

Anti-Money Laundering Certificate

This form should be used to certify that the identity of a private individual has been verified.
This form should not be used for companies or trusts.

Name of applicant (in full):	
Date of birth:	
Address of applicant (including postcode): (also add the previous address if the applicant has changed address in the last 3 months)	

I / we certify that:

- a) this is a **face to face / non face to face** application (**delete as applicable**); and
- b) (please tick the box beside either Section A or Section B)

Section A

I / we have verified the identity of the Applicant and, having:

- a) seen the original documents;
- b) checked that any requiring a signature were pre-signed; and
- c) confirmed that any associated photograph of the applicant bore a good likeness to the applicant,

have included the relevant reference information or certified documentary evidence on/with this certificate.

Tick

Section B

I/We have not verified the identity of the Applicant for the following reason(s):

Tick

Full name of Firm:	
If you are an Appointed Representative, please name your Network principal here.	
Your firm's FSA Reference No:	

Name:	
Position:	
Signature:	
Date:	

This certificate can only be signed by the person who has seen the original documentary evidence.

EVIDENCE OF NAME				
Document	Ref No / Account No	Other information	Date of	Certified copy attached? (2)
Current Full Signed Passport		Place of Birth	Expiry	
Resident Permit issued to EU Nationals by Home Office (8)			Expiry	
Current UK/EU Photo Driving Licence (1) or a blue disabled driver's pass			Issue	
Current Full UK Driving Licence (old style) (1)			Issue	
Shotgun / Firearms Certificate		Issuing authority:	Issue	
State Pension or Benefits Book/notification letter (1)		Issuing authority:	Issue	
Sub-contractors Certificate (3)		Issuing authority:	Issue	
Inland Revenue tax notification (4)		Type:	Issue	

EVIDENCE OF ADDRESS (two items are required for non face to face customers)					
Documents	Ref No / Account No		Premises Entered?	Date of	Certified copy attached? (2)
Solicitor letter confirming completion of house purchase or land registration (5) (6)				Letter	
Electoral Roll Check (5)					
		Name of	Address current?		
Most Recent Mortgage Statement		Lender	Yes / No		
Current Local Authority Tax Bill		Authority	Yes / No		
Local Authority rent card or tenancy agreement		Authority	Yes / No		
Bank/Building Society/Credit Union / credit card statement or passbook (7)		Issuer	Yes / No		
House or Motor Insurance Certificate		Issuer	Yes / No		
Utility Bill (not mobile phone) (7)		Utility	Yes / No		
Current UK/EU Photo Driving Licence (1)		Country of issue	Yes / No		
Current Full UK Driving Licence (old style) (1)			Yes / No		
State Pension or Benefits Book/notification letter (1)		Issuing Authority	Yes / No		

Notes

- (1) These items may be used to evidence address or identity but **NOT** both.
- (2) When attaching certified copies of the evidence, please also record the relevant details on this sheet as this will help with record keeping in the event that copy documents become detached from the certificate.
- (3) For self-employed persons in the construction industry – tax exemption certificate with photograph (C1S4 and C1S6)
- (4) The document must be issued by the Inland Revenue. A P45 & P60 issued by an employer is not acceptable.
- (5) A certified copy of the search must also be submitted if you are relying on this as evidence of address.
- (6) The previous address should also be verified if the applicant has been at the current address for less than 3 months.
- (7) Bank statements, credit card statements or utility bills should be no more than three months old.
- (8) Only on sight of their own country's passport.