

CONFIRMATION OF VERIFICATION OF IDENTITY INTRODUCTION BY AN FSA REGULATED FIRM

1. Details of individuals (see explanatory note 1 below)

Full name of applicant(s) and date(s) of birth

1. / /	2. / /
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Current address (1st Applicant)

Previous address if changed in last 3 months

Current address (2nd Applicant)

Previous address if changed in last 3 months

2. Identification reference (see list of acceptable documents shown on page 4)

Face to face Non-face to face Postal Telephone (please tick as appropriate)

If this is a Non-Face To Face application, please provide details of a 3rd piece of ID for each applicant in the section below*

	1st applicant	2nd applicant
Document type		
Document reference		
Issuing office/organisation		
Date of issue/expiry		

	1st applicant	2nd applicant
Document type		
Document reference		
Issuing office/organisation		
Date of issue/expiry		

*For non face to face transactions	1st applicant	2nd applicant
Document type		
Document reference		
Issuing office/organisation		
Date of issue/expiry		

3. Confirmation

- (a) I/We confirm that I/we are subject to the provisions of the Money Laundering Regulations 2003, and that I/we are regulated by the FSA.
- (b) I/We confirm that the information set out under sections 1 and 2 above was supplied to me/us by the applicant(s).
- (c) We confirm that I/we are unaware of any activities on the part of the above applicant(s) which lead us to suspect that the applicant(s) is/are involved in criminal conduct or money laundering.
- (d) The person signing the form below has seen the applicant(s) identification and is authorised by the firm to complete this document.
- (e) The identity of the applicant(s) has been verified and i) the original documents have been seen ii) any documents requiring a signature were pre-signed and iii) for face to face applications any document with a photograph bore a good likeness to the applicants(s).
- (f) I/We have discussed the mortgage payments with the applicant(s) and can confirm that the applicant(s) can afford these payments.

Name

Position

Signed

Date

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4. Details of firm

Full name of regulated firm

FSA reference number

Explanatory notes

- 1 A separate confirmation must be completed for each applicant (e.g. joint holders). Where a third party is involved, e.g. a payer of contributions who is different from the applicant, the identity of that person must also be verified, and a confirmation provided.
- 2 This form cannot be used to verify the identity of any applicant that falls into one of the following categories:
 - * those who are exempt from verification as being an existing client of the introducing firm prior to the introduction of the requirement for such verification
 - * those whose identity has not been verified by virtue of the application of a permitted exemption under local anti money laundering or regulation; or
 - * those whose identity has been verified using the source of funds as evidence.
- 3 This confirmation must carry an original signature, or an electronic equivalent.

Notes

The following documentation is deemed acceptable for use within section 2:

(A) Primary Identification: One of the following original documents is required to confirm customer identity:

- Current UK/EU passport
- Current UK/EU driving licence with photo (full or provisional)
- EEA member state identity card (Swiss cards also acceptable)
- Northern Ireland Voter's Card
- Blue Disabled Driver's Pass
- Shotgun or firearms certificate

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OR Secondary Identification: If customer has no primary ID, two of the following original documents may be used: (These should show the customer's full name and either the residential address or date of birth.)

- Current UK driving licence showing current address (non-photo version)
- Benefit book or original letter from the Benefits Agency confirming rights to benefit or state pension
- HMRC tax notification (tax assessment, statement of account or notice of coding; not P45 or P60)
- A grant letter or student loan agreement from a Local Education Authority
- Bank or building society statement (issued within the last 3 months) (not acceptable if printed from the Internet)
- A cheque guarantee card, debit card with inlaid holograph
- Initial deposit by personal cheque (drawn on an account that includes the customer's name)
- Marriage /civil partnership certificate
- Police warrant card

Address

Proof of address is required if the customer is not on the electoral roll. These items must show the full current residential address of the customer. Proof of address is required for the last 3 years.

- Current UK driving licence showing current address (non-photo version)
- Council Local authority tax bill (valid for current year)
- Benefit book or original letter from the Benefits Agency confirming rights to benefit or state pension
- HMRC tax notification (tax assessment, statement of account or notice of coding; not P45 or P60)
- A utility bill or prepayment certificate issued within the last 3 months (not acceptable if printed from the Internet)
- A mortgage statement from a recognised lender (issued within the last 12 months)
- A grant letter or student loan agreement from a Local Education Authority
- Local Council rent card or tenancy agreement (documentation from a private landlord is not acceptable)
- Bank or building society statement (issued within the last 3 months) (not acceptable if printed from the Internet)
- Solicitor's letter confirming house move within the last 3 months

In respect of joint accounts, ID evidence should be obtained for all account holders. **NOTE:** No single document can be used to verify identification and address.

Leeds Building Society reserves the right to seek additional information where it deems necessary, including both income confirmation and identity documentation.

In the event of any enquiry from the law enforcement agencies or regulators in the UK, copies of the relevant customer records referred to above shall be made available under court order or relevant mutual assistance procedure.

NB. Where a document appears in more than one list above, it can only be used once i.e. no single document can be used to verify both identity and address.

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