

## How to work with intermediaries - Checklist

*This document is intended to provide practical guidance for UK Art Market Participants and does not constitute legal advice.*

The below checklist may be useful when establishing who your customer is when dealing with intermediaries. Where you answer 'No' consider having identified a possible risk and - as part of your risk based approach - consider carrying out due diligence on the intermediary **and** the ultimate client.

Where you answer 'Yes' to the questions below, it is unlikely you will need to carry out due diligence on the ultimate customer.

For guidance on how to use this document, please refer to the Arcarta event: [Updates to Guidance. How Do I Work With Intermediaries?](#)

Is the intermediary you're dealing with...	Yes? (Y)	No? (N)
Based in the UK?		
Registered with HMRC?		
Sending funds from their bank account?		
Sending you sums of money that you consider small or lower value?		
Forthcoming or transparent about their AML processes?		
Able to provide written confirmation they're authorised to act on behalf of their customer?		
Do you trust the business and are they well known to you or within the trade?		
Have you dealt with the business before without issue?		