

## IDENTIFICATION REQUIREMENTS

We are required by Law to collect certain information about our clients. We ideally require original documents or you can send original certified copies.

**To help us identify you, we would ask to provide us with the following documents. You cannot use one form of identification for both name and address. For example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a utility bill.**

### Proof of identity checklist for individuals

Proof of name	Proof of address
Current signed passport	Utility bill (gas, electric, satellite television, landline phone bill) issued within the last three months
Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)	Local authority council tax bill for the current council tax year
EEA member state identity card (which can also be used as evidence of address if it carries this)	Current UK driving licence (but only if not used for the name evidence)
Current UK or EEA photocard driving licence	Bank, Building Society or Credit Union statement or passbook dated within the last three months
Full old-style driving licence	Original mortgage statement from a recognised lender issued for the last full year
Photographic registration cards for self-employed individuals in the construction industry -CIS4	Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address
Benefit book or original notification letter from Benefits Agency	Council or housing association rent card or tenancy agreement for the current year
Firearms or shotgun certificate	Benefit book or original notification letter from Benefits Agency (but not if used as proof of name)
Residence permit issued by the Home Office to EEA nationals on sight of own country passport	HMRC self-assessment letters or tax demand dated within the current financial year
National identity card bearing a photograph of the applicant	Electoral Register entry or NHS Medical card or letter of confirmation from GP's practice of registration with the surgery

### Documents we will not accept include, but are not limited to

- Provisional driving licence
- Mobile phone bills
- Credit card statements

# Proof of identity checklist for companies and other legal structures

Legal structure	Corporate ID required	Individual ID required
<b>A company (including a UK LLP) which is not listed on a regulated market such as the London Stock Exchange</b>	copy of certificate of incorporation or copy of filed audited accounts or details of current company officers (i.e. directors and company secretary) and shareholders	Identity evidence for a) the individual dealing with the transaction and b) all other individuals or entities with 25% or more of the shares or voting rights in the company (see proof of identity checklist for individuals below)
<b>A company (including a UK LLP) which is listed on a regulated market such as the London Stock Exchange</b>	copy of a dated page from the website of the relevant stock exchange or photocopy of the listing in a reputable daily newspaper	Identity evidence for a) the individual dealing with the transaction and b) all other individuals who exercise management control (see proof of identity checklist for individuals below)
<b>A partnership of non-regulated professionals (except an LLP) with five or less partners</b>	none (see the separate checklist for individuals)	Identity evidence for a) the individual responsible for the transaction and b) all other individual partners (see proof of identity checklist for individuals below)
<b>A partnership of non-regulated professionals (except an LLP) with six or more partners</b>	name of partnership or trading address or registered address (if any) or nature of business or recent audited accounts or list of all partners or list of all those with voting rights indicating their voting stake	Identity evidence for a) the partner responsible for the transaction and b) one other partner and c) all other individuals who (directly or indirectly) are entitled to, or control, 25% or more of the capital, profits or voting rights (see proof of identity checklist for individuals below)
<b>A partnership of regulated professionals (except an LLP) such as a firm of solicitors</b>	entry of details held by a relevant professional body	Identity evidence for a) the lead partner, b) one other partner, and c) all other individuals who (directly or indirectly) are entitled to, or control, 25% or more of the capital, profits or voting rights (see proof of identity checklist for individuals below)
<b>A trust</b>	list of trustees or list of beneficiaries or class of beneficiaries or copy of the trust document	Identity evidence for a) the trustee with responsibility for the transaction, and b) one other trustee, and c) all individuals or entities who: 1) have a specific interest in 25% or more of the capital of the trust property; or 2) have control over the trust; or 3) belong to a class of person whose main interest benefits under a trust which does not entirely operate for the benefit of specific individuals (see proof of identity checklist for individuals below)
<b>Other legal structures set up by law</b>	any document which establishes, manages or regulates the structure or a list of any individuals who benefit (if applicable) or a list of the classes whose main interest is served by the structure	Identity evidence for all individuals or entities who: 1) are beneficiaries of 25% or more of the property where the individual beneficiaries have been determined; or 2) fall into a class of person whose main interest benefits under the structure where individuals in that class are not determined; or 3) control 25% or more of the structure or of the property under the structure (see proof of identity checklist for individuals below)