

# propertymark QUALIFICATIONS

PROPERTYMARK QUALIFICATIONS  
LEVEL 3 AWARD IN  
REAL PROPERTY AUCTIONEERING  
(ENGLAND AND WALES)

QUALIFICATION SPECIFICATION

ACADEMIC YEAR 2025/2026  
FOR ASSESSMENT FROM JANUARY 2026  
VERSION 1.6

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## ABOUT PROPERTYMARK QUALIFICATIONS

Propertymark Qualifications is the UK's specialist awarding organisation offering industry recognised qualifications in property and property affiliated disciplines. We draw our expertise from an array of experienced property industry practitioners and academics from relevant fields including property, law, surveying and finance.

Propertymark Qualifications is an independent organisation and is recognised by the national qualification regulators in England, Wales, and Northern Ireland; namely the Office of the Qualifications and Examinations Regulator (Ofqual), Qualifications Wales and the Council for Curriculum, Assessment and Examinations (CCEA Regulation) respectively. We also offer qualifications which are credit and level rated in the Scottish Credit and Qualifications Framework (SCQF). This means we follow strict guidelines and maintain quality standards in the provision of all our qualifications.

Propertymark Qualifications has been operating as a recognised and regulated awarding body since March 2002 with our first qualifications being awarded to learners in 2003. We work in association with professional membership bodies which allows us to collaborate with them and draw on their expertise and experience to ensure the design and development of our qualifications is at pace with changes in the industry at large.

Propertymark Qualifications is also recognised by Skills England and Ofqual to deliver assessments as an Assessment Organisation for the apprenticeship standards for which we are approved.

All of this puts us in a unique position to provide tailored and industry specific qualifications that meet industry requirements, reinforce industry standards, and afford individuals the opportunity to progress.

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## QUALIFICATION PURPOSE

The **Propertymark Qualifications Level 3 Award in Real Property Auctioneering** is an introductory qualification ideal for learners wanting to gain and/or improve existing knowledge in the key areas related to real property auctioneering. This qualification would suit those who are currently working, or aspiring to work, as a Property Auctioneer or Property Valuer.

## QUALIFICATION RECOGNITION

This qualification can fulfil part of the criteria to join various professional bodies and meet requirements of industry licensing schemes.

This qualification is recognised by Propertymark for membership purposes. For any queries on Propertymark's membership, please contact them directly.

## STRUCTURE

- Unit 1: Health and Safety, Security and General Law (COM1)
- Unit 2: Law Relating to Real Property Auctions (RPA2)
- Unit 3: Real Property Auctioneering Practice and Procedures (RPA3)
- Unit 4: Property Appraisal and the Auction Process (RPA4)

## QUALIFICATION SUMMARY AND KEY INFORMATION

<b>Approved age ranges</b>	16 +
<b>Assessment</b>	On-screen Assessment
<b>Total Qualification Time (TQT)</b>	120 hours
<b>Guided Learning Hours (GLH)</b>	120 hours
<b>Grading</b>	Pass or Fail
<b>Entry requirements</b>	N/A

## ENTRY GUIDANCE

There are no formal entry requirements for this qualification. However, learners will benefit from having achieved other qualifications at Level 2, or higher, and experience of working in the property industry.

## REGISTRATION

Learners must be registered for the qualification. Accurate and timely registration is essential to ensure that learners receive appropriate support and that examinations are made available. Learners should discuss any questions about registration with their training provider.

## ACCESSIBILITY

Learners who require reasonable adjustments, access arrangements or special consideration should discuss their requirements with their training provider at the earliest opportunity. Recognised centres can find the relevant policies and forms on the Propertymark Qualifications CRM system.

## RECOGNITION OF PRIOR ACHIEVEMENT

Qualifications and units awarded by Propertymark Qualifications and other awarding bodies, where relevant, may be used to gain exemptions from units of qualifications offered by Propertymark Qualifications under certain circumstances. Learners should contact their training provider for further information. Recognised centres can find further information on the Propertymark Qualifications CRM system.

## KNOWLEDGE, UNDERSTANDING AND SKILLS

Assessment Guidance is provided through the description of Knowledge, Understanding and Skills to amplify the learning outcome and/or assessment criterion as relevant and enable national or industry specific information and requirements to be noted.

This guidance is intended to be indicative and not exhaustive. Learners are encouraged to undertake wider reading and research aligned with the assessment criteria to deepen their understanding and fully meet the Learning Outcomes. All assessments are designed in accordance with stated Learning Outcomes and Assessment Criteria.

## ASSESSMENT

Each unit is assessed individually through an online exam. The units can be taken in any order. Learners will be provided with further information on the online assessment system by their training provider. Recognised centres can access supporting documentation for online exams on the Propertymark Qualifications CRM system.

Each unit has the following assessment methodology	
Assessment details	On-screen multiple-choice questions
Assessment Duration	30 minutes for each unit
Number of questions	20 questions for each unit
Grading information	Pass/Fail
Assessment availability	On demand

## GRADE BOUNDARIES

The grade boundary for each unit is set at 70% Pass. This is notional and subject to change by Propertymark Qualifications.

## ENQUIRIES ABOUT RESULTS

Propertymark Qualifications make provision for learners and centres to make an enquiry into or appeal against an assessment decision. Learners should discuss this with their training provider. Recognised centres can find policies and forms on the Propertymark Qualifications CRM system.

## CERTIFICATION

Learners wishing to complete this qualification are required to pass all four units. Once all units have been passed, Propertymark Qualifications will provide certification for the full qualification.

## PROGRESSION

Learners can progress onto another Level 3 qualification to gain wider knowledge of related areas:

- **Propertymark Qualifications Level 3 Certificate in Property Agency (Lettings)**
- **Propertymark Qualifications Level 3 Certificate in Property Agency (Sales)**
- **Propertymark Qualifications Level 3 Certificate in Property Agency (Commercial)**

Learners could also progress onto the **Propertymark Qualifications Level 4 Certificate in Property Agency Management**. This could be as they progress into a management role or to prepare for one.

## REPLACEMENT CERTIFICATES

If a certificate has been misplaced, lost, or stolen and a replacement is required, a Replacement Certificate Request form should be completed which can be found on our website

<https://www.propertymark.co.uk/pmq>.

## QUERIES ABOUT THIS SPECIFICATION

Learners with queries about this specification should contact their training provider. Centre Administrators with queries about this specification should contact Propertymark Qualifications.

## QUALIFICATION UNITS

Learners wishing to complete the **Propertymark Qualifications Level 3 Award in Real Property Auctioneering** are required to pass the four units listed below. Once all four units have been passed, Propertymark Qualifications will provide certification for the full qualification. Units can be completed in any order.

Unit Code	Unit Title	Unit Reference
COM1	Health and Safety, Security and General Law	L/616/8270
<p>This unit is about understanding the general concepts of law relevant to a property professional. It deals with the historical development of the law as well as current concepts, relevant statute and common law. It is designed to enable property professional understanding and carry out their duties to colleagues, customers and the general public. Health, safety and security issues are also covered including the legislation and best practice issues relevant to property professional in their duties within and outside their office when dealing with colleagues and customers and making necessary visits to other locations.</p>		
Learning Outcome <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	Knowledge, Understanding and Skills (KUS) <i>Indicative content only</i>
1. Understand health and safety at work legislation and its relevance in and out of the workplace	1.1 Identify the duties of employers 1.2 Identify the duties of employees 1.3 Select correct procedures for carrying out a risk assessment for appointments and visits	<b>England and Wales:</b> Health and Safety at Work etc. Act 1974. <b>Northern Ireland:</b> Health and Safety at Work (Northern Ireland) Order 1978.
2. Understand the issues around keeping safe when visiting property and maintaining a secure system when dealing with keys	2.1 Select appropriate procedures when securing property 2.2 Recognise a safe and secure set of procedures for dealing with keys 2.3 Identify how to ensure personal safety away from the office	<b>England and Wales:</b> Occupiers Liability Act 1957 Occupiers Liability Act 1984. Health and Safety at Work etc. Act 1974. <b>Northern Ireland:</b> Health and Safety at Work (Northern Ireland) Order 1978.
3. Understand the general legal concepts relating to the provision of property services	3.1 Recognise the different divisions of the law 3.2 Distinguish between common law and equity 3.3 Identify the remedies available under the law	Divisions: Civil/criminal; public/private. The structure of the courts and judicial precedent. Remedies: Damages, specific performance, injunctions, rectification, rescission.
4. Understand the common law duties of agents and agents' authority	4.1 Identify the common law duties owed to clients 4.2 Identify the duties that apply to customers 4.3 Differentiate between the different types of authority to act and the relevant obligations	Common law duties of an agent: to act in the principal's best interests; to avoid any conflict of interest; confidentiality; not to make a secret profit; to keep proper accounts and to account for property and money received; to carry out the role with reasonable skill and care; not to delegate their duties without the principal's consent; to obey the principal's lawful and reasonable instructions. Creation of the agency relationship: express agreement, implied agreement, by necessity, by ratification, by estoppel. Types of authority: actual authority (express or implied), apparent/ostensible authority.

<p>5. Understand the basic elements of the law of contract</p>	<p>5.1 Identify the elements needed for a contract to exist  5.2 Interpret situations where a contract will have come to an end  5.3 Select appropriate remedies where there is a breach of contract  5.4 Identify the special requirements relating to contracts relating to land and property</p>	<p>Formation of a contract: offer, acceptance, consideration, intention, capacity.  Terms &amp; Conditions  Misrepresentation, Mistake, Undue Influence, Duress  Discharge of a contract: performance, agreement, breach, frustration.  Remedies: damages, specific performance, injunctions, rectification, rescission.  <b>England and Wales:</b> Contracts that must be in writing.  Law of Property (Miscellaneous Provisions) Act 1989 (Section 2).  <b>Northern Ireland:</b> Contracts that must be evidenced in writing: Statute of Frauds (Ireland) Act 1695.  Landlord and Tenant Law. Amendment (Ireland) Act 1860 (Section 4).</p>
<p>6. Understand the basic elements of liability outside the law of contract</p>	<p>6.1 Identify the elements needed for liability to be proved  6.2 Recognise situations where vicarious liability may apply  6.3 Identify situations where occupiers' liability may be relevant</p>	<p>Law of tort: negligence, nuisance.  Occupiers' liability.  Vicarious liability.  <b>England and Wales:</b> Occupiers Liability Act 1957  <b>England and Wales:</b> Occupiers Liability Act 1984.  <b>Northern Ireland:</b> Occupiers' Liability Act (Northern Ireland) 1957.</p>
<p>7. Understand the basic concepts of land law</p>	<p>7.1 Distinguish between different rights to occupy  7.2 Identify the distinguishing features of rights over the land belonging to another person  7.3 Recognise situations where such a right may exist  7.4 Interpret when those rights will pass with property</p>	<p><b>England and Wales:</b> freehold, commonhold, leasehold and licences.  <b>Northern Ireland:</b> freehold, leasehold and licences.  Rights over another person's land: easements, freehold covenants, restrictive and positive covenants.</p>
<p>8. Understand the basic concepts of discrimination.</p>	<p>8.1 Identify what are protected characteristics  8.2 Analyse the circumstances when discrimination may or may not occur  8.3 Select the appropriate remedies where discrimination has occurred</p>	<p><b>England and Wales:</b> Protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation (Sections 4 – 12 Equality Act 2010).  <b>Northern Ireland:</b> age (The Employment Equality (Age) Regulations (NI) 2006; disability (Disability Discrimination Act 1995); sex (Sex Discrimination (NI) Order 1976; pregnancy and maternity, gender reassignment, marital/civil partnership status, race (Race relations (NI) Order 1997); religious belief and political opinion (Fair Employment and Treatment (NI) Order 1998); sexual orientation (Employment Equality (Sexual Orientation) Regulations (NI) 2003; Equality Act (Sexual Orientation) Regs (NI) 2006).  Direct and indirect discrimination, harassment, victimisation.  Remedies awarded by employment tribunal: declaration, compensation, recommendation.</p>

<p>9. Understand the requirements of the data protection legislation</p>	<p>9.1 Recognise the data protection principles laid down in the legislation</p> <p>9.2 Analyse situations to show compliance with data protection principles</p> <p>9.3 Distinguish between those who can and who cannot be given protected data</p>	<p>General Data Protection Regulations (GDPR). Data (Use and Access) Act 2025 Data Protection Act 2018. Principles: lawfulness, fairness and transparency, purpose limitation, data minimisation, accuracy, storage limitation.</p>
<p>10. Understand the requirements of the legislation dealing with the handling of money</p>	<p>10.1 Analyse situations that may be deemed suspicious</p> <p>10.2 Identify the procedures needed to comply with the legislation</p> <p>10.3 Apply legislative requirement to possible suspicious situations</p>	<p>Proceeds of Crime Act 2002, Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017, as amended. Politically Exposed Persons (PEP) and Sanction checks including the role of the Office of Financial Sanctions Implementation (OFSI). Financial Action Task Force (FATF).</p>

Unit Code	Unit Title	Unit Reference
RPA2	The Law relating to Real Property Auctions	Y/502/6171
<p>This unit is about the law the auctioneer needs to know that is specific to carrying out residential property sales including auction sales. It deals with the common law and statutory duties relating to residential property sales and auction sales. It stresses the importance of the auctioneer understanding and complying with the statutory requirements for property sales and understand and complying with the auction specific statutory requirements.</p>		
Learning Outcome <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	Knowledge, Understanding and Skills (KUS) <i>Indicative content only</i>
1. Understand the legal framework as it applies to estate agency	1.1 Identify the requirements of estate agency specific legislation 1.2 Apply statutory, common law and Codes of Practice principles to specific situations 1.3 Determine when a personal interest might arise 1.4 Apply the statutory, common law and Code of Practice rules to situations where connected person might be involved	Estate Agents Act 1979: fees and charges, connected and unconnected persons, personal interest, dealing with deposits, clients' money, trigger mechanisms leading to warning and prohibition orders. Estate Agents (Provision of Information) Regulations 1991: sole agency, sole selling rights and ready, willing and able buyer. Estate Agents (Undesirable Practices) (No.2) Order 1991. Landlord and Tenant Act 1987: tenant's right of first refusal.
2. Understand the legislation and guidance as applied to auctioneering	2.1 Summarise the requirements of auction specific legislation 2.2 Apply the auctioneering specific contractual framework to a range of situations 2.3 Summarise the main requirements of the common auction conditions 2.4 Apply the main requirements of the common auction conditions to defined circumstance	Auctioneers Act 1845 (Section 7). Sale of Land by Auction Act 1867 (Section 5). Auction (Bidding Agreements) Acts 1927 and 1969. Common Auction Conditions.
3. Understand the common law and legislative protection available for consumers	3.1 Apply the provisions of the appropriate consumer and business protection legislation to defined auctioneering situations 3.2 Interpret the common law tort of misrepresentation in a range of situations	Part 2 Consumer Rights Act 2015. Digital Markets, Competition and Consumers Act 2024 (DMCCA) CMA207 Guidance (2025) Business Protection from Misleading Marketing Regulations 2008. Consumers, Estate Agents Redress Act 2007. Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. Misrepresentation Act 1967. The Property Ombudsman Scheme (TPO) Code of Practice or Code of Practice of appropriate redress scheme. National Trading Standards Estate Agency & Letting Agents Team (NTSELAT)
4. Understand matters relating to development and 'For Sale' boards under the planning legislation	4.1 Differentiate between development and permitted development 4.2 Apply statutory rules to breaches of planning permission 4.3 Apply statutory rules to the provision of 'For Sale' boards	Town and Country Planning Act 1990. Building Regulations. Conservation areas and listed buildings.
5. Understand restrictions and regulations covering provision of financial advice	5.1 Differentiate what can and cannot be done by an estate agent/auctioneer in respect of financial advice 5.2 Select appropriate levels of authorisation for particular tasks	Financial Services and Markets Act 2000. Consumer Credit Act 1974.

Unit Code	Unit Title	Unit Reference
RPA3	Practice and Procedures Relating to Real Property Auctioneering	Y/502/6199
<p>This unit deals with how auctioneers should conduct themselves when carrying out residential sales and auctions in order to comply with all relevant statute, common law and principles of best practice. It deals with the agent's actions within and outside the office and at auction venues when dealing with colleagues and customers and visiting residential properties. It also covers methods of sale, marketing and the production of auction catalogues and the requirements for all properties being sold to have an EPC.</p>		
Learning Outcome <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	Knowledge, Understanding and Skills (KUS) <i>Indicative content only:</i>
1. Understand the different types of agency	1.1 Differentiate between sole agency and multiple agency 1.2 Summarise the advantages and disadvantages of different types of agency 1.3 Select appropriate situations when a sub agency might be beneficial	The Estate Agents (Provision of Information) Regulations 1991. Joint sole agency.
2. Understand key agency terms	2.1 Identify the criteria relating to each of the terms 2.2 Employ the criteria in the statutory agency terms for specified situations	Estate Agents (Provision of Information) Regulations 1991: sole agency, sole selling rights and ready, willing and able buyer. Joint sole agency.
3. Understand the different methods of sale for residential property	3.1 Summarise the processes involved in sales by private treaty, auction and tender 3.2 Summarise the advantages and disadvantages of each method of sale 3.3 Select an appropriate method of sale for specified circumstances	The Property Ombudsman (TPO) Code of Practice. National Trading Standards Estate Agency & Letting Agents Team (NTSELAT)
4. Understand the requirements to provide associated documentation including a valid EPC	4.1 Identify when an EPC is required when it is not and what it should contain 4.2 Apply the legislative requirements to the provision of EPC information on detail sheets and advertisements	Energy Performance Certificate (EPC).
5. Understand the requirements of different types of seller	5.1 Differentiate between the likely requirements of different types of seller 5.2 Determine appropriate advice to give sellers with different requirements	Sellers: private person, builders and developers, trustees and executors, order of the court, mortgagee in possession, corporate bodies.
6. Understand the purpose and requirements of the Auction Guidance Note and the common auction conditions	6.1 Summarise the contents and status of the Auction Guidance Note and common auction conditions 6.2 Interpret the auctioneer's rights in relation to the conduct of the auction 6.3 Distinguish between the common conditions of sale and any special conditions 6.4 Identify best practice when dealing with auction catalogues	Common Auction Conditions.
7. Understand the different types of auction and auction best practice	7.1 Distinguish between public and private auctions 7.2 Summarise the process of lotting and order of sale 7.3 Apply auction guidelines to guide and reserve prices 7.4 Summarise the contents of a remote bidding notification form	Online auction practice. Live auction practice.
8. Understand basic marketing techniques and the role of advertising, selling and IT in estate agency	8.1 Identify the basic marketing techniques and advertising types useful in estate agency and auctioneering for specified situations 8.2 Identify selling techniques for particular situations 8.3 Summarise the use of different forms of IT in estate agency and auctioneering	Marketing mix. Marketing plans. Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis. Advertising. Attention, Interest, Desire, Action (AIDA). Use of property portals, email campaigns, social media.

Unit Code	Unit Title	Unit Reference
RPA4	Property Appraisal and the Auction Process	A/502/6213
<p>This unit deals with the legal and technical factors relating to an auctioneer preparing for and carrying out a property appraisal. It covers issues concerning the valuation and marketing of residential property. The authority of the auctioneer and the auction process is covered, as is the handling of offers before, during and after an auction and the role of others in the auction process.</p>		
Learning Outcome <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	Knowledge, Understanding and Skills (KUS) <i>Indicative content only</i>
1. Understand the factors affecting property value	1.1 Differentiate between the factors affecting property value such as tenure, location, property type, condition, other physical factors and planning related issues 1.2 Apply issues of demand and supply to determine value	Interest rates, inflation, land designation (e.g. Area of Outstanding Natural Beauty (AONB) or Conservation Area), listed buildings, local planning restrictions.
2. Understand the property appraisal process	2.1 Summarise the requirements for comparable evidence 2.2 Apply logical adjustments to comparables to reflect physical differences between properties, changes to the state of the market or time of sale and the requirements of the seller	Land Registry sold prices.
3. Understand staff responsibilities to sellers and buyers	3.1 Apply the common law, statutory and industry codes concerning the responsibilities of staff to sellers, buyers and the public in specific situations 3.2 Apply the statutory, common law and code of practice rules to situations where personal interests or connected persons might be involved	Estate Agents Act 1979 (Section 21). Connected persons.
4. Understand how to deal with offers made on properties for sale	4.1 Apply the statutory, common law and code of Practice rules to the qualification and reporting of offers 4.2 Apply code of Practice guidance where multiple offers have been made 4.3 Summarise procedures for contracting a sale prior to the auction 4.4 Determine when a private auction might be appropriate	The Property Ombudsman (TPO) Code of Practice or Code of Practice of appropriate redress scheme. Client's need for non-disclosure of bids.
5. Understand the role of others in the house buying/property auctioneering process	5.1 Summarise the legal process for the transfer of property ownership 5.2 Differentiate between the rights and obligations of borrowers and lenders 5.3 Clarify the different work undertaken by surveyors/valuers and energy efficiency assessors	Law of Property Act 1925. Law of Property (Miscellaneous Provisions) Act 1989. Mortgage valuation. Homebuyer's report. Building survey. The Energy Performance of Buildings (England & Wales) Regulations 2012.
6. Understand the extent of the auctioneer's authority	6.1 Apply the auctioneer's authority to specified circumstances during the bidding process 6.2 Differentiate between proxy bids and other remote bidding	Auctioneer's Act 1845. Auctions (Bidding Agreements) Act 1969. Accepted common law practice. Physical bidding. Telephone bids. Online bids. Proxy bids.
7. Understand the procedures to be adopted following the auction	7.1 Apply the statutory, common law and best practice guidance to dealing with deposits 7.2 Apply accepted guidelines on the reporting of auction results	Public auctions vs. private auctions.

## KNOWLEDGE, UNDERSTANDING AND SKILLS (KUS) UPDATES

The guidance was last updated as of January 2026.

Unit	Learning Outcome	Update	Version
COM1	2	England and Wales: Occupiers Liability Act 1957 <b>Added</b>	v1.6 Jan 2026
COM1	5	Terms & Conditions Misrepresentation, Mistake, Undue Influence, Duress <b>Added</b>	v1.6 Jan 2026
COM1	6	England and Wales: Occupiers Liability Act 1957 <b>Added</b>	v1.6 Jan 2026
COM1	9	Data (Use and Access) Act 2025 <b>Added</b>	v1.6 Jan 2026
COM1	10	Financial Action Task Force (FATF) Politically Exposed Persons (PEP) and Sanction checks including the role of the Office of Financial Sanctions Implementation (OFSI) <b>Added</b>	v1.6 Jan 2026
RPA2	3	Consumer Protection from Unfair Trading Regulations 2008 <b>Removed</b>	v1.6 Jan 2026
RPA2	3	Digital Markets, Competition and Consumers Act 2024 (DMCCA) CMA207 Guidance (2025) National Trading Standards Estate Agency & Letting Agents Team (NTSELAT) <b>Added</b>	v1.6 Jan 2026
RPA3	3	National Trading Standards Estate Agency & Letting Agents Team (NTSELAT) <b>Added</b>	v1.6 Jan 2026