

**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 risk
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:

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	

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**(A) Evidence of residence (see 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 address (from any 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	<<

**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 Due Diligence 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 status and its registration number)	

**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	<< >>

**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		

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	

**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.]

**UK Partnership – proof of iden** **trading address of entity**

**individuals for each partner and**

**Other legal structures – any do** **structure.**

**shes, manages or regulates the**