

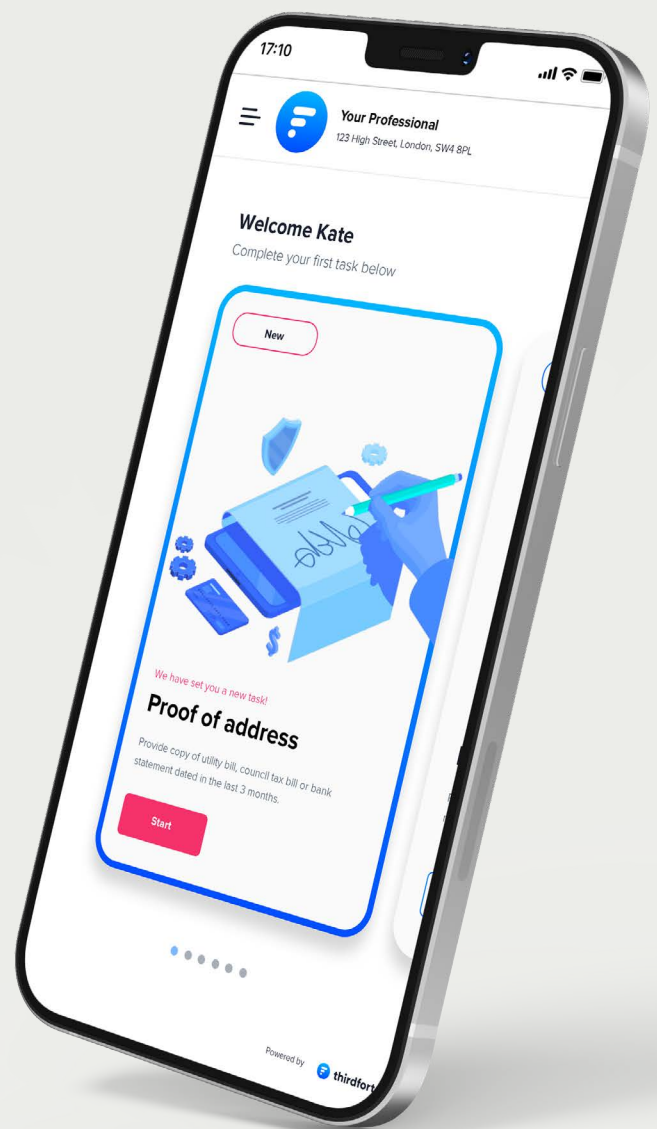


# Thirdfort user guide

Thirdfort is a free app that gives you the ability to verify your identity and share required documentation with your legal, property or financial team. No more printing, posting or time consuming office visits, you can do it all quickly and safely with Thirdfort.

In this guide, we'll cover the following:

1. Why businesses use Thirdfort
2. Getting started with your tasks
3. How to use the Thirdfort app
4. Sharing your report
5. Frequently asked questions
6. How to get help



# Why businesses use Thirdfort

By law, when dealing with large amounts of money, businesses are legally required to understand where that money comes from, and be sure it is legitimate. These requirements or regulations are put in place to help stop financial crime and fraud, like money laundering.

Anti-money laundering (AML) verification is an identity assessment to ensure that anyone transferring or investing money is who they claim to be. This ensures the money involved in the transaction comes from a legitimate source. AML regulations are put in place by both national and international authorities and these types

of checks put a lot of screening and monitoring obligations on regulated industries.

Your provider has a duty to follow regulations to help keep you and your money safe. Thirdfort is a quick, safe and easy way for you to verify your identity and where necessary, check where your money has come from.

Thirdfort was created to protect organisations and their clients against fraud, money laundering, and cybercrime. Our technology is trusted by hundreds of law firms, estate agencies and other regulated businesses across the United Kingdom.

## You're in safe hands



### Encryption like the big banks

Thirdfort uses the same high-grade security measures as all the big banks to encrypt your data.



### GDPR compliant

We ensure that all data is collected, processed, stored and deleted in a manner that is compliant with GDPR regulations.



### Regulated by the Financial Conduct Authority (FCA)

Thirdfort follows industry rules and regulations, so you know you're in safe hands.



### Registered with the Information Commissioner's Officer (ICO)

We are registered with the ICO in relation to the protection of personal data. Our registration number is ZA292762.

# Getting started

## Your tasks and what you'll need

The tasks you will need to complete depend on the nature of the transaction you are involved in. This page includes details on each type of check and the documentation you will need.

### ID check

In this task you'll be asked to scan or take photos of your ID and take a short video or scan of your face, so we can verify your identity. We accept **passports, driving licences, residence permits or National ID cards.**

### Source of funds questionnaire

Explain where the money you're using for your transaction has come from (including gifts) and upload supporting evidence like a mortgage offer or a payslip.

### Bank statements

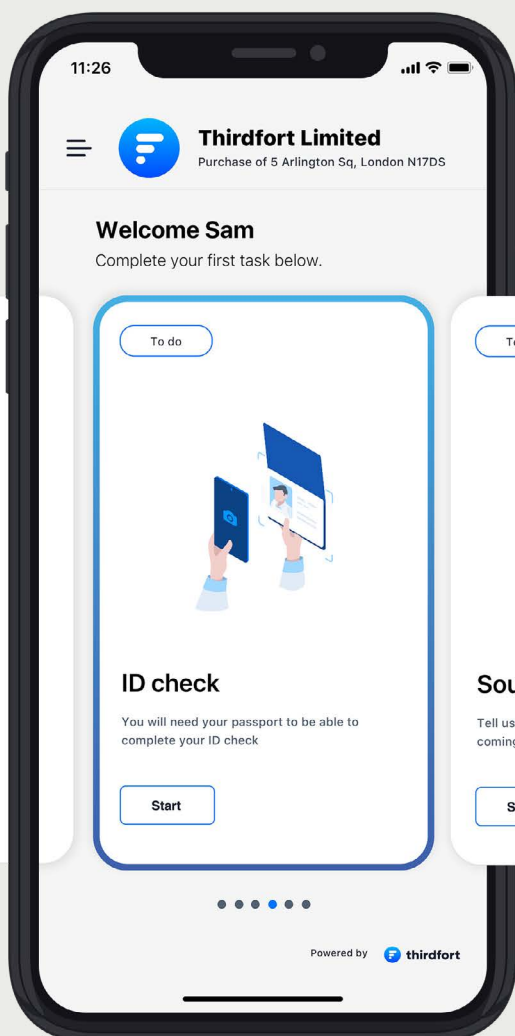
Use open banking to securely send read-only digital statements directly from your bank or upload PDF statements. You'll need to share statements from the bank accounts where the funds are coming from. For this task you'll need your online banking login details.

### Proof of address

Upload a utility bill, council tax bill or bank statement from the last three months showing your current residential address.

### Proof of ownership

Upload two pieces of evidence that show ownership of the property including utility or council tax bills, bank, building society or mortgage statements, an insurance policy schedule for the property, firearms licences, property purchase agreements and more. The full list of accepted documents can be found at [help.thirdfort.com](https://help.thirdfort.com).



# How to use the Thirdfort app

## 1 Grab your device and documents

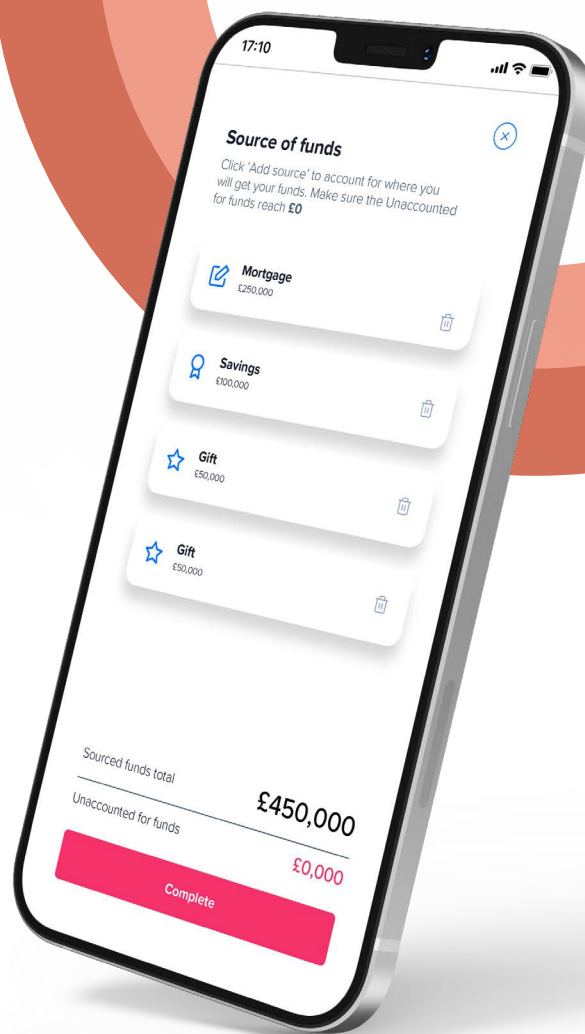
You can use a smartphone, iPad or tablet. If you don't own one of these, you can use a trusted friend or family member's device.

## 2 Log in to your Thirdfort account

When your provider initiates a check, Thirdfort will text you a link to download the free app. Enter your mobile number to log in. Once you have logged in and started the verification process, you can't switch to another device. Don't uninstall the app until you've completed all your tasks.

## 3 Complete your tasks

The home screen shows you the tasks you will need to complete. Click the start button on each task to begin. The app is easy to use and includes prompts and information at each step. As you complete each task, you'll see an on screen message letting you know it's done and the task will be no longer appear on your home screen. Once you have no tasks remaining, you're all done! Thirdfort will verify your documents and a report will be sent to your provider.



# Safely sharing your report

Don't want to complete ID verification multiple times? Ask your professional advisor to share your report with your other advisors via Thirdfort.

## How does it work?

Thirdfort gives your professional advisor the ability to safely share your completed ID and AML reports with the other firms you're working with. For example, if you're purchasing a property, with your permission, your estate agent can share your reports with the conveyancer you have instructed, meaning you won't have to repeat the same checks.

## How can I request my report be shared?

Let the solicitor, conveyancer, estate agent, financial professional or other advisor who originally requested you complete a Thirdfort verification know you would like them to share your report with the other parties you have instructed. They will then be able to share your completed report through the Thirdfort platform, keeping your data secure.

Only your chosen professional advisor who initiated your Thirdfort verification can share your report with the other firms you are working with, **Thirdfort is not able to do this on your behalf.**



# FAQs

## Why do I have to provide bank statements?

As part of your check, your provider may ask you to provide bank statements. By law, when dealing with large amounts of money, businesses need to understand where that money comes from. This helps stop financial crime and fraud, like money laundering.

## What's open banking?

Open banking is a secure and transparent way for you to instantly share your recent financial history and other selected data with trusted third-party providers like Thirdfort.

Open banking technology is backed by the government and used by leading banks and businesses across the United Kingdom, in fact, you've probably already used it. When HMRC, utility companies and other businesses offer a 'Pay by link', 'Pay with Bank Transfer', or 'Instant bank transfer' option, these payments are all completed using open banking.

## What are the benefits of open banking?

Printing and posting paper or emailing PDF bank statements is slow, time-consuming and fraught with risk of interception. With open banking you can instantly share your six months of bank statements digitally and securely in a few minutes.

## Is open banking secure?

Open banking is regulated, which means that businesses, like Thirdfort, have to follow strict rules and standards to keep your data secure. Unlike email or paper bank statements, your data is encrypted, which means it's scrambled and can only be read by the parties you select to share it with.

Put simply, open banking technology allows you to securely and effortlessly share the financial information you choose with companies you trust.

## What if I don't have online banking?

No worries. If you don't use online or mobile banking, you can still provide your bank statements securely using the Thirdfort app. You can simply skip the bank linking task and then you will be given the option to upload pictures or PDF's of your statements instead.

## Which bank accounts do I need to provide statements from?

The organisation you are working with will want to see any bank accounts where the funds for your transaction are held now or have ever been held. This allows them to see how your money has accumulated over time, track your income and assess your statements to ensure that your money is legitimate.

## Is my data safe?

Thirdfort's mission is to protect society from fraud and money laundering, your safety is our priority. Thirdfort is a regulated business, meaning we have to adhere to strict data protection regulations. We are GDPR compliant, your data is encrypted and we only temporarily store this data while completing the checks requested by your provider.

## How do I request a data deletion?

You can request a data deletion at anytime from Thirdfort to have your number removed from our system. For more info, read the privacy policy at [thirdfort.com/privacy](https://thirdfort.com/privacy).

## What is "Source of Funds"

When you are working with a lawyer, conveyancer, accountant or other service provider on a large transaction, they are legally required to check where you get your money from. It's exactly as it says on the tin, they will check the 'source' of your 'funds'.

Specifically, a source of funds check involves a short questionnaire and the collection and review of a variety of documents that prove all the money being used in the transaction is accounted for and is legitimate.

## What is actually being checked in "Source of Funds"

Records like bank statements, property transfer deeds, investment portfolios and other relevant documents are provided by all parties involved in the transaction and will be reviewed by the organisation that requested them, they may also ask questions and request additional information to ensure everything is legitimate.

The individuals who will have their source of funds reviewed depends on the type of transaction and may involve those who are purchasing a property, gifting money, or engaging with financial or legal service providers.



# Contact us

## Need help?

The quickest and easiest way to get help is to chat with our UK-based support team via our in app Live Chat. You can also find resources, how to guides and helpful videos online at [help.thirdfort.com](https://help.thirdfort.com).



**Online chat**

[thirdfort.com/support](https://thirdfort.com/support)



**By Phone**

+44 0161 768 0083



**Via Email**

[help@thirdfort.com](mailto:help@thirdfort.com)