

In line with anti-money laundering regulations, AES requires acceptable proof of address and identification documents for every client. For company applications, this includes all directors and shareholders holding more than 25%. Copies of all documents must be correctly certified, by an appropriate person, using the wording below.

ACCEPTABLE FORMS OF PROOF OF ADDRESS*

Either: -

The following must be dated within the last 3 months of the date of receipt:

- Bank statement
- Utility bill (electricity / gas / telephone [not mobile])
- Company letter on headed paper, with the company stamp
- Solicitor letter on headed paper
- Bank letter on headed paper

Or: -

The following must be in date on the date of receipt:

- Property deeds
- House or motor insurance certificate
- Tenancy agreement**

ACCEPTABLE FORMS OF SOURCE OF FUNDS

The following must be dated within the last 3 months of the date of receipt:

- Provider valuation
- Bank statement
- Proof of trust payment / inheritance / gift
- Sale contract

ACCEPTABLE FORMS OF PROOF OF IDENTITY***

- Current passport

*Where the proof of address has your partner's name only, please provide a copy of your marriage certificate.

**If the tenancy agreement has been extended this must be clearly evidenced, preferably on the agreement itself.

***If you live in a country that requires a visa (e.g. UAE), a certified copy of the visa page is also required.

CERTIFICATION WORDING FOR PROOF OF ADDRESS AND SOURCE OF FUNDS

"I hereby certify that this is a true first copy of the original document which I have seen."

Signature and print name

Job title

Date

Company name

Company address & contact details

CERTIFICATION WORDING FOR PROOF OF IDENTITY/ VISA

"I hereby certify that this is a true first copy of the original document which I have seen. I have met with the individual and can confirm the photograph is a true likeness."

Signature and print name

Job title

Date

Company name

Company address & contact details

ADDITIONAL COMPANY DOCUMENTS

(if opening a company account)

The following must be valid at the date of receipt:

- Memorandum and Articles and Cert of Incorporation
- Company Bank statement
- Latest audited accounts
- Copy of Register of Directors
- Copy of Register of Shareholders (incl ultimate beneficial owners and corporate shareholders)
- Authorised Signatory List

APPROPRIATE PERSON TO CERTIFY PROOF OF ADDRESS, IDENTITY AND VISA

- A member of the judiciary, senior civil servant, a serving police or customs officer;
- An officer of an embassy, consulate or high commission of the country of issue (proof of identity only);
- A director, officer, or manager of:
 - a person carrying on a financial services business which is regulated and operates in a well-regulated country or territory; or
 - a branch or subsidiary of a group headquartered in a well-regulated country or territory which applies group standards to subsidiaries and branches worldwide, and tests the application of and compliance with such standards; - this includes AES staff;
- A member of a professional body that sets and enforces ethical standards, including - medical practitioners (dentist, doctor, pharmacist, others with a substantial medical qualification); chartered accountant (and others in the accountancy profession); legal practitioners (solicitor; notary, patent attorney, barrister); teachers and those in university positions
- Senior public servants: senior public/ Crown servants (e.g.: a senior NHS official, senior in QUANGOS such as the Pensions Regulator or FCA [or overseas equivalent]), Court manager, serving military officers, JP (and other unpaid judicial equivalent such as tax commissioners or those who sit on employment tribunals).