



## **IMPORTANT DOCUMENTATION REQUIRED**

In accordance to recent legislation (in particular the Proceeds of Crime Act 2002, the Serious Organised Crime and Police Act 2005 and the Money Laundering Regulations 2007) it is a full legal requirement that we fully identify all new clients. This procedure is known as customer due diligence.

### **IDENTIFICATION FOR INDIVIDUALS**

**This involves clients providing us with proof of their full name(s), residential address(es) and date of birth.** We would be grateful if you could please personally supply us with **ONE original or certified copy document from list A and ONE original or certified copy document from list B below** so that we can take a photocopy for our records.

#### **List A**

- current valid passport
- current valid photocard driving licence
- national identity card
- firearms certificate
- identity card issued by the Electoral Office for Northern Ireland
- residents permit issued by the Home Office to WU Nationals on right of their own country passport

#### **List B**

- utility bill issued within the last 3 months (not a mobile phone bill)
- old style driving licence
- recent evidence of entitlement to state or local authority-funded benefit such as housing benefit, council tax benefit, pension, tax credit OFT954 27
- inland revenue tax notification – record of home visits
- bank, building society or credit union statement containing a current address (dated within the last 3 months)
- confirmation from the electoral roll that a person of that name lives at that address
- most recent mortgage statement from a recognised lender

#### **Please note:**

- any bills, statements, etc should be **no more than 3 months old**
- documents provided **must be the original** and not a copy unless certified
- we require **one document from each list** (both a and b)
- we advise you not to send any valuable identity documents in the post. If you need to do so please make sure you use a form of secure postage

### **IN THE ABSENCE OF PHOTOGRAPHIC IDENTIFICATION**

If you do not hold any of the documents in List A we are able to consider:

- official correspondence or evidence of benefits received
- letter or statement from someone in a position of responsibility who knows the client, e.g. a solicitor, doctor, minister of religion, teacher, social worker, which shows that the client is who he or she says he or she is and if application to confirm their address

### **IDENTIFICATION FOR COMPANIES**

Please provide evidence of identity and address, in accordance with the requirements for individuals as above, for at least two directors of the company (with the exception of a single director company where only that director would need to provide evidence).

Please also supply the original or a certified copy of the Certification of Incorporation or Certification of Incorporation on change of name of the company.

***Many thanks for your assistance.***