

# Client Information Sheet

## EU Regulations - Money Laundering



We would appreciate your help with an item of European bureaucracy which applies to everyone of us, almost irrespective of circumstances.

Willis Cooper Financial Services Ltd are required to carry out certain basic 'Identity Verification' procedures in respect of all of our clients - both individual and corporate.

Essentially, the regulations require us to obtain copies of certain kinds of document which prove (a) you are who you say you are, and (b) you live where you say you live. We are required to record the nature of these documents and also retain copies of them on file.

Where you are existing clients of ours, or particularly where we have known you for some time, please bear with us - the fact that we have to follow these rules does not imply that we doubt what you have told us about your background!

In the following table, we list those forms of evidence which are acceptable to the Regulators - we would value your assistance in getting items ready for us to copy for our records.

EVIDENCE OF YOUR NAME	EVIDENCE OF YOUR ADDRESS
Current full signed passport, or EEA member state ID card	Home visit
Resident Permit issued to EU Nationals by Home Office	Solicitor letter confirming completion of house purchase
Current UK/EU Photo Driving Licence	Electoral roll check
Current Full (old style) UK Driving Licence	Most recent mortgage statement
Firearms/Shotgun Certificate	Current local authority tax bill
State Pension or Benefits Book / notification	Local authority rent card or tenancy agreement
Sub Contractors Certificate	Bank / Building Society / Credit Union statement
Inland Revenue tax notification	House or motor insurance certificate
<b>The regulations require us to have one form of evidence from each column</b>	Utility Bill (not mobile phone)
	Current UK/EU Photo Driving Licence
	Current Full (old style) UK Driving Licence
	State Pension or Benefits Book / notification

*Thank you for your assistance!*

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