

**Pro forma – Due Diligence for Individuals**

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

<b>Policy Number:</b>
<b>Policy Holder Name:</b>
<b>Previous Names/Aliases:</b>
<b>Please confirm all Nationalities/Citizenships held:</b>

**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.

<b>Name Document</b>	<b>Please Tick Appropriate Evidence Provided</b>
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.

<b>Address Document</b>	<b>Please Tick Appropriate Evidence Provided</b>
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.