

# Customer Identification Requirements

Type of account:	<input type="text"/>
Account name:	<input type="text"/>

For action by Professional Adviser only	
Master Account number	<input type="text"/>
Account number allocated	<input type="text"/>

Please complete this form in BLOCK CAPITALS and black ink and return it to: **Cater Allen Private Bank, 9 Nelson Street, Bradford, BD1 5AN** in the pre-paid envelope provided. If you need any help to complete this form please call us on 0800 092 3300.

As part of the Account Opening / Mandate Renewal process, we are required to verify the identity of everyone detailed within the Application / Mandate Renewal Form.

All parties must provide identity verification as follows: One identification item from List 1 and a different identification item from List 2. Documents from the same source cannot be used twice. Please tick the relevant boxes to show which items each applicant has provided. Black and white photocopies of the identification should be provided in all cases and should accompany the Application / Renewal Mandate Form.

**Please do not provide original documents** due to the dangers of postal interception and fraud – this is for your own protection.

List 1						Applicant to complete
Name	Name	Name	Name	Name	Name	Identification Type
						Current signed Passport
						Current UK old style Driving Licence (not Provisional)
						Current UK Photocard Driving Licence (including Provisional)
						EEA or Swiss National Identity Card
						Firearms Certificate or Shotgun Licence
						Northern Ireland Voters Card
						Notification of entitlement to state or Local Authority Benefit / Pension / Tax credit / Grant*
						HMRC Coding / Assessment / Statement / Tax Credit*

List 2

Applicant to complete

Name	Name	Name	Name	Name	Name	Identification Type
						Current signed Passport
						Current UK old style Driving Licence (not Provisional)
						Current UK Photocard Driving Licence (including Provisional)
						EEA or Swiss National Identity Card
						Firearms Certificate or Shotgun Licence
						Northern Ireland Voters Card
						Notification of entitlement to state or Local authority Benefit / Pension / Tax Credit / Grant*
						HMRC Coding / Assessment / Statement / Tax Credit / Correspondence*
						Bank statement (not internet printed)**
						Mortgage statement from a recognised lender*
						Credit Card statement (not internet printed)**
						Utility bill or statement (not mobile phone, satellite / cable TV or internet printed bills)**
						Local Authority Council Tax bill / Demand letter*
						Local Council Rent Card or Tenancy Agreement*
						Correspondence from DWP confirming benefits or pension*
						Instrument of Court Appointment e.g. Probate or Court Registered Power of Attorney

\* Must be the most recently issued document and less than 12 months old. \*\* Must be the most recently issued document and less than 3 months old (except water bills – less than 12 months old).

#### Professional Advisers

Professional Advisers who are FSA Regulated may supply a CVIC (Confirmation of Verification of Identity Certificate) for each named person on the Application / Renewal Mandate Form provided that it is fully completed and is of sufficient quality.

Cater Allen Private Bank is able to provide literature in alternative formats. The formats available are: Large Print (as recommended by RNIB), Braille, Audio Tape and PC Disk. If you would like to register to receive correspondence in an alternative format please contact us on **0800 092 3300**. For the hard of hearing and/or speech impaired please use the Typetalk service via 18001 0800 092 3300.

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