

CLIENT IDENTITY

Requirements under UK Finance Mortgage Lenders' Handbook,
The Money Laundering, Terrorist Financing and Transfer of
Funds (Information on the Payer) Regulations 2017;
And as required by our professional Regulators

Each client is to provide one document from List A below and one document from List B.

List A

- a valid passport; or
- a valid H M Forces identity card with the signatory's photograph; or
- a valid full UK Photo-card driving licence.

List B

- a UK bank statement dated within the last 3 months
- a utility bill showing your name and address dated within the last 3 months
- a council tax bill for the current financial year
- a council rent book or statement showing rent payments for the last 3 months
- a Solicitors' letter dated within the last 3 months confirming the completion of your house purchase
- H M Land Registry document bearing your name and address
- HMRC correspondence for the current financial year bearing your name, address and national insurance number
- a mortgage statement for the last mortgage accounting year; or
- a firearm and shot gun certificate

Your options for providing these documents are as follows:-

- 1. Bring your original documents to us in person.** We will take copies and give the originals straight back to you. Each individual client must attend with their ID in order for us to complete the ID verification process

OR

- 2. Send certified copies of the original documents to us.** You can take your original ID documents to a Solicitor, Licensed Conveyancer, Chartered Legal Executive, Notary Public or Commissioner for Oaths located in your area and have them provide certified copies of your original documents. They must confirm that they have seen the original documents and, in the case of documents from List A, they must also confirm that the photograph is a true likeness of you. The certifier must provide their name, address, profession, address of employer and a contact telephone number.

Electronic ID check. Once we have your ID documents we shall undertake an electronic identification check to verify your identity and address. There will be a charge of £6 plus VAT for this search.