



PART A – CLIENT INFORMATION

APPLICANT'S DETAILS

Mr/Mrs/Miss/Ms/Other	Surname
Forename(s)	
Permanent Residential Address	
Postcode	
Previous address if applicant has changed address in the last three months	
Postcode	
Telephone Number (inc STD Code)	
Evening ()	Daytime ()
Mobile	Email

Member's Sex Male Female Date of Birth

I/WE CERTIFY THAT (please tick the box beside either Section 1, Section 2 or Section 3)

SECTION 1

We have verified the identity of the Applicant and, having:

- (a) seen the original documents;
- (b) checked that any requiring a signature were pre signed; and
- (c) confirmed that any associated photograph of the applicant bore a good likeness to the applicant,

have included the relevant reference information or certified documentary evidence on/with this certificate.

I/We confirm that the information meets the standard evidence set out within the guidance for the UK Financial Sector issued by the Joint Money Laundering Steering Group (JMLSG).

SECTION 2

I/We **have not** verified the identity of the Applicant for the following reason(s):

SECTION 3

I have not seen the applicant and have undertaken limited verification of identity in accordance with Regulation 8 Payment by Post.

PART B – INTRODUCER INFORMATION

INTRODUCER'S DETAILS

Full name of Regulated Firm			
FSA Reference Number			
Authorised Signatory*		Print Name	
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Note that this certificate must be signed by the person who has seen the original documentary evidence.

PART C - EVIDENCE OF NAME

	Reference number				Tick, if a certified copy is attached (see Note 2)
Current Full Signed Passport		Place of birth	Date of birth / /	Date of expiry / /	
Resident Permit issued to EU nationals by Home Office				Date of expiry / /	
Current UK/EU Photo Driving Licence (see Note 1)				Date of expiry / /	
Current Full UK Driving Licence (old style) (see Note 1)				Date of expiry / /	
State Pension or Benefits Book/ notification letter (see Note 1)		Issuing Authority		Date of expiry / /	
HM Revenue & Customs tax notification		Type: P45 / P60 / Notice of Coding (see Note 3)		Date of expiry / /	

PART D - EVIDENCE OF ADDRESS

	Reference/account number				Tick, if a certified copy is attached (see Note 2)
Home Visit			Premises entered? Y/N	Date of Visit / /	
Electoral roll check (see Note 4)				Date of Check / /	
Most recent mortgage statement		Name of Lender	Address current? Y/N	Date of Issue / /	
Current Local Authority tax bill		Name of Authority	Address current? Y/N	Date of Issue / /	
Local Authority rent card or tenancy agreement		Name of Authority	Address current? Y/N	Date of Issue / /	
Bank/building society/credit union statement or passbook		Name of Issuer	Address current? Y/N	Date of Issue / /	
Utility Bill (not mobile phone)		Name of Utility	Address current? Y/N	Date of Issue / /	
Current UK/EU Photo Driving Licence (see Note 1)			Address current? Y/N	Date of Issue / /	
Current Full UK Driving Licence (old style) (see Note 1)			Address current? Y/N	Date of Issue / /	
State Pension or Benefits Book /notification letter (see Note 1)		Issuing Authority	Address current? Y/N	Date of Issue / /	

Where a utility bill or bank statement is being provided it must be no more than 3 months old.

PART E - REGULATION 8 PAYMENT BY POST

Account Name (see Note 5)

Account No (see Note 5)

Sort Code (see Note 5)

Tick only one of these boxes

- Applicant's cheque, payable to the provider, submitted with application
- Payment is being made from above account by standing order
- evidence of account ownership (eg bank statement seen)
- Payment is being made from the intermediary's client bank account
- applicants original cheque drawn on their own account (as above)

NOTES

- (1) These items may be used to evidence address or identity but not both.
- (2) If attaching certified copies of the evidence please also record the relevant details on this sheet as this will help with record keeping in the event that copy documents become detached from the certificate.
- (3) Please delete as appropriate.
- (4) You must submit a certified copy of the search if you are relying on this as evidence.
- (5) If the Regulation 8 concession is being applied, these boxes must be completed. The client must have either paid by cheque from an EU/UK bank account and the account details are the same as shown on the application. In the case of a standing order mandate you must have seen an original bank statement which verifies the source of funds.
- (6) @sipp reserve the right to carry out further/new money laundering checks as and when they feel appropriate but in any event, not less than one year.

Other forms of evidence may be accepted, if in doubt please enclose.



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@sipp plc is registered in Scotland (Registered No. SC217126) and has its registered office at 58 Elliot Street, Glasgow, G3 8DZ and is authorised and regulated by the Financial Services Authority under Firm Reference No. 462907 and you can check this authorisation at www.fsa.gov.uk/register or by calling the FSA on 0845 606 1234.