

# Money Laundering Compliance

## Evidence of your Identity

All firms of solicitors are required to satisfy themselves as to the identity of their clients before carrying out work on their behalf. In any meeting, whether face-to-face or virtual, we will ask to see original documents or official 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 name changes such as a Marriage Certificate or Change of Name Deed.

Personal Identity	Address
<ul style="list-style-type: none"><li>• Current signed Passport</li><li>• Current UK or EEA member state photocard driving licence</li><li>• Residence Permit issued by the Home Office together with own country's passport</li><li>• Armed Forces ID card</li><li>• EEA member state identity card</li><li>• Original UK Birth Certificate in full form</li><li>• Photographic registration cards for self-employed individuals in the construction industry -CIS4</li><li>• Firearms or shotgun certificate</li></ul>	<ul style="list-style-type: none"><li>• Utility bill or Bank statement or Building Society statement with the current address (issued within the last 3 months)</li><li>• Original mortgage statement from a recognised lender issued for the last full year</li><li>• Current UK driving licence (but not if used as photo ID)</li><li>• Council Tax bill for the current year</li><li>• Confirmation from the electoral register or local Council rent card or tenancy agreement</li><li>• Pension or State Benefit recent letter</li><li>• HMRC self-assessment letters or tax demand dated within the current financial year</li></ul>

**Please could you arrange to visit our office 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 completely confidential unless authorised by you to disclose information to someone else. However, we may sometimes have other duties and obligations which affect our obligations to you, for example we are obliged to disclose to the National Criminal Intelligence Service any suspicions we may have regarding money laundering or terrorist activities and this will override our duty of confidentiality to you.

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### 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 [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 related to, lives at the same address or is in a relationship with the person for whom they are certifying the documents for.

The Post Office have a document certification service.

<https://www.postoffice.co.uk/identity/document-certification>

### Electronic Identity Verification for Clients

In order to comply with our legal responsibilities, we are required to carry out further identity and proof of residence checks on our clients. These details will be checked using national records (publicly available databases) to ensure all information is correct. The Search does not affect your records and 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 £10.00 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.

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](#).