



# Why do I need to provide ID?

All financial institutions have a responsibility to prevent money laundering and as a result, we are obliged to carry out due diligence on clients we deal with.

If you are instructing Countrywide in relation to the following products and services, we are required to carry out certain checks to complete these on your behalf:

- Establishing a Trust during your lifetime
- Acting as a Trustee of a Trust
- Loan (Trust to Individual)
- Trust Bank Account
- Deed of Appointment of Assets
- Declarations of Trust
- Trusts of Land & Conveyancing



Where you reside outside of the UK the requirements for what ID we are able to accept in order to verify your identity and address are more complex. From time to time our requirements may differ depending on what country you live in.

## Why do I need to provide my identity?

We need to establish the identity of the Settlers and Trustees, and anyone putting funds into (or receiving funds from) a Trust. We also require identification for parties connected to Sales and of Purchases of Trust property.





# ID for those residing outside of the UK

## We require Notarised Copies of your Passport and Driving Licence.

If you do not have a passport and driving licence, please provide Notarised Copies of 3 documents from the list of Accepted Documents. If you are providing documentation so that we can complete checks because we are required to make a payment to you, one of those documents must be the statement for the account we are asked to make payment to on your behalf. This account must be in your name.

We do recommend that you contact our ID Team in order to confirm that the documentation you propose to notarise is acceptable before arranging this, particularly as fees are incurred.

Costs may be incurred in obtaining these documents, as Notaries charge fees for their services. Please note that:

- The Notary Public must be a member of a recognised professional body in the country that the individual is a resident of. The wet ink notarised document must be posted directly to CTTC.
- The notarised documentation must be in English, if it is not, then a translated copy needs to be notarised.
- The documentation must be accompanied by a letter (on letter headed paper)





# List of Accepted Documents

**Please note: we require notarised copies of 3 of the documents listed below where you do not have a driving licence and passport. .**

- Letter from Benefits Agency (must be less than 12 months old).
- Letter from GP/doctor confirming person's name, address and date of birth (this letter must be on the Practice Letterhead and signed by the GP).
- Birth Certificate (this must be supported by a marriage certificate/change of name deed if the name is different now).
- Medical Card.
- Bank Statement (note that where we are carrying out checks in order to make a payment to you, we insist that the bank statement matches an account in your sole name. We will only make payments to this account)
- Gas or electric bill (must be less than 3 months old).
- Phone bill (not mobile and must be less than 3 months old).
- Water bill (must be less than 12 months old).
- Council tax or community tax bill (must be less than 12 months old).
- Utility bill issued within the last 3 months.
- Mortgage Statement for the mortgage accounting year just ended.
- Tax Authority Self-Assessment or Tax Demand.
- Electoral Register Confirmation/Polling Card.

If you cannot comply with the requirements, please contact your Advisor to discuss this.