

Anti-money-laundering declaration

The information the law obliges the notary to ask every client.

What it is for. complying with customer due diligence: without this information the notary cannot receive the deed.

How to fill it in. iPhone and iPad: save the PDF to Files, open it with Preview or Files, tap the boxes to type; to sign: Markup > Add signature; then Share. **Android:** open it with Google Drive > Edit > Form filling, or with Adobe Acrobat Reader > Fill & Sign.

Computer: Acrobat Reader, Chrome or Edge. Send it back to segreteria@notaiofiorentinomarco.com, to our PEC or through the Client area.

Why the notary asks these questions

Italian law obliges the notary to know **who the client is, on whose behalf they act, the purpose of the transaction and where the money comes from** ([Legislative Decree 21 November 2007, no. 231 \(anti-money laundering\)](#)). It is not a suspicion about you: we ask everyone, for every deed.

The client must give this information **in writing and under their own responsibility** (art. 22, para. 1). Giving false data is a criminal offence (art. 55, para. 3). The data is kept for **10 years** (art. 31) and used for nothing else.

One person per form. If there are two or more parties, each fills in their own.

1. WHO IS DECLARING

Surname

First names (all, as on the ID)

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Place of birth (town or country)

Province

Date (dd/mm/yyyy)

Italian tax code (codice fiscale)

Citizenship

Address: street and number

Postcode

Town

Prov./State

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Type of ID document

Number

Issued by

Expiry

Occupation

Phone / WhatsApp

Email

Certified email (PEC), if any

2. ON WHOSE BEHALF YOU ACT

☐

I act **for myself**

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☐

I act for a **company or entity** (also fill in section 3)

☐

I act for **another person** (power of attorney, guardianship, support administration)

Company / name of the person represented

Tax code / VAT no.

3. BENEFICIAL OWNER (COMPANIES, ENTITIES, TRUSTS ONLY)

The natural person who ultimately owns or controls the company or entity (art. 20). If there are several, list them all.

Name and surname

Tax code

Share or type of control

Call the Studio

Send an email

Name and surname

Tax code

Share or type of control

4. POLITICALLY EXPOSED PERSON

Someone who holds, or held in the last year, important public office (e.g. member of parliament, mayor of a provincial capital, judge of a high court, head of a large public body, ambassador), and their close family and associates.

☐

I am **not** a politically exposed person, nor a close family member or associate of one

☐

I **am** a politically exposed person, or a close family member or associate of one (state the office below)

Office or relationship

5. THE TRANSACTION

☐

Buying or selling a home to live in

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- ☐ Property investment
- ☐ Gift or family arrangement
- ☐ Mortgage or loan
- ☐ Company transaction
- ☐ Inheritance
- ☐ Other (write below)

Purpose and nature of the transaction, in your own words

Value of the transaction (EUR)

Occupation or business activity

6. WHERE THE MONEY COMES FROM

- ☐ Savings from work or pension
- ☐ Bank mortgage or loan

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Send an email

☐

Sale of another property

☐

Inheritance or gift

☐

Business or professional activity

☐

Other (write below)

Bank and account the payments come from

Details

7. DECLARATION AND SIGNATURE

I declare, under my own responsibility, that the information given is **true, complete and up to date**, and I undertake to report any change before the deed is signed. I know the notary may ask for further documents and that, without this information, the notary cannot receive the deed.

Call the Studio

Send an email

Place

Date

Signature (by hand, or Markup > Add signature, or digital signature)

For the Studio: identification carried out by _____ on _____, original document checked.

Call the Studio

Send an email