



IDENTITY VERIFICATION

Satisfactory evidence of ID is essential for us to act for you. It is our professional and legal duty to verify this information. Delays in providing this evidence can cause delays in the progression of your case – so please help us to keep your case on track by providing the requested information without delay.

Section I: Individual verification

Category A	Category B
Current UK photocard drivers licence Current UK passport Foreign passport or identity card Armed Forces identity card Police Warrant card	Council Tax bill Original bank/building society/mortgage statement Original credit card statement Original Gas, Electricity or Water statement HMRC tax notification Firearms certificate State pensions/benefits book or notification letter Local council/housing association rent card or tenancy agreement Please note the following are not acceptable: <ul style="list-style-type: none">• Mobile phone statement• Printed online copy bank/credit card statement• Documents more than 3 months old

For individuals please supply:

- One photographic document in category A which verifies name and date of birth; **AND**
- One document in category B which verifies name and address and which is not more than 3 months old.

You cannot use the same document to confirm both name and address.

If you are unable to produce, any documents on the lists please let us know and we will discuss alternative identity verification routes with you. Please ensure that **any** documentation sent by post is **certified** first as per the instructions in Section 3.

Acting for others

If you are acting on behalf of another person we will require:

- ID as per the lists above for you
- ID as per the lists above for the person you are acting for
- Power of Attorney/Lasting Power of Attorney or other letter of authority to act on the person's behalf

Note: if you are acting as Executor or Personal Representative then we only need to see your ID (not that of the deceased), together with an original copy of the Probate/Letters of Administration.

Section 2: Corporate and other verification

For companies, partnerships etc the following rules apply.

Entity or arrangement type	Evidence of identity	Evidence of beneficial ownership
LLP or professional regulated partnership	Copy of the partnership's listing, including address, in the professional body directory	ID as per Section 1 of any partner who has more than 25% of the capital or profits of the partnership or more than 25% of the voting rights or any other person with control over the partnership
Non regulated partnership	Evidence of: (i) Partnership name (ii) Trading address (iii) Confirmation of nature of business	ID as per Section 1 of any partner who has more than 25% of the capital or profits of the partnership or more than 25% of the voting rights or any other person with control over the partnership
Company listed on Stock Exchange	Copy of the dated page of the website of the relevant stock exchange showing the listing	Not required
Wholly owned subsidiary of listed company (as above)	Copy of the dated page of the website of relevant stock exchange for subsidiary and parent company and evidence of the parent/entity relationship	Not required
Private company	Companies House listing showing incorporation number, list of Directors, list of Shareholders and registered office.	ID as per Section 1 of any individual who owns more than 25% of voting rights or otherwise exercises control over the management of the company
Trust	If the trust is a company, then the ID requirements listed above for companies should be followed. If the trust is an individual, then the ID requirements listed above for Individuals should be follows	Please: (i) provide a list of the names of all trustees (ii) name any individual with a specified interest of at least 25% in trust capital or who controls the trust

Entity or arrangement type	Evidence of identity	Evidence of beneficial ownership
	If there are multiple trustees then the ID of at least 2 trustees should be made available	(iii) describe the class of persons in whose main interest the trust operates
UK Public Authority (including local government)	No ID required	Not applicable
Other public body	Evidence required of: (i) name (ii) registered address and trading address (iii) nature of business (iv) type of public body	Please provide names of individuals instructing the legal practice and evidence of their authority to instruct us
Charity	Registered – listing at Charity Commission will be checked Not registered – please supply evidence of the constitution, trust documents or other business structure	Registered: not required Non-registered: evidence of ID for those with control of at least 25% of the property of the charity
Club or Association	Copy of at least one of the following should be made available: (i) Articles of Association or Constitution (ii) Statement of affairs from a financial institution (iii) Recent audited accounts The evidence provided must show: • full name of the association • any registered address • names of all office holders	Please: (i) provide names of any individuals who benefit from or control at least 25% of the property of the association (ii) describe the class of persons in whose main interest the club or association is operated
Pension fund	Please provide at least one of the following: (i) the Master Pension Trust Deed (ii) any consolidating or amending Deed for the scheme	Not applicable



Thank you for your assistance