

## CLIENT MONEY HANDLING PROCEDURE

1. Mere Commercial Ltd is an RICS Regulated Firm that adheres to the client money protection rules of the RICS which gives assurance and confidence to clients that client funds are well protected and safe.
2. All client money is held in a clients account with Barclays Bank plc.
3. Access to handle client funds is only available to our Directors.
4. Cheques or cash received are paid into the client account as soon as practically possible and usually within 3 working days.
5. Any payments made from the clients account are checked and authorised by the principal Director.
6. Any interest received for moneys held in the client account is retained by Mere Commercial as part of our fee structure, as agreed in any Management Agreement.
7. Any charges paid to Barclays Bank Plc for managing our accounts is paid by Mere Commercial from a current bank account belonging to the Company.
8. The client account is reconciled against our own records when monthly bank statements are available.
9. We provide quarterly statements of income and expenditure to clients in accordance with the terms agreed as stated in any Management Agreement. These statements would include copies of all supporting paperwork in relation to each item of income and expenditure throughout the period.
10. Mere Commercial conducts regular reviews of our systems to ensure we meet the up to date standards of the RICS.
11. Copies of the RICS Regulation 'Client Money Protection' and RICS Professional Statement 'Client Money Handling' is available by request from Mere Commercial or via this link :  
<https://www.rics.org/regulation/regulatory-schemes/client-money>