|  |
| --- |
| REQUIREMENTS AS TO PERSONAL IDENTIFICATION FOR: |

1. Clients resident within the UK who are not attending the office

2. Clients Living in the European Economic Area where the third directive has been implemented,

namely all the EU with the exception of Austria, Belgium, Poland Spain and Sweden

3. Clients living in Australia and New Zealand

This must be complied with upon instructing us or within a reasonable time of doing so. The requirement is in addition to the address Identification requirements.

|  |
| --- |
| **1. PASSPORT** |
| You should provide certified copies of a VALID FULL PASSPORT for the UK or for the country that you are a citizen of (If this cannot be provided we must receive a full explanation) |

|  |
| --- |
| *2. Plus* ONE OTHER DOCUMENT in accordance with the following list: |
| 1. VALID UK PHOTOCARD DRIVING LICENCE (BOTH PARTS) 2. A VALID HM FORCES IDENTITY CARD WITH YOUR PHOTOGRAPH  * AN IDENTITY CARD (if outside the uk) for the country in which you are resident * A DRIVING LICENCE (if outside the uk) for the country in which you are resident so long as it has photographic identification * ANOTHER ACCEPTABLE FORM OF PHOTOGRAPHIC IDENTIFICATION (YOU WILL NEED TO DISCUSS WHAT IS ACCEPTABLE) |

Please contact us if you are unable to provide both documents. In no circumstances should original documents be sent through the post.

|  |
| --- |
| 3. CERTIFICATION: |

We require a black and white copy of both of these documents certified by one of the following who must be in employment within their stated occupation and where relevant they must be supervised by a Supervisory Authority:-

* AN INDIVIDUAL EMPLOYED IN A BANK OR BUILDING SOCIETY
* AN INDEPENDENT LEGAL PROFESSIONAL.
* AN ACCOUNTANT OR ACTUARY
* AN AUDITOR OR A TAX ADVISER, or EEA equivalent (If outside the UK)
* AN INSOLVENCY PRACTIONER, or EEA equivalent (If outside the UK)

It is important that the individual certifying the copy, certifies that IT IS A TRUE COPY OF THE ORIGINAL AND as a true likeness of yourself (it is extremely important that you get the correct wording and therefore we suggest you provide them with the example below. This example wording must be written on the actual copy of the identification made by the person certifying. **PLEASE** **DO NOT COMPLETE THE EXAMPLE BELOW BUT COPY IT ONTO THE COPY ID TO BE CERTIFIED.**

|  |
| --- |
| Example of correct wording:  **“I hereby certify that this is a true copy. The original of which was produced to me on ……………….. (date) and, where appropriate the photograph provided a good likeness of the person named.”**  **Signature………………………………**  **Name of Signature……………………**  **Occupation…………………………….**  **Address Of Firm…………………….**  **Tel No: …………………………………** |

We would prefer certification in English but appreciate that is not always possible if the certification takes place outside the UK. We can accept certification using French, Italian, German or Spanish. In the event of difficulties please contact us.

There may be a charge made by the individual certifying the copies. You will need to be present when the copies are certified.

ONCE CERTIFIED THE DOCUMENTS CAN BE SENT TO US IN THE FOLLOWING WAYS;

* BY POST (CERTIFIED COPIES ONLY NOT ORIGINALS)
* BY FAX
* BY SCANNING AND SUBMITTING BY E-MAIL

If you are unsure about these requirements please not hesitate to telephone us to discuss.