Money Laundering Compliance
Evidence of your Identity

band hatton button solicitors

All firms of solicitors are required to satisfy themselves as to the identity of their clients before carrying out work on their behalf. This forms part of our client due diligence process and our obligations to prevent money laundering and terrorist financing. In any meeting, whether face-to-face or virtual, we will ask to see original documents or officially certified documents.

We list below the various types of evidence which are acceptable for us to use to verify identity.

You will need to provide us with **ONE document** from the **Personal Identity category** and **ONE document** from the **Address category**, which will confirm your full true name and your up-to-date postal address. In addition, we will also need evidence of any name changes, such as a Marriage Certificate, Civil Partnership Certificate, Decree Absolute, Final Order or Change of Name Deed. Depending on the nature of your matter, we may also need to request further information or evidence, including source of wealth, beneficial ownership, sanctions or politically exposed person checks.

Personal Identity	**Address**
• Current signed Passport • Current UK photocard driving licence or valid overseas photocard driving licence, where acceptable following our risk assessment • Residence Permit issued by the Home Office together with own country's passport • Armed Forces ID card • National identity card • Original UK Birth Certificate in full form, accompanied by additional supporting evidence where required • Firearms or shotgun certificate	• Utility bill or Bank statement or Building Society statement with the current address (issued within the last 3 months) • Original mortgage statement from a recognised lender issued for the last full year • Current UK driving licence (but not if used as photo ID) • Council Tax bill for the current year • Confirmation from the electoral register or local Council rent card or tenancy agreement • Pension or State Benefit recent letter • HMRC self-assessment letters or tax demand dated within the current financial year

Please could you arrange to visit our office by prior appointment to bring us the documents so we can take photocopies and return the originals to you. Alternatively, you may wish to forward the originals by **secure post** so that we can take photocopies and return the originals to you by return.

We are under a duty to you to keep all information relating to your affairs confidential unless authorised by you to disclose information to someone else. However, we may sometimes have other legal and regulatory duties which affect our obligations to you. For example, where required by law, we may be obliged to make a disclosure to the National Crime Agency in relation to suspected money laundering or terrorist financing, and this may override our duty of confidentiality to you.

Certification of your Identity Documents

All documents **must be originals** if you bring them to the firm in person, or otherwise certified copies will be acceptable. The person certifying your documents must be independent of you and must not be related to you, living at the same address as you, or in a personal relationship with you. The appropriate persons or bodies who are able to certify documents for this purpose are Solicitors (including a Notary Public), Commissioner for Oaths, Chartered Accountant, a Doctor, a Dentist, FCA registered person or a serving Police Officer. You will need to take the photocopied document (which should be clear and easy to read) and the original and ask the person to certify the photocopy as follows:

Photo ID wording - *'I certify this to be a true likeness of {insert individual's name} and that this document is certified to be a true copy of the original seen by me'*

Non-Photo ID wording - '*I certify this to be a true copy of the original seen by me*'

The person certifying should:

- Print their name in block capitals;
- Write or stamp the name of the company they work for or provide their full address;
- State their occupation and role within the company;
- Sign their declaration;
- Provide contact telephone number, and
- Add the date that the certification took place.

The person certifying the document may charge you a fee.

Documents cannot be certified by someone who is related to you, lives at the same address as you, is in a personal relationship with you, or otherwise lacks independence.

Electronic Identity Verification for Clients
In order to comply with our legal and regulatory responsibilities, we are required to carry out identity, proof of residence and, where appropriate, other client due diligence checks. These may include checks against public and commercial records, sanctions lists, politically exposed person records and other databases. These checks do not affect your credit rating or status but may leave a "soft" footprint showing that the search has been made.

To simplify this process and to save time, we will use an acknowledged identity verification service for UK clients for which **we will charge you a fee not exceeding £20.00 plus VAT per individual**. This fee is significantly less than the time cost would be if we were to charge you for our time in undertaking those separate enquiries for ourselves.

We may also need to ask you for information about the purpose and intended nature of your instructions, the source of your wealth, or the ownership and control structure of any company, trust or other entity involved. We may not be able to act, or may have to stop acting, if we cannot complete the checks required by law or by our internal risk assessment.

Further information about these identity checks and the records that we are required to keep can be found at section C:2 of our Terms of Business. We look forward to working with you. If you would like to know more about the services that we offer then please do not hesitate to contact us or visit our website.