



PROOF OF IDENTITY CHECKLIST FOR INDIVIDUALS

The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer Regulations 2017) (replacing the Money Laundering Regulations 2007) require appropriate identity (ID) evidence to be provided when certain transactions take place. The checklist below sets out the ID evidence needed.

PROOF OF NAME One example per client	PROOF OF ADDRESS One example per client
<input type="checkbox"/> Current signed passport	<input type="checkbox"/> Utility bill issued within the last three months
<input type="checkbox"/> Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)	<input type="checkbox"/> Local authority council tax bill for the current council tax year
<input type="checkbox"/> EEA member state identity card (which can also be used as evidence of address if it carries this)	<input type="checkbox"/> Current UK driving licence (but only if not used for the name evidence)
<input type="checkbox"/> Current full UK or EEA photo card driving licence	<input type="checkbox"/> Bank, Building Society or Credit Union statement or passbook
<input type="checkbox"/> Full old-style driving licence	<input type="checkbox"/> Original mortgage statement from a recognised lender issued for the last full year
<input type="checkbox"/> Photographic registration cards for self-employed individuals in the construction industry -CIS4	<input type="checkbox"/> Solicitors letter confirming recent house purchase or land registry confirmation of address
<input type="checkbox"/> Benefit book or original notification letter from Benefits Agency	<input type="checkbox"/> Council or housing association rent card or tenancy agreement for the current year
<input type="checkbox"/> Firearms or shotgun certificate	<input type="checkbox"/> Benefit book or original notification letter from Benefits Agency (but not if used as proof of name)
<input type="checkbox"/> Residence permit issued by the Home Office to EEA nationals on sight of own country passport	<input type="checkbox"/> Inland Revenue self-assessment or tax demand
<input type="checkbox"/> National identity card bearing a photograph of the applicant	<input type="checkbox"/> Electoral Register entry
	<input type="checkbox"/> NHS Medical card

	<input type="checkbox"/> A visit to you in your home by an Argo Life & Legacy Ltd advisor
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Documents we will not accept include, but are not limited to:

- Provisional driving licence
- Mobile phone bills
- Credit card statements

We cannot accept one form of identification for both name and address e.g. if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a utility bill. ID must be received by us before any meeting takes place or any work is commenced by us.

Certified Copies

Paper or electronic photocopies cannot be accepted by us (unless we have previously had sight of originals) so please ensure if you are posting identification to us it is sent to the address as listed on our letterhead using the Royal Mail Signed For service- costs starting from £1.65. Your ID will be returned by us using the same service.

If it is not possible to send original identification documents we can accept paper or electronic copies that have been certified by a professional person (who may charge a fee) or someone well-respected in your community ('of good standing') like a:

- bank or building society official
- councillor
- minister of religion
- dentist
- chartered accountant
- solicitor or notary
- teacher or lecturer

The person you ask shouldn't be:

- related to you
- living at the same address
- in a relationship with you

Take the photocopied document and the original and ask the person to certify the copy by:

- writing 'Certified to be a true copy of the original seen by me' on the document
- signing and dating it
- printing their name under the signature
- adding their occupation, address and telephone number