

Proof of Identity & Address

Under the Money Laundering Regulations, it is a legal requirement for us to ask you and sometimes people related to you to produce proof of identity and address before we are able to take instructions. This is because solicitors who deal with money and property on behalf of their clients can be targeted by criminals wanting to commit identity fraud and launder money. We will have to repeat these checks at certain intervals, when details change, or when ID documents expire.

To comply with the law, we need to obtain evidence of your identity as soon as possible. There are two ways you can provide this information and documentation: in person at our offices or, more simply, online.

1 - Electronic ID Checking On-Line (ECOS app)

The ECOS digital ID verification streamlines the gathering of client information and provides a more secure and reliable method of verifying a person's identity. The solution checks your information against authoritative sources to reduce the risk of identity fraud and instantly identifies genuine clients.



Using the app reduces the need for you to make a special visit to our offices with personal documentation and can reduce potential delays in getting our work for you underway.

The check is easily completed at home via a smartphone by downloading the specialist app for either iPhone or android phones.

In order to confirm your identity using the ECOS app, you must have the following:



- A **current passport**. If you do not have a passport you will not be able to use ECOS to complete your ID check); and
- A proof of address document in the form of a **bank statement, utility bill (from with the past 3 months) or a current year council tax bill** (see list over the page for alternatives).

Your Current Account Details		
Date	Payment type and details	Paid out
22 Jul 18	Balance Brought Forward	
24 Jul 18	VIS TESCO STORES 6196 WELLING	97.02
29 Jul 18	VIS BP ANCHOR FILLING WELLING	20.00
28 Jul 18	DD ROYAL & SUNALLIANCE HYGRADE SERVICES	43.27
28 Jul 18	ATM CASH AT BARCLAY JUL28	

The ECOS system will take you through the ID process step by step providing you with a link to download the app needed to complete the process. The ECOS Support team can be reached on 0207 186 9621, if you have any problems. It takes around 5 minutes to complete, and we can start work straight away once we receive confirmation of ID. Please kindly advise the person dealing with your case when you have completed the check.

If you are happy to proceed with the ECOS check please provide the following information by email, to the person dealing with your case, and we will send a link to download the app:

- 1) Full name (inc. title and any middle names)
- 2) Mobile phone number
- 3) Email address

2 - In person at our offices (we will also need to complete a separate on-line verification)

To confirm your identity by attending our offices, we ask you to please provide:

- A current passport or valid full photo driving licence and
- A proof of address document in the form of a bank statement, utility bill or a current year council tax bill.

NOTE – please ensure that you bring your documents in person as we have to check the photo ID matches your appearance.

We will take copies of your documents and retain them for our file. If you are unable to bring your ID documents into the office, you may have copies certified (for example at a local solicitor or accountant's office) and send them in. Please speak to the person managing your case for further details.

Please note - we will also need to complete a separate on-line ID verification which we can complete using information from your ID documents. It is very important that you let us know if you do not wish to proceed with this check.

In the event you do not have any of the identity or address documents above, the following ID and proof of address documents are also acceptable, in person:

Confirmation of ID - Acceptable Documents (only a passport can be used with the on-line ECOS system)

Acceptable to use in person at our offices: -

1. Current in date passport
2. Current full (not provisional) photo-card driving licence – old non-photo licences are not acceptable
3. Building industry sub-contractor's certificate or photo registration card
4. Firearms certificate (from Chief Constable)
5. Police or other government ID card
6. Biometric residence permit
7. UK armed services ID card

Confirmation of Address - Acceptable Documents (if not already used to prove ID)

1. Bank/Building Society/National Savings statement or passbook (dated with the previous 3 months)
2. Recent utility bill (dated with the previous 3 months)
3. Council Tax bill (current council tax year)
4. Mortgage statement (within the last 12 months)
5. Current full photo driving licence (if not used for proof of ID)
6. Inland Revenue Self-Assessment Statement/Tax Demand (dated with the previous 3 months)
7. Benefits book/Benefits Agency letter (dated with the previous 3 months)
8. EEA Member State identity card
9. Local Authority Rent Card/Tenancy Agreement
10. Child Support Agency letter (dated with the previous 3 months)
11. Solicitor's letter confirming recent house purchase

IMPORTANT - WHAT TO DO NEXT

Please confirm to your solicitor or the person managing your case whether you would prefer to complete the ID process online, or whether you will attend our offices with your ID documents. If online, you must complete the process personally.

IMPORTANT – We may have to carry out and repeat on-line ID checks – you must let us know if you do not wish us to carry out these checks.