

# Equiniti Shareview Dealing

## Confirmation of Identity Form



Please complete all the fields in this form (where applicable).

### Section A: Primary Applicant personal details

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Shareholder reference

Title  Mr  Mrs  Miss  Ms  Other

First name(s)

Last name(s)

Postal address

Telephone Number

Date of Birth

Email address

Day Month Year

Nationality

We are required by law to confirm the identity of all individuals using our service. If this is to be a joint account, all parties will need to complete a copy of this form and supply evidence. In order to help us establish your identity we will require documents, please refer to the table below. The **List A** document must show your full name and, between the two documents, must also evidence your date of birth and current residential address.

**Please note** that a document submitted from **List B**, only showing an applicant's initials, will be accepted, providing the initials exactly match those of the full name shown on the document submitted from **List A**.

Please send a scan or photo of the original document. We would encourage you to password protect your scan or photo when you send this for your security. **Please note** you are sending documents at your own risk and if scanned images are sent we may still need to request physical versions of documents.

**Please note** copies of any documents you provide will be retained by us and any original documents will be returned to you at the earliest opportunity.

### Section B: Documentation

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#### List A – Primary identity documents (Government issued)

- Current UK/EEA photocard driving licence
- Current full signed passport
- Current EEA member state identity card
- Any verifiable current government document containing a photograph

#### List B – Supporting documentary evidence

- A second item from List A
- Most recent HM Revenue & Customs tax notification (not a P45 or P60)
- Bank/building society/credit union statement or pass book – less than 3 months old
- Utility bill or statement (not mobile phone) – less than 3 months old
- Local authority council tax bill (valid for the current year)
- Signed documentation from a regulated financial services firm which indicates a current relationship with the firm exists.

Please be aware that you are sending personal data at your own risk. We cannot take any responsibility for any data that is lost or intercepted in transit via email. Emails can be intercepted and your personal data could potentially be lost if the information you are sending is not protected in some way.



## Section B: Documentation continued

If electronic verification cannot be completed or is unsuccessful, we would ask that you submit the documents required by applying the method from the table depending on your nationality and residential status.

Customer Type	List A - Identification Number of documents required	List B - Address verification Number of documents required	Tick Option
UK National - living in the UK	1	1	
UK National - living abroad	1	2	
EU/EEA National - living in the UK	1	2	
EU/EEA National - living in home country	1	2	
EU/EEA National - Living outside the UK or their home country	2	2	
Other Foreign National - living in the UK	2	2	
Other Foreign National - living elsewhere	2	2	

**All non-UK documents from List B must be certified.** For primary documents in **List A** above, if you do not wish to send us the original document, you must send a copy which is CERTIFIED AND STAMPED to be a true copy of the original. The approved person undertaking the certification must provide their contact details below and you must advise them that we may contact them to validate their certification and/or conduct searches of electronic databases to validate them and/or the organisation they represent.

Certificator's full name

Certificator's Occupation or signing Capacity

Certificator's Member ID/ Reference number

Certificator's Telephone number

**Please note - Family members are unable to certify documents**

Receipt of certified documents may result in a delay in processing your application.

## Section C: Declaration and Signature

- I confirm that this information is true and accurate and that the certified copies of the enclosed documents relate to me.

### Sign the form

To sign this form you may provide an electronic signature. You can do this via your Adobe Acrobat Reader DC, or DocuSign which is a free of charge service.

Instructions to create an electronic signature are as follows:

- On Adobe open the file, or on DocuSign upload the file
- In the editor, select sign and draw your signature. Then place your signature in the signed box below
- Save the document and follow the return instruction below.

Please note, we cannot accept a typed or written name in the box below. Alternatively, you may print and sign the document

Signed

Date

Day

Month

Year

To return your form, please send to [Equiniti.Sharedealingservices@equiniti.com](mailto:Equiniti.Sharedealingservices@equiniti.com), this and all related documents must be received from the email on your instruction. Forms received from an unregistered email account will not be actioned, if you have any queries related to the completion of this form, please contact the Customer Experience Centre on: 0371 384 2030 Lines are open 08:00 - 17:30 Mon - Fri, excluding UK public holidays.

Alternatively you can post the form to: **Equiniti, PO Box 4605, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6QY.**

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