

WHAT YOU'LL NEED TO SEND US.

We will need proof of your **identity**, your residential **address** and may, in certain circumstances, require confirmation of your **source of funds**. Here's what you need to do:

STEP 1 - PROOF OF YOUR IDENTITY.

A full, clear, certified copy of your Passport or National Identity Card is acceptable*. This is so we can confirm your name.

This document should be current, valid (i.e. not out of date) and your certified copy must show your name, your photograph, the Passport or National Identity Card number, your date and place of birth, the issue and expiry dates.

Your photograph and signature must be clear.

Please send a certified copy as we cannot accept originals.

You will find details of how to certify your documents in step 4.

A certified copy of your marriage certificate will be required if you have recently changed your surname.

* If you are unable to provide a copy of the above we are able to accept a certified copy of your current full driving licence (must be a licence with a photo and a signature).

STEP 2 - PROOF OF YOUR RESIDENTIAL ADDRESS.

Send the original document, or certified photocopy of one of the example documents listed below, to confirm your address:

- A statement from a reputable bank or building society (no more than 3 months old).
- A statement from a recognised credit card provider (no more than 3 months old). Store credit cards do not apply.
- A gas, electric or water bill (no more than 3 months old).
- A telephone bill (no more than 3 months old). Note: mobile telephone and internet bills are not acceptable.
- A local authority rates bill, Council Tax or Income Tax bill (no more than 3 months old).
- A statement from a reputable mortgage lender (no more than 3 months old).
- A current full driving licence (must be a licence with a photo) and not have been used in step 1 above.

If you have your mail sent to a PO Box, we still need to know and confirm your residential address.

Joint Applicants

Please provide a bill or statement addressed to each applicant either jointly or individually.

STEP 3 - DETAILS OF YOUR SOURCE OF FUNDS.

We require you to provide details of where the money you are depositing in your account is coming from. Section 4 of our application form refers.

Where your money came from. E.g. :

Accumulation of Savings

House sale proceeds

Pension

Salary/Bonus

Inheritance

Sale of shares

Sale of business

Maturing Life Policy

STEP 4 - GETTING YOUR DOCUMENTS CERTIFIED.

A "certified document" is a photocopy that has been stamped and signed to confirm that it is an exact copy of the original document.

Who can certify a document?

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- Director, officer or manager of a regulated financial services business (in an equivalent jurisdiction, see Other Important Information opposite).
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- Official of an embassy, consulate or high commission of the country issuing your passport.
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- Member of the judiciary.
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- Serving police or customs officer.
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- Lawyer (who is a member of a recognised professional body) or notary public.
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- Actuary (who is a member of a recognised professional body).
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- Tax advisor (who is a member of a recognised professional body).
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- Accountant (who is a member of a recognised professional body).
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- Senior civil servant.
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