



## Anti-Money Laundering Document List

### Photo ID (one of the following)

- Current Signed Passport
- Valid UK Driving Licence
- EEA Member State Identification Card

### Proof Of Address (one of the following)

- Valid UK Driving Licence (if UK Driving Licence not used as Photo ID)
- Bank, Building Society, or Credit Union Statement (dated within 3 months)
- Credit Card Statement (dated within 3 months)
- UK/EU/EEA Mortgage Statement (dated within 3 months)
- Utility Bill (dated within 3 months. Must show address and account number)
- Telephone Bill (dated within 3 months. Pay monthly only, not Pay As You Go)
- Council Tax Bill (dated within 3 months. Must show address and account number)
- Home or Motor Insurance Certificate (dated within 3 months. Must show address and account number)
- Police Registration Certificate (dated within 3 months. Must show address)

### Probate

If you are acting as a Representative of an estate, we require the following:

- Grant of probate or letter of administration
- Photo ID & Proof of Address of the representative, executor or administrator

### Limited Company

If you are acting as a representative for a **UK based company** you must provide:

- Certificate of Incorporation
- Articles Of Association
- Memorandum Of Association
- Last Annual Return or Confirmation Statement (with detail of current company officers)
- Individual Photo ID & Proof of Address for all individuals with 25% or more shares or voting rights

If you are acting as a representative of an **Offshore company** you must also provide:

- Nominee Director declaration and general power of attorney
- Share Certificate Showing Ultimate Beneficial Owner
- Individual Photo ID & Proof of Address for the Ultimate Beneficial Owner/s
- If Shares are owned by another company please repeat above steps

### Trust

If you are acting as a Representative of an estate, we require the following:

- Trust Deed
- List Of Beneficiaries & Trustees
- Individual Photo ID & Proof of Address for all individuals with 25% or more of the capital and/or those who exercise control over the trust