

CONFIRMATION OF VERIFICATION OF IDENTITY

INTRODUCTION BY AN FSA REGULATED FIRM



1 Details of individuals (see explanatory note 1 below)

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

| | |
|--------------------------------|--|
| 1. / / | 2. / / |
| Current address (1st Customer) | Previous address if changed in last 3 months |
| Current address (2nd Customer) | Previous address if changed in last 3 months |

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

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 customer in the section below*

| | 1st customer | 2nd customer |
|-----------------------------|--------------|--------------|
| Document type | | |
| Document reference | | |
| Issuing office/organisation | | |
| Date of issue/expiry | | |

| | 1st customer | 2nd customer |
|-----------------------------|--------------|--------------|
| Document type | | |
| Document reference | | |
| Issuing office/organisation | | |
| Date of issue/expiry | | |

| *For non face to face transactions | 1st customer | 2nd customer |
|------------------------------------|--------------|--------------|
| 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 paragraphs 1 and 2 above was supplied to me/us by the customer(s).
- (c) We confirm that the customer(s) is/are not involved in criminal conduct or money laundering.
- (d) The person signing the form below has seen the customer(s) identification and is authorised by the firm to complete this document.
- (e) The identity of the customer(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 customer(s).
- (f) I/We have discussed the mortgage payments with the customer(s) and can confirm that the customer(s) can afford these payments.

| | |
|----------------------|----------------------|
| Name | Position |
| <input type="text"/> | <input type="text"/> |
| Signed | Date |
| <input type="text"/> | <input type="text"/> |

4 Details of firm

| | |
|-----------------------------|----------------------|
| Full name of regulated firm | FSA reference number |
| <input type="text"/> | <input type="text"/> |

Explanatory notes

- 1 A separate confirmation must be provided by a person who is different from the customer, 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 customer 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 signed UK or EU passport |
| Current UK or EU driving licence - current, signed, full or photo card licence |
| Original letter from Benefits Agency confirming right to state pension |
| Inland Revenue Tax Notification (tax assessment, statement of account or notice of coding; NOT P45 or P60) |
| Northern Ireland Voters card |
| Blue disabled drivers pass |

OR Secondary Identification: If customer has no primary ID, two of the following original documents may be used:

| |
|---|
| A birth or marriage certificate |
| National Insurance card |
| A medical card |
| Bank or Building Society account statement |
| A cheque guarantee card, credit card or debit card with inland holograph photo |
| A cheque guarantee card, credit or debit card (no photo) with three most recent account statements |
| A personal cheque used to open the account if drawn on an account that includes the customer's name |

(B) Address Verification: In addition to confirming a customer's identity, you must verify address with one of the following:

| |
|--|
| A utility bill or prepayment certificate up to three months old (mobile telephone bill not allowed) |
| Bank, Building Society or credit card statement containing current address (if not used for proof of name) |
| Most recent mortgage statement from a recognised lender |
| Local authority tax bill (valid for current year) |
| Local council rent card or tenancy agreement (private tenancy agreements are not acceptable) |
| Benefit book or original notification letter from Benefits Agency confirming rights to benefit or state pension (if not used for evidence of name) |
| Inland Revenue correspondence showing address (if Inland Revenue have not been used to confirm name) |

In respect of joint accounts, ID evidence should be obtained for all account holders. However, in the case of applicants who have the same surname and address (e.g. husband and wife), address verification for first named only can be obtained. **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.