KIVELLS

REGISTRATION OVERVIEW: 8 STEP GUIDE

1. **Create Passport Account:** To start with, you will need to create a Passport account, if you don't have one already.

2. **Terms & Conditions:** You will be required to accept the Terms & Conditions to bid at the auction.

3. **Bidding Intention**: You will be required to declare how you wish to bid at this auction. For example, In The Room, Online, By Proxy.

4. **Lot Interest**: You will be required to select the lot(s) you are interested in bidding on.

5. **Bidder Information:** You will be asked to review and confirm that your personal data is correct and up-to-date.

6. **Bidder | Anti-Money Laundering Check:** You will be asked to provide additional identification data so that an Anti-Money Laundering check can be carried out.

7. **Solicitor Details:** You will be required to provide details of the solicitor who will be acting on your behalf for the purchase.

8. **Bidder Security:** You will be required to pre-authorise a payment for £3,000 to be able to bid at the auction.