



## AML Guidance Notes

To comply with the Anti-Money Laundering Regulations, we require 1 item from List A and 1 item from List B from each client.

*- This includes any Joint purchasers or transactions made from Joint Account holders.*

### List A - Proof of ID

**CLOSE UP, CLEAR, COLOUR COPIES/PHOTOGRAPHS ARE REQUIRED OF PASSPORTS.**

**FOR ALL CARDS, CLOSE UP, CLEAR, PHOTOGRAPHS OF THE FRONT AND BACK OF THE CARD ARE REQUIRED (please ensure the front and back are sent as two separate documents).**

- Current Passport
- EEA member state identity card, EEA member states include: Austria; Belgium; Denmark; Finland; France; Germany; Greece; Iceland; Italy; Liechtenstein; Luxembourg; Netherlands; Norway; Portugal; Spain; Sweden; and UK; Current (In Date)
- Current UK or EEA photo-card driving licence
- National identity card containing a photograph of the individual

### List B - Address Identity

*Address identity must be dated within the last 3 months for quarterly bills and in date for annual bills.*

- Confirmation from the electoral register search that a person of that name lives at that address;
- Recent utility bill, statement or a certificate from utilities supplier confirming an arrangement to pay for services on a prepayment terms (We do not accept mobile telephone bills.);
- Local tax bill for the year;
- Bank, Building Society, Credit Union statement or Passbook containing current address; Please note we cannot accept Credit Card Statements
- A recent copy of the mortgage statement from a recognised lender;
- Solicitor's letter confirming recent house purchase or land registry confirmation of address;
- House or motor insurance certificate

### For Companies

*For transactions in a company name we require:*

- A copy of the Company's Certificate of Incorporation (or equivalent for an overseas company)
- A copy of the Company's Register of Directors
- A copy of the Company's Register of Shareholders
- ID and POR for any shareholders holding more than 15% of the shares in the company

Each such Shareholder will also need to complete and sign a form of Consent to enable us to verify their photo ID and address.

**PLEASE NOTE: All documents must be in English. If not, they must be translated by a registered professional translator who is traceable on the internet. e.g. Solicitor, Notary Public Specialist or Legal Document Translation Services.**