

## Evidence of Identity Guideline

To comply with the requirements of the Criminal Justice Act 1993 and the Money Laundering Regulations of the FSMA 2000, we must obtain verification of the identity of the Principal and Participating companies for every pension scheme we operate and for every pension scheme member and Trustee.

### We require the following documents

#### 1. Evidence of Identity Required For a Company

- A certified photocopy of the Certificate of Incorporation
- A certified copy of the latest company return
- A certified copy of the latest company accounts
- Where the company is a partnership we will need a certified copy of the Partnership Agreement and confirmation of all beneficial owners holding 25% or more of the company

Certification by the company's accountant, a Financial Adviser or solicitor is sufficient (please note you cannot certify your own evidence of identity).

We will also check the company's status on the Companies House website.

---

#### 2. Evidence of Identity Required for an Individual Member or Trustee

##### Personal Identity Check

The original or a certified copy of one of the following:

- Current signed passport
- Full photocard driving licence
- Residence permit issued by the Home Office to EU Nationals on sight of their own country's passport
- Benefit book or notification letter from the Benefits Agency confirming the right to benefits
- HM Revenue & Customs tax notification or coding notice
- Firearms certificate

##### Address check

The original or a certified copy of one of the following showing the current address:

- Gas, electricity or telephone bill (mobile 'phone bills are **not** acceptable)
- Mortgage statement
- Council tax demand
- Bank, building society or credit card statement
- A solicitor's letter confirming house purchase

Please note that statements must be less than 3 months' old.

Certification by an accountant, Financial Adviser or solicitor is sufficient (please note you cannot certify your own evidence of identity).

We cannot accept you as a client until these requirements are satisfied.

---

### Identity Verification Certificate

Where evidence of identity for an individual is being provided by a Financial Adviser we are happy to accept a completed Identity Verification Certificate. This must be signed by an FCA authorised individual and certified copies of the documents used to identify the individual accompany the certificate.

---

### Certification and Foreign Nationals

Certification on copy documents should read 'Certified as a true copy of the original document (and that the photograph is a true likeness of the individual seen at the same time as the original document)'. The person certifying the copy should sign, give their name, qualification (if applicable), business name, business address, position in business, FCA register number (if applicable) and date.

For non-UK nationals, certified copies of equivalent documentary evidence may be submitted. A lawyer, attorney, embassy official, consulate or high commissioner of the country of issue must certify passports, identity cards and documentary evidence of address for non-UK nationals. You can re-certify copy documentation, provided that one of the people mentioned above has originally certified it.

---

This guideline is based on our understanding of current law and HM Revenue & Customs practice, which are subject to change.

#### Please correspond with us



**[enquiries@whitehallgroup.co.uk](mailto:enquiries@whitehallgroup.co.uk)**



**Whitehall Group (UK) Ltd  
8-10 Bolton Street  
Ramsbottom  
BL0 9HX**



**03302 232300**

Whitehall is the trading name of:  
Whitehall Group (UK) Limited, a company registered in England and Wales (Registered number 07625300), Whitehall Trustees Limited, a company registered in England and Wales (Registered number 07625294) and Whitehall Corporate Limited, a company registered in England and Wales (Registered number 7759590). All three companies have their registered office at 8-10 Bolton Street, Ramsbottom, BL0 9HX.

