

IDENTIFICATION FORM

In order to undertake your work, it is a requirement that we obtain evidence of your identity, in a similar way to banks etc. when opening a new account. This means obtaining three different types of identification for each client; one proving who you are and two different documents to prove where you live. It is impossible to use the same documents to evidence both your name and address. Forms of identification and proof of address that are acceptable are set out in Parts 1, 2 and 3 below. **ONE** document from Part 1 of the list and **TWO** documents from Part 3 are required. If you have difficulties in supplying one of the documents from Part 1, then as an alternative **TWO** of the documents from Part 2 can be accepted in its place. However, you will still have to produce the two items from Part 3. **We are able to accept photocopies or emailed scanned copies as we carry out online identity checks as part of the Anti Money Laundering (AML) procedure.** Please complete the identity part of the form (Parts 1 or 2) and in any event address verification (Part 3). **Please note that we are unable to start work on your matter until we have received this completed form and the requested documents.**

PROOF OF IDENTITY (Part1)

FULL NAME

Client A

FULL NAME

Client B

Current full signed
Passport Or National
Identity Card

| | Client A | Client B |
|--|-----------------------|----------|
| Issuing country | | |
| Passport number | | |
| Expiry date | | |
| <hr/> | | |
| OR | Issuer | |
| Current full UK Driving Licence (Paper)/UK Photocard Driving Licence (Full or Provisional) | License Number | |
| | Expiry Date | |

ALTERNATIVE PROOF OF IDENTITY (Part 2)

If either items on part 1 of the form cannot be produced, then 2 of the following proofs must be supplied instead

| | Client A | Client B |
|---|---|-----------------|
| Pension/Child Benefit/DSS/Disability Allowance Benefit Book or original notification letter from the Benefits Agency confirming the right to benefits | Issuing body/Government Dept/Type of benefit | |
| | Reference Number | |
| | Issue Date. If no issue date, then date on the last payment slip | |
| Bank/Building Society/ Credit Card/Credit Union Statement or Passbook | Company name | |
| | Sort Code and Customer Account Number | |
| | Date Issued | |
| Not more than 3 months old Current shotgun/ firearm certificate | Issuing police authority | |
| | Certificate number | |
| | Expiry date | |
| Latest Notification of Tax coding | Tax reference number | |
| | Date issued | |
| Credit Card/Debit Card/Cheque Guarantee Card | Issuer | |
| | Primary Account No. (16 digits) | |
| | Expiry Date | |
| Major Employers Identity Card/ HM Forces/Police Identity Card (with photograph) | Employer's Name | |
| | Employee or Staff No. none, then Department name | |
| | Expiry date. If no Expiry date then date seen | |
| Utility Bill (not a mobile telephone bill) | Company Name | |
| | Customer Ref or account number | |
| | Date of bill | |

PROOF OF ADDRESS (Part 3)

FULL NAME

Client A

FULL NAME

Client B

Proof of Address: Any 2 of the following (must not be any of those used for proof of identity)

Bank/Building Society/Credit Card/Credit Union Statement or Passbook containing current address
No more than 3 months old

| | Client A | Client B |
|--|-----------------|-----------------|
| Company name | | |
| Sort Code and Customer account number | | |
| Date issued | | |

Current full UK Driving Licence (Paper)/UK Photocard Driving Licence (Full or Provisional)

| | | |
|-----------------------|--|--|
| Issuer | | |
| Licence Number | | |
| Expiry Date | | |

Council Tax Bill for current tax year

| | | |
|----------------------------------|--|--|
| Authority's name | | |
| Customer Reference number | | |
| Date issued | | |

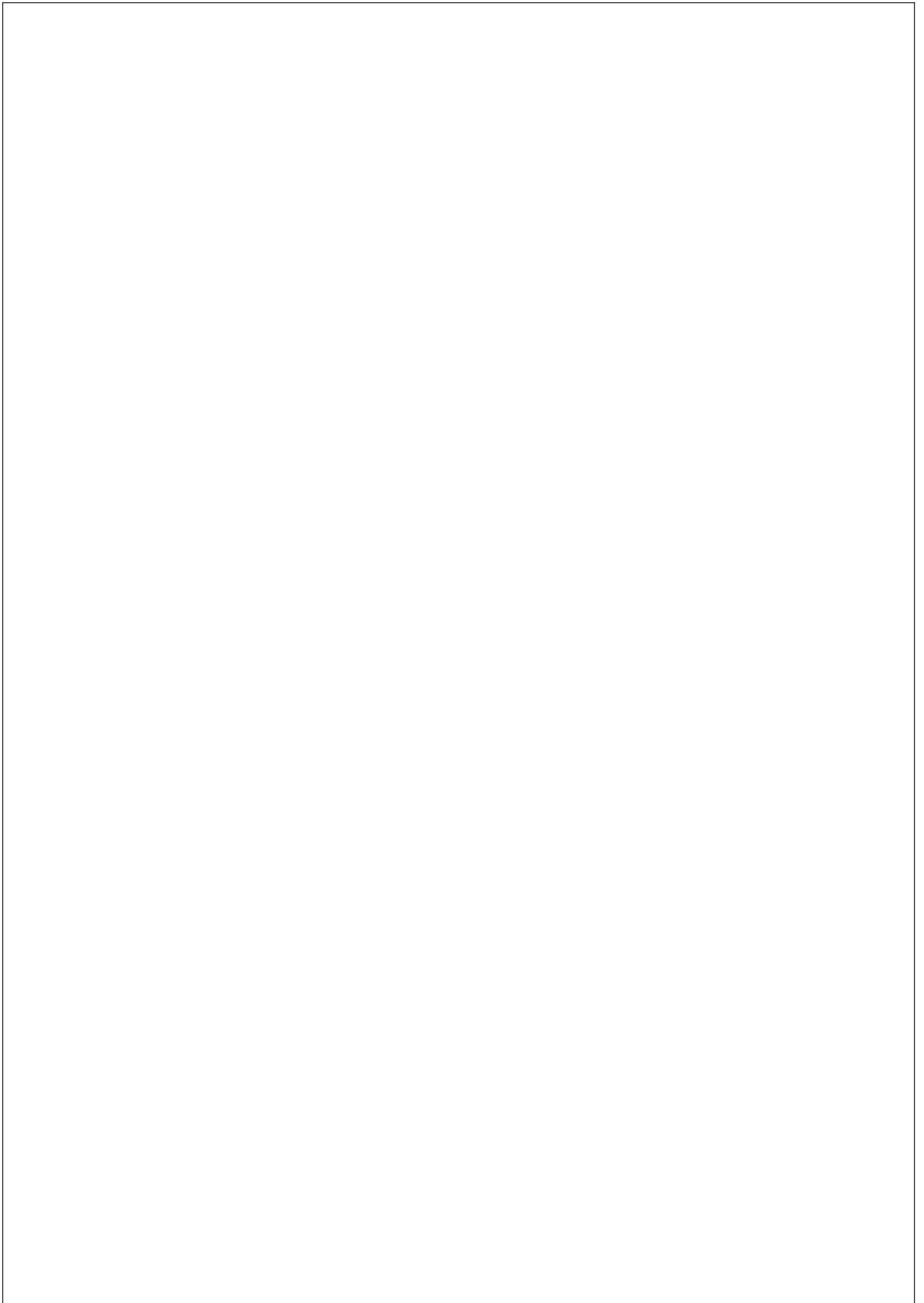
Local Council rent card or Tenancy Agreement

| | | |
|--|--|--|
| Council or Landlord's name | | |
| Reference number | | |
| Expiry date. If no expiry date, start date or date signed | | |

Utility Bill (not a mobile telephone bill)

No more than 3 months old

| | | |
|---------------------------------------|--|--|
| Company Name | | |
| Customer Ref or Account Number | | |
| Date of Bill | | |



PROOF OF ADDRESS (Part 3 Continued)

The most recent original mortgage statement from a recognised lender

| Client A | Client B |
|--------------------------|----------|
| Lender | |
| Account number | |
| Date of Statement | |

Recent Inland Revenue Documentation e.g latest Notice of Coding

| | |
|-------------------------|--|
| Tax Reference No | |
| Date issued | |

Known Housing Association rent card or tenancy agreement

| | |
|--|--|
| Housing Association Name | |
| Reference Number | |
| Expiry date. If no Expiry date, start date or date signed | |

Latest TV/Vehicle Licence Reminder

| | |
|--------------------------------------|--|
| Issuing Company | |
| Reference No./Vehicle details | |
| Renewal Date | |

The **original/copy/scanned** documents with these forms are enclosed for validation by Goddard Dunbar and Associates which will be returned as promptly as possible. I/We confirm that the information on this form and the contents enclosed may be disclosed to third parties in the event that further verification is required.

DATE:

CLIENTS' FULL NAMES: (in capitals please)

CLIENTS' SIGNATURE:
