

## IDENTITY VERIFICATION

We are required by law to confirm your identity, address and source of funds for Anti-Money Laundering purposes prior the account opening.

For clients residing in the countries listed in table 1, the documentation requirements are:

- **One** from list **A** - **Certified** government-issued identification documents
- **One** from list **B** - Original or **certified** documents for address verification

For client residing outside the countries listed in table 1, the documentation requirements are:

- **One** from list **A** - **Certified** government-issued identification documents
- **Two** from list **B** - Original or **certified** documents for address verification

**Table 1** - EU/EEA Member States and Equivalent Jurisdictions

Austria	Germany	Jersey	Romania
Australia	Gibraltar	Latvia	Singapore
Belgium	Greece	Liechtenstein	Slovakia
Bulgaria	Guernsey	Lithuania	Slovenia
Canada	Hong Kong	Luxembourg	Spain
Cyprus	Hungary	Malta	Sweden
Czech Republic	Iceland	Netherlands	Switzerland
Denmark	Ireland	New Zealand	U.S.A
Estonia	Isle of Man	Norway	United Kingdom
Finland	Italy	Poland	
France	Japan	Portugal	

The following documents are acceptable from the below lists:

### **List A**

**Certified** government-issued identification documents:

- Valid passport
- Valid photo-card driving license (full or provisional)
- Photographic National Identity card (non-UK nationals)
- Photographic UK Firearms certificate or shotgun license

### **List B**

**Original or certified documents** for address verification dated within 3 months of the application:

- Original current council tax demand letter, or statement
- Original current bank statement (internet statement not accepted)
- Original utility bill statement – Gas, Water or Electric (internet statements not accepted)
- Valid photo-card driving license (full or provisional with full address)

All documentation provided should be in the English Language. Where this is not possible, a translation is required please see Translation section on page 2 for correct certification wording.

## DOCUMENT CERTIFICATION/TRANSLATION

### CERTIFICATION

All non-original documentation must be correctly **certified** as detail below, if this is not correctly completed this will cause delays in the account opening:

See below table for acceptable certifiers for identification documentation:

<u>UK</u>	<u>Non UK</u>
<ul style="list-style-type: none"> <li>• Director, Officer or Manager of a regulated financial services business</li> <li>• Approved Financial Professional</li> <li>• Member of Parliament (MP)</li> <li>• Magistrate</li> <li>• Local Councillor</li> <li>• Lawyer</li> <li>• Civil servant (permanent)</li> <li>• Chartered Accountant</li> <li>• Post Office – Post Master</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Officer or Manager of a regulated financial services business</li> <li>• Approved Financial Professional</li> <li>• Official of an Embassy or Consulate</li> <li>• High Commissioner</li> <li>• Member of the judiciary</li> <li>• Lawyer or notary public</li> <li>• Civil servant (permanent)</li> <li>• Actuary</li> </ul>

The required wording for certification on each photographic identification must be:

**“Certified to be a true likeness and copy of the original seen by me”**

The required wording for certification on for non-photographic identification must be:

**“Certified to be a true copy of the original seen by me”**

Accompanying the above wording should clearly state the following details of the certifier:

<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of certification</li> <li>• Position Held</li> <li>• Signature</li> </ul>	<ul style="list-style-type: none"> <li>• Address</li> <li>• Contact details</li> <li>• Official stamp of their office, if possible</li> </ul>
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All certifications must be dated within 3 months of the application and we cannot accept a certified copy of a copy.

**NB: Self Certification is not permitted in any circumstances**

### TRANSLATION

The required wording for certification of a translation must be:

**“Certified to be a true and accurate translation of the original seen by me”**

<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of certification</li> </ul>	<ul style="list-style-type: none"> <li>• Address</li> <li>• Signature</li> </ul>
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We reserve the right to make any additional enquiries considered necessary to confirm each applicant’s identity and to decline any application.