

# MILNE MOSER

## SOLICITORS

### CLIENT IDENTIFICATION REQUIREMENTS

Strict rules have been introduced which require solicitors to obtain proof of identification from all clients at the outset of any transaction.

Before we can start acting for you, we are required to confirm your identity. We will usually do this via an electronic app called Thirdfort, which is the swiftest and most secure way of proving your identity. If you are unable to use this app, we will require sight of your **original** identification documents. To comply with current requirements, we need to see proof of your name and date of birth as well as proof of your address.

To help us comply with these requirements and avoid your transaction from being delayed, please let us have one document from List A and one document from List B by return. These must be the original documents.

#### List A (evidence of name and date of birth)

- (i) Current valid full passport
- (ii) National identity card or resident's permit
- (iii) Current photocard driving licence
- (iv) Firearm and shotgun certificate
- (v) State pension or benefit book
- (vi) A valid H M Forces identity card with the signatory's photograph

#### List B (evidence of address)

- (i) Utility or Council Tax Bill (issued no more than 3 months ago)
- (ii) Bank or building society statement (issued no more than 3 months ago)
- (iii) Mortgage statement for the year just ended
- (iv) Current driving licence (if not used in List A)
- (v) Local council rent card showing rent paid for the last 3 months or tenancy agreement
- (vi) H M Revenue & Customs tax notification
- (vii) Credit card statement (issued no more than 3 months ago) with original credit card

Please note that we cannot accept photocopies of your identification documents unless they have been certified by a regulated professional and they have given us direct written permission to rely upon their own due diligence.

Once we receive your original documents, we will take copies for our file before returning the originals to you. We will then conduct a light electronic check of your identity using those copies.

If you send your documents to us by post, we will return them to you by second class mail unless you advise us that you will be collecting them personally. Unfortunately, we cannot accept responsibility for any documents that become lost in the post.