

1. Personal Documentary Evidence

1.1 UK Resident

UK residents are required to provide the following original or certified documents – one confirming identity and one confirming address. Please remember that we do NOT encourage applicants to send their valuable documents.

Where a document has been received as proof of identity it **CANNOT** also be accepted as proof of address, nor can two documents be provided that have originated from the same source (e.g. A tax assessment provided as proof of identity and notice of coding provided as proof of address could not be accepted together as both originate from HMRC.)

Proof of identity: list of acceptable documents

- Current valid full passport (**certified copies only** and must show nationality, place and date of birth, passport number, expiry date, photograph and signature)
- Current valid full UK photo-card driving licence with signature or 'old style' driving licence (**certified copies only**)
- Current valid UK photo-card provisional driving licence (**certified copies only**)
- Current valid Northern Ireland Voters Card (**certified copies only**)
- Current valid Armed Forces ID Card (**certified copies only**)
- Current valid UK Residence Permit showing full name and current address. This is issued by the Home Office to non-EU Nationals on sight of your own country's passport (**certified copies only**)
- Current valid Firearms certificate or Shotgun licence (**certified copies only**)
- HM Revenue & Customs (Inland Revenue) tax document e.g. tax assessment, statement of account, notice of coding. It must have been issued for the most recent tax year and contain your full name and current address. P45s and P60s are not acceptable (**certified copies or originals are acceptable**)
- Notification letter from the relevant benefits agency confirming the right to benefits or state pension. It must be no more than three months old and contain your name and current address (**certified copies or originals are acceptable**)
- Instruction from a UK court appointing an individual (grant of probate/court of protection only) (**certified copies only**)

AND

Proof of address: list of acceptable documents

- Household utility bills (e.g. gas, electric, water or fixed line telephone but not a mobile phone bill). It must be no more than three months old and show your name and current address (**certified copies or originals are acceptable**)
- Current valid full UK photo-card driving licence with signature or 'old style' driving licence. (Provisional licences are not acceptable as proof of address) (**certified copies only**)
- Bank, building society or credit card statement. It must be no more than three months old and show your name and current address. Online print outs are not acceptable (**certified copies or originals are acceptable**)
- Local authority tax bill (e.g. council tax) valid for the current year (**certified copies or originals are acceptable**)
- Tenancy agreement from a housing association or local authority (not a private agreement) (**certified copies only**)
- Solicitors letter confirming recent house purchase or land registry confirmation (in this case, proof of previous address will also be needed) (**certified copies or originals are acceptable**)
- HM Revenue & Customs (Inland Revenue) tax document e.g. tax assessment, statement of account, notice of coding. It must have been issued for the most recent tax year and contain your full name and current address. P45s and P60s are not acceptable. (**certified copies or originals are acceptable**)
- Notification letter from the relevant benefits agency confirming the right to benefits or state pension. It must be no more than three months old and contain your name and current address (**certified copies or originals are acceptable**)

1.2 Non-UK Resident

Non-UK residents are required to provide the following original or certified documents – one confirming identity and one confirming address. Please remember that we do NOT encourage applicants to send their valuable documents. All foreign language documents must contain or be accompanied by an English translation.

Proof of identity: list of acceptable documents

- Current valid full passport (**certified copies only** and must show nationality, place and date of birth, passport number, expiry date, photograph and signature).
- Current official national identity card (**certified copies only**)

AND

Proof of address: list of acceptable documents

- Letter of notification from your local tax authority, which must be dated within the last three months and include your current name and address. (**certified copies or originals are acceptable**)

Or

- Bank statement this must be dated within the last three months, include your current name and address. Online print outs are not acceptable. (**certified copies or originals are acceptable**)

2. Certification

Complete and clear copies of all relevant pages of the document should be provided.

The certification statement must contain 'original seen' on the same page as the copy of the document along with the certifier's full name, address, daytime telephone number, occupation and official stamp where available. The certification should also be signed and dated (within the last 3 months) by the certifier.

Certification must be provided by a person in a position of responsibility; examples of types of professions considered are listed below.

The person undertaking the certification must be independent to the account, not yet retired from their profession, and contactable.

2.1 Acceptable Certifiers:

Qualified Lawyer/Solicitor or Accountant, Actuary, Notary Public, a Director, Officer or Manager of a regulated financial service business (e.g. bank, building society, insurance company), Authorised Financial Intermediary, Qualified Estate Agent, Teacher, Medical Doctor or Dentist, Minister of a recognised religion, a member of the Judiciary, a Civil Servant, Social Workers, Prison Governors, Probation Officers, a serving Police or Customs Officer, an Embassy, Consulate or High Commission of the Country of issue of the documentary evidence of identity.

3. Business Documentary Evidence

Where electronic checks have been unsuccessful in verifying the business the following documents are required:

Please remember that we do NOT encourage applicants to send their valuable documents.

3.1 Partnership

Partnerships are required to provide the following documents:

- Partnership agreement

or

- Memorandum and Articles of Association and;
- Certificate of Incorporation

3.2 Public Limited Company

Public Limited companies are required to provide the following documents:

- Memorandum and Articles of Association and;
- Certificate of Incorporation

3.3 Private Limited Company

Private Limited companies are required to provide the following documents:

- Memorandum and Articles of Association and;
- Certificate of Incorporation

For proof of business address:

- Business Bank statement addressed to the business at the trading address (**less than 3 months old**)
- Utility bill addressed to the business at the trading address (**less than 3 months old**)
- Fire certificate in respect of the business containing details of the business name and address (**less than 12 months old**).
- Health and safety certificate in respect of the business that contains details of the business name and address (**less than 12 months old**).
- HMRC or VAT notice addressed to the trading address (**less than 12 months old**).
- Lease agreement addressed to the trading address (**must be within the date range covered within the lease agreement**).
- Unexpired licence to provide food/alcohol/other goods/services issued by local authority.
- Business liability or indemnity insurance certificate or schedule (**less than 1 year old**).
- Invoice or contract from supplier showing name and trading address (**less than 3 months old**).