

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 offer two ways of providing this evidence:

Method One - Electronic verification

You will need to complete a simple form and send to us. We will process the verification process online with Veriphy Limited. The check does **not** leave a hard footprint against the client in the way that credit reports do. This process will minimise delays in obtaining evidence, and you will not be required to show original documents, nor obtain certification. We make a charge of £25, plus VAT for this service. The required form can be found in Appendix One.

Method Two - 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 Two. We will copy and certify. This procedure will take no more than 15 minutes of your time. Our charge is £35, plus VAT for this service.

Appendix One – Attendance At Jackson & Jackson Office

The following is a list of acceptable documents ó **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

Attendance At Jackson & Jackson Office – Certificate

Complete in BLOCK CAPITALS

Applicant to complete:

Full Name
Title
Full Address
Postcode

Jackson & Jackson to complete:

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.

Name _____

Signature _____ Date _____

Appendix Two – Electronic Verification

How will you verify?

Verification will be carried out by an authorised staff member of Jackson & Jackson, using Veriphy Limited. Various data sources are accessed. This service fully complies with Data Protection regulations, and the Joint Money Laundering Steering Group (JMSLG). There is a 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
Full previous residential address (if moved within last 12 months)
National Insurance Number <i>Please ensure you provide the full number which is <u>9</u> characters.</i>
Photo Driving Licence No. <i>Please ensure you provide the full number which is <u>18</u> characters.</i>
Please attach copy Passport photo page. {2 read lines are legible, i.e. the lines comprising letters, numbers and chevrons (not the passport number) and the passport expiry date.}