

Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017

We are collecting your personal data as you are about to enter a business transaction and as such we are obliged to proof your ID and address.

Full Name of client	
Address of property to be sold/purchased/let	
Full correspondence address (if different from above)	

Proof of identity checklist for individuals

A separate certificate must be completed for each party of the agreement (Joint owners/purchasers).
 We require proof of your name and proof of your current address. If a member of Keatons staff has not met with you in person then you must get your photograph I.D. certified by one of the following: solicitor, bank, doctor, chartered accountant.
 You cannot use one form of identification for both name and address.

Please tick one box from section 1 & 2, and provide a copy of the said document.

1. Proof of name	
<input type="checkbox"/>	Current signed passport
<input type="checkbox"/>	Current UK or EEA photocard driving licence
<input type="checkbox"/>	Original birth certificate <small>(UK birth certificate issued within 12 months of the date of birth in full form include those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)</small>
<input type="checkbox"/>	EEA member state identity card <small>(Which can also be used as evidence of address if it carries this)</small>
<input type="checkbox"/>	Full old-style driving licence
<input type="checkbox"/>	Photographic registration cards for self-employed individuals in the construction industry - CIS4.
<input type="checkbox"/>	Benefit book or original notification letter from Benefits Agency.
<input type="checkbox"/>	Firearms or shotgun certificate.
<input type="checkbox"/>	Residence permit issued by the Home Office to EEA nationals on sight of own country passport.
<input type="checkbox"/>	National identity card bearing a photograph of the applicant.

2. Proof of current address	
<input type="checkbox"/>	Utility bill, issued within the last three months <small>(gas, electric, satellite television, landline phone bill)</small>
<input type="checkbox"/>	Local authority council tax bill for the current council tax year
<input type="checkbox"/>	Current UK driving licence <small>(only if not used for the name evidence)</small>
<input type="checkbox"/>	Bank, Building Society or Credit Union statement or passport dated within the last three months
<input type="checkbox"/>	Original mortgage statement from a recognised lender issued for the last full year
<input type="checkbox"/>	Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address
<input type="checkbox"/>	Council or housing association rent card or tenancy agreement for the current year
<input type="checkbox"/>	Benefit book or original notification letter from Benefits Agency <small>(only if not used for the name evidence)</small>
<input type="checkbox"/>	HMRC self-assessment letters or tax demand dated within the current financial year
<input type="checkbox"/>	Electoral Register entry
<input type="checkbox"/>	NHS Medical card or letter of confirmation from GP's practice of registration with the surgery

OFFICE USE ONLY. I CERTIFY THAT: Tick section A or B.

SECTION A: I have verified the identity of the client by having:

a) seen the original documents
 b) checked that any certified copies are pre-signed
 c) confirmed that any associated photograph of the client bore a good likeness to the client
 Have included the relevant reference information on this certificate.

SECTION B: I have not verified the identity of the client for the following reasons:-

a) corporate client previously identified, and information on file
 b) other (please state)

TICK

TICK <input type="checkbox"/>		
Signature	Name	Position
Date	Branch	Tel. no.