

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

### **List B**

- a firearm and shot gun certificate; or
- a receipted utility bill less than three months old; or
- a council tax bill less than three months old; or
- a council rent book showing the rent paid for the last three months; or
- a mortgage statement from another lender for the mortgage accounting year just ended; or
- a cheque guarantee card, credit card (bearing the Mastercard or Visa logo) American Express or Diners Club card, debit or multi-function card (bearing the Switch or Delta logo) issued in the United Kingdom with an original account statement less than three months old.

**Your options for providing these documents are as follows:-**

**1. Attend at our offices with your own original documents.**

We will take copies, certify them and give the originals straight back to you. Each client must attend with their own ID.

**2. Electronic ID check.**

If you are not able to attend with your original documents then send us copies of your documents and we will carry out an electronic ID check. There is a charge of £12.50 plus VAT per person. This will be added to your final account.

**3. Have copies of your original documents certified and send the certified copies to us.**

Documents may be certified by any Solicitor, Licensed Conveyancer, Chartered Legal Executive, Notary Public or Commissioner for Oaths who is not related to you. They must confirm their full name, address, profession, address of their employer and their telephone number. **When certifying a copy of the photographic evidence, the certifying professional must also confirm that the photograph is a true likeness of you.**

**If you are in difficulty in providing the documents requested please contact us straight away.**