



## Chartered Surveyors

### Individual identity documents

Below is a list of acceptable identity documents. We require sight of all original or certified documents. Subject to your individual circumstances, A Jestyn Coke Chartered Surveyors may liaise with you for further/other documentation.

A Jestyn Coke Chartered Surveyors requires one document from List A and one document from List B.

#### List A - Identity Document

- Current signed passport
- Valid UK driving licence
- EEA member state identity card

#### List B - Proof of Address

**UK/EU/EEA Drivers Licence** (if UK Drivers Licence not used as ID)

*Must be valid, not expired. Photo only. Full or provisional.*

**Bank, Building Society or Credit Union Statement**

*Dated with 3 months. Must include account number and show recent activity. No general correspondence.*

**Credit Card Statement**

*Dated within 3 months. Must include account number and show recent activity. No general correspondence.*

**UK, EU, EEA Mortgage statement**

*Dated within 12 months. Must show account number. No general correspondence.*

**Utility Bill**

*Dated within 6 months E.g. Gas, electricity, water. Must show address for service and/or account number. No general correspondence.*

**Telephone Bill**

*Dated within 6 months E.g. Landline or mobile pay monthly (excluding pay as you go). Must show address for service and/or account number. No general correspondence.*

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### **Council Tax**

*Dated within 12 months. Must show address for service and/or account number. No general correspondence.*

### **Tenancy Agreement**

*Dated with 12 months. Must state full name and full property address. Issued by local council, housing association, solicitor or reputable letting agent.*

### **Benefits Entitlement Letter**

*Dated within 12 months. Issued by DWP or Jobcentre plus. Must confirm benefit payable at time of issue. E.g. Pension, disability, single parent, housing etc.*

### **HMRC Tax Notification**

*Dated with 6 months. Must state national insurance number and tax calculation. No general correspondence.*

### **Home or Motor Insurance Certificate**

*Dated within 12 months. Must state insured address or registered address for vehicle and policy number. No general correspondence.*

### **UK solicitors letter confirming house purchase/land registration**

*Dated with 3 months. Must state full name of new proprietor and full property address.*

### **NHS Medical Card or letter from GP confirming registration**

*Dated within 3 months. Must state individual's date of birth and NHS number. No general correspondence.*

### **Official confirmation of Electoral Register entry or official poll card**

*Dated within 12 months. Must state full name and full address. No general correspondence.*

### **Police Registration Certificate**

*Dated within 12 months. Must state the full residential address of the individual.*

### **Probate**

If you are acting as a Representative of an Estate we require the following:

- Grant of Probate (if a will was left)
- Letter of administration (if no will left)
- **Individual identity evidence from List A & B** for the Personal Representative, either executor or administrator

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## Limited company

If you are acting as a Representative of a UK Company we will also require the following:

- Certificate of Incorporation
- Articles of Association
- Memorandum of Association
- Latest Annual Return or Confirmation Statement, with details of current company officers
- If offshore, nominee director declaration and a general power of attorney
- **Individual identity evidence from List A and B** for all individuals or entities with 25% or more of the shares or voting rights in the company

If you are acting as a Representative of an **Offshore** Company we will also require the following:

- Certificate of Incorporation
- Articles of Association, Memorandum of Association, Latest Annual Return with details of current company officers, Share Certificate(s) showing the Ultimate Beneficial Owner OR
- Certificate of Incumbency
- If the shares are owned by another company, repeat steps above for the holding company
- Nominee director declaration and/or general Power of Attorney (if applicable)
- **Individual identity evidence from List A and B** for all individuals or entities with 25% or more of the shares or voting rights in the company

## Trust

If you are acting as a Representative of a Trust we require the following:

- Trust deed
- List of trustees
- List of beneficiaries
- **Individual Identity evidence from List A & B** for all individuals with a vest interest in 25% or more of the capital and/or those who exercise control over the Trust

February 2019