

Customer Identification

As with other professional service firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes, and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the engagement.

We now offer three ways of providing this evidence:

Method One - Attendance at our office

You will need to attend, by appointment, during office hours, and bring originals from the list of acceptable documents, which can be found in Appendix One. We will copy and certify. This procedure will take no more than 15 minutes of your time. There is no charge for this service.

Method Two - Certification by authorised person

This certification should be completed only if you are unable to attend our office for certification and where agreed with us first, in which case certification of identification may be carried out by a UK lawyer, banker, authorised financial intermediary, doctor, minister of religion, teacher, police officer or British Embassy official. You will need to provide certified copies of documents. The list of acceptable documents, can be found in Appendix Two. Please note that, should any documents not fully comply with the conditions, they will be returned by us, which will cause delays. In addition, some certifiers make a charge.

Method Three - Electronic verification

You will need to complete a simple form and send to us. We will process the verification process using an online system, operating Experian Authenticate. This process will minimise delays in obtaining evidence, and you will not be required to show original documents, nor obtain certification. We make a nominal charge for this service to cover our disbursement. The required form can be found in Appendix Three.

Appendix One – Attendance At Jackson & Jackson Office

The following is a list of acceptable documents – **originals only**. We require two different types of documentation, one from List A and one from List B. You must not use the same item to confirm both identity and address.

List A – Identifying you	List B – Confirming your address
Current signed Passport	Current (within the last 3 months) bank statements, or credit/debit card statements issued by a regulated financial sector firm in the UK, or EU (but not those printed off the internet)
Current EU or UK photocard Driving Licence (Provisional or Full)	Recent (within last 6 months) utility bill (gas, water, electricity, telephone only, but not mobile phone bills. Must be bill or statement, not correspondence)
Current EU National Identify Card or Northern Ireland voter's card	Current UK photocard Driving Licence (Provisional or Full)
Other recognised identity card such as an Armed Forces Identity Card, Police Warrant Card or Photo Student Identification/Matriculation Card (from a recognised university or college)	Current Full UK Driving Licence (old style paper version, not provisional)
Current Full UK Driving Licence (old style paper version, not provisional)	Council tax bill or payment book (valid for the current year)
Birth Certificate (persons 20 years old and under)	Recent mortgage statement (within last 12 months) from a recognised lender
Inland Revenue tax notification e.g. tax assessment, statement of account, notice of coding (but not employer issued documents, such as P45, P60 or P11D), issued within last 12 months, and showing NI number	Current local council rent card or tenancy agreement (private tenancy agreements are not acceptable)
Benefit Book or original notification letter confirming right to State Pension or Benefits	Benefit Book e.g. Pension Book of Benefits Agency original notification letter
	Solicitor's letter confirming recent house purchase or land registry confirmation (previous address should be verified)

Appendix Two – Third Party Certification

Certification of identification may be carried out by specific individuals who may charge for this service. **They must complete the Certificate of Identification which follows.**

They must be one of the following - UK lawyer, banker, authorised financial intermediary, doctor, minister of religion, teacher, police officer or British Embassy official. They must not be connected with your organisation.

The following is a list of acceptable photocopied documents. For each individual we require two different types of documentation, one from List A and one from List B. You must not use the same item to confirm both identity and address.

List A – Identifying you	List B – Confirming your address
Current signed Passport	Current (within the last 3 months) bank statements, or credit/debit card statements issued by a regulated financial sector firm in the UK, or EU (but not those printed off the internet)
Current EU or UK photocard Driving Licence (Provisional or Full)	Recent (within last 6 months) utility bill (gas, water, electricity, telephone only, but not mobile phone bills. Must be bill or statement, not correspondence)
Current EU National Identify Card or Northern Ireland voter's card	Current UK photocard Driving Licence (Provisional or Full)
Other recognised identity card such as an Armed Forces Identity Card, Police Warrant Card or Photo Student Identification/Matriculation Card (from a recognised university or college)	Current Full UK Driving Licence (old style paper version, not provisional)
Current Full UK Driving Licence (old style paper version, not provisional)	Council tax bill or payment book (valid for the current year)
Birth Certificate (persons 20 years old and under)	Recent mortgage statement (within last 12 months) from a recognised lender
Inland Revenue tax notification e.g. tax assessment, statement of account, notice of coding (but not employer issued documents, such as P45, P60 or P11D), issued within last 12 months, and showing NI number	Current local council rent card or tenancy agreement (private tenancy agreements are not acceptable)
Benefit Book or original notification letter confirming right to State Pension or Benefits	Benefit Book e.g. Pension Book of Benefits Agency original notification letter

Appendix Two – Third Party Certification (Certificate of Identification)

Applicant's Details (as confirmed by List B documentation)

Complete in BLOCK CAPITALS

Full Name	
Title	
Full Address	
Postcode	

Certification Details

Name of the person certifying the documentation	
Employment address	
Contact Telephone	
Occupation	
Professional	
Trade/Industry Association No.	

I confirm that I have seen an original List A and List B document belonging to the Applicant. A photocopy of each individual document has been taken and annotated "original seen", and signed by me. Where the document has a photographic image, the photocopy has been annotated "original seen, copy provides a good likeness of the applicant", and is signed by me.

The certifier must also sign and date the photocopies and record his/her name.

Signature	Date
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Appendix Three – Electronic Verification

How will you verify?

Verification will be carried out by an authorised staff member of Jackson & Jackson, using an agent operating Experian Authenticate. Various data sources are accessed. This service fully complies with Data Protection regulations, and the Joint Money Laundering Steering Group (JMSLG). There is a nominal charge for this service.

What information do you require?

Please fully complete the questionnaire below, sign and date the form, and send to us with full payment.

Title

Forenames

Surname

Date of birth

Gender

Address

Postcode

Other Addresses within last three years

Authority

I confirm that the above data is correct. I agree to electronic money laundering checks being carried out, now and periodically as required by legislation.

Signed: _____

Dated: _____