

Customer Due Diligence KYC/AML (Know Your Client and Anti Money Laundering requirements)

Please note we are a regulated business and cannot proceed with your application until we have this information. Please note the instructions regarding identity certification.

1. For **two** Directors (and any **shareholder who owns 20% or more of the equity**) please provide the following:
 - (a) **IDENTITY PROOF**: provide a **certified copy** of a **passport AND a driving licence**. These must be signed by a person of **professional standing** (see below for who qualifies) with the words **“I certify this is a true likeness of (name)”**. The person signing must also **clearly print their name, occupation, address, contact number and date** the document (they may be contacted to verify your identity). AND
 - (b) **ADDRESS PROOF**: To prove address a recent document (**less than 3 months old**) signed by a person of **professional standing** with the words **“I certify that this is a true copy of the original”**. The person signing must also print their name, occupation, address, contact number and date the document. We can accept any one of the following as proof of address:
 - Utility bill
 - Telephone bill (not mobile bill)
 - Bank statement
 - Letter from a recognized public authority
 - Council tax bill
 - Mortgage Statement from a recognised lender
 - HMRC Letter
 - Inland Revenue tax notification (within last 12 months)
2. Where another **Company owns more than 20%** of the shares then we need 1(a) and 1(b) above for two directors (and shareholders owning 20% or more of the holding company) and so on for each company in the ownership chain.

Persons of a professional standing who are accepted as a certifier are as follows:

- Lawyer
- Bank Manager
- Member of the Judiciary
- Accountant
- Serving Police Officer