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CONFIRMATION OF IDENTIFICATION QUESTIONNAIRE

In order to represent you, we are required to obtain evidence of your identity. In practice, this means obtaining three different forms of identification per client; one to prove who you are and two to prove where you live. We cannot use the same documents as evidence of both name and address. The acceptable forms of identification and proof of address are set out in Parts A,B and C below. We require **ONE** item from Part A of the list and **TWO** items from Part C. If you are unable to supply one of the documents from Part A of the list, then we can accept **TWO** of the items from Part B in its place. However, you will still have to produce the two items from Part C. **Please note that we must receive from you original documents. Photocopies are generally unacceptable.** Please complete each part of the form - identity (Parts A or B) and address (Part C overleaf). We regret that we are unable to act for you until we have received this completed form and supporting <u>original</u> documents

PROOF OF IDENTITY (Part A) FULL NAMES Client A FULL NAMES Client B Details to be Recorded Proof of Identity Complete details here PREFERRED EVIDENCE Client A Client B (i) Current full signed Passport Issuing country National Identity Card Passport number Expiry date (ii) Current full UK Driving Issuer Licence (Paper)/UK Photocard Driving Licence (Full or Licence Number Provisional) **Expiry Date**

SUPPLEMENTARY PROOF OF IDENTITY (Part B) If either items (i) or (ii) above cannot be produced, then 2 of the following must be supplied instead

(iii) Pension/Child Issuing body/Government
Benefit/DSS/Disability Dept/Type of benefit
Allowance Benefit Book-or

| Allowance Benefit Book-or original notification letter from the Benefits Agency confirming the right to benefits | Reference Number | |
|--|--|--|
| | Issue Date. If no issue date, then date on the last payment slip | |
| (iv) Bank/Building Society/Credit Card/Credit Union Statement or Passbook | Company name | |
| No more than 3 months old | Sort Code and Customer account number | |
| | Date issued | |

| (v) Current shotgun/firearm certificate | Issuing police authority | |
|---|--|--|
| | Certificate number | |
| | Expiry date | |
| (vi) Latest Notification of Tax coding | Tax reference number | |
| | Date issued | |
| (vii) Credit Card/Debit Card/Cheque Guarantee Card | Issuer | |
| | Primary Account No. (16 digits) | |
| | Expiry Date | |
| (viii) Major Employers Identity Card/HM Forces/Police Identity Card (with photograph) | Employer's Name | |
| | Employee or Staff No. none, then Department name | |
| | Expiry date. If no Expiry date, then date seen | |
| (ix) Utility Bill (not a mobile telephone bill) | Company Name | |
| No more than 3 months old | Customer Ref or account number | |
| | Date of bill | |

PROOF OF ADDRESS (Part C)

| FULL ADDRESS Client A | | | |
|---|---------------------------------------|----------------------|--------------------------|
| FULL ADDRESS Client B | | | |
| Proof of Address: Any 2 of the following if not used for proof of identity | Details to be Recorded | Complete Client A | details here Client B |
| (i) Bank/Building Society/Credit Card/Credit Union Statement or Passbook containing current address No more than 3 months old | Company name | | |
| | Sort Code and Customer account number | | |
| | Date issued | | |
| (ii) Current full UK Driving Licence (Paper)/UK Photocard Driving Licence (Full or Provisional) | Issuer | | |
| | Licence Number | | |
| | Expiry Date | | |
| (iii) Council Tax Bill for current tax year | Authority's name | | |

| | Customer Reference number |
|---|---|
| | Date issued |
| (iv) Local Council rent card or Tenancy Agreement | Council or Landlord's name |
| | Reference number |
| | Expiry date. If no expiry date, start date or date signed |
| (v) Utility Bill (not a mobile telephone bill) | Company Name |
| No more than 3 months old | Customer Ref or Account Number |
| | Date of Bill |
| (vi) The most recent original mortgage statement from a | Lender |
| recognised lender | Account number |
| | Date of Statement |
| (vii) Recent Inland Revenue Documentation e.g latest | Tax Reference No |
| Notice of Coding | Date issued |
| (viii) Known Housing Association rent card or tenancy agreement | Housing Association Name |
| | Reference Number |
| | Expiry date. If no Expiry date, start date or date signed |
| (ix) Latest TV/Vehicle Licence Reminder | Issuing Company |
| | Reference No./Vehicle details |
| | Renewal Date |
| | |

| I/We enclose the <u>original</u> documents referred to herein for verification by you and return as soon as possible. I/We confirm that the information and contents in this form may be disclosed to relevant third parties | | | | |
|--|---|---------------------|--|--|
| DATE: | CLIENTS' FULL NAMES: (in capitals please) | CLIENTS' SIGNATURE: | | |
| | | | | |