



Pro forma – Due Diligence for Individuals

Please provide one copy of the pro forma for each policy holder, along with the documentation requested.

Policy Number:
Policy Holder Name:
Previous Names/Aliases:
Please confirm all Nationalities/Citizenships held:
Country of Tax Residency:

1) Acceptable documents for verification of the Individual’s name

One document per individual to be certified.

Please note original documents will not be accepted.

Name Document	Please Tick Appropriate Evidence Provided
Current Passport (this must include current signature)	
Current National Identity Card (carrying a current photograph & signature). <i>Please note a Driving license is NOT a national identity card.</i>	

2) Acceptable documents for verification of the Individual’s address

We require one verification of address document per person. Please provide either original or certified documents which show each person’s 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.

Address Document	Please Tick Appropriate Evidence Provided
Domestic Bill – Gas, Electricity, Water, Rates or Landline <i>but not mobile telephone bill / or Internet bill</i>	
Bank statement (but not internet bank statement)	
Certified copy of a Photographic driving licence issued by an EU country – Please do not send original document.	

Note: - If a monthly issued document such as a utility bill or bank statement it must be dated within the last 3 months. If it is a document which is issued quarterly or annually it must be the most recently issued document.

See Notes on page 2 for detailed requirements concerning certification of your documents.



Notes:

1. The individual certifying the documents supplied must be either:-

- A Solicitor, Lawyer, Advocate or Legal Attorney
- Notary public
- A regulated Chartered Accountant within the United Kingdom, EU, Isle of Man, Guernsey, or Jersey only
- A Financial Adviser regulated in the United Kingdom, EU, Isle of Man, Guernsey, or Jersey.

2. The person who is certifying the documents 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**.

Where this document includes a photograph, the person who is certifying the documents must also include a statement to the effect that **the photograph bears a true likeness to the individual they have met and for whom this certification has been provided**.

3. The person certifying the documents must also include the following:-

- Full Name (printed)
- Their Address
- Telephone Contact Number
- Occupation and or Profession.

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

5. The certification must be done within the last 3 months.