

## Customer Identification – Third Party Certification

### Why do you need evidence of my identity?

Jackson & Jackson are required to obtain evidence of your identity to comply with The Money Laundering Regulations 2007, The Proceeds of Crime Act 2002, and The Terrorism Act 2000.

All clients are required to comply with these regulations - by asking for these documents, we are not suspecting you of money laundering.

### Who may carry out 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 attached.**

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.

### What documents will you accept?

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
<i>Acceptable photo identity</i>	<ul style="list-style-type: none"> <li>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)</li> </ul>
<ul style="list-style-type: none"> <li>Current signed Passport</li> </ul>	<ul style="list-style-type: none"> <li>Recent (within last 6 months) utility bill (gas, water, electricity, telephone only, but not mobile phone bills. Must be bill or statement, not correspondence)</li> </ul>
<ul style="list-style-type: none"> <li>Current EU or UK photocard Driving Licence (Provisional or Full)</li> </ul>	<ul style="list-style-type: none"> <li>Current UK photocard Driving Licence (Provisional or Full)</li> </ul>
<ul style="list-style-type: none"> <li>Current EU National Identify Card or Northern Ireland voter's card</li> </ul>	<ul style="list-style-type: none"> <li>Current Full UK Driving Licence (old style paper version, not provisional)</li> </ul>
<ul style="list-style-type: none"> <li>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)</li> </ul>	<ul style="list-style-type: none"> <li>Council tax bill or payment book (valid for the current year)</li> </ul>
<i>Acceptable non-photo identity</i>	<ul style="list-style-type: none"> <li>Recent mortgage statement (within last 12 months) from a recognised lender</li> </ul>
<ul style="list-style-type: none"> <li>Current Full UK Driving Licence (old style paper version, not provisional)</li> </ul>	<ul style="list-style-type: none"> <li>Current local council rent card or tenancy agreement (private tenancy agreements are not acceptable)</li> </ul>
<ul style="list-style-type: none"> <li>Birth Certificate (persons 20 years old and under)</li> </ul>	<ul style="list-style-type: none"> <li>Benefit Book e.g. Pension Book of Benefits Agency original notification letter</li> </ul>
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Solicitor's letter confirming recent house purchase or land registry confirmation (in such cases the previous address should be verified)</li> </ul>
<ul style="list-style-type: none"> <li>Benefit Book or original notification letter confirming right to State Pension or Benefits</li> </ul>	

## CERTIFICATION OF IDENTIFICATION

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. The person undertaking the certification must be contactable, and failure to complete full contact details will result in the form being returned.

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

Complete in **BLOCK CAPITALS**

<b>Full Name</b>	
<b>Title</b>	
<b>Full Address</b>	
<b>Postcode</b>	

### **Certification Details**

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

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". Where the document has a photographic image, the photocopy has been annotated "original seen, copy provides a good likeness of the applicant".

The certifier must also sign and date the photocopy and record their name, business address, professional qualification(s) and trade /industry association membership number.

<b>Signature</b>	<b>Date</b>
------------------	-------------