



## Money Laundering Requirements

In order to process applications for new clients, we require evidence of the individual's identity and address. This is to prevent fraud and has been a legal requirement since March 1st 2004 under the Money Laundering Regulations 2003 and the Proceeds of Crime Act

To satisfy our Money Laundering Requirements we require a certified photocopy of one document from each of the two lists below.

### List A: Verification of Identity

Passport

Photocard Driving Licence

(If neither of the above are available we will accept a birth or marriage certificate)

### List B: Verification of Address (Must have be dated within the last 3 months)

Bank statement

Utility bill

Benefits/Tax documents

Pay slips

To certify your documents, you will need a responsible person (please see the list below) to print their name, occupation and contact number and sign and date under the following statement. "I hereby certify that this is a true and exact copy of the original document." on the photocopied document. The signatory will need to see the original document as well as the photocopy in order to ensure it is an exact copy.

### Responsible Persons:

Family GP

Accountant

Civil Servant

Teacher

Employer

Post Office Branch Employee

Police Officer

Solicitor

As previously stated, we are obligated by law to obtain this information and do apologise for any inconvenience caused. We provide our assurance that this is a once only process and thank you for taking the time to verify your address and identity.