'Once you have completed your application, please continue to any further steps'.

Online Bidding Registration Guide - Stage 1

Step 1.4: Buyer Confirmation

The next step is to complete the Buyers Information. Please select one of the following options:

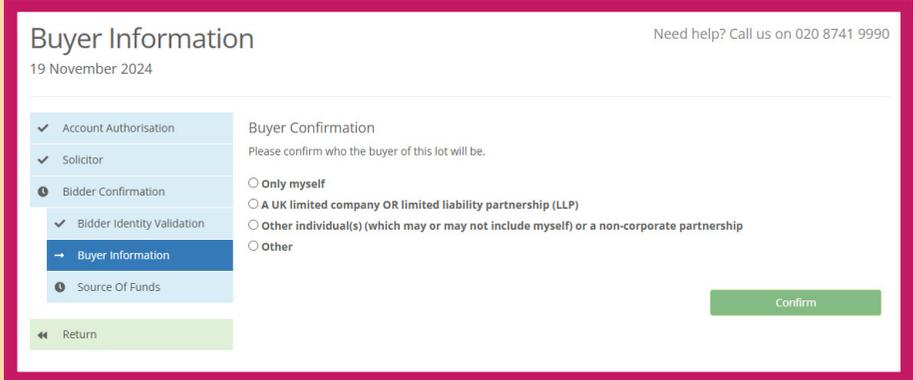
If the purchase will be:

In your name only: Please select option 1: Only myself.

In a company name: Please select option 2: A UK Limited company OR limited liability partnership. You will need to add the company number and confirm all persons with significant control. We will not be able to approve your account without a Credas check having been completed from all persons named on Companies House as having significant control.

In the name of yourself and/or another party: Please select option 3: i.e. joint purchase between yourself and your partner, purchase on behalf of your son/daughter, joint purchase with your family or other individual(s) (which may or may not include myself) or a non-corporate partnership.

Other: Please select other only if all the above do not apply.



The screenshot shows a web form titled "Buyer Information" with a date of "19 November 2024" and a contact number "Need help? Call us on 020 8741 9990". On the left, a vertical menu lists several steps: "Account Authorisation", "Solicitor", "Bidder Confirmation", "Bidder Identity Validation", "Buyer Information" (highlighted with a blue arrow), and "Source Of Funds". Below "Source Of Funds" is a "Return" button. The main content area is titled "Buyer Confirmation" and asks the user to "Please confirm who the buyer of this lot will be." It provides four radio button options: "Only myself", "A UK limited company OR limited liability partnership (LLP)", "Other individual(s) (which may or may not include myself) or a non-corporate partnership", and "Other". A green "Confirm" button is located at the bottom right of the form.

Online Bidding Registration Guide - Stage 1

Step 1.5: Source of Funds

Please select one of the options from the drop down menu to confirm the source of funds type, as well as where the funds are originating from.

You will then be asked to confirm the source of these funds, by selecting if they are from one of the following:

- A) Are from your bank account only, please select option 1: **Only Myself**.
- B) Are from your company, please select option 2: **UK Limited company OR limited liability partnership**.
- C) Originate from yourself AND another party, i.e. funds are being gifted by family or a joint purchase, please select option 3: **Other individual(s) (which may or may not include myself) or a non-corporate partnership**.
- D) Are from another source not already mentioned above, please select option 4: **Other**.

The administration team will review your account and email you should we require any further information or you will receive an email from ElGroup to continue on to the next stage of the registration process.

Source of Funds Information Need help? Call us on 020 8741 9990
19 November 2024

- ✓ Account Authorisation
- ✓ Solicitor
- Bidder Confirmation
- ✓ Bidder Identity Validation
- Buyer Information
- Source Of Funds

In order to comply fully with HMRC's Anti Money Laundering Regulations, you must provide evidence of how you intend to fund the purchase of this lot.

Please state the source of your funding below. After confirming the source you will be asked to upload evidential documentation to support your application.

Source of Fund Type
Options:

Return Confirm

Source of Funds Information Need help? Call us on 020 8741 9990
19 November 2024

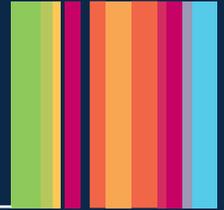
- ✓ Account Authorisation
- ✓ Solicitor
- Bidder Confirmation
- ✓ Bidder Identity Validation
- Buyer Information
- Source Of Funds

Source of Funds Confirmation
Please confirm where the source of funds of this lot will come from.

Only myself
 A UK limited company OR limited liability partnership (LLP)
 Other individual(s) (which may or may not include myself) or a non-corporate partnership
 Other

Return Confirm

Online Bidding Registration Guide - Stage 2



You will receive a link via our partner ElGroup to finalise your online registration.

Step 2.1: Accept Terms and Conditions

Here you will be asked to accept the online bidding terms and conditions. Don't forget you should also have gone through all the legal pack and in particular the Special Conditions of sale and taken advice on these. You are bidding to buy based on the General and Special conditions of sale.

The screenshot shows the 'Terms and Conditions' page for 'Grand Connaught Rooms - 19 November 2024 at 09:00'. On the left, a progress bar shows 'Account Complete' (checked), 'Terms and Conditions' (selected), 'Bidding Intention' (checked), 'Lot Interest' (unchecked), and 'Bidder Security' (unchecked). The main content area contains the text: 'Please review and agree to the following set of terms and conditions. In order to bid at this auction you are required to read and accept the documents shown below. You are strongly recommended to read them thoroughly and take independent legal advice if you have any questions. Copies of the documents will be emailed to you once you have accepted them.' Below this is a yellow box with 'Terms & Conditions' and a 'Last updated: 01/09/2021 15:49' timestamp, and an 'I accept' button. At the bottom, there is a 'Confirm' button and the text 'You must accept all of the above agreements to continue.' The page is labeled 'Step 2 of 5'.

Step 2.2: Select the Lot(s) you want to bid for

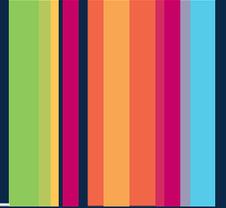
Here you tick the lot(s) you want to bid for. You can bid on multiple lots so just tick all that you intend to bid for, but on the day you are able to bid on ANY lot you want - you just have to select at least one lot at this stage.

The screenshot shows the 'Lot Interest' page for 'Grand Connaught Rooms - 19 November 2024 at 09:00'. On the left, the progress bar shows 'Account Complete' (checked), 'Terms and Conditions' (checked), 'Bidding Intention' (checked), 'Lot Interest' (selected), and 'Bidder Security' (unchecked). The main content area contains the text: 'Please mark which lots you are interested in bidding on below.' Below this is a warning box: 'Please note that your lot selection will be submitted to the auction team, but this does not guarantee that they will give you permission to bid on these lots.' A note follows: 'The auction team will review your selection and confirmation will be sent to you via email if they approve you to bid. Please note that they will, at their discretion, select which lots they grant you permission to bid on and this may not match the lots that you have requested.' Below the text is a table with columns 'Lot' and 'Address':

Lot	Address
<input type="checkbox"/> 1	24, Ickworth Park Road, Walthamstow, London, E17 6LN
<input type="checkbox"/> 2	5A, Richmond Way, London, W12 8LQ
<input type="checkbox"/> 3	17F, Bassett Road, London, W10 6LA
<input type="checkbox"/> 4	47, Sprules Road, London, SE4 2NL
<input type="checkbox"/> 5	249, Conway Crescent, GREENFORD, Middlesex, UB6 8JF

Then click '**Confirm**' at the bottom of the screen.

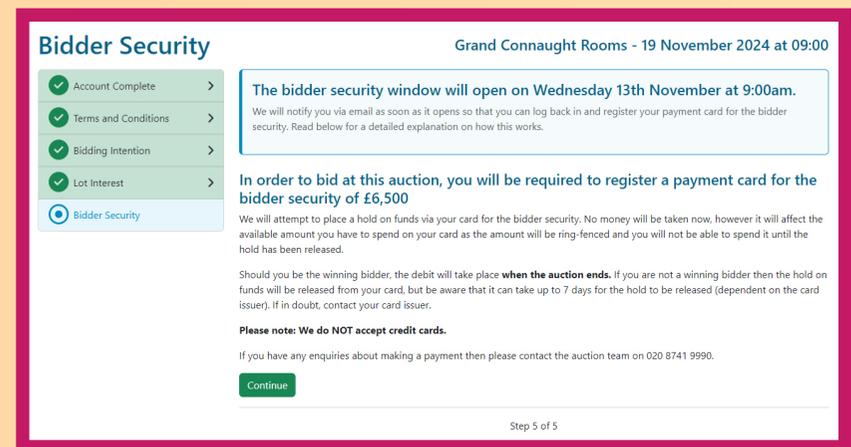
Online Bidding Registration Guide - Stage 2



Step 2.3: Complete the Bidder Security Payment

The payment window opens 7 days before the auction. This places a hold on funds for the relevant amount in your account (no money is taken at this stage). If you are the successful bidder these funds are then debited from your account and we will let you know the balance of the deposit which you must pay immediately as the winning buyer.

If you don't bid or are unsuccessful at the auction the hold on funds will be released in the days following the auction. This is a safe and secure platform run via Sagepay.



That's it - you are all done and ready to bid!

On Auction Day you will receive a link to the live-streamed auction. Log-in to this link using the 'Auction Passport' details which you created at the beginning of this process. You are ready to start bidding once your lots comes up and you will be able to see the amount the bidding has reached and the amount the Auctioneer is asking for, for the next bid (and you can see them on a live stream). Just click **"Bid"** and then **"Confirm My Bid"**. The auction will moving along quickly so don't hold back and don't delay your bid or you might miss out - at the click of a mouse you could have bought your lot!