

# Money laundering requirements form (individual)

Please complete this form in relation to each individual instructing us.

## 1 Evidence of identity and address

To comply with the money laundering regulations we must carry out client due diligence and ask all new clients for evidence of their identity and address. These checks involve both verifying documents and also using on-line verification.

Please tick (✓) your preferred option:

- I enclose certified copies of original identity and address documentation. Please refer to the **GUIDE** below for full details of acceptable documents and certification requirements.
- If we are dealing with a conveyancing matter: I have arranged for my estate agent to forward certified copies of the original identity and address documentation to you.
- I will telephone you to make an appointment to call at your offices to hand deliver the original identity and address documentation so you can copy and certify it.

### GUIDE TO DOCUMENTS NEEDED TO VERIFY IDENTITY AND ADDRESS AND CERTIFICATION

The documents we can accept are set out below - please select a document from List A and List B.

| List A:<br>Evidence of identity  | Client 1<br>(please ✓) | Client 2<br>(please ✓) | List B:<br>Evidence of address                                  | Client 1<br>(please ✓) | Client 2<br>(please ✓) |
|--|------------------------|------------------------|---|------------------------|------------------------|
| A valid full passport  |                        |                        | A receipted utility bill less than 3 months old                 |                        |                        |
| A valid UK photo card driving licence  |                        |                        | A mortgage statement for the accounting year just ended         |                        |                        |
| A valid HM Forces identity card with photo   |                        |                        | A bank or credit card statement less than 3 months old          |                        |                        |
| <p><i>If there are more than 2 individuals instructing us please use an additional sheet to provide the information set out in this document.</i></p> <p><i>If you do not have any of the documents listed in this table, please call us to discuss.</i></p> |                        |                        | A council tax bill less than 3 months old                       |                        |                        |
|  |                        |                        | A council rent book showing the rent paid for the last 3 months |                        |                        |
|  |                        |                        | A firearm or shotgun licence                                    |                        |                        |
|  |                        |                        | Old style driving licence                                       |                        |                        |

We need **certified copies** of each of the documents selected from List A and List B. Please do **not** send original documents in the post.

Documents can be certified as follows:

| Individuals who can certify documents:  | Requirements for certifier:  |
|---|--|
| <ul style="list-style-type: none"> <li>A UK lawyer or accountant</li> <li>A financial adviser regulated by the Financial Conduct Authority</li> <li>An authorised member of a high street bank</li> <li>Any other person whose business is subject to the UK money laundering regulations (e.g. estate agents and insolvency practitioners).</li> </ul> | <p>The certifier must see the original document. The certifier must record that the copy document is a true copy of the original and that any photograph is a good likeness of you. In addition the certifier must record their name, the capacity in which they can certify the document, the company they work for, address and any other contact details. <b>Delays may arise if documents are not correctly certified.</b></p> |

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