

IDENTITY, PROOF OF ADDRESS GUIDANCE & SOURCE OF FUNDS

Acceptable forms of ID for INDIVIDUALS (including Company Principals)	
1 photo ID must be provided	<ul style="list-style-type: none"> Unexpired and signed Passport Unexpired UK/EEA Photocard Driving Licence EAA Member state identity card Police or other Government Department ID card
1 address ID must be provided	<ul style="list-style-type: none"> Utility Bill (not more than 3 months old) i.e. electricity, gas, landline phone (not mobile phone or satellite/cable TV) Water Bill (not more than 3 months from the 'date of issue' at the time of being used) Bank, Building Society or Credit Union statement (not more than 3 months old) or passbook containing your current address House or Motor Insurance Certificate Rent Book or Tenancy Agreement Recent HMRC self-assessment statement or tax demand Solicitor's letter confirming recent house purchase
Other acceptable ID	<ul style="list-style-type: none"> Marriage certificate where the client has recently married but not yet made the appropriate changes to their documentation. Birth Certificate, NHS Medical Card or Young Person's Pass if the client is under 18 years of age.

Acceptable forms of ID for COMPANIES		
1 <u>and</u> 2 must be provided	1. Company Identification	Please provide the Company's 'Certificate of Incorporation' and documentation indicating shareholdings. If you are unable to provide a copy of this please let us know as we can obtain one from Companies House.
	2. Company Principals' Identification	The Company Principals are commonly:- <ul style="list-style-type: none"> 2 Directors of the Company 1 Director and a Company Secretary; and those with a 25% or more shareholding of the company. The Principals must provide the identification detailed under INDIVIDUALS above.

How ID may be provided to us		
Certified Photocopies	<ul style="list-style-type: none"> The black and white copies MUST be certified by either a UK solicitor, banker, Post Office (providing an ID checking service), chartered accountant, doctor, police officer or British Embassy official. The certification must include their full name, occupation, employment address, contact telephone number, signature and date of certification. 	
Original Documents	Attendance at our Office	We can take certified copies for our records whilst you are in the office.
	In the post	You may send to us your original identification (we would recommend by tracked mail) only if you have met one of the fee earners in the firm face to face which will allow them to make certified copies. Any original identification will be returned to you by tracked mail.

Source of funds	
Copy of Bank Statement	<ul style="list-style-type: none"> Please provide a copy of a statement from the bank account that will be used for this transaction.
Changes made during the transaction	<ul style="list-style-type: none"> We will NEVER change our bank account during the course of a transaction. Should you want use an alternative bank account to that originally provided we will be required to make further checks which may delay your transaction.

- In addition to the documents requested above, we will undertake an **electronic identity check** of each individual and company at no cost to you. We reserve the right to perform as many checks as required to comply with the law in checking your identity and to pass onto you any fees we incur for completing such checks.
- If you have not yet provided identification as requested, **our agreement to act is subject to the provision of satisfactory identification.**