

## PERSONAL IDENTITY REQUIREMENTS

To enable us to comply with Money Laundering Regulations we require proof of your identity and proof of your residential address.

If you are seeking to establish an account we will require one document from Column (A) Proof of Identity and one document from Column (B) Proof of Address. Joint holders should have individual proofs of identity but may have joint proof of address.

| COLUMN (A)  | COLUMN (B)   |
|---|--|
| PROOF OF IDENTITY   | PROOF OF ADDRESS   |
| <ul style="list-style-type: none"> <li>• Current passport</li> </ul>              | <ul style="list-style-type: none"> <li>• Proof of identity document with address if not already used as Proof of Identity</li> </ul> |
| <ul style="list-style-type: none"> <li>• Current UK driving licence</li> </ul>    | <ul style="list-style-type: none"> <li>• Recent utility bill (<u>but NOT mobile telephone account</u>)</li> </ul>                    |
| <ul style="list-style-type: none"> <li>• DWP benefit/pension statement</li> </ul> | <ul style="list-style-type: none"> <li>• Recent Council Tax bill</li> </ul>  |
| <ul style="list-style-type: none"> <li>• HMRC tax notification</li> </ul>         | <ul style="list-style-type: none"> <li>• Recent bank or mortgage statement</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Court sealed Grant of Probate</li> </ul> |  |

If you are setting up an account by post we will require two Proofs of Identity from Column (A) and one Proof of Address from Column (B). We will accept documentation that has been certified by a professional such as a solicitor or accountant. The name and address of the person certifying the document should be clearly written on the copy as this person must be contactable. Copies of proofs cannot be certified in the name of a firm.

Previously we relied solely upon documentary evidence but in order to reduce the risk of potential fraud and identity theft we may undertake a combination of checks, including electronic verification.

The very limited number of individuals unable to supply one or more of the above will be reviewed on a case by case basis. If you think you might have difficulty complying with our requirements, please contact one of our brokers.

Additional documentation will be required for trusts, companies, pensions and deceased estates. Please ask for further details.