



LCL International Life Assurance Company Limited

## **Guidance Notes for Verification of Identity & Verification of Address required for each policy holder, trustee, beneficiary, executor or administrator.**

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### **1) Acceptable documents for Verification of Identity**

One document per individual to be certified.

Please note original documents will not be accepted.

<b>Identity Document</b>
Current Passport (this must include current signature)
Current National Identity Card (carrying a current photograph & signature)

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### **2) Acceptable documents for Verification of Address**

We require one verification of address document per person. Please provide either original or certified documents which show each persons name and their **current physical residential address**. One document can be provided as evidence for several individuals if they are all named on the document.

<b>Acceptable Address Documents:</b>
<b>Domestic Bill</b> – Gas, Electricity, Water, Rates or Landline Telephone (but not mobile telephone bill)
<b>Bank statement</b> (but not internet bank statement)
<b>Certified copy of a Photographic driving licence issued by an EU country – Please do not send original document.</b>

Utility bills and bank statements must be dated within the last 3 months.

If the document is sent to a PO Box address, it is only acceptable if it makes reference to the person(s) physical residential address somewhere on the document.

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### **Certification:**

The individual certifying the documents supplied must be one of the following:

- Notary Public
- Solicitor, Lawyer, Advocate or Legal Attorney.
- UK Regulated Independent Financial Advisor

The certifier must **sign and date** each page of each document and include a statement to the effect that it is a true copy of the original.

The certification must be done within the last 3 months.

The certifier must include the following information:

- Full name (printed)
- Their address
- Telephone contact number
- Occupation and or profession.