

Proving Your Identity

How to Prove your Name and Address

Effective: 1st December 2008

All clients of **Monmouthshire Independent Financial Advisers** will be asked for proof of name and address. This is required by law to verify the true identity of all new and existing clients. Identity checks are an important part in the fight against terrorism and other criminal activities.

To help speed up this process and to make it as easy as possible, we will usually use an electronic verification system which can confirm your identity. There may be circumstances when we require additional proof of identity - your adviser will inform you if this is applicable to you.

If we are unable to prove your identity using our electronic verification system you will need to supply us with two documents as follows:

- Two documents from either list 1 or 2 overleaf,
OR
- One document from list 1 or 2 **and** one document from list 3 overleaf.

Regulations require that we see original documents. If you are sending original documents by post, please make sure that they are securely packaged and are sent via Recorded or Registered post. Your documents will be returned after inspection.

Identification document lists overleaf >>>

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List One :

Government Issued Documents (with a photograph)

- Valid Passport
- Valid Photocard Driving Licence (full or provisional)
- National Identity Card
- Firearms or Shotgun Certificate

List Two :

Government Issued Documents (without a photograph)

- Valid Full Driving Licence
- Most recent HM Revenue & Customs tax notification such as tax assessment, statement of account, notice of coding. (Note: P45s and P60s are not official HM Revenue documents and are not therefore acceptable)
- Recent Evidence of entitlement to a state or local authority-funded benefit scheme (including housing benefit and council tax benefit), tax credit, pension, educational or other grant.

List Three :

Other documents

- Utility Bill (not mobile phone) - not more than 6 months old
- Local Authority tax demand or statement - valid for current year
- Bank / Credit Card / Debit Card statement - not more than 3 months old (internet downloaded statements are not acceptable)
- Building Society passbook issued by another provider
- Local Council rent agreement
- Mortgage statement - not more than 15 months old

List Four :

For the identification of children under 18

- Birth Certificate
- Valid Passport
- NHS Medical Card
- Child Benefit documentation
- Child Tax Credit documentation
- National Insurance Card (for those over 16)
- Child Trust Fund Voucher (can ONLY be used to open a Child Trust Fund Account)



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