

To comply with our regulatory obligations, we are required to verify the identity and residency of all applicants, limited company directors and shareholders holding 20% or more of a limited company.

For individuals and directors, an electronic check is undertaken when the application is submitted. For shareholders, this check is completed when we receive their shareholder declaration form.

Where we are unable to satisfy our requirements electronically, documentary proof of identity, and or residency / address will be required and the broker portal will be updated – the table below (except Ex Pat - See over) defines what evidence is required to satisfy our requirements. When uploading a document, you will be certifying that you have seen the original document.

All applicants, limited company directors & shareholders holding more than 20% of a limited company (Excluding ex-pat directors or shareholders)	
Broker portal description	Evidence required
Proof of identity/residency – Face to face (Electronic ID and or AML Checks Unsuccessful)	1 document from list 1 & 1 document from list 2 OR 1 document from list 1 & 1 document from list 3 OR 2 documents from list 2 OR 1 document from list 2 & 1 document from list 3
Proof of identity/residency – Non-face to face (Electronic ID and or AML checks successful)	1 document from List 1
Proof of identity/residency – Non-face to face (Electronic ID and or AML checks unsuccessful)	1 document from list 1 & 1 document from list 2 OR 1 document from list 1 & 1 document from list 3 OR 2 documents from list 2 OR 1 document from list 2 & 1 document from list 3 AND 1 document from lists 1, 2 or 3
Proof of address history (3 years of voters roll history is unavailable)	1 document from list 3 (The underwriter will update the broker portal with details of the time period that must be evidenced)

Document list 1 government issued	Document list 2 government issued	Document list 3 non government issued
Valid UK Passport Valid UK driving licence – photo card (full or provisional)* EU member state national identity card Firearms certificate or shotgun licence Identity card issued by the electoral office for Northern Ireland	Valid old style driving licence* Recent evidence of entitlement to a state or local authority funded benefit, tax credit or pension	Current council tax demand letter or statement Current bank statement or credit/debit card statement, issued by a regulated financial sector firm in the UK (but not one printed off the internet) Recent utility bill (but not one printed off the internet)
* Licence must show the applicant's current address unless moved within the last three months, in which case a licence at the previous address can be accepted. Note: the same document may not be used to verify both identity and residency, and a document in joint names may not be used to verify identity for both parties.		

To discuss your case call today **0344 770 8032**
www.foundationforintermediaries.co.uk

For intermediaries only

Ex-pat directors & shareholders	
Broker portal description	Evidence required
Proof of identity – Ex-pat face to face	Certified copy of passport*
Proof of identity – Ex-pat non-face to face	Certified copy of passport* AND 1 document from list 1, 2 or 3
UK correspondence address – face to face	1 document from list 3
UK correspondence address – non-face to face	2 documents from list 3
Proof of foreign address/residency	Letter from employer/UK embassy or international law firm confirming applicants foreign address & period of residency

*Must be certified as true copies of the original, and it should be possible to identify the person/firm certifying the passport . If copying the passport results in a photograph being unrecognisable, the certification should include a statement that it bears a good likeness to the individual. Please See below for a list of individuals that can certify a passport if this has not been seen by the intermediary firm.

An ex-pat's passport can be certified by:

- Member of the legal profession, e.g. solicitor, barrister, legal executive, paralegal, notary
- Commissioner of oaths
- Justice of the peace
- Accountant
- Healthcare professional, e.g. doctor, registered nurse, pharmacist, dentist, optician
- Teacher/lecturer
- Bank/building society official
- Civil servant/local government officer
- Social worker
- Minister of religion/
Salvation army officer
- Police officer
- Post Office ID checking service



To discuss your case call today **0344 770 8032**

www.foundationforintermediaries.co.uk

For intermediaries only