



ANDREW GRANGER & CO. LTD

PROCEDURES FOR HANDLING CLIENT MONEY

OVERVIEW

Andrew Granger & Co.'s internal controls and procedures have been implemented in accordance with the guidance provided by the RICS Standards of Conduct.

Our overriding objective as an RICS regulated firm is to ensure that client money is safe and that client accounts are used for appropriate purposes only.

CLIENT MONEY

Our processes are aimed at ensuring that : -

- Client money is kept safe
- Money received from a client is held in a client account which is separate from the firm's own money and has the word "client" in its title.

These accounts are kept separate from office accounts.

- All client money is banked promptly and regular bank account reconciliations are undertaken to ensure that monies are processed promptly and any discrepancies swiftly resolved.
- A client bank account may be a designated/discreet client bank account (i.e. holding the monies of a single client) or a general account which holds monies of several clients. In the case of the latter accounting processes are in place to ensure that monies relating to different clients are accounted for separately.

INTEREST RECEIVED

Interest received on client accounts is retained by Andrew Granger & Co. Ltd to cover banking charges and administration costs unless separately agreed with the client.

CLIENT'S MONEY PROTECTION SCHEME

Andrew Granger & Co. is a firm regulated by the RICS and is a member of the Client's Money protection Scheme (copy of the current certificate can be found on the Resources section of our website).