

Customer Verification Form

A fully complete Customer Verification Form must be supplied in all cases

Section 1 Proof of Identity

We require proof of identification for all applicants. We will attempt to establish identity by electronic means however when we are unable to do this, we will require documentary evidence. The electronic identification search is not a credit search, it will not be visible to other organisations and it will not affect the individual's credit rating.

Where we have confirmed that documentary evidence of identity is required, you must supply one of the following combinations of documents:

One from Section A,

OR

One from Section B AND one from Section C

Application Details

	Applicant 1	Applicant 2
Applicant Name		
Application Number		

Section A (please tick the document being used)

Full (signed) UK Passport					
Non-UK (signed) Passport					
UK issued travel document (signed) and Grant of Asylum letter (both items required)					
UK Photo Card Driving License (signed)					
UK Provisional Photo Card Driving License (signed)					
UK issued Firearm Certificate/Shotgun License					
Document Reference					
Issued by					
Issue/Expiry Date (DD/MM/YY)	/ /		/ /		

Section B (please tick the document being used)

UK (signed) Paper Driving License – Old Style					
State Benefit Notification Letter (Tax Credit Notifications are not acceptable)					
Latest HMRC Tax Coding Notice					
HM Forces Identification Card					
Document Reference					
Issued by					
Issue Date (DD/MM/YY)	/ /		/ /		

Section C (please tick the document being used)

Bank/Building Society Statement					
Utility Bill (excluding mobile phone and catalogue / mail order)					
Credit Card Statement					
State Benefit Notification Letter (Tax Credit Notifications are not acceptable)					
Most recent Lender Statement*					
Current Local Authority Council Tax Notification*					
Document Reference					
Issued by					
Issue Date (DD/MM/YY)	/ /		/ /		

Documents from Section C must be dated within the last 3 months except where indicated by an (*) and must contain the applicant's full name and address.

Section 2 Proof of Residence

We require proof of residence for all applicants. We will attempt to establish residence by electronic means, in the form of a full credit search which will be visible to other organisations and this will affect the individual's credit rating.

When we are unable to do this, we will require documentary evidence in the form of one of the documents from Section D below.

	Applicant 1	Applicant 2
Applicant Name		
Application Number		

Section D (please tick the document being used for each applicant)

HM Forces Identification Card						
Bank/Building Society Statement						
Utility Bill (excluding mobile phone and catalogue/mail order)						
Credit Card Statement						
State Benefit Notification Letter (Tax Credit Notifications are not acceptable)						
UK Photo Card Driving License (signed)*						
UK Provisional Photo Card Driving License (signed)*						
Latest HMRC Tax Coding Notice*						
Most recent Lender Statement*						
Current Local Authority Council Tax Notification*						
Document Reference						
Issued by						
Issue Date (DD/MM/YY)		/ /		/ /		

Documents must be dated within the last 3 months except where indicated by an (*) and must contain the applicants full name and address. NOTE: The same document cannot be used for both Proof of Residence AND Proof of Identification.

Section 3 Intermediary Notes

You must have sight of the original documents supplied by the applicants and retain your own copies of any records and documentation which is gathered in terms of Customer Due Diligence (CDD) in line with JMLSG guidance. We may at any time contact you to request details of your CDD processes and/or copies of your records, including identification documents. If for any reason, you are unable to provide us with the requested documents, we may take steps to remove you from our introducer panel.

Where we require you to provide copies of the documents being used, you must certify them appropriately. Where photographic identification is being supplied and the transaction has been conducted on a 'Face to Face' basis, you must also confirm that the photograph is a 'true likeness' of the individual. The certification must clearly state your full name, the name of the firm you represent, the FCA number of the firm and be signed and dated.

Section 4 Intermediary Details (to be completed by the person who has seen and certified the documents)

I/We confirm that we have verified the identity of the applicant(s) to a standard which is compliant with UK Money Laundering Regulations and JMLSG guidance.

Name		
Firm Name		
Position		
FCA number		
Date (DD/MM/YY)	/ /	/ /
Signature		