

Money Laundering Checklist

The Money Laundering Regulations 2003 – Verification of Identity

Practice of the Regulations

We are required under the terms of the Anti Money Laundering regulations to identify each client by obtaining **originals** of two identity documents. The information from these documents is for our own records, and will be used for identity verification purposes only.

What we need from you

Please supply **originals** of two of the following, **one from each column**. Please also read the accompanying notes as these are important. If your address has changed in the last 3 months please provide evidence for both addresses.

Evidence of Name	Evidence of Address
Current full signed Passport	Current Utility Bill (not mobile 'phone)
Resident Permit issued to EU Nationals by Home Office	Most Recent Mortgage Statement
Current UK / EU Driving License - photo or old style ¹	Current UK / EU Driving License - photo or old style ¹
State Pensions / Benefits book or notification letter ¹	State Pensions / Benefits book or notification letter ¹
Inland Revenue Tax Notification	Current Local Authority tax bill / rent card / tenancy agreement
Firearms / Shotgun Certificate	Bank / Building Society / Credit Card Statement
Sub Contractors Certificate	Solicitors letter confirming house purchase / land registration
	Home or Motor Insurance Certificate

NOTES: ¹ These documents can be used as EITHER proof of name OR proof of address but cannot be used for both, a minimum of two separate items of verification are required.

How to avoid having to supply this documentation again

- A "Current" document is defined as any document before its stated expiry date, e.g. a passport. Also regular statements must be for the current year (if an annual statement), in the current quarter (if quarterly), or in this month of the previous month (if monthly).
- Some documents last longer than others e.g. a bank statement will only be valid for a couple of months. If you supply your Passport and Driving License as the two proofs of I.D. then these can be satisfactory for a number of years until either document reaches its expiry date, as long as the details remain current.

- If you are planning to meet with a representative from Marquee Capital in the near future then you can bring the documents to the meeting and they can be copied there and then, this saves having to submit them through the post.

What we do with this information

Certified copies are taken and held on your client file; these copies (or identity information from them) will be provided to authorities upon request.

If you are unable to provide original documentation we can accept copies certified by a UK lawyer, banker, authorised financial intermediary, MCCB regulated mortgage broker, accountant, teacher, doctor, minister of religion, or post master/sub-post master.

Need More Help?

If any of the above is unclear, you are unsure why you have been asked to provide identity verification, or you think you have supplied sufficient information previously then please do not hesitate to contact us. It is often the case that we have part of the information needed on file already and only require you to send one item.