

## Proof of identity – ([Proof of identity checklist - GOV.UK \(www.gov.uk\)](http://www.gov.uk))

### Money laundering regulations

The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 require appropriate identity (ID) evidence to be provided when certain transactions take place.

### Proof of identity and address checklist for individuals

The following are the documents we accept. You cannot use one form of identification for both name and address. For example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a utility bill.

#### Proof of name

#### Proof of address

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**Current signed passport**

Utility bill (gas, electric, satellite television, landline phone bill) issued within the last three months

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**Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)**

Local authority council tax bill for the current council tax year

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**EEA member state identity card (which can also be used as evidence of address if it carries this)**

Current UK driving licence (but only if not used for the name evidence)

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**Current UK or EEA photocard driving licence**

Bank, Building Society or Credit Union statement or passbook dated within the last three months and posted to your address

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**Driving licence (Full or Provisional)**

Original mortgage statement from a recognised lender issued for the last full year

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**Photographic registration cards for self-employed individuals in the construction industry -CIS4**

Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address

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**Benefit book or original notification letter from Benefits Agency**

Council or housing association rent card or tenancy agreement for the current year

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**Firearms or shotgun certificate**

Benefit book or original notification letter from Benefits Agency (but not if used as proof of name)

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**Residence permit issued by the Home Office to EEA nationals on sight of own country passport**

HMRC self-assessment letters or tax demand dated within the current financial year

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**National identity card bearing a photograph of the applicant**

Electoral Register entry  
or  
NHS Medical card or letter of confirmation from GP's practice of registration with the surgery

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## Documents we will not accept include, but are not limited to

- Mobile phone bills
- Credit card / Store card statements
- Letters from debt collection agencies

## Proof of identity checklist for companies and other legal structures

| Legal structure   | Corporate ID required  | Individual ID required  |
|---|--|---|
| <b>A company (including a UK LLP) which is not listed on a regulated market such as the London Stock Exchange</b> | copy of certificate of incorporation<br>or<br>copy of filed audited accounts<br>or<br>details of current company officers (i.e. directors and company secretary) and shareholders  | Identity evidence for a) the individual dealing with the transaction and b) all other individuals or entities with 25% or more of the shares or voting rights in the company (see proof of identity checklist for individuals below)  |
| <b>A company (including a UK LLP) which is listed on a regulated market such as the London Stock Exchange</b>     | copy of a dated page from the website of the relevant stock exchange<br>or<br>photocopy of the listing in a reputable daily newspaper  | Identity evidence for a) the individual dealing with the transaction and b) all other individuals who exercise management control (see proof of identity checklist for individuals below)   |
| <b>A partnership of non-regulated professionals (except an LLP) with five or less partners</b>                    | none (see the separate checklist for individuals)  | Identity evidence for a) the individual responsible for the transaction and b) all other individual partners (see proof of identity checklist for individuals below)  |
| <b>A partnership of non-regulated professionals (except an LLP) with six or more partners</b>                     | name of partnership<br>or<br>trading address<br>or<br>registered address (if any)<br>or<br>nature of business<br>or<br>recent audited accounts<br>or<br>list of all partners<br>or<br>list of all those with voting rights indicating their voting stake | Identity evidence for a) the partner responsible for the transaction and b) one other partner and c) all other individuals who (directly or indirectly) are entitled to, or control, 25% or more of the capital, profits or voting rights (see proof of identity checklist for individuals below) |
| <b>A partnership of regulated professionals</b>   | entry of details held by a relevant professional body  | Identity evidence for a) the lead partner, b) one other partner, and c) all other individuals who   |

| Legal structure                                     | Corporate ID required   | Individual ID required   |
|---|---|--|
| <b>(except an LLP) such as a firm of solicitors</b> |   | (directly or indirectly) are entitled to, or control, 25% or more of the capital, profits or voting rights (see proof of identity checklist for individuals below)   |
| <b>A trust</b>                                      | list of trustees<br>or<br>list of beneficiaries or class of beneficiaries<br>or<br>copy of the trust document   | Identity evidence for a) the trustee with responsibility for the transaction, and b) one other trustee, and c) all individuals or entities who: 1) have a specific interest in 25% or more of the capital of the trust property; or 2) have control over the trust; or 3) belong to a class of person whose main interest benefits under a trust which does not entirely operate for the benefit of specific individuals (see proof of identity checklist for individuals below) |
| <b>Other legal structures set up by law</b>         | any document which establishes, manages or regulates the structure<br>or<br>a list of any individuals who benefit (if applicable) or a list of the classes whose main interest is served by the structure | Identity evidence for all individuals or entities who: 1) are beneficiaries of 25% or more of the property where the individual beneficiaries have been determined; or 2) fall into a class of person whose main interest benefits under the structure where individuals in that class are not determined; or 3) control 25% or more of the structure or of the property under the structure (see proof of identity checklist for individuals below)                             |