



Aston International Limited

VERIFYING IDENTITY – INDIVIDUALS

We are legally required to hold documents to show that we have identified all parties connected to the services we provide. Each person must complete a Personal Questionnaire and provide us with documentary evidence of their identification as detailed below. We are required to identify the following parties (where applicable):	
Shareholder / Member / Beneficial Owner	Settlor
Director / Company Secretary / Any Other Officer	Trustee
Bank Signatory	Protector
Grantee of Power of Attorney	Beneficiary

1. VERIFICATION OF IDENTITY (One item from this list)		
a) Full Passport	b) European Union National Identity Card	c) Full Driving Licence
The document must be valid and bear a recognisable photograph of the individual and their signature.		

2. VERIFICATION OF RESIDENTIAL ADDRESS (Two items from this list)		
a) Bank Statement (which must not be a paper print obtained "on-line")	b) Full Driving Licence (providing this is not being used to verify identity)	c) Rates, Council Tax or Utility Bill (mobile phone bills are not acceptable)
d) Credit Card Statement	e) Mortgage Statement from a recognised lender	f) Income Tax Notice or Statement
Documents must have been issued in the last 3 months.		

3. LETTER OF REFERENCE
Depending on your application and the nature of the services you have requested we may ask for a bank or professional reference. We will advise if a Letter of Reference is required once we have reviewed your application.

Documents in the English Language
If documents are not in English a translation from an independent and accredited translator must be attached.

Copies of Documents
If you do not produce original documents in person, you can post us <u>certified true copies</u> (see below).

Certifying Copy Documents
Every copy document must be fully legible and certified. A certified true copy of a document must be signed, dated and stamped or sealed by an officer from a reputable banking institution, a notary public, a qualified lawyer or solicitor registered with a relevant professional body or Consular Officials in the course of their official duties. The certifier must specify his/her full name and address, contact telephone number, position or in capacity signing, regulatory body & number (if applicable).
Suitable wording for certifying a copy of an identity document: <i>"I confirm that this is a true copy of the original document which I have seen and that the photograph is a true likeness of the individual concerned."</i>
Suitable wording for certifying copy documents that verify a residential address: <i>"Certified a true copy of the original document which I have seen."</i>

Delivery of Documents
You can e-mail or fax documents in advance for our review, but the documents must also be delivered to us by courier or post before we commence services.