

**PLEASE COMPLETE USING
BLOCK LETTERS**

Client Registration Form

TITLE (PLEASE ✓): Mr Mrs Ms Miss

SURNAME: _____

FORENAME(S): _____

SPOUSE'S NAME: _____

ADDRESS: _____

TOWN: _____

COUNTY: _____ POST CODE: _____

TEL HOME: _____ TEL WORK: _____

MOBILE: _____ FAX No: _____

EMAIL: _____

PREVIOUS ADDRESS: _____

(IF LESS THAN 3 YEARS) _____

OCCUPATION: _____

EMPLOYMENT TYPE: EMPLOYED: SELF EMPLOYED: RETIRED: OTHER:

NI No:

DATE OF BIRTH: ___/___/____ GENDER: MALE FEMALE

PLACE OF BIRTH: _____ ETHNIC ORIGIN: _____

SURNAME AT BIRTH: _____ NO. OF

MARITAL STATUS: _____ DEPENDANTS:

PLEASE LET US KNOW HOW YOU CAME TO HEAR OF US: _____



In order to comply with money laundering regulations it is now a requirement of this firm that we undertake identification and address verification before we commence work on new instructions. This applies to both new and existing clients. For clients who are able to attend at the office we will need one item from section one from the list below and one item from section two.

In case of clients who are unable to attend the office we will need two items from section two in addition to one item from section one.

Documents Required

SECTION ONE - EVIDENCE OF IDENTITY

1. Current signed passport
2. Current signed UK photo-card Driving Licence
3. Current full UK Driving Licence (old version)
4. Benefits Book or original notification letter from the Benefits Agency confirming the right to benefits
5. Inland Revenue Tax Notification
6. Firearm Certificate
7. Residence permit issued by Home Office to EU Nationals
8. Building Industry Sub-Contractor's Certificate issued by the Inland Revenue (form 714)

SECTION TWO - TYPES OF EVIDENCE OF ADDRESS

1. Council tax bill
2. Current signed UK Photo-card Driving Licence
3. Current full UK Driving Licence (old version)
4. Bank, building society or credit Union statement or passbook containing current address
5. Most recent original mortgage statement from a recognised lender
6. Vehicle Registration document
7. Current house Insurance Certificate
8. Local council rent card or tenancy agreement
9. Benefits Book or original notification letter from the Benefits Agency confirming the right to benefits
10. Recent utility bill (not more than four months old)
11. Certificate from a supplier of utilities, confirming the arrangement to pay for the services on the pre-payment terms.

PLEASE NOTE

- a) That we will not accept one document for evidence of both identity and address
- b) We regret that photocopy documents will not be acceptable and all must be originals.
- c) If you do not have all the documents we have asked for please contact us so we can discuss what else may be acceptable.