

Customer/ Client (individuals)

Full name	
Date of Birth	
Nationality	
Residential Address	

Evidence of name and address

(Tick to confirm evidence received and B below)

Evidence of name	<< >>
Evidence of address	<< >>

Risk Assessment

Risk level (circle relevant level)	Reasons for conclusion level	If risk level is medium or higher, describe action taken to mitigate the
Very low	<< >>	>
Low		
Medium		
High		
Very High		

If the risk is assessed as high, please

Certification

I have verified the identity of customer/client	
I have not verified the identity of customer/client	verifying customer/client identity:

S
A
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P
L
E

S

I have seen the original documents
Copies of the customer/client documents are attached to this form
Any photographs in the documents bore a good likeness to customer/client
Name of person giving this certificate
Position
Company
Telephone number
Signature
Date

A

M

P

L

E

(A) Evidence of residence (to be completed in the tables below)

Current full signed passport

Passport number	<< >>	
Country code	<< >>	
Place of birth	<< >>	
Date of birth	<< >>	
Expiry date	<< >>	

Resident permit issued to EU national

Unique number/reference	<< >>	
Country of origin	<< >>	
Date of birth	<< >>	
Expiry date	<< >>	

Current UK/EU photo driving licence

Licence number	<< >>	
Date of birth	<< >>	
Expiry date	<< >>	

HMRC tax notification

National insurance number	<< >>	
Document seen	P45	(circle relevant document)
Expiry date	<< >>	

State pension or benefits book

Reference/account number	<< >>	
Issuing authority	<< >>	
Expiry date	<< >>	

(B) Evidence of assets (to be completed for all of the tables below)

Current UK/EU photo driving licence

(Cannot be used here if already used elsewhere)

Licence number	<< >>	
Current address?	Yes / No (circle one)	
Date of issue	<< >>	

Current year's council tax bill

Reference/account number	<<	
Current address?	Yes	
Local authority	<<	
Document date	<<	

State pension or benefits book

(Cannot be used here if already used elsewhere)

Reference/account number	<<	
Current address?	Yes	
Issuing authority	<<	
Document date	<<	

Local authority rent card or tenancy agreement

Reference/account number	<<	
Current address?	Yes	
Local authority	<<	
Document date	<<	

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Most recent mortgage statement

Reference/account number	<<	
Current address?	Yes	
Lender	<<	
Document date	<<	

Bank or building society statement

Reference/account number	<<	
Current address?	Yes	
Institution name	<<	
Document date	<<	

Utility bill (excluding mobile phone)

Reference/account number	<<	
Current address?	Yes	
Utility company	<<	
Document date	<<	

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Customer Checklist
(company structures)

Name of legal entity, i.e. corporate name	
Registered or principal office address	
Legal form of entity and law by which governed	
If applicable, any register in which appears (including details of the statute and its registration number)	

A

Evidence of name and registered address received and checked

(Tick to confirm evidence received and checked)

Evidence of name	<< >>
Evidence of registered or principal office address	<< >>

M

Risk Assessment

Risk level (circle relevant level)	Reasons for concluding risk level	If risk level is medium or higher, describe action taken to mitigate the risk
Very low	<< >>	>
Low		
Medium		
High		
Very High		

P

L

E

If the risk is assessed as high, please

Certification

I have verified the identity of customer/client	
I have not verified the identity of customer/client	Verifying customer/client identity:
I have seen the original document	
Copies of the corporate documents are attached to this form	
Name of person giving this certification	
Position	
Company	
Telephone number	
Signature	
Date	

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Evidence of and address

UK private company or LLP

Certificate of Incorporation

[Copy of filed audited accounts]

[Details of current company/LLP (i.e directors, company s designated members (LLPs)) and of shareholders, members (LLPs)]

Details of Registered Office

[Details of identity evidence for co (or LLP's) beneficial owners.]

A

UK Partnership – proof of iden trading address of entity

individuals for each partner and

M

Other legal structures – any do structure.

shes, manages or regulates the

P

L

E